Otterbein University
Graduate Studies in Nursing

Graduate Handbook
2012 - 2013
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I.
NURSING PROGRAM DESCRIPTION
MISSION STATEMENT

The Department of Nursing is committed to quality nursing education that uses a holistic caring framework to promote quality and safe healthcare. Our mission encourages personal and professional development of faculty, staff and students. An appreciation for diverse perspectives and humane values is central to the mission. Building on a liberal arts education and a strong science foundation, the goal of the Department of Nursing is to prepare lifelong learners who are committed to the profession, the community, and to meeting the changing health care needs of society.

Approved 11/20/09

VALUES

We believe in:

- The value of lifelong learning that includes development of intellectual abilities and humane values.
- The integration of liberal arts with a strong science base as the foundation of quality nursing care.
- Holistic caring as the framework for nursing practice to promote health of clients of all ages and in all health conditions.
- Purposeful and reflective clinical experience as the basis for developing expert nurse clinicians.
- The value of diversity to the profession and learning community with multicultural-sensitivity incorporated into delivery of health care.
- Service as an inherent component of professional nursing that will promote access to quality nursing care.
- Scholarship that includes inquiry and critical reasoning as necessary for development of nursing knowledge and evidence for delivery of nursing care.
- The value of using developing technology to enhance nursing practice.

Approved 11/20/09

PURPOSE OF MSN PROGRAM

The purpose of the Otterbein Master of Science Degree in Nursing Program is to provide registered nurses with an opportunity to synthesize knowledge and develop skills to use as a basis for advanced nursing practice, teaching, management, and research. The curriculum enables graduate students to expand their mastery of the major undergraduate program concepts of person, society, health and nursing. The Master’s program prepares graduates who apply the nursing process within a framework of caring to maximize the health potential of clients.

Approved 11/20/09
PURPOSE OF DNP PROGRAM

The Doctor of Nursing Practice (DNP) degree is a practice-focused doctorate designed to prepare expert advanced practice nurses who provide health care using a holistic caring framework in an increasingly complex environment. The program develops advanced practice nurses committed to scholarly evidence based practice, innovation, testing of care delivery models, and evaluation of health outcomes for the good of all members of society. The development of clinical, organizational, economic, and leadership skills to design, implement, and evaluate programs of care delivery allows students to positively impact health outcomes and transform health care. Students gain knowledge and skill sets to promote positive health outcomes for individuals and populations, lead nursing and health care organizations, and positively influence health policy.

Approved 11/20/09

HOLISTIC CARING TAPESTRY

Otterbein’s Caring Tapestry has been developed with six components that are interdependent and interwoven into an educational framework for the nursing program which integrates the mission, values, and purpose of the program.

Commitment:

- Dedication
- Quality and Safe Care
- Inquiring/Questioning
- Evidence Based Practice
- Continuous Professional Development
- Present and Future Orientation
- Global Health

Compassion:

- Service
- Sensitivity/Empathy
- Human Dignity
- Embracing Diversity

Conscience:

- Altruism
- Advocacy
- Autonomy
- Accountability
- Integrity/Honesty
- Political Activism
- Social Justice
Confidence:

- Leadership
- Management
- Adaptability
- Nurse-Patient Relationship
- Collaborative Communication

Competence:

- Nursing Process
- Evidence-Based Practice
- Prioritization/Delegation
- Liberal Arts Foundation
- Science Foundation
- Research
- Clinical/Critical Reasoning
- Theory Application
- Synthesis
- Cultural Competence
- Information Management and Patient Care Technology
- Creativity
- Reflection

Conduct:

- Professionalism/Leadership
- Accountability for Self and Delegated Care
- Pride/Enthusiasm
- Civility/Role Modeling
- Collaboration with Inter-professional Team
- Self-Care
- Aesthetic/Art

Approved 6/16/09

HOLISTIC NURSING CARING TAPESTRY: DEFINITIONS

Caring:

This is a central theme and core of the nursing caring tapestry and is pivotal in all the activities that are associated with the art and science of nursing. Caring is a dynamic, multi-dimensional and universal concept that enhances and preserves human dignity. Caring interventions contribute to health promotion, maintenance, and restoration to achieve the greatest potential for holistic well-being. Caring is guided by compassion, conscience, conduct, competence, confidence, and commitment where there is mutual trust and sound moral and ethical values. Caring for self and others involves self-awareness and belief in personal empowerment and includes promoting academic and practice standards to ensure the quality of the profession.
Commitment:

Commitment is a pledge to integrate shared decision-making, quality and safety components into holistic care. It is the affective ability needed to keep one’s obligations congruent with one’s desires and to guide choices related to one’s trust and obligation to the profession of nursing. The dedication of the graduate is one of inquiry and questioning to constantly endeavor to strive toward providing the highest level of professional care. Commitment is made to lifelong professional development and a utilization of evidence based practice. Commitment includes the attitudes of empowerment, advocacy, assertiveness, courage, self-responsibility and accountability. Global health and sustainability will provide direction for the future endeavors in the delivery of patient care.

Compassion:

Compassion encompasses both the nurse’s empathy for and connection with the patient/family and the nurse’s ability to translate these affective characteristics into culturally sensitive care that embraces diversity and individualizes care for each patient. Preserving and promoting human dignity and autonomy are constant from birth until death.

Conscience:

Conscience involves knowledge, skills, and attitudes constituting an awareness of one’s moral responsibility to self and others. Nurses need knowledge of ethical theory, legal principles, moral development, social justice and self-determination theory. Conscience serves as a guide and provides insight into personal as well as values of diverse societies. Conscience will be evidenced by attitudes of open-mindedness, truth seeking, courage, examination of one’s values and respect for cultural beliefs/values of others as well as social justice. Professional practice will be autonomous within the legal parameters of the nursing profession and will actively seek ways to enhance health for everyone.

Confidence:

Confidence implies a pervading belief or trust in one’s self. It is a belief in one’s abilities to accomplish a desired task within a caring relationship with: clients, students, faculty, nurses, and other healthcare professionals. Confidence is demonstrated by an assertive demeanor, verbalized positive regard for self and others, willingness to learn, empowerment, adaptability and self-awareness. Collaborative communication is essential to an effective nurse-patient relationship. The graduate possesses skills that provide the basis for leadership and management within the context of patient-nurse relationships with advancement into larger realms of responsibility. Effective written, oral, electronic and non-verbal communication is required of professional nurses.
**Competence:**

Competence possesses the knowledge, judgment, skills, energy, experience and motivation to fulfill the demands of professional practice. Competence builds on the liberal arts and science foundations as well as the knowledge and skill sets of nursing. It integrates reflective clinical and creative reasoning, theory application, collaboration and negotiations, the nursing process as well as prioritization and delegation of care. Competence begins with being inquisitive and willing to seek help and to provide help and builds from novice to expert. It requires lifelong professional development and a commitment to research and evidence based practice. Cultural competence is sensitivity to culture, race, gender and sexual orientation with the ability to provide holistic individualized care to every client. With competence, there is an ability to be creative in relationships, care, and critical analysis.

**Conduct:**

Collaborating with the inter-professional team is the ability to work with others for a common goal. There is a need to be responsive to a number of constituents and skills needed include negotiation, communication, problem solving, role modeling and critical thinking. Clear, assertive and honest communication is necessary to establish and maintain caring human relationships that form the basis for professional nursing. Professionalism includes a respect for diversity, a positive response to change, and a belief in the positive benefits of self-care and health promotion. Utilizing critical thinking involves nursing practice, theory and research for professional decision making and the pride and enthusiasm to be creative in approach to individualizing care.

Approved 6/16/09
II.
GRADUATE STUDIES IN NURSING
MASTER OF SCIENCE IN NURSING (MSN) PROGRAM

CURRICULUM

The Master of Science in Nursing Program (MSN Program) at Otterbein provides the registered nurse with an opportunity to synthesize knowledge and develop skills for advanced nursing practice, teaching, management, and research. Students may major in Nursing Service Administration (NSA), MBA/MSN dual degrees, Clinical Nurse Leader (CNL), Nurse Anesthesia (NA) or Family Nurse Practitioner (FNP). Associate to Masters’ degree students may pursue the Clinical Nurse Leader (CLN), Family Nurse Practitioner (FNP), Nursing Service Administration (NSA), and MBA/MSN majors. Post-Masters Nurse Anesthesia and Family Nurse Practitioner Certificate Programs are also available for students. A Post-Master’s degree Advanced Practice Nurse Educator Certificate Program is also offered. (For additional details, see section on post-masters programs in this handbook.) Select nursing graduate courses are offered online or via interactive television using a hybrid format to four distance sites: Central Ohio Technical College, Hocking College, Marion Technical College and Southern State Community College. Nurse anesthesia specialty courses are offered only on the Otterbein Westerville campus and at Grant Medical Center.

CURRICULUM OBJECTIVES of MSN PROGRAM

Upon completion of the Master of Science in Nursing Program, the graduate will be able to:

1. Synthesize knowledge from nursing and relevant fields of study as a basis for an advanced nursing role.

2. Use the nursing process to perform the independent, collaborative and multifaceted functions of an advanced nursing role to optimize health care outcomes.

3. Demonstrate critical thinking when making decisions regarding the delivery of quality, cost effective, culturally relevant health care to individuals or populations including the vulnerable or underserved.

4. Analyze the legal, political, ethical, social, financial and professional functions of advanced nursing roles.

5. Examine health issues, health care delivery systems, including informatics and the implications for nursing.

6. Provide nursing leadership through advocacy and change management within the health care delivery system in advanced nursing roles.

7. Integrate caring behaviors and patterns into advanced nursing roles.

8. Apply the body of nursing knowledge through systematic inquiry, professional standards of care and evidence-based practice.
CURRICULUM OBJECTIVES OF DOCTOR OF NURSING PRACTICE (DNP) PROGRAM

Upon completion of the Doctor of Nursing Practice, the graduate will be able to:

1. Integrate nursing science with knowledge from the natural and social sciences as a basis for the highest level of nursing practice

2. Provide organizational and systems leadership in APN roles to improve patient and healthcare outcomes, through advocacy and implementation of management and quality improvement strategies

3. Provide leadership for evidence based practice, through translation of research for practice, dissemination of research findings, application of research findings, implementation of quality improvement methodologies, evaluation of practice outcomes and participation in collaborative research

4. Demonstrate proficiency in the utilization and evaluation of information systems technology resources for knowledge application, management of individual and aggregate data and quality improvement

5. Provide leadership in the analysis, development, implementation and evaluation of health care policies, congruent with advocacy for social justice, equity and ethics in global health care.

6. Employ effective communication collaboration and leadership skills with individuals, groups and teams to facilitate problem solving and team functioning for improvement in health care and health care delivery

7. Analyze epidemiological, bio-statistical, environmental and other appropriate data for developing, implementing and evaluating clinical prevention and population health interventions

8. Demonstrate advanced levels of clinical judgment in designing, implementing and evaluating therapeutic interventions to improve patient and/or healthcare outcomes

9. Analyze the legal political, ethical economic and professional functions of the APN.

10. Integrate caring behaviors and patterns including cultural competence and attention to underserved regional and global individuals and groups into ANP roles
ACCREDITATIONS OF NURSING PROGRAMS

CCNE Statement
The Baccalaureate and Master of Science in Nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE), One DuPont Circle, NW, Suite 530, Washington, D.C., 20036-1120. The telephone number is 202-887-6791.

COA Statement
The Nurse Anesthesia program is accredited by the Council on Accreditation (COA) of Nurse Anesthesia Educational Programs, 222 South Prospect Avenue, Park Ridge, IL, 60068-4001. The telephone number is 847-692-7050.
The ADN to MSN Program provides a registered nurse with an opportunity to pursue a Master of Science in Nursing Degree in one of four majors available in the MSN Program: Clinical Nurse Leader (CNL), Nursing Service Administration (NSA), MSN/MBA dual degrees, or Family Nurse Practitioner (FNP). The nurse anesthesia major (Otterbein University/Grant Medical Center program) is not offered through the ADN to MSN program. The ADN to MSN Program is aimed at select registered nurses who have demonstrated high academic achievement and proven success in clinical settings.

The ADN to MSN student must complete all prerequisite courses prior to admission to the program (see admission requirement ADN to MSN Program). Once admitted, the student is required to take transition courses: NURS 3000 (Theoretical Foundations in Nursing); NURS 3510 OL (Community Health Nursing; INST 2200 (Reflection & Responsibility) before beginning MSN clinical courses in his/her selected major. Please see the Otterbein University Undergraduate Course Catalog for descriptions of INST 2000, NURS 3000 and NURS 3510 level courses.

**Prerequisite courses** (to be completed prior to the start of the program) include:
Composition & Literature (2 courses) Chemistry 1
Anatomy Nutrition
Physiology Introduction to Psychology
Microbiology Developmental Psychology
Anthropology/Sociology (either course)
Statistics

**Prerequisite courses** must be completed at an accredited college with a grade of C or higher. If you have prerequisite courses which are not completed prior to the application deadline, you must complete the courses prior to fall entry into the program. Send an updated transcript to the Graduate School upon course completion.

If you do not have your RN license in Ohio by the application deadline, please send in your anticipated dates for graduation and for taking your state board examination to the Graduate School to be included in your application materials.

**Transition courses to be taken in your first year of the program include:**
(INST 2200) – Philosophy (U) (Take INST 2201, 2202, 2203, 2204, or 2205) Faculty recommend one of these courses be taken during the first year of the program or prior to entry.
NURS 3000 – Theoretical & Evidence Based Foundation for Practice in Nursing (U)
NURS 3510-Community Health Nursing; includes 8 hours of clinical hours/week, usually on a weekday between 8 am – 6 p). (U)
NURS 5320-- Advanced Physical Assessment (G)
**Student Status & Financial Aid**

We advise that you speak with our graduate **financial aid advisor** as your financial aid will be different for undergraduate and graduate status. Call 614-823-1379 to set up an appointment after you have completed your FAFSA online. Students seeking undergraduate financial aid must take 6 hrs. per semester to qualify—for example taking INST 2200 with NURS 3000.

**Registered Nurse work experience requirements** (within last 5 years): Clinical Nurse Leader – 1 year; Nursing Service Administration – 1 year, completed prior to entering N6310 & NURS 6320; Family Nurse Practitioner – 2 years. One year full time experience or the part time equivalent (2 years part time equals 1 year full time). For new RNs it is expected that you will gain your work experience while in the first 2 years of the ADN to MSN program prior to entering your specialty courses.

If you plan to pursue a DNP (Doctor of Nursing Practice), it is recommended that you complete NURS 5310 Advanced Pharmacology, NURS 5320 Advanced Health Assessment, & NURS 5330 Advanced Pathophysiology during the course of your graduate work.

**Associate Degree to Master’s Degree**

**Sample Program Curriculum Grids- Semester**

<table>
<thead>
<tr>
<th>ADN to MSN:  CNL major (part-time)</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td><strong>Year One</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N3000</td>
<td>N3510 (Community Health Nursing) 6 hrs (OL)</td>
<td></td>
</tr>
<tr>
<td>N5210 (Epidemiology/Healthy Populations) 3 hrs (OL)</td>
<td></td>
<td></td>
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<tr>
<td><strong>Year Two</strong></td>
<td></td>
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<td></td>
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<tr>
<td>N 5320 (Advanced Health Assessment) 3 hrs (hybrid)</td>
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<tr>
<td>N 5330 (Advanced Pathophysiology) 3 hrs</td>
<td></td>
<td></td>
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<tr>
<td>N5220 (Evidence-Based Practice/Informatics) (OL) 3 hrs</td>
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<tr>
<td><strong>Year Three</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>N 5230 (Leadership) 3 hrs (OL)</td>
<td>6120 (CNL Immersion 2) 4 hrs</td>
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<td></td>
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<tr>
<td>N 6110 (CNL Immersion 1) 2 hrs</td>
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**INST 2200 Philosophy must be completed prior to graduation**

<table>
<thead>
<tr>
<th>ADN to MSN:  FNP major (part-time)</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td><strong>Year One</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N3000</td>
<td>N3510 (Community Health Nursing) 6 hrs (OL)</td>
<td></td>
</tr>
<tr>
<td>(Theoretical and Evidence Based Foundation for Practice in Nursing) 4 hrs (OL)</td>
<td></td>
<td></td>
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<tr>
<td><strong>Year Two</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>N5210 (Epidemiology/Healthy Populations) 3 hrs (OL)</td>
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<tr>
<td>N5230 (Leadership) 3 hrs (OL)</td>
<td>N5220 (Evidence-Based Practice/Informatics) 3 hrs (OL)</td>
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<tr>
<td><strong>Year Three</strong></td>
<td></td>
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<tr>
<td>N 5320 (Advanced Health Assessment) 3 hrs</td>
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<tr>
<td>N5330 (Advanced Pathophysiology)</td>
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<tr>
<td>N5310 (Advanced Pharmacology)</td>
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Year Four

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>N6510 Promoting Health in Primary Care</td>
<td>5 hrs</td>
<td>(hybrid)</td>
</tr>
<tr>
<td>N6520 Procedures/Skills</td>
<td>1 hr</td>
<td>(hybrid)</td>
</tr>
<tr>
<td>N6530 Acute/common Illnesses</td>
<td>5 hrs</td>
<td></td>
</tr>
<tr>
<td>N6540 Complex/chronic Illnesses</td>
<td>5 hrs</td>
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</tr>
<tr>
<td>N6550 Leadership in NP Role</td>
<td>2 hrs</td>
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</tbody>
</table>

**INST 2200 Philosophy must be completed prior to graduation**

**ADN to MSN: Nursing Service Administration Major (part-time)**

<table>
<thead>
<tr>
<th>Year One</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Optional (ACCT 2000)*</td>
<td>N3000 (Theoretical and Evidence Based Foundation for Practice in Nursing)</td>
<td>N3510 (Community Health Nursing) 6 hrs (OL)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 hrs (OL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N5210 (Epidemiology/Healthy Populations) 3 hrs (OL)</td>
<td>N5220 (Evidence-Based Practice/Informatics) 3 hrs (OL)</td>
<td></td>
</tr>
<tr>
<td>Year Two</td>
<td>N5230 (Leadership) 3 hrs (OL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MBA 6050 (Managerial Accounting) 3 hrs</td>
<td>MBA 6450 (Financial Management) 3 hrs</td>
<td></td>
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<tr>
<td></td>
<td>(OL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Three</td>
<td>Prerequisite: ACCT 2000*</td>
<td>MBA 6050 (Managerial Accounting) 3 hrs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N 5320 (Advanced Physical Assessment) 3 hrs</td>
<td>MBA 6450 (Financial Management) 3 hrs</td>
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<td></td>
<td>(OL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Four</td>
<td>MBA 6000 (Managing in Organizations) 3 hrs</td>
<td>N6310 (Clinical 1: Health Care Management I) 5 hrs (hybrid course)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(OL)</td>
<td>N6320 (Clinical 2: Health Care Management II) 5 hrs (hybrid course)</td>
<td></td>
</tr>
</tbody>
</table>

**INST 2200 Philosophy must be completed prior to graduation.** *ACCT 2000 may be taken in year 1 or year 2, and as early as summer session of year 1. (Algebra/statistics is a pre req for ACCT 2000). ACCT 2000 is a prerequisite for MBA 6050. OL = online course

Updated 6/28/12

**ADN to MSN Degree id 38 semester hours**

**Time Limit for Completion of ADN-MSN Program**

After a student has been admitted to the ADN-MSN program, continuous progress toward completion of the degree is expected. The time limit for completion of the program is six (6) years. The time limit is computed from the first date credit is recorded on the University’s transcript until the program curriculum requirements are completed.
CLINICAL NURSE LEADER (CNL) Major

The CNL major is an innovative master's degree that prepares the student to achieve positive patient outcomes directly at the bedside. This major has a total of 21 credit hours with an immersion quarter comprised of 320 precepted clinical hours. The clinical immersion allows the student to work closely with nursing faculty and institutional partners to develop skills such as transformational leadership, change management, conflict resolution and integration of evidence-based practice.

During the immersion process, the graduate student will assimilate theory into practice by completing a project in conjunction with the institutional partner. Projects will positively enhance health care delivery and prepare the graduate nurse for leadership positions within a unit or specialty group practice. Students are eligible to take the National Certification Examination for Clinical Nurse Leaders at the end of their program.

CNL Sample Program Curriculum Grid

<table>
<thead>
<tr>
<th></th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One</td>
<td>N5210 (Epidemiology &amp; Healthy Populations) (3)</td>
<td>N5330 (Advanced Pathophysiology)(3)</td>
<td>N5220 (Evidence Based Practice/Informatics I)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(3)</td>
</tr>
<tr>
<td>Year Two</td>
<td>N5320 (Advanced Assessment) (3)</td>
<td>N5230 (Leadership &amp; Advocacy in Policy and Healthcare Org) (3)</td>
<td>N6120 CNL Immersion II (4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>N6110 CNL Immersion I (2)</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
<td>21 semester hours</td>
</tr>
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</table>

FAMILY NURSE PRACTITIONER (FNP) Major

The FNP major prepares the graduate to assume a role as an advanced practice nurse. The coursework prepares the student to sit for a National Certification Exam to become a family nurse practitioner.

The curriculum is designed with a core online component, and a science core comprised of advanced health assessment, advanced pharmacology and advanced pathophysiology. The clinical component is comprised of courses in wellness, acute/common illnesses, complex/chronic illnesses.

Upon completion of the Family Nurse Practitioner major, the graduate will:

1. Synthesize theories and research from the physical and behavioral sciences relevant to primary care advanced nursing practice.
2. Incorporate a caring framework in applying the nursing process with healthy families and those with acute or chronic problems.

3. Perform comprehensive health assessments utilizing a research-based practice, principles of problem-oriented data collection, concepts of epidemiology, therapeutic communication, history-taking skills, techniques of assessment and pertinent diagnostic data.

4. Interpret data to identify excesses, norms and deficits of individuals in a variety of health care settings.

5. Perform holistic, continuous, comprehensive and individualized primary health care to clients and families that includes anticipatory guidance appropriate for age/developmental status through the health/illness continuum.

6. Demonstrate critical thinking and diagnostic reasoning skills in clinical decision-making with attention to safety, cost, invasiveness, simplicity, acceptability and efficacy.

7. Implement primary care management strategies with acute and chronic needs and problems.

8. Evaluate one’s own performance in the independent, collaborative and multifaceted aspects of the advanced practice nursing role in primary care.

9. Examine the legal, political, ethical, financial and professional aspects of the nurse practitioner role.

**FNP Sample Program Curriculum Grid**

<table>
<thead>
<tr>
<th>Year One</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N5210 (Epidemiology &amp; Healthy Populations) (3)</td>
<td>N5230 Leadership &amp; Advocacy in Policy and Healthcare Org) (3)</td>
<td>N5220 (Evidence Based Practice/Informatics I) (3)</td>
</tr>
<tr>
<td>Year Two</td>
<td>N5320 (Advanced Assessment) (3)</td>
<td>N5330 (Advanced Pathophysiology) (3)</td>
<td>N5310 (Advanced Pharmacology) (3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N5340 Prescribing (1)</td>
</tr>
<tr>
<td>Year Three</td>
<td>N6510 (Promoting Health in Primary Care) (5)</td>
<td>N6530 (Acute/Common Illness) (5)</td>
<td>N6540 (Complex and Chronic Illness) (5)</td>
</tr>
<tr>
<td></td>
<td>N6520 (Procedures/Skills) (2)</td>
<td></td>
<td>N6550 (Transition to Advanced Practice Nursing) (2)</td>
</tr>
</tbody>
</table>

**Total: 37 semester hours**
NURSE ANESTHESIA (NA) Major

The overall objectives of the nurse anesthesia major are to prepare graduates with the knowledge, skills, and competencies in basic science, perianesthetic management, patient safety, critical thinking, and communication to fulfill their professional responsibilities as Certified Registered Nurse Anesthetists.

In addition to meeting the objectives of the Master of Science in Nursing graduate program, graduates of the nurse anesthesia program will be able to:

1. Integrate patient safety principles into all phases of anesthesia management.

2. Design, administer, and manage patient-specific anesthesia care for individuals of all ages and physical conditions undergoing a variety of elective and non-elective surgical and diagnostic procedures.

3. Demonstrate competency in utilizing a variety of anesthesia techniques, agents, adjunctive drugs, and equipment while providing anesthesia services.

4. Use critical thinking to anticipate and solve problems, make decisions and apply knowledge from the arts and sciences to nurse anesthesia practice.

5. Use effective written, verbal, and nonverbal skills to communicate with patients, families and other healthcare providers in the delivery of anesthesia services.

6. Assume responsibility and accountability for professional actions and interact with integrity in the delivery of patient care.

7. Analyze information from a variety of sources and apply evidence to nurse anesthesia practice based on sound principles.

NA Sample Program Curriculum Grid

<table>
<thead>
<tr>
<th>Year One</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NURS 5310 Advanced Pharmacology (3)</td>
<td>NURS 5210 Epidemiology/Healthy Populations (3)</td>
<td>NURS 5330 Advanced Pathophysiology (3)</td>
</tr>
<tr>
<td></td>
<td>NURS 5010 Anatomy &amp; Physiology for Nurse Anesthesia (3)</td>
<td>NURS 5320 Advanced Health Assessment (3)</td>
<td>NURS 6730 Advanced Principles of Anesthesia I (4)</td>
</tr>
<tr>
<td></td>
<td>NURS 6712 Chemistry &amp; Physics for Nurse Anesthesia (3)</td>
<td>NURS 6720 Technology &amp; Techniques in Anesthesia (3)</td>
<td>NURS 6731 Pharmacology for Nurse Anesthesia II (3)</td>
</tr>
<tr>
<td></td>
<td>NURS 6710 Fundamentals of Nurse Anesthesia Practice (3)</td>
<td>NURS 6721 Pharmacology for Nurse</td>
<td>NURS 6735 Clinical Practicum I (2)</td>
</tr>
<tr>
<td></td>
<td>NURS 6711 Professional Aspects</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
of Nurse Anesthesia I (1) | Anesthesia I (3) | NURS 6760 Anesthesia & Co-existing Disease (3)
NURS 6740 Advanced Principles of Anesthesia II (4) | NURS 6750 Advanced Principles of Anesthesia III (4) | NURS 6765 Clinical Practicum IV (3)
NURS 6745 Clinical Practicum II (3) | NURS 6755 Clinical Practicum III (3) | NURS 5230 Leadership and Advocacy in Policy & Healthcare Organizations (3)
NURS 6751 Professional Aspects of Nurse Anesthesia II (1) | NURS 6750 Advanced Principles of Anesthesia III (4) | NURS 6765 Clinical Practicum IV (3)
NURS 5220 Evidence Based Practice & Informatics (3) | NURS 6750 Advanced Principles of Anesthesia III (4) | NURS 5230 Leadership and Advocacy in Policy & Healthcare Organizations (3)

Total: 70 semester hours

NURSING SERVICE ADMINISTRATION (NSA) Major

MSN Degree in Nursing Service Administration

The NSA major examines the administrative and operational processes of nursing service management/leadership in selected organizational settings.

Course study includes the application of selected theories/concepts, research and nursing process to perform the independent, collaborative and multifaceted functions (i.e. legal, political, ethical, social, cultural, financial and professional) of the advanced practice nursing administrator role.

An innovative project in collaboration with the clinical site and preceptor is developed and implemented during the clinical courses of the Nursing Service Administration major.

Observation, participation and practice in nursing administration are essential to project completion and readies the graduate for ongoing clinical practice focused on the role of the Nursing Administrator in today's health care systems.

Nursing Service Administration (NSA) Major

NSA Sample Program Curriculum Grid: Summer Start

<table>
<thead>
<tr>
<th></th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>NURS5210 Epidemiology/Healthy Populations (3) (OL)</td>
<td>NURS5230 Leadership &amp; Advocacy in Policy and Healthcare Org. (3) (OL)</td>
<td>NURS5220 Evidence-based Practice/Informatics (3) (OL)</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>*ACCT2000 Financial Accounting (4) – one evening per week</td>
<td>MBA6050 Managerial Accounting (3) – one evening per week</td>
<td>MBA6450 Financial Management (3) – one evening per week</td>
</tr>
<tr>
<td>Year 3</td>
<td>MBA6000 Managing in Organizations (3) – one evening per week</td>
<td>NURS6310 Health Care Management I (5) (Hybrid)</td>
<td>NURS6320 Health Care Management II (5) (Hybrid)</td>
</tr>
</tbody>
</table>

OL = online course; Hybrid = online and scheduled face-to-face classes; other graduate courses are offered one evening per week

*Algebra/Statistics is a prerequisite for ACCT 2000 and ACCT 2000 is a prerequisite to MBA6050

**NSA Sample Program Curriculum Grid: Fall Start**

| Year 1 | NURS5230 Leadership & Advocacy in Policy and Healthcare Org. (3) (OL) | NURS5220 Evidence-based Practice/Informatics (3) (OL) | NURS5210 Epidemiology/Healthy Populations (3) (OL) |
| Year 2 | MBA6050 Managerial Accounting (3) – one evening per week | MBA6450 Financial Management (3) – one evening per week | MBA6000 Managing in Organizations (3) – one evening per week |
| Year 3 | NURS6310 Health Care Management I (5) (Hybrid) | NURS6320 Health Care Management II (5) (Hybrid) |  |

OL = online course; Hybrid = online and scheduled face-to face classes; other graduate courses are offered one evening per week

*Algebra/Statistics is a perquisite for ACCT 2000 and ACCT 2000 is a prerequisite to MBA6050

**NSA Sample Program Curriculum Grid: Spring Start**

| Year 1 | NURS5220 Evidence-based Practice/Informatics (3) (OL) | NURS5210 Epidemiology/Healthy Populations (3) (OL) |
| Year 2 | NURS5220 Evidence-based Practice/Informatics (3) (OL) |
| Year 3 | NURS6310 Health Care Management I (5) (Hybrid) | NURS6320 Health Care Management II (5) (Hybrid) |

OL = online course; Hybrid = online and scheduled face-to face classes; other graduate courses are offered one evening per week

*Algebra/Statistics is a perquisite for ACCT 2000 and ACCT 2000 is a prerequisite to MBA6050

**NSA Sample Program Curriculum Grid: Spring Start**

| Year 1 | NURS5210 Epidemiology/Healthy Populations (3) (OL) |
| Year 2 | MBA 6050 Managerial Accounting (3) – one evening per week |

OL = online course; Hybrid = online and scheduled face-to face classes; other graduate courses are offered one evening per week

*Algebra/Statistics is a perquisite for ACCT 2000 and ACCT 2000 is a prerequisite to MBA6050
### Year 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA6450 Financial Management (3) – one evening per week</td>
<td></td>
</tr>
<tr>
<td>MBA6000 Managing in Organizations (3) – one evening per week</td>
<td></td>
</tr>
<tr>
<td>NURS6310 Health Care Management I (5) (Hybrid)</td>
<td></td>
</tr>
</tbody>
</table>

### Year 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS6320 Health Care Management II (5) (Hybrid)</td>
<td></td>
</tr>
</tbody>
</table>

OL = online course; Hybrid = online and scheduled face-to-face classes; other graduate courses are offered one evening per week

*Algebra/Statistics is a prerequisite to ACCT 2000 and ACCT 2000 is a prerequisite to MBA6050

### Nursing Service Administration Major Curriculum Requirements

#### Graduate Nursing Core

- NURS5210 Epidemiology/Healthy Populations 3cr
- NURS5220 Evidence-based Practice/Informatics 3cr
- NURS5230 Leadership & Advocacy in Policy and Healthcare Org. 3cr

**Total = 9cr**

#### Nursing Service Administration Core

- MBA6050 Managerial Accounting 3cr
- MBA6450 Financial Management 3cr
- MBA6000 Managing in Organization 3cr

**Total = 9cr**

#### Nursing Service Administration Specialty

- NURS6310 Health Care Management I 5cr
- NURS6320 Health Care Management II 5cr

**Total = 10cr**

**Nursing Service Administration Master Program Total = 28cr**

### Dual Degrees: MBA and NSA

The MSN/MBA dual degree is a partnership of the nursing and business master’s degree programs. Designed to prepare the advanced practice nurse for upper level management
positions, students gain expertise through a combination of nursing service administration and graduate business administration coursework. This degree can be earned in as little as three years.

**MBA/NSA Sample Program Curriculum Grid**

<table>
<thead>
<tr>
<th>Year One</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N5210</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Epidemiology/ Healthy Populations) (3)</td>
<td>N5230 (Leadership and Advocacy in Policy and Healthcare Organizations) (3)</td>
<td>N5220 (Evidence-Based Practice/ Informatics I) (3)</td>
</tr>
<tr>
<td></td>
<td>ACCT 2000 (Financial Accounting) (4)</td>
<td>*Prerequisite: ECON 2100 (Principles of Microeconomics) (4)</td>
<td>*Prerequisite: ECON 2200 (Principles of Macroeconomics) (4)</td>
</tr>
<tr>
<td></td>
<td>MATH 1240 I (Statistics 1) (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N5230 (Leadership and Advocacy in Policy and Healthcare Organizations) (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Two</td>
<td>MBA 6000 (Managing in Organizations) (3)</td>
<td>N6310 (Health Care Management I) (5)</td>
<td>N6320 (Health Care Management II) (5)</td>
</tr>
<tr>
<td></td>
<td>MBA 6400 (Marketing Management) (3)</td>
<td>MBA 6050 (Managerial Accounting) (3)</td>
<td>MBA 6450 (Financial Management) (3)</td>
</tr>
<tr>
<td>Year Three</td>
<td>MBA 6600 (Quantitative Methods for Business Decision-Making) (3)</td>
<td>MBA 6150 (Managerial Economics) (3)</td>
<td>MBA 5960 (Business Ethics: Public Policy and Social Responsibility) (3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MBA 6700 (Global Competition and the World Economy) (3)</td>
<td>MBA 6990 (Project Teams: Strategy Formulation &amp; Implementation)(Capstone) (3)</td>
</tr>
</tbody>
</table>

The nursing courses listed above are taught either on-line or are hybrid (meeting one or more times and the balance on-line). Most of the Math and MBA courses meet once a week in the evening. Total: 46 core courses semester hours (62 hours with pre-requisite undergraduate foundational courses).

**Second Degree MBA Program for Otterbein MSN graduates with NSA major**

**MBA Sample Program Curriculum Grid**

<table>
<thead>
<tr>
<th>Year</th>
<th>Summer Semester</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>*Prerequisite: ACCT 2000 (4 cr) Accounting</td>
<td>*Prerequisite: ECON 2100 (4 cr) Principles of Microeconomics</td>
<td>*Prerequisite: ECON 2200 (4 cr) Principles of Macroeconomics</td>
</tr>
<tr>
<td>Year 2</td>
<td>MBA 6400 (3 cr) Marketing Management</td>
<td>MBA 6050 (3 cr) Managerial Accounting</td>
<td>MBA 6960 (3 cr) Business Ethics: Public Policy and Social Responsibility</td>
</tr>
</tbody>
</table>
Year 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 6600 (3 cr)</td>
<td>Quantitative Methods for Business Decision-Making</td>
</tr>
<tr>
<td>MBA 6150 (3 cr)</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>MBA 6700 (3 cr)</td>
<td>Global Competition and the World Economy</td>
</tr>
<tr>
<td>MBA 6990 (3 cr)</td>
<td>Consulting Project Teams: Strategy Formulation &amp; Implementation (Capstone)</td>
</tr>
</tbody>
</table>

Second Degree MBA Program for Otterbein NSA Graduates is 21 semester hours

* Foundation Prerequisite Courses

* Algebra/Statistics is a prerequisite for ACCT 2000. ACCT 2000 is a prerequisite for MBA 6050.

Time Limit for Completion of BSN to MSN Program

After a student has been admitted to the MSN program, continuous progress toward completion of the degree is expected. The program grids of courses and their sequences are structured for completion in three academic years. With consideration that issues can arise that will not permit full-time study, the time limit for completion of the program is six (6) years. The time limit is computed from the first date credit is recorded on the University’s transcript until the program curriculum requirements are completed.
DOCTOR OF NURSING PRACTICE (DNP) PROGRAM

CURRICULUM

The Doctor of Nursing Practice (DNP) degree is a practice-focused doctorate designed to prepare expert advanced practice nurses to provide health care using a holistic caring framework in an increasingly complex environment. The program develops nurses in advanced practice roles committed to scholarly evidence based practice, innovation, testing of care delivery models, and evaluation of health outcomes for the good of all members of society. The development of clinical, organizational, economic and leadership skills to design, implement and evaluate programs of care delivery allows students to positively impact health outcomes and transform health care. Students will gain knowledge and skill sets to promote positive health outcomes for individuals and populations, lead nursing and health care organizations and positively influence health policy.

Otterbein University offers the following DNP programs
• Post-Master’s DNP (Available to RN’s that hold a Master’s degree with advanced practice nurse credentials as defined by the Consensus Model (http://www.aacn.nche.edu/Education/pdf/APRNReport.pdf)

The curriculum culminates in a comprehensive capstone experience which includes a clinical transformational change project. A post-master’s DNP student will be able to complete the program in two years, taking two courses per semester or six credits as a full-time course of study.

SUMMARY OF CURRICULUM REQUIREMENTS

Required Clinical Hours

The American Association of Colleges of Nursing, as outlined in the DNP Essentials for Curriculum, requires 1,000 supervised clinical/project hours post Bachelor of Science in Nursing degree (BSN). The clinical/project hours are determined for each student based on graduate clinical hours accumulated with a minimum of 300 hours in the DNP program.

DNP Project

The DNP project is an evidence-based practice project that demonstrates synthesis of research principles, leadership, advanced clinical practice and critical thinking which addresses identified needs of a group, population or community. The project will be a faculty-guided scholarly process that also demonstrates a systematic approach to change, knowledge development and outcomes evaluation. Project outcomes will be disseminated within the professional community through written and/or oral presentations. Refer to DNP Project Requirements in Section IV.

Graduation Requirements

A candidate for the DNP degree must meet the following:
1. 35 semester hours of required course work for post masters DNP
2. Achieve cumulative grade point average of at least 3.0.
3. Successfully complete the DNP Project.
4. Request an Application for Degree from the Office of the Registrar at least one semester prior to the term in which the degree is to be completed.
5. Meet all outstanding financial requirements.

<table>
<thead>
<tr>
<th></th>
<th>SUMMER</th>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One</td>
<td>N7050 Knowledge Building (3)</td>
<td>N7035 Epidemiology and Biostatistics (3)</td>
<td>N7030 Politics and Policy for Health Care (3)</td>
</tr>
<tr>
<td></td>
<td>N7060 Evidence Based Practice (3)</td>
<td>N7040 Quality Clinical Practice: Transforming Health Care (3)</td>
<td>N7900 Project Seminar (3)</td>
</tr>
<tr>
<td>Year Two</td>
<td>N7070 Special Topics in Leadership (3)</td>
<td>N7950 Clinical Seminar/Internship (5)</td>
<td>N8000 Clinical Project (3)</td>
</tr>
<tr>
<td></td>
<td>N7065 Informatics (3)</td>
<td>N7910 Project Advising (1)</td>
<td>N7910 Project Advising (1)</td>
</tr>
<tr>
<td></td>
<td>N7910 Project Advising (1)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All courses are offered online with 1-2 on campus meetings per semester.
Total: 35 semester hours

** Refer to the Graduate Nursing website for information on policies of the nursing department with regard to admittance, retention, and assistive services for students.
http://www.otterbein.edu/public/TheGraduateSchool/GraduateNursingPrograms.aspx

*** Refer to the Graduate Catalog for information on courses, pre-requisites, and graduation requirements.
POST-MASTER’S CERTIFICATE PROGRAMS

POST-MASTER’S FAMILY NURSE PRACTITIONER CERTIFICATE PROGRAM

CURRICULUM

The Post-Master’s Family Nurse Practitioner Certificate Program at Otterbein provides the nurse an opportunity for advanced nursing practice in family primary care. Coursework prepares students to sit for the American Nurses Credentialing Center Certification Exam for Family Nurse Practitioner.

CURRICULUM OBJECTIVES

Upon completion of the Post-Masters Family Nurse Practitioner Certificate Program, the graduate will:

1. Synthesize theories and research from the physical and behavioral sciences relevant to primary care advanced nursing practice.
2. Incorporate a caring framework in applying the nursing process with healthy families and those with acute or chronic problems.
3. Perform comprehensive health assessments utilizing a research-based practice, principles of problem-oriented data collection, concepts of epidemiology, therapeutic communication, history-taking skills, techniques of assessment and pertinent diagnostic data.
4. Interpret data to identify excesses, norms and deficits of individuals in a variety of health care settings.
5. Perform holistic, continuous, comprehensive and individualized primary health care to clients and families that includes anticipatory guidance appropriate for age/developmental status through the health/illness continuum.
6. Demonstrate critical thinking and diagnostic reasoning skills in clinical decision-making with attention to safety, cost, invasiveness, simplicity, acceptability and efficacy.
7. Implement primary care management strategies with acute and chronic needs and problems.
8. Evaluate one’s own performance in the independent, collaborative and multifaceted aspects of the advanced practice nursing role in primary care.
9. Examine the legal, political, ethical, financial and professional aspects of the nurse practitioner role.
POST-MASTER’S NURSE ANESTHESIA CERTIFICATE PROGRAM

CURRICULUM

The Post-masters Nurse Anesthesia Certificate Program prepares registered nurses with a previous graduate degree in nursing to enter the field of nurse anesthesia. Graduates of the program will receive a certificate and will be eligible to sit for the national certification examination administered by the Council on Certification of Nurse Anesthetists.

CURRICULUM OBJECTIVES (NURSE ANESTHESIA)

The overall objective of the nurse anesthesia major is to prepare graduates with the knowledge, skills, and competencies in perianesthetic management, patient safety, critical thinking, and communication to fulfill their professional responsibilities as Certified Registered Nurse Anesthetists.

In addition to meeting the objectives of the Post Masters certificate nursing graduate program, graduates of the nurse anesthesia program will be able to:

- Integrate patient safety principles into all phases of anesthesia management.
- Design, administer, and manage patient-specific anesthesia care for individuals of all ages and physical conditions undergoing a variety of elective and non-elective surgical and diagnostic procedures.
- Demonstrate competency in utilizing a variety of anesthesia techniques, agents, adjunctive drugs, and equipment while providing anesthesia services.
- Use critical thinking to anticipate and solve problems, make decisions and apply knowledge from the arts and sciences to nurse anesthesia practice.
- Use effective written, verbal, and nonverbal skills to communicate with patients, families and other healthcare providers in the delivery of anesthesia services.
- Assume responsibility and accountability for professional actions and interact with integrity in the delivery of patient care.
- Analyze information from a variety of sources and apply evidence to nurse anesthesia practice based on sound principles.
POST-MASTER’S ADVANCED PRACTICE NURSE EDUCATOR PROGRAM

CURRICULUM

The Post-Masters Advanced Practice Nurse Educator Program at Otterbein University provides the nurse an opportunity for advanced practice as an educator in nursing education programs. This program provides a Certificate of Completion and eligibility to sit for the Nurse Educator Certification.

CURRICULUM OBJECTIVES

Upon completion of the Post-Masters Advanced Practice Nurse Educator Program, the graduate will:

1. Synthesize knowledge from nursing education and relevant fields of study as a basis for nursing education and professional development.
2. Use the nursing process to perform the independent, collaborative and multifaceted functions of the nurse educator.
3. Demonstrate critical thinking when making decisions regarding the delivery of quality, cost-effective educational programs.
4. Analyze the legal, political, ethical, social, cultural, financial and professional functions of the nurse educator role.
5. Examine health issues and health care delivery systems and their implications for nursing education, professional development, and/or client education programs.
6. Provide nursing leadership within health care and nursing education systems in the advanced nurse educator role.
7. Integrate caring behaviors and patterns into the advanced nurse educator role.
8. Extend the body of nursing knowledge through systematic inquiry.

Summary of Curriculum Requirements for Post-MSN certificate programs can be found on Otterbein web at:

Time Limit for Completion of Post-Master’s Certificate Programs

After a student has been admitted to the Post-Master’s Certificate program, continuous progress toward completion of the degree is expected. The time limit for completion of the program is three (3) years. The time limit is computed from the first date credit is recorded on the University’s transcript until the program curriculum requirements are completed.
III. NURSING DEPARTMENT
ORGANIZATIONAL STRUCTURE
Governance System Structure
DEPARTMENTAL COMMITTEES WITH GRADUATE STUDENT MEMBERS

Curriculum Committee

The functions of the Curriculum Committee are to review and evaluate courses, proposed curriculum changes, grading, and evaluation policies, and clinical expectations.

Doctor of Nursing Practice Task Force

The DNP Task Force coordinates the DNP Program, including recruitment activities and recommendations for admissions. The Task force also participates in program, planning, implementation and evaluation. Faculty members who have achieved graduate faculty status are members of the task force.

Nursing Admission Review Committee

The functions of the Nursing Admission Review Committee are to evaluate admission policies and procedures, provide accurate information for prospective students, to review applicants for admission, to make final decisions about student admissions, and to establish/implement student recruitment procedures.

Program Effectiveness Committee

The functions of the Program Effectiveness Committee are to monitor and evaluate progression, retention and graduation of students in the undergraduate and graduate programs. It also conducts and analyzes student evaluations including and of program, 6-month post-graduation survey, employer survey in order the develop, revise, and assure implementation of the Department Evaluation Plan. The committee maintains a database of longitudinal data to evaluate/analyze program success, identify and tracks changes in programs or curriculum that are responses to evaluation feedback.

Student/Faculty Committee

The functions of the student/faculty committee are to provide a communication link between students and faculty on matters not directly related to curriculum concerns. The committee plans and implements student-faculty activities to facilitate student-faculty interaction. It also coordinates and evaluates community outreach efforts that involve student-faculty participation. In addition, the committee establishes and coordinates faculty development activities to meet the professional and curricular needs of the Department of Nursing.
UNIVERSITY REPRESENTATION

Graduate Committee

The function of the Graduate Committee is to review all matters pertaining to graduate curriculum and to the support of the graduate curriculum; to monitor all policies and procedures relating to graduate programs; to review current resources and make recommendations for future needs of the graduate programs; and to appoint subcommittees for areas related to the graduate programs.

Otterbein University Governance

University governance gives students voting rights, along with faculty and administration, on all campus policy and decision-making bodies. In the University Senate, the major policy-making body, students sit in equal numbers with faculty and administrators. Students also sit on most councils and committees on campus. All students in good standing are eligible for election to the Senate. Students can also participate in a Student Forum.

The Otterbein University Board of Trustees has legal authority over all actions of the Senate. Two voting student seats and two voting faculty seats are on the 30-member board.
IV.
NURSING DEPARTMENT
POLICIES AND PROCEDURES
ABSENCE

Graduate students are adult learners and make choices about classroom attendance. Some classroom and laboratory learning experiences may be mandatory. Sometimes class attendance and participation will be graded.

If a classroom/laboratory absence occurs, it is the responsibility of the student to contact the instructor or a fellow student to obtain the missed material and assignments.

The student must call the instructor prior to class or due dates for submission of class work if the student will miss a scheduled quiz or exam for the absence to be considered “excused.”

At the discretion of course faculty, the student may be asked to submit a doctor’s/health professional’s statement on appropriate letterhead stating the reason for the student’s absence from course work.

Students are REQUIRED to attend ALL clinical learning experiences:

a. In cases where the student’s physical/mental health is in question, upon request of the clinical instructor and course coordinator, the student will be required to obtain a written statement from a physician/health professional on appropriate letterhead stating that the student is physically/mentally capable of completing their clinical assignment.

b. In case of absence, the student will initiate contact with their preceptor concerning possible alternative learning experiences. Determination of whether alternative learning experiences to meet clinical objectives are available is at the discretion of course faculty.

c. If the clinical objectives for the course are not met by the end of the last week of the semester, the student will receive an “unsatisfactory” for clinical performance.

Reviewed 1/12

ACADEMIC PROGRESSION

After a student has been admitted to the nursing graduate program, continuous progress toward completion of the degree is expected. The time limit for the completion of graduate course work is six years (three years for the Post-Masters programs). This time limit is computed from the first date credit is recorded on the University transcript until the program curriculum requirements are completed. Petitions requesting extension of the time limit may be submitted to the Nursing Curriculum Committee for consideration. Extensions are only considered if there is adequate and unusual cause beyond the control of the student for failure to meet the time limit policy.

Reviewed 1/12
ACADEMIC STANDING

- **Good Standing**

A student pursuing graduate level course work who maintains a minimum cumulative graduate grade point average of 3.0 is in good academic standing.

Revised 5/16/00

- **Grade Policy:**

A minimum grade of 80-82% (B-) is required in all graduate course work. If a grade lower than B- is earned, this course must be repeated in order to enroll in subsequent nursing courses. Students must have a cumulative grade point average of at least 3.0 (B) to receive the Master of Science in Nursing degree and Doctor of Nursing Practice degree.

Any student receiving two (2) grades of C+ or lower in the original attempt of all required graduate course work will no longer be able to continue in the graduate program.

A student may attempt only one graduate course twice in the graduate program. An attempt is defined as being enrolled in a course beyond the end of the fourth week of a term. For specific date, refer to the academic calendar at: http://www.otterbein.edu/public/About/Calendars/AcademicCalendar.aspx.

Receiving a grade of C+ or lower or a W (Withdrawal) in the original attempt of any graduate course will constitute an attempt.

Revised 1/12

- **Academic Standing Requirements**

Graduate students must maintain a 3.0 (B) cumulative average. Students will be placed on academic probation when the overall GPA falls below 3.0. If a student’s GPA for a semester falls below a 3.00, a review by the Graduate School office will be conducted and a decision regarding status will be made. Written notice of academic probation will be sent to the student. A student may be on probation only once during the program of study. A probationary period consists of up two registered academic terms. Students must raise their GPA to 3.0 or above during the next two semesters of enrollment in required or elective courses. If the cumulative GPA falls below 3.00 a second time, the student will be dismissed from the program.

Grades of B-, C+, and C, while acceptable in meeting graduate degree requirements in some programs, are considered “marginal progress” outcomes. Any such outcome, or a GPA that falls below 3.0, or a Satisfactory Academic Progress rate that falls below expectations, warrants an academic advising conversation between the advisor and student, and possibly with the program chair or the Dean of Professional Studies. In some cases, students earning a marginal progress in selected courses may be required to repeat and achieve a grade of satisfactory progress in these select courses to continue in the program of study.
Learning Contract Policy

To assist the nursing student to attain his or her highest level of academic, clinical, and professional success, the course professor may institute a learning contract. A learning contract will be established with selected students to support identified educational needs including but not limited to course requirements, and clinical/or and professional performance concerns. Reviewed 1/12

ACCEPTANCE/ADMITTED & ENROLLED/6 YEAR COMPLETION/REAPPLICATION/READMISSION

- Acceptance Confirmation: Once an offer of acceptance is made, the prospective student may secure a seat in the program by completing both procedures below:
  1. Returning the confirmation card indicating their desire to accept a seat in the program by the stated deadline (to the nursing department).
  2. Pay the required program deposit fee to the business office by the stated deadline.

- Admitted and Enrolled: Students who complete their acceptance procedures into the program may enroll.

- 6 Years to complete program: A student who successfully completes at least one course by the appointed start term of the program to which they are admitted has 6 years to complete their program.
  (Nurse anesthesia program start date is spring term)

- Reapplication: When the reapplication process is required
  1. A student, who does not enroll and complete at least one course at the appointed start date for their program, loses their seat in the program. (For the nurse anesthesia program the start term is spring semester). The prospective student may reapply and will go back into the general applicant pool to seek acceptance into the program.
  2. An accepted student does not complete the acceptance confirmation procedure within the specified time frame.

- Procedure for Reapplication:
  1. Contact the Graduate Office to update the application and submit materials by the published application deadline.
  2. Requires a new acceptance letter from Nursing Admission Review Committee (NARC).

- Reenrollment: When reenrollment process is required
  1. A student who has completed one or more courses in their program and not enrolled for more than one calendar year – may be readmitted to continue in their program.

- Procedure for Reenrollment:
  1. Update the application form, resume and transcripts as needed.
  2. NARC will consult with program directors to see if there is space available and what term the student may return.
  3. Students may be required to petition curriculum committee if their term to return would extend their program past the 6 year limit.
4. NARC sends readmission letter to student and Graduate School.

Revised 8/6/12

ACCOUNTABILITY

The student demonstrates professional accountability and learner responsibility by the following behaviors:

1. Conducts himself/herself with integrity in professional and academic endeavors. We do not anticipate any problem with cheating and plagiarism. It is assumed that students have read and understand the statement on Plagiarism and Cheating that is found in the Otterbein University Life Handbook and this handbook. The University Life Handbook can be found on the Otterbein University web site under the Student Life link. Any infraction of these guidelines will result in a student failing the course.

2. Completes written work, skills, examinations, and capstone requirements at designated times and achievement levels.

3. Is present and punctual for clinical experience; and reports absence using the proper mechanism.

4. Takes initiative for making alternative arrangements when unable to meet commitments.

5. Participates in own self-evaluation and identifies own areas of strengths and areas for growth.

6. Applies ethical codes and legal guidelines in regard to written work and in the utilization of the nursing process.

7. Seeks learning experiences as needed to reach designated achievement level.

8. Maintains client confidentiality and privacy.

9. Maintains health care agency confidentiality.

Reviewed 1/12

APPEAL/CHANGE OF GRADE

Grades submitted to the Registrar’s Office are considered final unless (1) evidence of an error can be presented, or (2) the student is convinced his or her academic performance was evaluated on other than an academic basis or in a prejudiced or capricious manner. Grades should not be changed by arranging to complete additional work or by meeting criteria not in accord with those applied to all other students enrolled in the course.

Reviewed 1/12

BUREAU OF CRIMINAL INVESTIGATION (BCI) CLEARANCE

A BCI background check must be completed by all students due to healthcare agency requirements prior the starting classes. Newly accepted students will be given information for completion at the time of acceptance. In-state residents are screened by the State of Ohio; students that have lived outside of the state of Ohio within the past five years are screened by the State of Ohio and the FBI. Students must have an acceptable report from the BCI to meet clinical requirements in the program. Any unacceptable reports, utilizing the Ohio Board of
Nursing (OBN) employment criteria, will be reviewed by the Chairperson of the Nursing Department and any other parties as needed. Any unacceptable reports need to be resolved prior to beginning clinical nursing courses.

Note: Occasionally health care agencies may require a repeat of BCI clearance for students placed at their facility; students are responsible to complete this as required.

Reviewed 1/12

CHANGE OF NURSING PROGRAM MAJOR

When students are admitted into the graduate nursing program, they are placed in the major that was indicated on the application form. Students who wish to change their declared major should talk with their faculty advisor to explore what this change will mean in relation to needed coursework. After making the decision to change majors, students should contact the Nursing Office at 823-1614 to request the appropriate form for requesting the change in their major. The request for change to another major may be granted on a space available basis. The Nurse Anesthesia program does not accept transfers from other graduate programs. Students wishing to transfer to the Nurse Anesthesia program must complete the application process for the program. Transfer applicants will be reviewed with all other applications for the program.

Reviewed 1/12

CHEMICALLY DEPENDENT NURSING STUDENT

- **Nursing Faculty Philosophy Regarding Substance Abuse**

  The Department of Nursing faculty believes they have a professional and ethical responsibility to patients who receive nursing care from students, and to the community, to provide a teaching/learning environment which is safe, healthful, and efficient. The use, sale, transfer or possession of illicit substances or alcohol by students on the Otterbein University campus or while on clinical assignment creates the potential for harm to others.

- **University Policy**

  The Department of Nursing faculty will follow the University's policy prohibiting the illegal possession, use or distribution of drugs and/or alcohol by students on university property. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject to disciplinary action by the University in conformance with University policy. (See Otterbein University Campus Life Handbook, Policy on Alcohol and other Drugs.)

- **Definition of Chemical Dependency**

  Chemical dependency is defined as an illness in which alcohol or drug use interferes with the person’s ability to function safely and affects the person’s physical, emotional, and social health. Chemical dependency is characterized by physical and/or psychological
dependence on drugs and/or alcohol and if untreated causes health problems and even death.

- **Student Responsibility**

The Otterbein community functions on the basis of mutual trust and responsibility. It is the nursing student’s responsibility to avoid use of any alcohol and/or drugs that will in any way impair safe and effective functioning in clinical, including clinical preparation and activities. Nursing students have a responsibility to their peers to help identify affected peers and encourage them to seek professional intervention.

- **Faculty Responsibility**

The Department of Nursing faculty will confront students with behaviors consistent with substance abuse. These students will be referred to the Vice President of Student Affairs where further action will be taken (Booklet: Substance Abuse Policy, Otterbein University). Students may or may not continue with their nursing education depending on the student's compliance with treatment and contract initiated with the Vice President of Student Affairs and the chairperson of the Nursing Department at the time of intervention.

Faculty believes that students who comply with treatment and remain drug free can become safe practicing nurses.

- **Potential Characteristics of Chemically Dependent Students**

  **Behavioral characteristics:**

  Absenteeism; tardiness; frequently leaves clinical unit
  Behavioral changes: i.e., mood swings and irritability
  Excuses or apologies for failure to meet deadlines
  Isolation/withdrawal from the group
  Decreased classroom and clinical productivity
  Fluctuating clinical performance
  Pervasive alcoholic odor or persistent use of mouthwash
  Inappropriate physical appearance

  **Physiologic characteristics:**

  Flushed eyes
  Red eyes
  Abnormal pupil constriction or dilation
  Unsteady gait
  Slurred speech
  Blackouts
  Declining health

- **Faculty Guidelines for Managing Chemical Dependence in the Nursing Student**
a. Gather and document data on behaviors as described in the Otterbein University Campus Life Handbook, Policy on Alcohol and other Drugs. If the student demonstrates any of these behaviors on the clinical unit the faculty will:
   I. Relieve the student from the patient assignment;
   II. Send the student home with family or a friend that the student designates to drive;
   III. Collaborate with the clinical facility regarding substance-abuse policies pertaining to students in the clinical setting.

b. Intervene (include chairperson)
   I. Present documented impaired performance behaviors to the student;
   II. Expect student resistance or denial, but remain firm;
   III. Refer student to Associate Dean of Academic Affairs.

Reviewed 1/12

CLINICAL POLICIES AND PROCEDURES

Clinical experiences should be designed to provide the student opportunity to apply the concepts of the curriculum. Thus, placement should be relevant to the course objectives. Clinical experiences are negotiated between the student, the clinical preceptor, and the course faculty member. This negotiation is finalized by all three negotiators. In some courses, a formalized written contract is developed by the student. This learning contract is inclusive of learning objectives, learning resources and strategies, evidence of accomplishment of objectives, and criteria and means for validating the evidence. Preceptors of clinical nurse leader, nursing service administration and advance practice nurse educator students must be master’s prepared (preferred) and employed in a health care setting that allows the student to meet course and clinical objectives. Preceptor of nurse practitioner students must be a certified nurse practitioner (CNP; master’s prepared preferred) or physician (depending on the course). Preceptors of nurse anesthesia students must be a Certified Registered Nurse Anesthetist (CRNA; master’s preferred) or anesthesiologist with staff privileges.

Clinical expectations:

1. It is an expectation that clinical preceptors will play a role in the clinical evaluation of nursing students.

2. It is an expectation that the student provide course faculty the name of the preceptor(s) and other contact information in a timely manner (before the clinical course starts or by the first day of class). Preceptors for nurse anesthesia students will be assigned on a daily basis depending upon the student’s knowledge and experience, the experience of the preceptor, the acuity of the patient and extent of the surgical procedure.

3. It is an expectation that the student wear the Otterbein University ID badge. He or she should be neat, clean and wear attire that meets the nursing program uniform policy.
4. It is an expectation that the student attend clinical at the designated settings and times as negotiated. Nurse anesthesia students are expected to attend clinical as assigned. However, in cases where the student’s health is in question, students are required to notify the preceptor(s) in advance and reschedule.

5. Program Requirements for Clinical Courses:

**A. CPR CERTIFICATION POLICY**
A completed the American Heart Association CPR Basic Life Support Course for Health Care Providers (BLS-C) is required prior to clinical course work. Certification is valid for two years and recertification is required prior to expiration. American Red Cross or any other organization’s CPR classes are NOT accepted for this requirement. If more convenient, students may sign up for a CPR class offered by the Nursing Department. Call 823-1226 for more information about classes.

**B. HEALTH REQUIREMENTS**
A medical history and physical examination are required prior to enrolling in the first nursing clinical course. Health record forms are mailed to all students beginning the clinical sequence in nursing. The physical examination includes tests and immunizations which are required by agencies to protect both the student and the patient. Students must provide proof of up-to-date immunizations as specified by the Student Health Center. This includes current written documentation of two annual successive TB skin tests; if not available, a two-step Mantoux TB skin test is required (or chest x-ray if recommended by the health care provider). The Hepatitis B vaccine series and annual influenza vaccines or a waiver (available from the Nursing Department) is also required.

Students are NOT allowed to participate in clinical experiences until all health requirements are met and on file at the Nursing Department Office and Student Health Center.

**C. LIABILITY INSURANCE**
Individual professional liability insurance is recommended for every nursing graduate student but not required by the Department of Nursing (effective Jan. 2008). Nurse Anesthesia students may be required to purchase individual liability policies.

**D. HEALTH INSURANCE**
The student is financially responsible for any testing or treatment needed following a course-related injury or illness. It is strongly recommended that the student has adequate health insurance coverage.

**E. GRADUATE UNIFORM POLICY**
Graduate nursing student uniform consists of a white professional lab coat with official Otterbein University Department of Nursing name tag with photo cardinal card ID. Nurse anesthesia students will wear scrubs provided by their assigned facility. Scrubs should be covered by a white lab coat when the student is outside the OR. Personal scrubs are not allowed.
• JEWELRY: the amount of jewelry worn with the uniform will be minimal and conservative in style. Specifics are listed below.
• EARRINGS: A maximum of two small, plain post-style earrings, no lace holders are permitted.
• BODY PIERCINGS: Jewelry is limited to lobes of ears only; jewelry must be removed from all other visible piercing sites. Tongue piercing jewelry must be removed.
• RINGS: Limited to wedding band and engagement rings only. No large, raised mounts. All rings must be removed in clinical areas that require frequent vigorous hand-washing techniques.
• PIN: Pin of student’s basic program and/or pin denoting membership in a professional nursing honorary society or professional service may be worn on uniform, unless prohibited by clinical agency.
• NECKLACES: None permitted.
• HAIR: Hair is to be clean, have color consistent with professional appearance, and neatly confined at all times. If it is long (below nape of the neck), it must be pulled back away from the face and up off the collar. Small plain barrettes or elastic band only may be used for this purpose. No scarves, ribbons, or other decorative ornaments are to be worn in the hair with the uniform. Facial hair should be neatly groomed.
• MAKEUP: If worn, makeup must be moderate in amount and tastefully applied. No perfume or cologne is to be worn.
• NAILS: Natural nails must be clean, neatly trimmed, and have less than a ¼ inch nail tip. No nail polish, artificial nails or tips may be worn.

Reviewed 1/12

DOCTOR OF NURSING PRACTICE (DNP) SCHOLARLY PROJECT REQUIREMENTS

DNP Project

The DNP Project is an evidence-based project that demonstrates synthesis of research principles, leadership, critical thinking and advanced clinical practice. The Project will be a faculty-guided scholarly process that demonstrates a systematic approach to change, knowledge development and outcomes evaluation and addresses identified needs of a group, population or community. Project outcomes will be disseminated within the professional community through written and/or oral presentations.

Scholarly projects will be based on the AACN Essentials for “Clinical Scholarship & Analytical Methods for Evidence-Based Practice” and the NONPF “Recommended Criteria for Scholarly Projects in the Practice Doctorate Program.” Examples of Scholarly Projects are available from the Faculty Advisor.
DNP Project Committee

The DNP student will be assigned a faculty advisor based on his or her general area of interest. The DNP Project is completed under the direction of the project committee, which includes the faculty advisor, an additional full-time faculty member and an expert in the field (who may be a faculty member or mentor). The faculty advisor will serve as Chair of the Committee and must be a full time faculty member with graduate status.

DNP Project Proposal and Defense

Each student will begin the design and development of a Project Proposal in Nurs 7900 (Clinical Project Seminar) and will conclude in Nurs 8000 (Clinical Project). The proposal may vary in length, and it is not unusual to expect several revisions to ensure comprehensiveness and clarity. The Proposal should be written in future tense using APA format (current ed.). It is to be formatted in a readable typeface no smaller than 12 font, double spaced.

The Proposal should include:

- Title Page (includes name of project, student name and academic credentials, Otterbein University, date)
- Executive Summary/Abstract (this is a one page summary of the proposed project)
- Introduction (includes nature of Project/Problem, mission, vision)
- Background/Significance of Problem (includes concise summary of current information available, significance of problem to nursing and healthcare, and theoretical framework if applicable)
- Problem statement (concise statement)
- Project Implementation & Measures Plan (includes design, objectives, methodology, sample, budget, proposed data analysis, protection of human subjects if applicable and timeline)
- Outcome Evaluation & Analysis Plan (includes use of instruments, evidence based measures, data analysis plan, barriers or unintended consequences). Outcome Evaluation & Analysis Plan must be completed for each objective outlined in Project Implementation & Measures Plan.
- References
- Appendices

The Project Proposal must be submitted to the Advisor and faculty of Nurs 7900 at least two weeks prior to the scheduled Proposal Presentation in order to present. The Proposal Presentation is a formal oral presentation using the criteria listed for the written project proposal. After the oral Proposal Presentation is completed, the faculty will submit comments and recommendations to the faculty advisor and committee. Revisions of the Project Proposal may be required by the Advisor and/or course faculty based on feedback received. The final Project Proposal must be submitted to the Committee in its final form.
The Committee will

- Accept the project as proposed
- Request minor revisions, but accept the Proposal pending completion of the revisions
- Recommend substantive changes prior to approval (this requires a second Proposal Defense)

Students will be evaluated according to the “DNP Project Proposal” rubric which will result in:

- Satisfactory (student has met or exceeded all requirements)
- Unsatisfactory (the student has not met requirements. Upon receipt of a first unsatisfactory grade, the student may complete a revision in collaboration with the faculty advisor. Upon receipt of a second unsatisfactory grade, the student will be dismissed from the program.

Proposals must be submitted to the Institutional Review Board (IRB) prior to implementation. The course faculty and/or Advisor will provide the student with information related to IRB process. Written notification from the IRB must be obtained prior to proceeding on the Project. It is anticipated that the Proposal will be submitted to the IRB by Summer of the final year of study. Approval by the IRB must be obtained at the beginning of Fall Semester of the final year prior to Nurs 7950.

**DNP Project Completion and Defense**

Once approved by the Project Committee, the student should meet with the faculty advisor to develop a timeline for completion of the project (Nursing 7950 & Nursing 8000). Recommendations from Committee members should be included in the project. The time line should include project implementation, writing the final project report, presenting the final project to the community of interest and/or the Department of Nursing and a graduation date.

The DNP Project Report will be written in past tense reflecting project achievements and in the third person, using APA format (current ed.). It is to be formatted in a readable typeface no smaller than 12 font, double spaced.

The DNP Project Report will include:

- Title Page (includes name of project, student name and academic credentials, Otterbein University, “in partial fulfillment of the requirements of the Doctor of Nursing Practice Degree” and date)
- Executive Summary/Abstract (this is a one page summary of the proposed project)
- Introduction (includes nature of Project/Problem)
- Background/Significance of Problem (includes concise summary of current information available, significance of problem to nursing and healthcare, and theoretical framework if applicable)
- Problem statement (concise statement)
- Project Implementation & Measures (includes design, objectives, methodology, sample, budget, data analysis, protection of human subjects if applicable and timeline)
- Outcome Evaluation & Analysis (includes use of instruments, evidence based measures, data analysis, barriers or unintended consequences). Outcome Evaluation & Analysis must be completed for each objective outlined in Project Implementation & Measures.
- Recommendations (specific for future directions of the project, limitations, implications, application of project in other settings)
- Summary/conclusions
- References
- Appendices

Students will present their final Project Reports to the faculty, their committee and peers in a formal oral Presentation/Defense. The written project report must be submitted to the project committee at least two weeks prior to the scheduled project Presentation/Defense. After the oral Project Presentation/Defense is completed, the Committee will meet and

- Accept the project as proposed
- Request minor revisions, but accept the Proposal pending completion of the revisions
- Recommend substantive changes prior to approval (this requires a second Proposal Defense)

Students will be evaluated according to the “DNP Project Evaluation” rubric that will result in:

- Satisfactory (student has met or exceeded all requirements)
- Unsatisfactory (student has not met requirements. Upon receipt of a first unsatisfactory grade, the student may complete a revision in collaboration with the faculty advisor. Upon receipt of a second unsatisfactory grade, the student will be dismissed from the program.

A copy of the final DNP Project will be submitted to each member of the Project Committee and the Otterbein University Library. The student should also keep a personal copy of the report.

Approved 9/912
Otterbein University
Department of Nursing

DNP Project Proposal Evaluation

Title of Proposal: __________________________________________________________

Student: __________________________________________________________ Date: ____________

Committee Chair: ______________________________________________________

Committee Members: ___________________________________________________

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**Comments**

___ Accept/satisfactory
___ Accept with revisions
___ Changes needed/unsatisfactory

Reviewer Signature:

______________________________________________________________________________

12/5/11
# DNP Project Evaluation

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**Comments:**
___ Accept/satisfactory
___ Accept with revisions
___ Changes needed/unsatisfactory

Faculty Signature: __________________________________________

3/15/11
SAMPLE DRAFT LETTER FOR COMMITTEE MEMBERS

November 2011

Name
Address

Dear ____________________________:

Thank you for accepting the request of (student’s name), Otterbein University Doctorate of Nursing Practice (DNP) student, to serve as a committee member for (her or his) DNP project. I look forward to working with you to facilitate (student’s first name) success on (her or his) project. (She or He) has elected to study ________________ which will involve __________________. I am chairperson of (her or his) committee and you and I, along with one other person will make up the DNP Project Committee.

We will meet periodically to discuss (student’s first name) progress and to provide feedback. The goal is that (her or his) project will be submitted to us by the tenth week of spring quarter for a final review before (her or his) proposal defense during the 12th or 13th week of spring quarter 2012. (student’s first name) will implement (her or his) project during summer and fall of 2013. The project will be completed in spring 2014 with data analysis and completion of a written report.

(student’s first name) project must be completed for a project defense by week 12 of spring quarter 2014. We will assist (student’s first name) with implementation and offer feedback as needed. During the fall and winter semesters, we will meet as a committee at least once per semester to check (student’s first name) progress and to offer feedback, guide (her or him) in defense preparation. Last, as a committee, we will approve the project and (student’s first name) will submit a bound copy to the library by week 15 of spring quarter 2014.

Please provide the Department of Nursing a copy of your resume. Send the resume to Sharon Buxton, at One South Grove Street, Science Building, room 236, Westerville, Ohio 43081 or you may email your resume to me at _______@otterbein.edu.

Again, I look forward to working with you. If you have questions, you may contact me at 614-823-____ or email – _______@otterbein.edu.

Sincerely

_____________ PhD, RN. ___.

Professor, DNP Project Committee Chairperson

_________@otterbein.edu
Otterbein University
Doctor of Nursing Practice Program
DNP Project Approval Form

Instructions
Please complete this form and bring to the Project Presentation.

Student Name: __________________________________________________________

Title of DNP Project:
______________________________________________________________________________
______________________________________________________________________________

DNP Advisory Committee

1. Chair: ___________________________ Date________________

2. Faculty: ___________________________ Date________________

3. Member: ___________________________ Date________________

Proposal:                      Project Defense

_____ Approved                     _____ Approved

_____Approved with recommendations  _____Approved with recommendations

_____Not Approved                  _____Not Approved
Recommendations for Proposal:

Recommendations for Final Project:

Chair of the Advisory Committee should forward original to Director of the DNP Program, Department of Nursing following successful presentation to committee.

12/2011
ESSENTIAL PERFORMANCE REQUIREMENTS

In order to accomplish the objectives of the nursing program safely, students must possess the ability and fitness to perform in a manner that will not jeopardize safety and well-being of their patients or themselves. The Nursing Department may require nursing students who pose a threat to the safety of others or to themselves in the health care environment to withdraw from the nursing program pursuant to the policy in the Otterbein University Graduate Course Catalog on withdrawal and subject to the Grade Policy in the Department of Nursing Graduate Student Handbook. All students admitted to the nursing program must be able to meet the essential performance requirements with or without accommodations. Each situation will be reviewed on an individual basis.

These essential performance requirements include but are not limited to the following five areas of ability:

- **Observation:**
  Must be able to observe demonstrations and experiments in the basic sciences. Must be able to observe a patient accurately to identify cyanosis or absence of respiratory movement and when a patient is in imminent danger; perform equipment calibrations; read small print on medication containers, physician’s orders and equipment monitors; and perform physical assessments.

- **Communication:**
  Must be able to speak, hear and observe patients in order to elicit information, describe changes in the patient, and perceive nonverbal communications. Must be able to hear monitor alarms, emergency signals, patients’ calls for help, call bells from patients, stethoscope sounds originating from a patient’s blood vessels, heart, lungs, and abdomen, etc. Must have verbal and language capabilities to communicate effectively and sensitively with patients regarding their nursing plan of care. Must have reading and writing skills sufficient for patient communication, record keeping and professional health care team interactions.

- **Motor:**
  Must be able to stand for prolonged periods of time, perform cardiopulmonary resuscitation, quickly move about and transport patients during emergencies, carry infants, maneuver quickly in confined spaces, etc. Other motor requirements include carrying equipment, pushing, pulling, stooping, kneeling, bending, and climbing stairs. Must be able to lift, push and pull with assistance (mechanical or co-worker) the weight of the average patient specific to the clinical area working in. Other motor skills include eye-hand-foot coordination, repetitive arm and hand movements and finger dexterity, using sterile techniques, inserting catheters, preparing and administering medication (oral, intramuscular, intravenous), and numerous other invasive procedures.

- **Intellectual-Conceptual, Integrative and Quantitative Abilities:**
  These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, a critical skill for nurses, requires all of these intellectual abilities. Must be able to collect data pertinent to a patient’s health, analyze the assessment data, identify outcomes for an individualized plan of care for the patient, develop a plan of care that
prescribes strategies to attain the expected outcomes, and evaluate the achievement of the expected patient care outcomes. The ability to incorporate new information from peers, teachers, and the professional literature in formulating diagnoses and care plans is essential.

- **Behavioral, Social and Ethical Attributes:**
  Emotional stability and the ability to accept responsibility, and accountability is essential. Must be capable of developing mature, sensitive and effective relationships with patients from diverse social, cultural and ethnic backgrounds. Must have awareness of ethical actions related to the well-being of others and as part of the direct patient service role required of registered nurses. Must be able to tolerate physically and mentally taxing workloads and function effectively under stress.

- **Must have a valid Ohio Driver’s License or access to transportation** to local/regional clinical and observational sites.

The Nursing Department may require nursing students with special needs who pose a threat to the safety of others or to themselves in the health care environment to withdraw from the program. Each situation will be reviewed on an individual basis.

Reviewed 1/12

**EVALUATION**

Evaluation of the student learning experience is an ongoing process throughout the curriculum that includes self-evaluation, clinical evaluation, academic evaluation and program evaluation. The student is expected to demonstrate professional accountability and responsibility through self-directed learning experiences and goals.

- **Self-Evaluation**

  Self-evaluation is an integral part of assuming responsibility for one's own learning. The student will demonstrate professional role behaviors by conducting himself/herself with integrity in clinical and academic endeavors; applying ethical codes in personal conduct with peers, faculty and clients; and demonstrating accountability for personal and professional growth.

  The student is expected to complete course work in a timely manner at an appropriate achievement level, demonstrate safe clinical practice and assume accountability for actions. The student will actively participate in the final evaluation during each clinical course in order to establish and review mutually determined learning goals and opportunities. The student is responsible for contacting the faculty and preceptor periodically for the purpose of evaluation as he/she works toward the completion of the course objectives.

- **Clinical Evaluation**

  The student is expected to demonstrate safe and effective care to a diverse client population by integrating the advanced professional nursing role of consultant, change agent, caregiver, teacher, collaborator, researcher, and leader/manager. The student will apply the nursing process,
nursing theory and nursing research within a caring framework. Evaluation of progress toward completion of clinical goals will be conducted with the clinical faculty and clinical preceptor for MSN students. DNP students will be evaluated by course faculty, academic advisor, and designated community/institutional liaisons.

- **Academic Evaluation**

The student is expected to demonstrate academic achievement through the individual course objectives and evaluation process as outlined in the individual course syllabus. The student is evaluated by course faculty through an ongoing process that may include course examinations, written projects and/or oral presentations. The student is responsible for contacting the faculty periodically for the purpose of evaluation as needed.

- **Program Evaluation**

The student is expected to demonstrate satisfactory completion of overall program objectives by the end of the academic curriculum. The evaluation process will be a continuing process by the course faculty, preceptors, and student advisor.

The student will have the opportunity and responsibility to evaluate overall curriculum, individual course curriculum and faculty. The student will complete course and faculty evaluations at the completion of each course. The student will also be encouraged to provide feedback to faculty through informal discussions and dialogue.

The student who has graduated is expected to evaluate the nursing curriculum through periodic surveys, informal discussions and dialogue.

Employers of students who have graduated from the nursing graduate program are encouraged to provide feedback regarding the performance and preparation of the graduates through periodic surveys, informal discussion and dialogue.

Reviewed 1/12

**GRADING**

Each student will receive a grade report at the end of each semester, and a permanent transcript of all coursework attempted and grades earned are maintained in the Office of the Registrar. Students may view their grades and an unofficial transcript via the Cardinal Web for Students.

- **Grading Scale**

The following grades are included in the calculation of the grade point average (GPA):

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<tbody>
<tr>
<td>A</td>
<td>93-100 (4.0)</td>
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<tr>
<td>A-</td>
<td>90-92 (3.7)</td>
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<tr>
<td>B+</td>
<td>87-89 (3.3)</td>
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<tr>
<td>B</td>
<td>83-86 (3.0)</td>
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<tr>
<td>B-</td>
<td>80-82 (2.7)</td>
</tr>
<tr>
<td>C+</td>
<td>77-79 (2.3)</td>
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<tr>
<td>C</td>
<td>73-76 (2.0)</td>
</tr>
<tr>
<td>C-</td>
<td>70-72 (1.7)</td>
</tr>
<tr>
<td>D+</td>
<td>67-69 (1.3)</td>
</tr>
<tr>
<td>D</td>
<td>60-65 (1.0)</td>
</tr>
<tr>
<td>F</td>
<td>59 &amp; below (0.0)</td>
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</table>
The following grades are not included in the calculation of the grade point average:
F = failing from pass/fail graded course
IP = coursework is incomplete; temporary condition
NR = grade not reported by instructor; temporary condition
P = passing from pass/fail graded course
R = repeated course
S = satisfactory from satisfactory/unsatisfactory graded course
T = transfer credit from another institution
U = unsatisfactory in satisfactory/unsatisfactory graded course
W = withdrawal with permission

- In-Progress (IP) Grades

“IP” is the temporary symbol given when course requirements have not been met due to circumstances beyond the student’s control. An incomplete grade should only be considered when the majority of the work has already been finished. The pressures of a normal academic load or the desire to do extra work in the course are not sufficient reasons for granting an in-progress status.

The amount of additional time permitted might be no more than a few days or weeks since it should be proportional to the student’s illness or absence, etc. while remaining fair to others who were enrolled in the course. The IP must be completed no later than the following applicable deadline or sooner if prescribed by the instructor: for Autumn IPs, the last day of the Spring classes; and for Spring IPs, the last day of Autumn classes.

Due to extraordinary circumstances, an IP completion deadline may be considered for extension. To receive consideration, the student (not the faculty) must submit a written request/rationale to the Vice President for Academic Affairs at the end of the exam period of the term that that IP is due for completion.

It is the student’s responsibility to contact the course faculty to arrange for completion of the work, and it is the faculty’s responsibility to submit the final grade. When no grade is received, the default grade previously provided by the instructor will be assigned.

Students enrolled in graduate clinical courses receive an IP when all course work is completed with the exception of clinical hours. Based on faculty discretion, the clinical hours must be completed prior to participating in clinical hours for the next clinical course.

Revised 1/12

GUIDELINES FOR WRITTEN PAPERS

Papers submitted to complete course requirements are expected to follow the American Psychological Association (APA) format unless otherwise specified. The current reference for the APA format is: American Psychological Association (2010). Publication manual of the American Psychological Association (6th ed.). Washington, DC: author. Consult this reference for general and specific guidelines/format for written papers including title page, body of paper, quotations, use of references in the paper and reference page. Revised 9/10
HEALTH PROBLEMS POLICY

**Students are responsible** for informing faculty about health alterations which may affect safety and competency in the clinical setting. Students are required to submit a faculty-specified doctor's/health professional's statement on appropriate letterhead regarding status of this health condition before participating in clinical experiences to her/his instructor. **Students are also responsible** to inform clinical instructors about any condition (e.g. pregnancy, skin not intact, or immunocompromised condition) which may affect their clinical assignment to clients with serious communicable diseases. If student is uncertain, the student should discuss question(s) with faculty. Confidentiality of information will be maintained.

Reviewed 1/12

INCIDENT REPORT PROCEDURE

Students enrolled in the Otterbein University Nursing Program are required to report and document incidents that occur during course activities which may actually or potentially lead to personal injury or harm.

When such an incident occurs, students are required to immediately report the incident to their on-site supervisor. An agency incident report form should be completed by the student and reviewed by the on-site supervisor before submitting to the agency supervisor. A **Student Incident Report**, filled out and signed by both the student and the on-site supervisor, should be completed within 24 hours. The faculty member coordinating the student’s course activities (if he/she is not the on-site supervisor) should read and sign the report.

**Student Incident Reports** will be kept in a student’s permanent file located in the Nursing Department office. The faculty member and Department Chairperson are responsible for documenting any actions recommended in regard to the incident.

**Student Incident Report forms** are available in the Nursing Office, Science 236.

Students are financially responsible for any testing or treatment for course-related injuries (see Health Insurance policy).

Reviewed 1/12

NONDISCRIMINATORY POLICY

Otterbein University does not discriminate on the basis of race, religion, age, sex, color, disability, sexual orientation, national or ethnic origin, political affiliation, marital or veteran status in admission of students, educational policies, scholarships and loans, housing, athletics, employment, and other activities. Inquiries regarding compliance with federal nondiscrimination regulations may be directed to the Chairperson of the Affirmative Action Committee; the Vice President for Academic Affairs, or the Director of the Academic Support Center.

Reviewed 1/12
NURSING DEPARTMENT STUDENT GRIEVANCE PROCESS

1. Student Grievance
   ↓
2. Individual Course Faculty Member
   ↓
3. Program Director of the Major
   ↓
4. Director of Graduate or Undergraduate Programs
   ↓
5. Department Chair
   ↓
6. Dean of Professional Studies/Graduate School
   ↓
7. University System of Due Process

Students are first expected to express their views and try to resolve conflict on an informal basis. Ample opportunities exist for students to express these views and concerns through individual and/or small group discussion.

1. Procedure for resolution of grievance within the Nursing Department:
   a. Every effort should be made by the student to resolve the conflict with the individual faculty member.
   b. Should no resolution occur the student is urged to discuss the situation with the Program Director of the major.
   c. If there is no satisfactory resolution, the student should speak with the Director of Nursing Graduate or Undergraduate Studies.
   d. The next step is to speak with the Nursing Department Chair.
   e. Should resolution still not occur the student should arrange a meeting with the Dean of Professional Studies/Graduate School.
   f. The Curriculum Committee, Nursing Admissions Review Committee and the Student-Faculty Committee are available as vehicles for the receipt and consideration of students' views and grievances relevant to the stated purpose of each committee.

2. If a student's perceived grievance is not resolved through departmental and/or professional studies/graduate program, the University's formal system of due process may be initiated by the student as outlined in the Otterbein University Campus Life Handbook under Appeals Council and Academic Council Refer to: http://www.otterbein.edu/public/CampusLife/HealthAndSafety/StudentConduct/JudicialSystem.aspx.

3. Any student who is convinced that his/her academic performance has been evaluated on other than academic basis or in a prejudiced or capricious manner has the right to appeal. The evidence leading to this conclusion shall be presented by the student in writing to the Dean of the School of Professional Studies/Graduate School after the student has consulted with the professor involved and the Department of Nursing as outlined.
4. The Dean of Professional Studies/Graduate Program shall consult with the student and the faculty member, after which the appeal may be passed on to the Appeals Council for its consultation and judgment. The actual grade change, if deemed in order by the Appeals Council, shall be determined by the Dean of Professional Studies/Graduate Program in consultation with the student and the professor involved in the appeal, or, if the professor is unavailable, with the Department Chair.

- **Appeals (Academic Council)**
  Through the Academic Council, which is a standing committee of the University Senate, an avenue for appealing academic policies is provided all students. An Academic appeals Committee of the Graduate Committee deals with all issues of academic misconduct involving graduate students. Details regarding the appeal process are available from the Office of Academic Affairs. Minutes of past Academic Council meetings are on file in the Library.

Revised 7/12

**PLAGIARISM AND CHEATING POLICY**

It is necessary to ascertain with accuracy an individual’s strengths and weaknesses in order to prepare a proper academic program for students and to evaluate their work. Thus, the “high standard of personal integrity” in the classroom means that an individual will not receive credit for work which is not his or her own.

In the taking of examinations, any attempt to receive assistance from persons, papers, or printed materials without the permission of the faculty member constitutes dishonesty. This definition applies not only to activities within the examination room, but also any attempt to obtain beforehand copies of examination questions without the faculty member’s consent, including attempts to obtain them from students taking the exam at an earlier time during the year. In short, all such unauthorized activities constitute dishonesty. A student who willingly provides assistance not condoned by the University to another student is also in violation, whether or not the student providing the assistance has completed the examination.

In preparing essays, reports, and other out-of-class projects, any use of the words or ideas of someone else as though they were one’s own constitutes plagiarism. This definition applies to the use of both printed and unprinted sources, including the work of other students or faculty. To avoid plagiarism, all borrowed materials must be fully documented. Direct quotations, however short, must be placed in quotation marks or indented beyond the regular margins, and their sources must be clearly identified. Ideas or arguments not directly quoted but paraphrased must also be documented; merely altering the wording does not make their substance a student’s own work. Facts, formulas, and other types of information which are widely known and considered common knowledge in a field do not always require documentation, but a student may not falsely claim the independent derivation or observation of such materials, nor borrow without acknowledgment of someone else’s special arrangement or use of it. When in doubt, the student should consult a member of the faculty. If acceptable methods of documenting borrowed materials are not clear, the student is to consult beforehand with the faculty member who will receive the finished work.
The use of an identical or nearly identical piece of work to fulfill requirements in more than one course without the knowledge of the faculty members involved constitutes dishonesty. If a student wishes to prepare a single piece of work for more than one course, the written permission of both faculty members must be secured beforehand. If a student wishes to submit a revised version of an earlier piece of work, written permission must be secured beforehand and the earlier version must be submitted along with the final version. When in doubt, a student should check with the faculty member.

In addition to acts of plagiarism and cheating, acts of dishonesty include, but are not limited to the following:

- Furnishing false information to any University official, faculty member or office.
- Forgery, alteration or misuse of any University document, record or instrument of identification.
- Falsification, distortion, or misrepresentation of information before a judicial body.

A faculty member who suspects the student may have committed an act of academic dishonesty shall meet with the student before the date that grades are due for the semester during which the incident took place to determine if academic misconduct has occurred and, if necessary, impose an appropriate sanction. If the faculty member determines that the misconduct was minor, he/she may provide appropriate counseling and have the student revise or entirely re-do the assignment. For minor academic misconduct, the faculty member will send a memo to the student briefly describing the misconduct, the counseling provided, and any follow-up steps required of the student. The faculty member will place a copy of this memo in the student’s departmental file.

If the faculty member determines that the misconduct was significant; he/she will impose an appropriate penalty, such as lowering the grade or giving a “0” for the assignment. If the offense is sufficiently serious, the faculty member may determine that the student should receive an F for the course. The following policies apply:

1. Within five business days of the meeting, the faculty member will inform the student in writing of the penalty to be imposed and of his/her right to appeal this decision.
2. Within five business days of the meeting, the faculty member will send a memo to the department chair and the Graduate School Dean that describes the offense and the sanction imposed. The student shall also receive a copy of this memo.
3. If a student decides to appeal this decision, he/she will have five business days to schedule a meeting with the department chair to present his/her case. The chair will inform the faculty member involved of the student’s decision, and afford him/her the opportunity to present any evidence he/she deems relevant. The student has the option of having his/her advisor attend this meeting. If the advisor is not available the student may arrange to have another faculty member attend.
4. If the student disagrees with the decision of the chair regarding the appeal he/she may proceed through the established procedure for appealing a course grade.

If there is a second incident of significant academic misconduct, the Dean of the Graduate School shall (with the advice and consent of the Graduate Committee) appoint an ad hoc committee to consider the case within five business days. This committee shall include two graduate faculty members and one graduate student who do not have prior involvement with either incident and be chaired by the Dean. This committee will verify that appropriate due
process was employed in regard to the two incidents of academic misconduct and determine an appropriate consequence. The committee may decide to suspend the student for a semester or a year or to permanently dismiss the student from the program. Within five business days of a decision by the ad hoc committee to suspend or dismiss him/her, the student may file an appeal to the University Appeals Council.

Refer to Campus Life Handbook:


Reviewed 1/12

PREREQUISITES

1. Prerequisites (pre-req) or co-requisites (co-req) are requirements which are judged necessary for the successful completion of a course. Students who register for a course without taking the prerequisite are subject to being withdrawn from the course by the instructor or the Registrar.

2. It is the student’s responsibility to assure that a prerequisite has been met.

Reviewed 1/12

PRECEPTOR

- **Policy**
  A formalized preceptor-student relationship is required of all students enrolled in courses in the Otterbein University Department of Nursing who are in off-campus roles providing administrative, educational, and/or clinical services to clients within approved community agencies and institutions.

- **Preceptor Definition**
  A preceptor is a professional focusing on health care that advocates and fosters personal and professional growth of the student while serving as a supporter, role model, and resource person. The preceptor serves as an extension of faculty and assists in providing student learning opportunities and evaluation.

- **Preceptor Role**
  In fulfilling the role, the preceptor will:
  
a. Participate in identification of learning needs of the student.
  b. Set goals with the student in collaboration with the faculty.
  c. Plan learning experiences and assignments to assist the student to meet professional and identified goals.
  d. Provide the student with feedback on his/her progress, based on preceptor’s observation of performance, assessment of achievement of competencies and outcomes documentation.
  e. Demonstrate leadership skills in problem solving, decision making, priority setting, delegation of responsibility, and in being accountable.
Recognize that role elements may be new to the student.

Facilitate the student’s professional socialization into the new role. In clinical settings, provide patient care in accordance with established, evidence-based nursing practice standards.

Act as a role model.

Maintain mature and effective working relationships with other team members.

Fulfill duties according to institutional policies and procedures.

Use resources safely, effectively, and appropriately.

Consult with the faculty liaison as necessary.

Complete preceptor orientation with faculty liaison.

Qualifications for clinical preceptors and for organizational/systems preceptors may overlap depending on the desired learning outcomes.

**Clinical Preceptor Qualifications:**

- Unencumbered professional license to practice in the State of Ohio.
- At least one year of experience with demonstrated competence in the area of clinical practice in which the preceptor provides educational opportunities to a nursing student.
- A master’s degree or higher is preferred to precept graduate students.
- If functioning as an Advanced Practice Nurse, must be certified in his/her area of expertise and hold appropriate licensure to practice as such. Possible additional qualification requirements may be included based on specialty certification requirements for advanced practice.
- Willingness to commit to student learning, orientation, and communication with faculty.

**Organizational/Systems Preceptor Qualifications:**

- Is a recognized leader and acts as a positive role model, leader, and change agent.
- Facilitates the learner’s acquisition of knowledge and skillsets related to the student’s learning objectives and the objectives of the field work experience.
- Engages learner in guided experience by applying knowledge to practice.
- Disseminates evidence-based research for use in practice.
- Competency skills may include:
  - Financial skills
  - Information technology skills
  - Human resources/marketing/public relations
  - Clinical operations skills
  - Analytic and conceptual reasoning skills
  - Interpersonal and emotional intelligence skills.

**Preceptor Selection**

The potential preceptor will complete and submit the *Preceptor Qualification Form* (attached).

Preceptors will be selected through collaboration with healthcare agencies, clinical coordinators, and course faculty members. Preceptors need to meet outlined qualifications to be selected. Graduate students may suggest a preceptor, but final approval must be made by course faculty. Institutional contracts must be completed prior to student placement by the Department of Nursing Administrative Assistant and Chair.
● Preceptor Orientation
Clinical preceptors will complete an orientation with the course faculty that includes;

a. Role expectations
b. Review of course materials provided by faculty
c. Review of evaluation of student form
d. Contact information for course faculty

*Course faculty are responsible for assessing the preceptor-student teaching relationship and for determining students’ final clinical/experiential grades with input from the preceptors.*

Revised and approved 11/26/2012
SECTION I: NAME, EDUCATION, EXPERIENCE

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Facility/Employer Name

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<td>Title and position/responsibilities in current position:</td>
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**Nursing Experience if appropriate**

<table>
<thead>
<tr>
<th>Experience as RN</th>
<th>Years and Months</th>
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<table>
<thead>
<tr>
<th>Experience as LPN</th>
<th>Years and Months</th>
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**SECTION II A: CURRENT SPECIALTY CERTIFICATION (if applicable)**

<table>
<thead>
<tr>
<th>Name of Specialty Certification</th>
<th>Certifying Organization</th>
<th>Certification Valid Through</th>
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**SECTION II B: DEMONSTRATED COMPETENCE**

Describe your competence in the clinical practice/administrative area in which you will be a preceptor.
SECTION III: LICENSURE—ADVANCED PRACTICE NURSES SHOULD INCLUDE CERTIFICATE OF AUTHORITY AND RX AUTHORITY DATES.

<table>
<thead>
<tr>
<th>State of Licensure</th>
<th>Licensure type (Check all that apply)</th>
<th>License Number</th>
<th>Expiration Date</th>
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SECTION IV: EMPLOYMENT - The preceptor may attach current resume or curriculum vitae. Each preceptor must demonstrate at least two years of professional nursing practice.

<table>
<thead>
<tr>
<th>Employer name</th>
<th>Employer location</th>
<th>Dates of employment</th>
<th>Unit or area of practice</th>
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<tbody>
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<td>Month/year to month/year</td>
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SECTION V: VERIFICATION OF LICENSURE – The education program is required to maintain documentation of license verification for each preceptor.

SECTION VI: OHIO ADMINISTRATIVE CODE (OAC) RULES FOR RN PRECEPTORS.

Rule 4723-5-10(A)(5), OAC, specifies that a preceptor for an RN nursing education program shall have (a) completed an approved registered nursing education program; (b) have experience for at least two years in the practice of nursing as an RN with demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student; (c) have a current, valid license as an RN. A BSN is preferred.
Rule 4723-5-11(A)(5), OAC, specifies that a preceptor for an PN nursing education program shall have (a) completed an approved practical nursing education program; (b) have experience for at least two years in the practice of nursing as an LPN with demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student; (c) have a current, valid license as an PN.

Rule 4723-5-20(F), OAC, specifies that the teaching assistant or preceptor providing supervision of a nursing student shall at least:

1. Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student;
2. Design, at the direction of a faculty member the student’s experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled;
3. Clarify with the faculty member
   a. The role of the teaching assistant or preceptor;
   b. The responsibilities of the faculty member;
   c. The course and clinical objectives or outcomes;
   d. The clinical experience evaluation tool; and
4. Contribute to the evaluation of the student’s performance by providing information to the faculty member and the student regarding the student’s achievement of established objectives or outcomes.

Rule 4723-5-20(G), OAC, specifies that a preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.

Preceptor Signature (attesting to accuracy of information)  Date

____________________________________________
Printed Name

____________________________________________
Complete work address including office number:

____________________________________________
Work phone number:

____________________________________________
Cell phone number:

____________________________________________
Email address:

Adopted 9/21/2012
REGISTERED NURSE LICENSURE

All students must possess an unencumbered license for Ohio. Distance students who plan clinical experiences outside Ohio must be licensed as a registered nurse in both Ohio and the state of the clinical site and meet requirements set by the applicable nursing board certifications.

Revised 8/10/12

SPECIAL NEEDS/DISABILITY

The Office of Disability Services (ODS) at Otterbein University is charged with ensuring that all qualified students with disabilities have equal access to an education and to campus life. This access is provided to students through the provision of legally mandated (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act) services, accommodations, and advocacy. Accommodations might include extra time for exams, distraction reduced test space, note taking assistance and priority registration. ODS provides services to students with obvious physical disabilities such as visual impairments, hearing impairments and mobility impairments as well as to students diagnosed with learning disabilities, Attention Deficit Disorder/Hyperactivity Disorder (ADHD), and psychiatric disorders.

Reasonable accommodation in course work or clinical experiences will be made for students with special needs on an individualized basis. In order to receive accommodations, students must provide ODS with appropriate documentation of their disability. After reviewing the documentation of a student’s disability, ODS staff will determine appropriate academic services and accommodations, depending on the disability. When students are enrolled in nursing courses, they have the responsibility to discuss their special needs with course faculty so that reasonable accommodations can be made in a timely manner. Nursing faculty and ODS work together to determine appropriate accommodations that allow students to succeed in the program without jeopardizing the essential requirements of the program.

Revision 3/11/10

STUDENT ADVISOR/GUIDANCE POLICY

Prior to enrolling at Otterbein University in the graduate nursing program, each student will be assigned a nursing faculty advisor. The student has the option to change their advisor at any time. If a student wishes to change their advisor they should complete the Change in Advisor Information Request Form available at the Registrar’s Office.

The faculty advisor will be available to the student for assistance with academic or personal concerns. It is strongly recommended that the student meet with the advisor on a regularly scheduled basis in order to plan for progression through the graduate program curriculum requirements. The advisor may direct the student to various resources such as the Academic Support Center for academic concerns.

Reviewed: 1/12
STUDENT LEARNING CONTRACT

- **Policy Goal**

To assist the nursing student to attain a satisfactory level of academic, clinical and professional success.

- **Policy Statement**

A learning contact will be initiated by the course coordinator with a student to support identified educational needs. Concerns related to academic concerns, clinical concerns, or professional performance concerns can be found in the student handbook, course syllabus, and the clinical course evaluation. Failure to meet all elements of the learning contract constitutes failure in the course.

- **Applicability**

The Learning Contract policy applies to Otterbein University students enrolled in nursing programs at the Bachelor of Science, Masters of Science in Nursing, and Doctorate in Nursing Practice levels.

- **Policy Authority**

Nursing Department Chairperson, who may be contacted through the Nursing office at 614-823-1614.

- **Policy Availability**

These forms will be available on Blackboard for faculty and also will be in the Student Handbook as an Appendix.

- **Related policies or requirements**

  The requirements for the Nursing course are listed in the syllabus for the specific course and the Course Catalog.

- **Implementation Procedure**

To implement a Learning Contract a minimum of two (2) Faculty members must be present at the meeting with the student.

All Faculty members present must sign and date the Learning Contract (See Learning Contract Forms).

Item #9 on the Learning Contract indicates that the student has read the Learning Contract but does not imply agreement to all information listed in the Learning Contract. The student is
encouraged to comment on the Learning Contract as well as offer suggestions pertaining to his or her learning objective.

Approval and effective date: 1-26-2012
Otterbein University
Graduate Nursing Program
Learning Contract

Student: ________________________        Date:_________Semester and Year: _________

Course/clinical location: _________________________________________

1. What is the situation requiring a learning contract (Please list References)?

2. What behaviors of the student need to be changed or improved?

The student will need to complete:

3. What are the required student outcomes

4. What support does the faculty indicate is needed to accomplish the expected student outcomes?

5. What support does the student indicate is needed to accomplish the change in behavior (optional)?
6. What is the date(s) of expected change of behaviors and/or expected student outcomes?

7. Faculty comments:

8. Student’s response:

9. Should the requirements of this contract not be met, a failing grade will be assigned.
   Student initials:________

10. Outcome(s):

   Student Signature: _____________________________________ Date: ______________
   Faculty Signature: _____________________________________ Date: ______________
   Course Coordinator: ___________________________________ Date: ______________
STUDENT PETITION POLICY

1. A student enrolled in Graduate Studies in Nursing Programs may petition the Nursing Curriculum Committee to consider waiver or modification of selected curriculum requirements. A student may petition the Curriculum Committee to consider one or more of the following.
   a. A change in nursing course sequence.
   b. Waiver or modification of nursing courses prerequisites.
   c. An exception to a curriculum policy/policies.
2. The student must consult with the faculty advisor or other appropriate faculty member prior to submitting the petition to the Curriculum Committee.
3. A written petition must be submitted to the Curriculum Committee one week prior to the Curriculum meeting. The petition should contain:
   a. A copy of the current curriculum requirement/policy.
   b. A brief description of the requested alteration in curriculum.
   c. A statement of rationale.
   d. Additional background or related information, if necessary, which may assist the Curriculum Committee in making an appropriate decision.
4. The student may, if desired, appear before the Curriculum Committee to discuss the petition.
5. Written notice of the Curriculum Committee's recommendations on the petition will be given to the student.
6. The decision of the Curriculum Committee will be implemented unless the student chooses to appeal the finding to Faculty Organization.
7. The student must notify the Chair of the Nursing Department of the intent to appeal the decision at least 24 hours before the Faculty Organization meeting.
8. Written notice of the Faculty Organization decision on the appeal will be given to the student within 10 days of the decision by the Chair of the Nursing Department.

Reviewed 1/12

SUBSTANCE ABUSE

The Department of Nursing is committed to educating its students about the problems of substance abuse because this significant health risk is unfortunately prevalent among nurses. The most common cause for disciplinary action by the Ohio Board of Nursing concerns substance abuse. In addition to the impacts on the personal and psychological integrity of abusers, substance abuse may significantly impact the ability of nurses and nursing students to provide safe, competent patient care. Recognizing that substance abuse is both a disease and a professional hazard, the Department of Nursing has established this substance abuse policy in addition to that found in the University Student Handbook in Section 8—University Judicial Policies Defined which can be found at: http://www.otterbein.edu/public/CampusLife/HealthAndSafety/StudentConduct.aspx.
This nursing policy has been written in accordance with the American Association of Colleges of Nursing (AACN)’s Substance Abuse Statement (updated 1998) found at: http://www.aacn.nche.edu/publications/position/substance-abuse-policy-and-guidelines

This policy emphasizes that Otterbein Nursing Department’s conduct standards for nursing are greater than those of the ordinary student or citizen due to the inherent responsibilities assumed by the nursing role and the trust which the public places on the nursing profession to do no harm. In order to further the interests of the academic community and clinical agencies with which our student nurses gain their practical experiences, Otterbein University Department of Nursing adopts this policy to assist each student to develop a responsible lifestyle which is both rewarding to the student and respectful of the rights of others.

- **Policy**

For obvious health and safety concerns, nurses must conduct health care and educational activities as fully in control of their manual dexterity and skills, mental faculties, and judgment as possible. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in a health care setting poses an unacceptable risk for patients, colleagues, the University, and affiliating clinical agencies. Preventing and/or detecting substance abuse, as defined below, is particularly critical in the nursing undergraduate and graduate programs, where students spend considerable amount of time learning patient care in a variety of clinical settings. The Department of Nursing recognizes its responsibility to endeavor to provide a safe, healthy, and efficient academic environment for students and to cooperate with clinical agencies in providing for the safe and effective care of their patients during nursing students’ clinical experiences in their facilities. Therefore, the following policy has been adapted to:

1) Proscribe substance abuse and/or activities or behaviors a) that are prohibited by the University’s Drug and Alcohol policies under University Judicial System Defined, or b) which may subject the involved student, other individuals, and the University to legal penalties or consequences, or c) which may cause a deterioration of the atmosphere and circumstances under which the care of patients and the nursing educational programs are conducted;

2) Identify students in the BSN, MSN, DNP, and Post-Master’s programs who may have a drug or alcohol-related impairment or conviction that may impact their ability to learn safe nursing care practices or that may create unacceptable risks for the University or clinical agencies in which students have clinical experiences;

3) Cooperate with affiliating clinical agencies by requiring nursing students reporting to such agencies to consent voluntarily a) to allow those agencies to drug test the student in accordance with their policies, and b) to disclose any drug testing results to appropriate Otterbein University Department of Nursing Chairperson.

4) Require all students enrolled in the Otterbein University Nursing Program to submit to mandatory drug testing based upon reasonable suspicion of substance abuse.
The Following are Prohibited

A) The purchase, manufacture, distribution, possession, sale, storage or use of an illegal drug or controlled substance while on the premises or property owned or controlled by the University or in vehicles used for University business;

B) Use of alcohol, an illegal drug or a controlled substance that occurs while not on University property or in University vehicles, but that adversely affects the safety of other students, employees, visitors or patients. This includes the use of alcohol at authorized official University functions or at an authorized University site that may adversely affect the safety of any other person;

C) Use of prescription or over-the-counter medications without heed to warnings about impact on performance or safety;

D) Distribution to others of drugs or controlled substances obtained pursuant to a prescription, except by a duly licensed and certified person, while in or on premises or property owned or controlled by the University;

E) Arrival to class or the clinical setting under the influence of illegal drugs or alcohol;

F) Arrival to class or the clinical setting under the influence of legal drugs to the extent that there is an adverse effect on the student's ability to perform;

G) Failure to abide by clinical agencies’ substance abuse policies and procedures;

H) Failure to submit to a drug screen or any actions taken to falsify a positive result when asked for by the Department of Nursing or any clinical agency/unit assigned;

(I) Failure to comply with this policy by any student will constitute grounds for disciplinary action;

H) Any student who is convicted under a criminal statute for a drug-related offense is required to notify the dean and program officer or appropriate representative not later than five days after such conviction.

- **Definition of Terms**

*Drug testing means* the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.

*Illegal drug means* any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug
being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

*Impaired means* that a person’s mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes as manifested in speech or actions. Impairment will include addiction to and/or physical dependence upon chemical substances.

*Nursing student means* any individual formally enrolled in the Otterbein University Nursing Programs in pursuit of BSN, MSN, or DNP degrees, including registered nurses (RN) and students taking courses via distance education, special students, or in post-graduate study, either alone or in combination with any other degree, regardless of the specific location of the student.

*Reasonable suspicion means* that evidence which forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substance abuse. Facts which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

*Substance abuse means* (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while on University or affiliated clinical site premises or while participating in any University or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any nursing student while on University or affiliated clinical site premises or while participating in any University-or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity; and (c) a nursing student’s use of alcohol or any drug in such a way that the student’s performance in any nursing course, including activities at any clinical site, is impaired.

- **Drug Testing Procedures**

If there is reasonable suspicion that the student is impaired due to substance abuse, drug testing is mandatory. Drug testing procedure will include:
1) Drug tests will be arranged by the Department of Nursing unless done in cooperation with the affiliating clinical agency or if on campus by University policy. The cost of this drug testing will be borne by the Department of Nursing.

2) Tests will be conducted by a qualified laboratory in accordance with established methods and procedures. Confidentiality of the student as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures that ensure that the samples identified to a nursing student actually contain materials from that student, that the samples are protected from tampering, and that the analysis of them is done in accordance with reasonable and accepted medical standards.

   a) If suspicion of impairment occurs at an agency with a qualified laboratory, the tests will be conducted at the clinical agency.

   b) If suspicion of impairment occurs on University campus property, the course faculty will notify the University Campus Police to escort student to one of OhioHealth affiliated facilities for testing.

These include, but are not limited, to:

WorkHealth North  
300 Polaris Parkway  
Westerville, OH 43082  
(614) 533-3400  
7:30 AM to 4:30 PM Monday-Friday

*For injury care and drug and alcohol testing when WorkHealth is closed.*

OhioHealth Urgent Care  
Gahanna/New Albany  
5610 Hamilton Road  
Columbus, OH 43230  
(614) 476-1112  
8:00 AM to 8:00 PM Monday-Sunday

OhioHealth Urgent Care  
Lewis Center  
24 Hidden Ravines Drive  
Powell, OH 43065  
(740) 549-2700  
9:00 AM to 7:00 PM Monday-Sunday

OhioHealth Urgent Care  
Dublin Health Center  
6955 Hospital Drive  
Dublin, OH 43016  
(614) 923-0300
9:00 AM to 9:00 PM Monday-Sunday

The Campus Police will escort student to an identified safe place following testing.

c) If the suspicion occurs off campus without immediate access to a testing laboratory, the course faculty will make a determination of how and where drug and/or alcohol testing will be accomplished through the use of local police/safety authorities to provide transportation.

3) The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, or for the use of any drugs which are reasonably suspected of being abused or used by the student.

4) Presumed positives will be confirmed by the best currently available techniques. If the test is positive, the entirety of the available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results shall be documented in the student’s nursing records in the Department of Nursing.

5) The testing laboratory will notify the Chair of the Department of Nursing of test results if the test was requested by the Department of Nursing, or will notify the Dean for Professional Studies of test results if the test was requested by a clinical agency.

- Outcomes

A) If the initial screening test is negative, that fact will be noted in the student’s record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease and the student will be released from further action.

B) A nursing student will be dismissed from Otterbein University Nursing Program if a) the student refuses to submit to drug testing based upon reasonable suspicion; b) engages in acts to falsify a positive result; or c) a student’s drug testing results are positive.

C) Licensed nursing students who refuse to submit to drug/alcohol testing based upon reasonable suspicion or who have positive drug test results will also be reported to the Ohio State Board of Nursing. Full reinstatement of licensure will be required for an unrestricted return to the educational program.

- Confidentiality

All drug testing results will be treated by Otterbein University and the Department of Nursing as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate school officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student has consented in writing to the release of the information. The Department of Nursing
and the University shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic purposes and in connection with the defense of any student grievance and any claims filed by the student and/or personal representative.

- **Consideration for Re-Entry into the Nursing Program at Otterbein University**

A student who is dismissed from the Otterbein University Nursing Program due to a positive drug test will be considered for readmission if the following conditions are met:

1. Submission of a verifiable letter from a recognized drug treatment agency stating that the student has successfully completed a substance abuse program.

2. Submission to a drug test prior to readmission. This drug test will be at the student’s expense. A positive drug test will result in ineligibility for readmission.

3) Submission to drug tests as requested by the Department of Nursing or clinical agencies after readmission at the student’s expense.

4) For licensed nursing students, full reinstatement of professional licensure is required.

- **Incidence of Reoccurrence after Readmission**

A student who is re-admitted to the nursing program, and thereafter tests positive for any drug/alcohol test or is otherwise determined to have engaged in substance abuse as defined herein, will be dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program.

- **Appeal Process**

A nursing student may appeal the Department of Nursing’s decision to dismiss or not to re-admit a student through the established University Appeals Procedure found at: [http://www.otterbein.edu/public/CampusLife/HealthAndSafety/StudentConduct/JudicialSystem.aspx](http://www.otterbein.edu/public/CampusLife/HealthAndSafety/StudentConduct/JudicialSystem.aspx).

**Appeals Council** - Hears appeals brought from other councils and committees and has final authority in many cases involving violation of University rules. However, in cases of suspension or dismissal a student may file an appeal to the President. This must be done in writing within 48 hours of the notification of the sanction, either verbally or written. Appeals Council members may not serve on another judicial body. Membership: three faculty and three students for two-year terms, with a limit of four consecutive years.
EXPECTATIONS OF NURSES AND NURSING STUDENTS IN THE OTTERBEIN UNIVERSITY PROGRAMS

➢ INTEGRITY—as exemplified by honesty
➢ ACCOUNTABILITY—by being answerable for own actions
➢ RESPONSIBILITY—by being reliable and conscientious
➢ DEPENDABILITY—by being trustworthy and reliable
➢ COURTESY—by being polite and respectful of others

Approved 9/21/2012

STUDENT RECORD POLICY

Student files will be kept in a secured file cabinet in the nursing department. Student files will contain the following records:

- Nursing program application
- Letter of acceptance
- Evaluation of transfer/clinical credit
- Letters of petition and response
- Advisor notes
- MSN or Post-Master’s course requirements
- DNP course requirements

Revised 8/2010

UNSAFE BEHAVIOR POLICY

Unsafe (negligent) behavior is defined as an error(s) in judgment and/or incompetent performance of service or procedure in which the client is harmed/potentially harmed physically, socially, and/or emotionally. Unsafe behavior includes actions performed as well as actions omitted. Unsafe behavior at any time during a nursing course on the part of a student may result in clinical/course failure.

Reviewed 1/12

TRANSCRIPTS

Copies of official transcripts may be obtained for a nominal fee from the Registrar’s Office. An official transcript will not be made available when there is an outstanding bill or a loan in default.

Reviewed 1/12

URINE DRUG SCREEN POLICY

A urine drug screen is required of all students, at the student’s expense, prior to admission to the nursing programs. The results are sent directly to the Department of Nursing. A positive drug screen will result in an inability to successfully progress in the nursing program. Any attempt to
provide a fraudulent urine specimen will result in an inability to successfully progress in the nursing program. Subsequent drug screening may be requested by nursing faculty, failure to comply with such requests will result in an inability to successfully progress in the nursing program. All such cases will be evaluated on an individual basis. Please contact the Nursing Department Office located in the Science Center, 614-823-1614 or 888-8550 for information regarding the procedure and locations for completing the drug screen.

Revised 6/09

V.
RESOURCES
NURSING DEPARTMENT

LOCATION: Science Building, room 236

PHONE: (614) 823-1614
1-888-749-8550

FAX: (614) 823-3131

HOURS: Posted on door; usually Monday through Friday, 8:30 AM to 5 PM. Summer hours, 8:30 AM to 4 PM

PERSONNEL: The Nursing Department administrative staff in the Nursing Department Office in Science 236 are available to provide information about the University or the Department.

MAILBOXES: Faculty mailboxes are located in Science 236, the Nursing Department office, to facilitate the communication process.

ACADEMIC SUPPORT RESOURCES

ACADEMIC SUPPORT CENTER

Non-credit individualized assistance in reading, writing, study skills, and time management is available for all students. Individualized sessions in time management, note-taking, reading efficiency, test-taking, and preparation of written assignments are offered. Hours are 8:30 AM to 5 PM daily. Go to the second floor of the Library or call 823-1610 for an appointment. This help is free to students and may be used on a part time basis or long term standing. The Center can be helpful to students who are unable to organize their studies to meet the demands of University work; it can also serve the student who is having difficulty managing the material of one course.

ALUMNI ASSOCIATION

Student graduates are eligible for membership in the Otterbein Nursing Alumni Association. Alumni are encouraged to join this association. Information is available in the Nursing Office, Science Building Room 236.

CENTER FOR CAREER PLANNING

The Center for Career Planning offers graduate students a variety of career resources and assistance while in attendance at Otterbein University and beyond. Resources and services include academic and career exploration, job and internship search skill-building, and job search tools including resumes, cover letters, and mock interviews. Contact the Center for Career Planning at 823-1456 or visit their website at http://www.otterbein.edu/public/CampusLife/ServicesAndResources/CareerPlanning.aspx
for more information on programs, resources and services or to schedule an individual appointment.

COMMENCEMENT INFORMATION

Otterbein Nursing Program Pin

The Otterbein nursing pin is gold with raised gold lettering and a red Greek cross behind the gold book and lamp. The following characteristics of the pin have special meanings: circular shape - unit or completeness; gold-worthiness; red - courage; laurel - achievement; and book and lamp (from the Otterbein University Seal) - light and knowledge. Graduating students may purchase the pin through the campus bookstore. Students have the option to purchase an MSN chain guard to attach to their pin.

Commencement

The University holds two commencement ceremonies in May. The Saturday ceremony is for graduate students and the Sunday ceremony is for undergraduate students. All graduates (Summer, Autumn, and Spring) are invited to the May commencement. Guest seating at commencement is limited according to space availability. Form to complete is on the Registrar’s web page. http://www.otterbein.edu/public/Academics/Registrar/Commencement/graduate.aspx

To participate in either ceremony, a student must:
1. complete all academic degree requirements, and
2. request and submit a fully signed Application for Degree, and
3. submit any additional required paperwork as specified in the Application for Degree, and
4. meet all outstanding financial obligations.
Refer to Registrar Forms, Transcripts, and Resources at: website http://www.otterbein.edu/public/Academics/Registrar/FormsResources.aspx and click on Request for Graduation Application Packet.

COMPUTER ACCOUNT

Graduate students must have access to a computer and have obtained a local internet service or use the computer resources on campus. An Otterbein University network account must be established to access online course materials. To activate an Otterbein account go to the Information Technology website at http://www.otterbein.edu/its/ and follow the directions to activate an account. The Student Help Desk is staffed Monday-Thursday, 8:30 AM to 9:00 PM; Friday, 8:30 AM - 6:00 PM and on Saturday, 8:00 AM – 2:00 PM. Email may also be sent to studenthelpdesk@otterbein.edu.

COPY CENTER

The Copy Center (823-1658) is located in the lower level of Towers Hall and can be used during the day for copying papers, reports, etc. a fee is charged for copying at the Copy Center.
FACULTY ACADEMIC ADVISOR

Following admission to the nursing graduate program, students are assigned a faculty member as their academic advisor. Faculty post regularly scheduled office hours each semester and are also available by appointment during the academic year (mid-August through mid-May). The advising process is an ongoing series of consultations between the student and the advisor. Faculty members are available for advising via appointments, telephone and e-mail communications. Appointments with academic advisors should be made by students to review a planned course of study and graduation or completion requirements. Both the advisee and the advisor share the responsibility of being active participants in the advising process. However, the student is responsible for making decisions regarding personal and educational goals and satisfying all graduation requirements.

INFORMATION TECHNOLOGY

Students have access to computers and assistance with their use in computer labs located in Roush 015A, Roush 204, Library 200, Library 201, Science 244 and the Library Basement. Operating hours for the student computer labs during fall, winter, and spring are posted at lab entrances or on the IT website. Summer hours are posted at the start of the semester. Hours during semesters are subject to change due to holidays, scheduled class lab usage, and special events. See term and weekly schedules at entrances to labs for up-to-date information or the IT website.

LIBRARY

The Courtright Memorial Library hours and services can be located at their website at www.otterbein.edu/resources/library/library.htm.

Open Reserves

Open reserves are available at the circulation desk on the first floor. Request references by title. These materials circulate for 1, 3 or 7 days and are not renewable. A reading list for a course can be accessed by lecturer name, course number or title from the online catalog.

Closed Reserves

1. Some nursing courses may make required readings available for review in the library but with a limited check out policy. These closed reserves are available at the circulation desk on the first floor. Request references by title. A reading list for a course can be accessed by lecturer name, course number, or title from the online catalog.
2. Closed reserve references may be used in the library for 2 hours. References also circulate overnight, i.e., from 1 hour before closing until the library opens the next day.
3. Electronic closed reserved materials are also available for selected courses.

Special Services

1. Online Database Searches and Interlibrary Loans. For more information on library services, visit the library webpage or obtain a brochure on these services at the reference or circulation desks
2. Book Depository is outside the Library main entrance. Only USE WHEN THE LIBRARY IS CLOSED.
4. Individual and group study rooms. Keys are available at the circulation desk with a current Otterbein ID.
5. Internet Access
6. Media Viewing Facilities
7. Reservations for equipment, such as laptops, camcorders, digital cameras, and projectors.

Library Holdings & OhioLINK

Courtright Memorial Library holdings represent a breadth of subject matter across all of the disciplines. The library is part of a consortium of 21 private institutions in Ohio (OPAL). Membership in OPAL allows Otterbein to belong to the statewide consortium called OhioLINK which gives students 24 hour access to any holding in Ohio academic libraries. OhioLINK is a computer network of libraries and electronic information resources, offering access to research databases and a combined Central Catalog from most Ohio Colleges, Universities, community Colleges and the State Library of Ohio. Its goal is to provide easy access to information and rapid delivery of library materials throughout the state. For information on how to search for books and articles online, go to the library website and click the Library Research Tutorial.

Obtaining Library Privileges

Students have direct access to the Otterbein University main campus library by using their Cardinal Card. To learn more about obtaining a Cardinal ID Card, go to www.otterbein.edu, select library, and then go to Frequently Asked Questions on obtaining a library card and accessing library resources off campus.

NURSING SKILLS LABORATORY

Four Nursing Skills Laboratories are located in the Science Building, Rooms 335, 336, 337 and 442. A Nursing Skills Laboratory Coordinator and Assistants teach and evaluate the skill component of selected courses in the graduate program. The Lab in Science 336 is available to students who want to reinforce or refresh their nursing skills most days, including weekends. Students may use their Otterbein Cardinal ID Card to access the Lab.

OTTERBEIN UNIVERSITY BOOKSTORE

Otterbein University Bookstore hours while school is in session are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>9:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 a.m. – 2:00 p.m.</td>
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</tbody>
</table>

Textbooks must be purchased prior to the start of classes. Course textbooks may be purchased at the Bookstore on the Otterbein campus or students may reserve, pre-pay or purchase books online at www.otterbein.bkstr.com.
Textbooks purchased on-line will be mailed to your home address. There is a shipping charge for this service. Required textbooks are listed in the Bookstore, on the Bookstore web site, and in the course syllabus.

SIGMA THETA TAU, INTERNATIONAL HONOR SOCIETY

KAPPA LAMBDA CHAPTER

Sigma Theta Tau International Honor Society of Nursing is the second largest nursing organization in the United States. The name Sigma Theta Tau is derived from the initials of the Greek words Storga, Tharos, Timi, meaning love, courage and honor and represents the charge of the Society. The purposes of the Society are to:

1. Recognize superior achievement.
2. Encourage the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Strengthen commitment to the ideals and purposes of the profession.
6. Provide support, including funding, to other organizations exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code.
7. Assist and engage in any other activities which are permitted to be carried on by organizations exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code (International bylaws, 2011-2013).

Membership is conferred upon nursing students in baccalaureate and graduate programs who demonstrate excellence in nursing or upon qualified bachelors, masters and doctoral graduates who demonstrate exceptional achievement in the nursing profession. The Sigma Theta Tau chapter at Otterbein University is Kappa Lambda. Membership in the chapter is through invitation. The requirements for student candidates are superior academic achievement, academic integrity, and professional leadership potential. Graduate students who have completed at least 1/4 of the nursing curriculum and achieved academic excellence (at least a 3.5 grade point average) may be inducted as new members. The chapter serves its members through a variety of programs, activities, and services.

TECHNICAL REQUIREMENTS

There are specific computer requirement for online courses: PC Windows 7. All of the Otterbein computers are upgraded to Windows 7 and Word 2007 or Word 2010. Otterbein computers
(faculty) will no longer support Word 2003. Students will need to have access to a computer in compliance with these requirements.

Refer to IT website: http://www.otterbein.edu/its/standards.asp

WRITING CENTER

The Writing Center provides individual help for the student with writing problems. Students need to bring a sample of their writing to the first appointment. The center is located in the Library on the second floor.

CAMPUS RESOURCES

ARTS/MUSIC/DRAMA

Otterbein hosts and/or sponsors a wide variety of cultural events and programs that promote and encourage intellectual dialogue. Read the “Tan and Cardinal”, and bulletin boards for more information or call:

- Artist Series 823-1600
- Music Department 823-1508
- Theatre Department 823-1657
- Theatre Box Office 823-1109

CAMPUS CENTER

The Campus Center is located at 100 Home Street and is a focal point of the campus community. The building houses the Campus Bookstore Dining Halls and the Campus Center Office. In the lower level of the Campus Center is a “theater in the round”. This is the location of a Summer Theater Program and is used for various University theater productions. All students are required to obtain an ID card which is issued in the Campus Center. Please call the Campus Center (823-3202) for times and dates the ID cards can be issued.

EATERIES

Several on-campus eateries are available for purchasing food:
1. OtterDen (located on the first floor of the Campus Center)
2. Cafeteria (located in the Campus Center, second floor)
3. The Otterbean (located adjacent to the Library)
4. The Roost Express (located on the first floor of Roush Hall)

In addition, vending machines are available in the Commuter Lounge of Towers Hall and in various buildings on Campus.

FINANCIAL AID

Financial aid for graduate students is available. Information about loans may be obtained from the Financial Aid Office located in the lower level of the Administration building on the corner of W. College and Grove Street. Sigma Theta Tau, Kappa Lambda Chapter, offers eligible
students an opportunity to apply for an annual scholarship offered by the chapter. Students may apply for Professional Nurse Traineeship funds from the Department of Nursing to cover tuition. Students are selected for these traineeships awards based on the following criteria:

- Full-time student (enrolled for at least 6 hours per semester)
- Part-time student (enrolled for at least 3 hours per semester)
- Full admission to the MSN, Post-Masters, or DNP program
- 3.25 GPA
- Enrolled as Nurse Practitioner, Clinical Nurse Leader, Nurse Anesthesia or Nursing Service Administration majors
- Reside in and/or provide care to rural and/or underserved populations

Additional information on traineeship funds and other available scholarship funds may be obtained from the Department of Nursing. Nurse Anesthesia students in the second year of the program may apply for Nurse Anesthesia Traineeships. Information on these traineeships and other scholarships for nurse anesthesia students is available from the Nurse Anesthesia Program Director.

**PARKING**

Otterbein University campus parking passes are available for part-time students that will be on campus on a regular basis for a fee. A sticker can be purchased at the Security Office located at 194 W. Main Street. Students from distance learning sites will be given a temporary parking permit if required to come to the Westerville campus for class. Visitors on campus park in visitor lots.

**PERSONAL COUNSELING**

Personal counseling is available to students enrolled full-time at Otterbein University by contacting Student Affairs at 823-1250.

**RECREATION**

**CLEMENTS RECREATION CENTER AND RIKE CENTER**

In addition to enrolling in Health and Physical Education classes, full time students are eligible to use the facilities at the Rike Center and Clements Recreation Center. These include racquetball, tennis, basketball, and volleyball courts, a baseball and softball diamond, an archery area, football and soccer fields, and both indoor and outdoor running tracks. The Clements Center contains a fitness center consisting of numerous cardiovascular and controlled weight machines.

Otterbein participates in the prestigious Ohio Athletic Conference. For ticket information about any athletic event, call the Athletic Department, located in the Rike Center (823-1653). Students may use their student ID for admission into events or to use the athletic facilities.

From time to time, the University community might have special fitness programs that are open to all students. Watch the “Tan and Cardinal”, or call the Rike Center for information.
RESOURCES FOR STUDENT LIFE

http://www.otterbein.edu/public/CampusLife/

Services and Resources
• Academic Support
• Cardinal Card
• Center for Career Planning
• Chaplain
• Counseling
• Diversity
• Orientation

Health and Safety

Five Cardinal Experiences

Division of Student Affairs

STUDENT HEALTH CENTER

Access to the Student Health Center services is limited to full-time students with paid fees and part-time students on an annual fee for service basis. However, part time graduate nursing students may utilize the center to meet selected health requirements (e.g., Mantoux testing, Hepatitis B vaccination). The Center is located east of the Campus Center at 78 W. Home Street or call 823-1345.

Document approved in total 11/26/2012