



DR. DONALD E. AND LOIS J. MYERS
SCHOOL OF NURSING
AND HEALTH PROFESSIONS



2023-2024

Graduate Nursing Student Handbook

August 2023

Welcome to The Stabler Department of Nursing Graduate Programs in The Donald E. and Lois J. Myers School of Nursing and Health Professions!

The nursing student handbook is prepared for all graduate nursing students at York College of Pennsylvania (YCP). It is intended to serve as a guide to established policies and practices of The Stabler Department of Nursing and should be used in conjunction with the [2023-2024 Graduate and Professional Programs Catalog](#) and [YCP Student Handbook](#).

All courses, policies, and procedures listed in this handbook are administered under the academic policies of York College, which are fully described in the [2023-2024 Graduate and Professional Programs Catalog](#). The catalog contains the official college-level statements of policy and procedure, and every student, part-time as well as full-time, matriculated, as well as non-matriculated, should be familiar with it. College catalogs are available to view online.

Both the catalog and this handbook are prepared based on the best information available at the time of publication. Changes or updates to the College Catalog will be posted on the York College of Pennsylvania website. Changes or updates to the handbook will be announced by way of email to all currently enrolled nursing students.

Students are responsible for understanding and adhering to all current policies of The Stabler Department of Nursing and York College of Pennsylvania.

The Stabler Department of Nursing 2023-2024 *Graduate Nursing Student Handbook* is available on the York College of Pennsylvania website at [Graduate Nursing Student Handbook](#).

Please review this handbook, sign the Graduate Nursing Student Acknowledgement Form using this link: [Graduate Nursing Student Handbook Acknowledgement Form](#).

Best wishes for success this year!

The Administration, Faculty, and Staff of The Stabler Department of Nursing

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GRADUATE PROGRAMS IN NURSING OVERVIEW

The Graduate Programs in Nursing provide nurses with opportunities to advance their skills as clinical leaders through preparation for advanced practice roles at the master's and doctoral levels.

The BS-DNP program awards the Doctor of Nursing Practice degree to graduates of the nurse anesthetist program. The full-time 36-month program (102-credit) is offered jointly between York College of Pennsylvania and WellSpan Health and meets the requirements for graduate education of York College of Pennsylvania and its accrediting bodies. The program incorporates *Standards for Accreditation of Nurse Anesthesia Educational Programs*. The curriculum is centered on our core values of integrity, excellence, resolve and balances, as well as our program motto of "Vigilance, Knowledge, and Compassion."

The Doctor of Nursing Practice Program (DNP) enables nurse experts to apply the principles of evidence-based practice to influence change in delivery of health care. The curriculum provides an opportunity for evaluation of current practice and implementation of practice change initiatives to improve patient outcomes.

The Master of Science in Nursing (MSN) Program prepares nurses to practice as an Adult-Gerontology Primary Care Nurse Practitioner (AGNP), Family/Individual Across the Lifespan Primary Care Nurse Practitioner (FNP), or Psychiatric Mental Health Nurse Practitioner (PMHNP). Post-master's certificate options are available for each of the nurse practitioner programs. The master's program builds on undergraduate education through the development of advanced knowledge and expertise in nursing, based on the critique and application of theory and research. The master's degree program and the post-graduate certificate program at York College of Pennsylvania is accredited by the [Commission on Collegiate Nursing Education](#).

At the entry level, the master's tracks all incorporate the *Essentials for Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) as a foundation to graduate education. Additionally, master's degree tracks incorporate the *Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021) throughout the curricula. The *Criteria for Evaluation of Nurse Practitioner Programs* (NTF, 2016), the *Adult-Gerontology Primary Care Nurse Practitioner Competencies*, and the *Psychiatric Mental Health Nurse Practitioner Competencies*, of the American Association of Colleges of Nursing, provide the basic framework for the AGNP, FNP, and PMHNP programs as well as the post-master's certificate programs. These guidelines are considered for any form of revision or update in the curricular tracks. QSEN competencies have been infused across the graduate curricula.

INTRODUCTION

History of the Graduate Programs in Nursing

Through the years, the York College Stabler Department of Nursing has developed and grown into a widely recognized high-caliber nursing program. An experienced, highly qualified faculty has kept the program content current by engaging a multiplicity of educational experiences themselves and making necessary curriculum changes to reflect current practice. York College graduates have been employed in diverse positions and have assumed leadership roles in institutions both regionally and at the national level.

Feasibility studies were completed over the years to guide and inform the planning of our graduate programs. The general consensus of the nursing community and health care employers was that programs preparing advanced practice nurses at the master's and doctoral levels were needed.

A Graduate Programs in Nursing Committee was initiated in 2000. With administrative support, the planning of the Master of Science in Nursing Program occurred during the ensuing two years. Criteria established by the *Essentials of Master's Education for Advanced Practice Nursing* (AACN) guided the development of the program. The curriculum was approved by the Pennsylvania State Board of Nursing and the Pennsylvania Department of Education. Graduate nursing courses for the Clinical Nurse Specialist (CNS) and Nurse Educator (NE) tracks were first offered in Fall 2002. The first cohort to complete the program graduated in Spring 2005. The master's tracks of the graduate program were initially accredited by the Commission on Collegiate Nursing Education (CCNE) in Spring 2010 and have been continually accredited since.

Established in 2005, the York College of Pennsylvania/WellSpan Health Nurse Anesthesia Program (NAP) is the product of two organizations with a single goal: the initiation and subsequent continuation of a quality nurse anesthetist program in South Central Pennsylvania. As a shared governance program, the NAP draws guidance from the mission statements of each of its governing bodies, from which we derive a broad mission and philosophical guidance. The Council on Accreditation of Nurse Anesthesia Educational Programs (COA) initially accredited the Nurse Anesthetist track in Spring 2006 and it has been continuously accredited since. The first cohort of students began the program in Fall 2006, graduating in Spring 2009. In 2016, COA approved the York College of Pennsylvania/WellSpan Health Nurse Anesthetist Program conversion from a master's degree granting program to a Doctor of Nursing Practice degree granting program (BS-DNP). The first BS-DNP class began the program in May 2017 and graduated in May 2020.

The Adult Nurse Practitioner (ANP) track was initially offered in Fall 2009 consistent with the 2008 APRN Consensus Model document. The program transitioned to an Adult-Gerontology Primary Care Nurse Practitioner (AGNP) track in 2012. The first class eligible to sit for this certification graduated in August 2013. The AACN's 2011 *Essentials for Master's Education* and the 2010 *Adult-Gerontological Primary Care NP Competencies* formed the basis for the curriculum.

During the Spring of 2010, the Pennsylvania Department of Education approved the Doctor of Nursing Practice (DNP, Post-Master's) program. The first cohort began the program in Fall 2011, graduating in Spring 2013.

The Pennsylvania State Board of Nursing approved the Psychiatric-Mental Health Nurse Practitioner (PMHNP) track in Fall 2018. The first cohort was admitted Fall 2019. The first class eligible to sit for this certification graduated Spring 2022. The AACN's 2011 *Essentials for Master's Education* and the *Population Focused Nurse Practitioner Competencies* (NONP, 2013) formed the basis for the curriculum.

Approved by the Pennsylvania State Board of Nursing in July 2022, The Family Nurse Practitioner (FNP) track admitted students to begin studies in Spring 2023. As previously noted, AACN's *Essentials* and the *Population Focused Nurse Practitioner Competencies* provided for curriculum structure.

Program Goals

The *Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021) provides a foundation for each of the tracks in the graduate programs at York College. Upon completion of their program, graduates will be able to:

1. Appraise, critique, and synthesize knowledge from the arts, sciences, humanities, and the evolving discipline of nursing to inform education, practice, and research. (*Domain 1 – Knowledge for Nursing Practice*)
2. Design, foster, and provide person-centered care that is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. (*Domain 2 – Person-Centered Care*)
3. Develop, advocate, and coordinate the implementation of healthcare delivery that supports the improvement of health outcomes from preventative care to disease management. (*Domain 3 – Population Health*)
4. Initiate, implement, and disseminate an advanced level of evidence synthesis related to nursing knowledge to improve patient health and transform nursing leadership. (*Domain 4 – Scholarship for the Nursing Discipline*)
5. Evaluate established principles of safety and lead in improvement science initiatives that minimize risk of harm to patients and providers. (*Domain 5 – Quality and Safety*)
6. Engage with other advanced professionals to foster an environment in which interprofessional collaboration promotes best interprofessional learning to benefit health related outcomes for diverse populations. (*Domain 6 – Interprofessional Partnership*)
7. Proactively advocate for and engage in quality improvement initiatives to enhance access, quality, and cost-effectiveness for diverse populations. (*Domain 7 – Systems-Based Practice*)
8. Apply strategies to both reduce inequities in digital access across diverse populations and to advance innovative evidence-based strategies in accordance with regulatory standards. (*Domain 8 – Informatics and Healthcare Technology*)
9. Model professional accountability and ethical behaviors in nursing practice and leadership roles. (*Domain 9 – Professionalism*)
10. Advocate for and foster initiatives that support a culture of lifelong learning and ongoing leadership development to advance the profession of nursing. (*Domain 10 – Personal, Professional, and Leadership Development*)

COURSE SCHEDULING, LEAVE OF ABSENCE, RE-ENROLLMENT, DEFERRAL

Course Scheduling

A schedule of classes for each semester is available online through an [online registration page](#) of the York College of Pennsylvania website. New students receive a YCP claim code from Library and Technology Services after they pay a deposit for the program and this lets them establish a YCP computing account and email. Once students have activated their YCP account, they may register for courses online. Once that deposit is paid, students may register for courses using this [online submission form](#). All students should follow their plan of study and/or consult their faculty advisor prior to registering for courses each semester. We recommend that students register for courses as soon as possible when they know which courses they will take. This helps assure that we match the number of students with the correct number of course sections.

Continuous Enrollment

Upon acceptance into the graduate program in the AGNP and post-master's AGNP, FNP and post-master's FNP, PMHNP, post-master's PMHNP, or the DNP program, students must maintain continuous enrollment in each semester by either (1) enrolling in one or more graduate courses, or (2) enrolling in NUR500 Continuous Enrollment. Master's students may enroll in NUR500 for up to three semesters without having to reapply to the program. The nurse anesthetist BS-DNP program is only offered as a full-time program, and students will be continuously enrolled as full-time graduate students for the duration of the program. Nurse Anesthetist students who do not maintain continuous enrollment must seek approval from the Director of the Nurse Anesthetist BS-DNP Program to re-enroll in the program.

Leave of Absence Policy

A graduate student who is unable to register for courses due to the following:

- Serious illness
- Personal/professional reasons
- Extraordinary job requirements
- Military service

may be granted a formal leave of absence from the College without penalty. The leave of absence is normally limited to one year. The student must inform the Program Director in writing of his/her intention and the Program Director must approve the request. All academic requirements must be completed within five years (master's degree) and eight years (doctoral degree) of the initial admission. Students should be aware that there must be a reasonable expectation that students will return from a LOA.

LOAs will NOT be approved for any student subject to disqualification or dismissal due to academic deficiencies or disciplinary action. The Dean of the School will determine any conditions that must be met for the student to return to the College. If a student is enrolled in courses at the time of the LOA request, the Registrar will take the following actions once confirmed by the Program Director:

1. Student will be issued grades of W for each course in the current semester (if applicable)
2. Student will be dropped from all future registered courses

Once the student is ready to return from leave, the student should register for courses. If a student does not return at the end of the approved leave, the student's withdrawal date will be the first date of the approved leave.

Students who are absent from the College for one academic year (3 semesters) without taking a formal leave of absence, and those who attempt to extend their LOA beyond one year, must seek readmission. Readmitted students will be governed by the new department/school guidelines in place at the time of readmission.

Re-Enrollment

Students who have withdrawn from the College must contact the Graduate Programs in Nursing office to determine what application documentation must be submitted as a returning student.

Applicants who reapply for admission to York College who have earned graduate credits at another institution since their most recent enrollment at York College and who want those courses to be considered for transfer credits and/or enrollment decisions must submit original transcripts from each institution attended before a re-admission decision can be made. A maximum of 6 graduate level nursing

credits will be accepted for transfer based on the determination of the Director of Graduate Nursing Programs.

To be eligible for re-admission, applicants must be in good standing with the College and the academic program must have the capacity to accept additional students. Additional conditions such as reapplying or interviewing for a specific program may be required.

Deferral

Once a student is accepted to a program, but for unforeseen reasons cannot commit, he/she can request in writing a deferral for the next start of the specific program to the Director of Graduate Programs in Nursing. All MSN programs allow students to start six times per year while the BS-DNP Nurse Anesthetist offers Summer start only. A deferral cannot be extended beyond one academic year. *Disruption in the suggested progression of courses for any reason may result in delay in placement in courses with a clinical component.*

ACADEMIC POLICIES

Degree Completion Policy

AGNP, FNP, and PMHNP students have five calendar years to complete the requirements for the Master of Science degree. The five-year program begins upon enrollment in the first 500-level course. Students who do not complete program requirements within the established time limit must request an extension of time (up to one year) from the Director of Graduate Programs in Nursing.

Transfer Credits

A maximum of six credits (or two courses) in graduate study may be transferred in to YCP prior to the student's matriculation. All courses are reviewed by the Director of Graduate Programs in Nursing or by appropriate faculty. Graduate level research courses without an Evidence Based Practice (EBP) component will not be accepted for transfer credit. Once matriculated, if students wish to take a course at another institution, they must seek prior approval.

Grading Progression, and Dismissal

Candidates for graduate degrees in nursing are required to earn at least a B (3.0) in every course in order to progress through the curriculum and graduate. Courses in which the student earns less than a B (3.0) must be repeated before progression to the next course. The student is permitted to repeat a course only one time. A student with a grade of less than a B (3.0) in any course must repeat that course in the next semester it is offered in order to maintain status as a graduate student. A second grade of less than a B (3.0) results in automatic dismissal from the program. As courses may be offered only once per year, the need to repeat a course may effectively add time to the program of study. If a course is repeated, both grades will appear on the transcript, however only the highest grade is used in calculating the grade point average. Failure of any clinical course results in automatic dismissal from the program.

Professors may give a course grade of incomplete ("INC") if circumstances justify an extension of time required to complete course requirements. A student with an "INC" grade in any course that is a prerequisite to another course will not be allowed to enroll in the subsequent course until the "INC" in the prerequisite course has been removed and replaced by a B (3.0) or better except with the permission of the Director of Graduate Programs. As courses may only be offered once per year, it should be understood that taking an "INC" in a course may effectively add time to the program of study. According

to policy at York College an “INC” must be resolved within 60 days or the “INC” automatically converts to a failure (0).

Students in the nurse anesthetist program who earn less than a B (3.0) in any course will not be eligible to progress in the program until the grade is remediated. As courses may only be offered once per year, repeating any coursework may effectively add time to the program of study.

For all graduate students conduct consistent with ethical and professional standards of the discipline is required. Violation of these standards is grounds for dismissal.

Disruption in the suggested progression of courses for the graduate programs for any reason may result in delay in placement in courses with clinical components.

Grade Appeal

A student contemplating filing a grade appeal understands that, consistent with the practice of academic freedom, professors bear responsibility for assigning course grades in accordance with professionally acceptable standards that have been communicated to students verbally or in writing. Students who believe that their final grade in a course does not accurately reflect their performance should appeal their grade directly to the course instructor. A student can appeal a grade until the end of the semester following the semester in which the course was completed. Following discussion with the instructor, the student may request a review of the course grade by the chairperson of The Stabler Department of Nursing if the student believes concerns has not been adequately addressed.

Academic Integrity Policy

Academic Integrity Policy (Philosophy Statement)

York College of Pennsylvania, as an institution of higher education, serves to promote and sustain the creation, acquisition, and dissemination of knowledge. In order to fulfill this purpose, an environment of integrity, dependability and honesty must be maintained by all members of the York College community. Without a foundation based on intellectual honesty and integrity, the very ability to uphold the academic endeavors that York College strives to pursue is inhibited.

The Spartan Oath embodies the expectation that all members of the York College community foster an environment of integrity and responsibility. Recognize that adhering to an ethical standard of honesty leads to professional, mature and responsible citizens, and enables society at large to trust our scholarship, research, and conferred degrees. Thus, each member of the York College community must be truthful, honest, personally and professionally responsible, and respect the intellectual contributions of others.

Definition of Academic Dishonesty

Engaging in academic dishonesty is a violation of the school’s academic integrity policy and is not tolerated at York College. Examples of academic dishonesty include, but are not limited to, cheating on assignments or examinations, plagiarism (i.e. passing someone else’s words or ideas off as one’s own without proper attribution), improper paraphrasing, fabricating research, falsifying academic documents, handing in material completed for another course, and submitting work not done independently (unless part of an explicitly collaborative project).

Academic Integrity Procedure – Reporting

- When a faculty member believes a student has violated the Academic Integrity Policy, the faculty member is encouraged to discuss the incident in person with the student promptly, identifying the sanction he or she is going to apply. The faculty member should then reiterate the charge and sanction in writing to the student.
- The faculty member has full discretion to determine a suitable sanction, such as a “0” on the assignment in question, up to a course grade of “0”. In the case of an egregious first offense, the faculty member may request that the Student Welfare Committee conduct a hearing and determine a sanction, which may involve academic probation, suspension, or dismissal from the College.
- The faculty member has ten days from the written notification to the student to report the incident to the Department Chair and Associate Provost of Student Success. The faculty member must submit as part of the report: 1) a detailed description of the incident, 2) a course syllabus, 3) an assignment sheet or assignment instructions, 4) the assignment in question, and 5) supporting documentation, such as copied material. The documentation will be kept on file in the student’s permanent record.
- Students cannot withdraw from a course in which they have been accused of academic dishonesty, until the accusation is withdrawn by the faculty member, or is overturned by the Student Welfare Committee or the Associate Provost of Student Success.

Academic Integrity Procedure - Appeals

- Students who believe they have been unjustly charged or sanctioned have ten days after receiving written notification from their instructor regarding the incident to file an appeal with the Student Welfare Committee by submitting a formal letter to the Associate Provost of Student Success.
- If an appeal is filed, the Student Welfare Committee will schedule a hearing which includes inviting the student and faculty member to attend to provide additional information or clarity regarding the incident. The Student Welfare Committee will then review the charge and/or sanction.
- If the Associate Provost of Student Success determines that the incident of academic dishonesty is the student’s second or subsequent offense, he or she will provide written documentation to the student, faculty member, and Department Chair. The Student Welfare Committee will automatically conduct a hearing to review the charge and decide on an appropriate sanction: academic probation, suspension or dismissal from the College.
- After the hearing, the student, faculty member, Department Chair, and Associate Provost of Student Success will receive written notification of the Student Welfare Committee’s decision. Students who are unsatisfied with the decision may submit a second and final written appeal to the Associate Provost of Student Success within 72 hours of receiving notification of the Student Welfare Committee’s decision. All decisions made by the Associate Provost of Student Success will be final.

Academic Advising

Academic Advising is an essential process in the college setting. Upon entry to York College, every matriculated student is assigned a faculty academic advisor who, through experience, professional

background, and example, is qualified to assist the student in planning the coursework for the program of study, developing strategies for academic success, and providing guidance and information in preparation for the student's career and life goals.

Academic advisors for graduate students are available by appointment when the College is in session in the fall and spring semesters. Professors may be available by appointment at other times if the student contacts them. In addition, other academic support services are offered through the individual Graduate Program Offices, Registrar, Records Office, and Career Development Center.

While academic advising assists students in their academic planning, it is ultimately the student's responsibility to meet the academic requirements for graduation. Each student is expected to meet regularly with their advisor to discuss the development and implementation of a plan of short and long-term academic goals. The final responsibility in meeting graduation requirements, however, rests with the student.

STUDENT POLICIES

Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule

York College Stabler Department of Nursing (SDON) Privacy and Confidentiality Statement: Maintaining patient confidentiality is an essential part of the professional nurse's role. Students are expected to conduct themselves professionally in all learning environments. All faculty and students have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. Students are expected to follow all elements outlined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule: <https://www.hhs.gov/hipaa/for-professionals/privacy/index.html>

Once students begin clinical rotations, HIPAA must be strictly followed to ensure safe, confidential patient care. Faculty and students obtain information about patients prior to and during clinical experiences. Information obtained about any assigned patients may be shared confidentially only with faculty members and other students when appropriate in the learning environment. Accessing the records of patients for whom the student has no direct care role is strictly prohibited. The violation of HIPAA is a federal offense. Nursing faculty and students are required to comply with standards of documentation and confidentiality. They are mandated by state and federal regulatory agencies and accrediting bodies, including applicable requirements of HIPAA and guidelines established and approved by the clinical personal agencies. Breach of the YCP SDON Privacy and Confidentiality Statement is strictly prohibited, even in personal communications. The violation of this policy by any YCP nursing student will be grounds for disciplinary action, up to, and may include dismissal from the nursing program. The SDON cannot be held responsible for any repercussions that may arise from the inappropriate use or release of confidential patient information by and York College of Pennsylvania student.

Social Media Use

In online social networks, the lines between public and private, personal, and professional are blurred. Students who identify themselves as a York College nursing student create perceptions about York College, York College nursing, and themselves.

Students should maintain the awareness that they are contributing to the global image of nursing and are always representing York College nursing as well as the nursing profession.

Students are reminded to:

- Be sure all content associated with you is consistent with your professionalism and YCP's reputation.
- Be aware of your role as a professional. The posting of certain material/information may violate certain laws and the professional status of nursing. Improper use of social media may violate the SDON or YCP student code of conduct and subject the student to disciplinary action.
- Be aware that information posted and shared online is NOT confidential. Anything you post or are tagged in is visible to the world-at-large and may affect your professional reputation not just as a student or for your future professional career as well. Employers routinely conduct an online search when evaluating potential job candidates.
- Avoid posting or sharing any information related to nursing clinical experiences. Simply avoiding the use of a patient's name in communication does not protect you from a HIPAA violation. Posting details about clinical experiences, locations, or circumstances related to clinical agency sites is also a violation.
- Avoid posting disparaging or offensive comments about nursing student peers, nursing faculty, nursing courses, or clinical experiences or the YCP nursing program.

Incidents of inappropriate posting or use of social media will be reviewed on an individual basis by the SDON Chairperson, Director of Graduate Programs in Nursing, and a group of faculty to evaluate the consequence and severity of any infraction. Disciplinary action for inappropriate posting to or use of social media could result in a warning, failure of course, or dismissal from the nursing program.

Resources are provided by the National Council of State Boards of Nursing (NCSBN). Students are encouraged to review the NCSBN [Social Media Guidelines](#) as well as the NCSBN [Nurse's Guide to the Use of Social Media](#).

Substance Abuse Policy

The Stabler Department of Nursing has a vested interest in the health and welfare of its students. Furthermore, the SDON has a duty and obligation to protect the public health and safety. If a didactic or clinical faculty member suspects possible substance abuse by any student who is in a class or clinical setting, they will report to the chairperson of The Stabler Department of Nursing, Director of Graduate Programs in Nursing, and the Dean of the Donald E. and Lois J. Myers School of Nursing and Health Professions immediately. The Director of Graduate Programs in Nursing has the authority to temporarily suspend the student from the clinical component of the curriculum pending discussions with the identified student(s), the reporting faculty member, and SDON administrative personnel (including those listed above).

Policy on Unsafe Practice

The nursing faculty of York College of Pennsylvania has an academic, legal, and ethical responsibility to prepare graduates who are competent and to protect the public and health care community from unsafe nursing practice. It is within this context that students may be disciplined or dismissed from a graduate program for practice or behavior which threatens or has the potential to threaten the safety of a patient, a family member or substitute familial person, another student, a faculty member, or other health care

provider. Threats to the safety of others by nurses is reportable to the Pennsylvania State Board of Nursing.

Every student is expected to be familiar with the principles of safe practice and is expected to perform in accordance with these requirements. Within courses, counseling and advising processes, and other institutional forums, students will be provided with the opportunity to discuss the policy and its implications. Being unprepared for clinical may constitute an unsafe practice and the student may be sent home at the discretion of clinical faculty.

An unsafe practice is defined as:

1. An act or behavior of the type which violates the Commonwealth of Pennsylvania Code, Title 49. Professional and Vocational Standards, 21.18 Standards of Nursing Conduct.
2. An act or behavior of the type which violates the Code for Nurses of the American Nurses' Association.
3. An act or behavior which threatens, or has the potential to threaten, the physical, emotional, mental or environmental safety of the patient, a family member or substitute familial person, another student, a faculty member, or other health care provider.
4. An act or behavior (commission or omission) which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.

Student Grievance Process

The Stabler Department of Nursing follows the student grievance procedure as outlined in the [York College of Pennsylvania Student Handbook](#).

STUDENT REQUIREMENTS FOR CLINICAL EXPERIENCES

Health Records

Students must submit health records documentation prior to registering for the first course requiring practice in a clinical nursing or educational setting. This can be the same York College Student Health Form that is submitted to the Health Services department prior to starting courses on campus, as long as it was completed within 12 months prior to the start of clinicals. The Stabler Department of Nursing uses an online document manager to collect and store student records. Information on this system will be provided to graduate students the semester prior to enrollment in the first clinical course.

Student Health Record Requirements

Required documentation for student health records includes the following:

- Proof of current health insurance coverage: students are to submit a copy of their insurance card annually
- Adequate immunization/immunity history (see YCP Student Health Form for details)
- Documentation of being “fully vaccinated” for COVID-19, by the current guidelines
- Tdap (Adacel or Boostrix) is required. A dose of Tdap after age 11 should replace on decennial tetanus booster. Please ensure that the healthcare provider specifies type of vaccine administered on the form.

- Adequate evidence of immunity to chickenpox as demonstrated by two doses of varicella vaccine **or** a titer (blood test) indicating immunity. Providing documentation of having a history of disease is **NOT** acceptable evidence of immunity.
- Influenza immunization is recommended annually for all health care providers. Some clinical sites may require that students who have not had a flu vaccine wear a mask for all patient contact. Students may be denied access to clinical sites if not vaccinated against influenza. Students should provide documentation whenever they receive their annual flu vaccine and may be asked to sign a declination form each flu season.
- TB screening either through a two-step PPD within 6 months of start of clinical for an initial screening, followed by annual one-step PPD screenings OR blood assay lab work, such as QTB Gold or a T-Spot, may be used for initial and annual screenings thereafter. If the student is a PPD reactor, an alternative TB screening questionnaire is available, which will require an x-ray within the 6 months of starting clinical showing the student is clear from TB, followed by annual TB screening questionnaire signed by a physician.
 - Physical exam must have been within the past 12 months. Physical exams will need to be updated annually.
 - Dental examination report which may be based on the student's most recent exam, if within the last 3 years.
 - 10 panel urine drug screening

Professional Certifications

Students must have current professional level CPR/BLS certification, and ACLS if the student will have clinical in a critical care area. Nurse anesthetist students are required to have ACLS/PALS certification.

Liability Insurance

Our clinical partners require liability coverage with the terms of at least \$2 million per occurrence/\$6 million aggregate. York College offers coverage of \$1 mil/\$3 mil billed automatically through the Business Office on the regular semester bill. Students must make up the coverage gap of \$1 mil/\$3 mil. Students are required to provide a copy of their proof of coverage at each annual renewal. **AGNP, FNP, and PMHNP students must inform their carriers that they need coverage as a nurse practitioner student for their advanced clinical practice courses.** This distinction must be made prior to taking NUR 522/523 (AGNP), NUR570/571 (FNP), or NUR 562/563 (PMHNP). Beginning in the second year, nurse anesthetist students will obtain advanced practice student insurance through AANA, but must provide verification of regular RN liability insurance for the first two semesters.

RN License

Students must provide a copy of their current PA license, as well as a copy of each renewal in either April or October. If a student has clinical in other states (e.g. Maryland or Wisconsin) the student is responsible for providing a copy of the license or online verification for that state in advance of any clinical experience.

Background Checks

All nursing students must submit a PA Criminal Record Check, PA Child Abuse History Clearance, and FBI clearance for the Pennsylvania Department of Human Services, through our online document manager

program. Some background checks may need to be updated annually. Mandated Reporter certificates may be required at certain clinical sites.

Online Education

Our clinical partners do require documentation of education on HIPAA and confidentiality, as well as exposure control. This education will be provided through the document manager system.

CLINICAL AND SIMULATION POLICIES AND PROCEDURES

AGNP, FNP, and PMHNP Clinical

AGNP, FNP, and PMHNP student requests for clinical experiences must be done by following the clinical partner's defined process. Due to clinical partners' priorities for placements, it is best for students to apply at a location where they are currently employed first, and then additional placement applications may also be submitted. The Online Director of Clinical Placement will send reminders about upcoming deadlines for applications and instructions on how to apply based on the clinical partner. It is important to keep both the Online Director of Clinical Placement and the Director of Graduate Programs in Nursing up-to-date on employment so that timely applications to clinical can occur. Due to the challenges with finding preceptors in today's healthcare environment, students can expect to travel to distant sites for clinical placement. It is not unusual for students to be required to travel up to 60 miles from where they live.

Once a preceptor and clinical site is identified for student clinical experiences, additional credentialing documentation may be required. It is imperative that we respond to those requests for information in a timely manner. Your clinical placement advisor will work with you and your site to obtain important credentials, site information, and establish clinical affiliation agreements as quickly as possible to ensure on time placement. The placement advisor will make every effort to update you on your placement progress and the approval status of your clinical site and preceptor in a timely manner. You will also be notified of any clinical clearances or onboarding requirements that may be required prior to your start date. It is at that time that the student will need to make arrangements and finalize clinical schedules with the preceptor. In the case of a site or preceptor being identified on behalf of the student by the clinical advisor, preceptor details and contact information will not be available until two weeks prior to the start of the clinical course, as employees at sites can change. Faculty will make periodic evaluations of the sites to ensure that excellent learning opportunities are available. If students have a concern with a clinical site they are to reach out to course faculty and the Director of Clinical Placement. Clinical may not occur over college breaks.

Nurse Anesthetist Clinical

Nurse Anesthetist clinical dates, times, and location will be provided for the student by the Program Clinical Coordinator. No changes in rotations will be permitted without the consent of the Clinical Coordinator or Program Director. Students may be required to travel to distant clinical sites for some activities. Inclusion of clinical sites is based on a detailed study submitted to, and approved by, the AANA COA. Students are to be in clinical ONLY during those times set by the program, and in those locations approved by the program and the AANA COA. Anesthetist specific student liability insurance must be purchased by the student prior to entry into clinical practice. Guidance on purchasing this insurance will be provided by the program. Other details regarding clinical rotations will be found in the student clinical handbook.

Grading

Clinical experiences are graded as pass or fail. Students failing to meet course and/or clinical objectives and required number of clinical hours will be assigned a failure for the course. Students placed on probation who do not meet the objectives of the probationary period will be assigned a failure for the course (see Graduate Student Requirements for Satisfactory Clinical Evaluation). Failure of any clinical course results in automatic dismissal from the program.

Graduate Student Requirements for Satisfactory Clinical Evaluation

The student will be assigned a failure (1.0 or 0) for a clinical course if he/she is unable to demonstrate competent clinical practice and integration of theoretical content in the practice role. Failure for the course will result if the student is unable to meet the objectives. The course faculty supervising the student determines the final clinical grades. Preceptors do not assign grades.

Student clinical evaluations for students enrolled in the nurse anesthetist track are described in detail in the program's student clinical handbook.

Simulation

1. Simulation is a clinical experience for students. For each simulation clinical experience, students will:
 - a. Participate fully in a professional manner.
 - b. Treat simulation as a realistic patient care experience.
 - c. Preserve realism by handling the patient with respect, avoiding laughter, and limiting side conversations.
 - d. Adhere to the uniform policy, as stated in this handbook.
 - e. Bring necessary personal equipment, i.e., stethoscope, watch.
 - f. Stow belongings in lockers; backpacks and purses may not be brought into the simulation rooms.
 - g. Leave food and beverages in lockers; they are not permitted in simulation or control rooms.
 - h. Arrive punctually for the scheduled simulation time.
 - i. Perform safety procedures (hand hygiene, universal precautions, sharps disposal) as in the hospital setting.
 - j. Use manikins responsibly, avoid excessive pressure or rough treatment.
 - k. Use a pencil (not a pen or marker) in the simulation rooms.
 - l. Hold in confidence all information about the content of simulation scenarios and the performance of other students during the simulation.
2. Students may be photographed or video recorded during simulation.
 - a. These photographs and video recordings may be used for debriefing, educational, or marketing purposes on the York College campus and in York College printed and electronic publications and presentations. Students will have the opportunity to approve the use of their photographs or video recordings for other purposes.
 - b. Students may view their videos in Diehl Hall. They may not upload videos to social media such as YouTube or Facebook, or make videos outside of Diehl Hall in any other way.

- c. The videos will be recorded on a password-protected laptop located in a control room. The videos will remain on that laptop through the end of that semester and then be deleted. Occasionally examples could also be selected and moved to a faculty member's H (home) drive for educational purposes. Access to those video recordings from faculty offices and classrooms is password protected and is possible only when the control room laptop is powered on.

Uniforms

There is no specific uniform policy for graduate students in clinical experiences; however, a lab coat displaying the YCP ID badge should be worn during all clinical rotations. Lab coats are to be purchased online from the York College Bookstore (via the Bookstore page of the YCP website). Nurse practitioner students should purchase a white graduate lab coat. *Nurse anesthetist students should refer to the NAP office for lab coat instructions.

The following general guidelines for professional appearance apply to all clinical settings whether in the Simulation Lab, Nursing Skills Lab, or any patient unit:

1. Hair is to be neat and conservative, off the collar, and away from the eyes. Mustaches and beards must be clean, neat and closely trimmed. All hair must be natural in color, not necessarily a student's own natural color, but must be considered a natural color (i.e. blonde, brown, etc.). Approval rests with the supervising faculty in the clinical setting.
2. Visible tattoos must be covered.
3. Piercings must be removed with the exception of one small pair of post earrings in the earlobe.
4. Other jewelry should be limited to a watch and wedding band.
5. Nails are to be manicured, clean, and short. Artificial nails are not acceptable. Only clear nail polish is acceptable.
6. YCP photo identification is to be worn.

Accidents/Exposure to Infectious Materials

Should an accident that leads to student injury occur in clinical, the student will inform the faculty who will facilitate compliance with the clinical agency policy. If a student is exposed to blood or body fluids, the student will inform the faculty. The clinical agency policy will be followed regarding the determination of the significance of exposure; patient/client follow up with serologic testing, as well as serologic testing for the student. The student must assume responsibility for payment for tests and treatments related to an accident or exposure unless the agency is willing to do so.

If a student is accidentally injured during a practice session in the Nursing Skills Laboratory, the student should seek assistance from the faculty or the laboratory assistant. The faculty or lab assistant will administer first aid for the injury or refer the student to the YCP Health Center. The student must assume financial responsibility for tests and treatments.

Documentation of any incident described above should be recorded by the faculty or lab assistant and placed in the student's file.

NURSING ORGANIZATIONS, COMMITTEES, AND SURVEYS

International Honor Society of Nursing, ETA ETA Chapter, York College of Pennsylvania

The Sigma Theta Tau Honor Society exists to recognize superior achievement and scholarship; recognize the development of leadership qualities; foster high professional standards; encourage creative work, and to strengthen the commitment to the ideals and purposes of the profession.

Each year during the Spring semester, the Eligibility Committee of the Eta Eta Chapter invites students who meet the required criteria to apply for membership in Sigma Theta Tau. The criteria applied in the review of student eligibility includes the following:

1. Exhibit academic integrity
 - a. Students must have completed one-half of the required nursing curriculum by the end of the spring semester.
 - b. Students who are licensed RNs must have completed at least one 400 level clinical nursing course by the end of the spring semester.
2. Upper 35% of the class
3. Application must be submitted by the announced deadline

Application packets may be obtained from the Eta Eta Chapter website. Members of the Eligibility Committee review students' application materials and transcripts. Those that meet the required criteria are recommended for induction into the society. An induction ceremony is held annually in the fall.

Graduate Committee and Graduate and Professional Engagement Board

Graduate students who wish to serve to represent their clinical cohort on The Stabler Department of Nursing Graduate Committee or the Graduate and Professional Engagement Board should contact the Director of Graduate Programs in Nursing by September 1 of each new academic year to express their interest.

Employer Surveys

As part of the accreditation process, we are required to maintain employer data on file for graduates at one year (three year also for BS-DNP graduates) and five years. Graduates will receive requests annually to update employment files in the graduate office.

NURSING CONVOCATION

Nursing Convocation is a semi-annual ceremony to honor baccalaureate, master's, and doctoral graduates. The Stabler Department of Nursing sponsors Convocation. Departmental and other awards are presented during this ceremony. All graduate students participate in the Spring (May) Convocation featuring graduating master's and/or doctoral students as a speaker(s). Graduates of the master's and doctoral programs are presented with a hood during this ceremony.

MASTER OF SCIENCE IN NURSING PROGRAMS

Master's Level Curriculum Specifics

The curriculum is delivered on a part-time basis for working nurses in the AGNP, FNP, and PMHNP tracks. There are curriculum sequences for each track: Adult-Gerontology Nurse Practitioner, Family Nurse Practitioner, and Psychiatric Mental Health Nurse Practitioner. The curriculum is designed so that students are free to schedule courses, as they are able to take them with some exceptions. The graduate core curriculum and all NP tracks are online, while Nurse Anesthetist specialty courses continue to be offered blended or in person. Four AGNP clinical courses, Diagnosis and Management of Clinical Problems in Adults I, Diagnosis and Management of Clinical Problems of Adults II, Comprehensive Care of Older Adults, and Adult-Gerontology Nurse Practitioner Seminar are taken during the last three semesters in the order listed. Three FNP courses, Primary Care of the Adult, Primary Care of the Aging Family, and Primary Care of the Young Family are taken during the final three semesters in the order listed. Four PMHNP clinical courses, Advanced Diagnosis and Psychopathology Across the Lifespan I, advanced Diagnosis and Psychopathology Across the Lifespan II, Advanced Psychotherapeutic Treatment Modalities Across the Lifespan, and Advanced Diagnosis and Psychotherapeutic Treatment Modalities in Special Populations are taken during the last three semesters in the order listed. Psychopharmacology Across the Lifespan is taken concurrently with the first PMHNP clinical course. Advanced Pathophysiology, Advanced Assessment, and Advanced Pharmacology courses are taken during the three semesters immediately prior to the first AGNP, FNP, or PMHNP clinical course.

The Adult-Gerontology Nurse Practitioner track consists of 46 credits preparing graduates for Primary Care Adult-Gerontology Certification examinations from the American Nurses Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP).

The Family Nurse Practitioner track consists of 47 credits preparing graduates for certification examinations from the American Nurses Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP).

The Psychiatric Mental Health Nurse Practitioner track consists of 50 credits preparing graduates for certification through the American Nurses Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP).

Program of Study

An individualized Program of Study is provided to each student by their advisor.

Course Formats

Core courses for all master's tracks are delivered in an online format.

Final Program Requirements

Students are expected to complete a portfolio that will be submitted during the final semester of the program. Requirements for the portfolio are presented in NUR 512, Theoretical Basis for Professional Role Development. Individual track requirements for the portfolio will be provided during the final semester of the program.

Post-Master's Certificate

A post-master's Certificate can be earned in the Adult-Gerontology Primary Care, Family Nurse, and Psychiatric Mental Health Nurse Practitioner tracks. Qualifications for participation include graduation from a CCNE-accredited advanced practice master's nursing program. In accordance with the National Task Force on Quality Nurse Practitioner Education (2012), a Gap Analysis is performed by the Director of Graduate Programs to determine an individualized program of study for post-master's students.

Special Requirements for Graduates of Post-Master's Nurse Practitioner Programs

The Pennsylvania State Board of Nursing requires evidence of completion of a 45-hour pharmacology course within 5 years in order to apply for prescriptive privileges after graduation from a nurse practitioner program. Post-master's students who plan to seek privileges in the state of Pennsylvania after graduation, and whose Advanced Pharmacology course will be older than five years by the time of graduation, are required to re-take a pharmacology course that is approved by the Director of Graduate Programs and the Pennsylvania State Board of Nursing. If prescriptive privileges will be sought in a state that does not have this requirement, the student will be required to take a continuing education refresher course prior to enrollment in the first clinical specialty course.

DOCTOR OF NURSING PRACTICE PROGRAM

BS-DNP, Nurse Anesthesia

Program Overview

Being a nurse anesthetist requires vigilance, knowledge, and compassion. You will learn to plan and administer the anesthetic, monitor every aspect of the patient's well-being, and advocate for the patient during the surgery. With successful completion of the didactic and clinical requirements, graduates of the Nurse Anesthetist Program will be awarded a Doctor of Nursing Practice degree. Upon graduation, you'll be eligible to take the National Certification Exam to become a certified registered nurse anesthetist (CRNA) by the National Board on Certification and Recertification of Nurse Anesthetists (NBCRNA).

The nurse anesthetist program has received accreditation by the Council on Accreditation (COA) of Nurse Anesthesia Educational Program, a specialized accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Contact: 10275 W. Higgins Rd., Suite 906, Rosemont, Illinois 60018-5603, phone 224-275-9130.

The outcome criteria for the Nurse Anesthetist Program is congruent with the terminal objectives set by the COA and identify the competencies expected of graduates of the program.

Program Objectives

Objectives of the DNP Nurse Anesthetist Program include:

1. Apply knowledge to practice in decision-making and problem solving
2. Use science-based theories and concepts to analyze new practice approaches

3. Provide nurse anesthesia services based on evidence-based principles
4. Provide anesthesia services to all patients across the lifespan
5. Perform a comprehensive history and physical assessment
6. Provide individualized care throughout the perianesthesia continuum
7. Be vigilant in delivery of patient care
8. Respect the dignity and privacy of patients while maintaining confidentiality in the delivery of interprofessional care
9. Administer general anesthesia for a variety of surgical and medically related procedures
10. Administer and manage a variety of regional anesthetics
11. Recognize, evaluate, and manage the physiological responses coincident to the provision of anesthesia services
12. Recognize and appropriately manage complications that occur during the provision of anesthesia services
13. Utilize interpersonal and communication skills that result in the effective interprofessional exchange of information and collaboration with other healthcare professionals
14. Protect patients from iatrogenic complications
15. Adhere to the Code of Ethics for the Certified Registered Nurse Anesthetist
16. Interact on a professional level with integrity

Curriculum Specifics

The nurse anesthetist program is only offered as a full-time BS-DNP program. The curriculum is designed in a highly structured fashion designed to meet or exceed the accreditation requirements of the Council on Accreditation of Nurse Anesthesia Educational Programs. Classes starts in May. The program is 36 months in length and 102 credits.

Terminal Student Project

The TSP structured portfolio contains the following:

1. The portfolio contains a monthly reflective statement on the advising form.
2. The portfolio contains a description and documentation of completion of an individual project, or participation in a group project providing service to the anesthesia program, an anesthesia professional organization, or some community-based organization, involving no less than 40 hours of service (termed Capstone project).
3. An electronic log of patient encounters.
4. 5 complex case narratives (semesters 4 through 8).
5. The portfolio contains a context-specific abstract for a systems-based project (termed DNP project) that addresses quality, safety, access and/or cost of some

evidence-based issue in anesthesia.

6. The portfolio reflects the completion of either:

- a. The submission of a manuscript in which the student is the primary or secondary author in a peer-reviewed journal, or
- b. A formal presentation at a professional meeting (SOFA conference, YCP DNP program presentation conference, Medical Center/Hospital conference).

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