



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



2021-2022

Graduate Nursing Student Handbook

August 2021

Welcome to The Stabler Department of Nursing, Graduate Programs in Nursing

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 YCP Graduate 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 York College of Pennsylvania Graduate 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:

[York College of Pennsylvania Catalogs](#)

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 2021-2022 Graduate Nursing Student Handbook is available on the York College of Pennsylvania website.

[Graduate Nursing Student Handbook](#)

Please review this Handbook, sign the Graduate Nursing Student Acknowledgement Form using this form link [2021-2022 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, 102-credit curriculum, meets the requirements of both York College of Pennsylvania and WellSpan Health, as well as the associated 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 master's prepared nurse experts to apply the principles of evidence-based practice to influence change in the 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 Clinical Nurse Specialist (AGCNS), Adult-Gerontology Primary Care Nurse Practitioners (AGNP), Psychiatric Mental Health Nurse Practitioners (PMHNP) or Nurse Educators (NE). It builds on undergraduate education through the development of advanced knowledge and expertise, based on the critique and application of theory and research. The Master of Science in Nursing Program is accredited by the Commission on Collegiate Nursing Education (CCNE) and thus adheres to CCNE standards, which inform curriculum development, course sequencing, and all other program elements.

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 of Master's Education in Nursing (AACN) 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, form the basis for the AGNP and PMHNP programs as well as the post-master's certificate programs. The AGCNS track incorporates *Criteria for Evaluation of Clinical Nurse Specialist Master's, and Post-Graduate Certificate Educational Programs*; these guidelines are used 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 many diverse positions and have assumed leadership roles.

Several feasibility studies were done during the past fifteen 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 the year 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 Pennsylvania State Board of Nursing and The Pennsylvania Department of Education approved the curriculum. 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 Graduate program was accredited by the Commission on Collegiate Nursing Education (CCNE) in Spring 2010.

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 from 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 was subsequently re-accredited for a full 10-year period in 2012. 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 to convert 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 as a result of 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 will graduate 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.

Program Goals

The program outcomes of the Master of Science degree in nursing program prepares graduates who will be able to:

1. Practice in a leadership role in advanced nursing practice and/or nursing education in response to the needs and demands of society and the changing health care environment.
2. Role model ethical, legal, and professional standards for advanced nursing practice and nursing education.
3. Integrate advanced knowledge of nursing and related disciplines in advanced practice roles.
4. Evaluate research and apply evidence-based practice (EBP) to clinical, educational, or administrative settings, thus improving patient care, health care systems, and nursing education.
5. Assume responsibility for self-directed, life-long learning and for promoting the professional development of nursing staff and/or students.
6. Design strategies to promote health and collaborative relationships with members of the health care team.
7. Act as a resource for other nurses in the areas of clinical practice, outcomes and evaluation, professional standards, evidence-based practice, and other health care issues.
8. Pass a national certification examination for AGNP, AGCNS, NE, or PMHNP.
9. Prepare for entry into a doctoral program.

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

Course Scheduling

A schedule of classes for each semester, along with a timetable for scheduling, is available online through the Registrar's page of the York College of Pennsylvania website. A letter is sent to all new students from Library and Technology Services. This letter includes information regarding the York College network (MyYCP). Once students have activated their YCP account, they may register for courses online. A registration deposit is required each semester. We recommend that students register for courses as soon as possible in order to guarantee a place in the class and continue on course with their Program of Study. All students should consult with their academic advisor prior to registering for courses each semester.

Continuous Enrollment

Upon acceptance into the graduate program in the AGNP, Post-Master's AGNP, AGCNS, NE, PMHNP, Post-Master's PMHNP or the DNP programs, students must maintain enrollment in each semester by either (1) enrolling in one or more graduate courses, or (2) applying for a Leave of Absence from 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. All academic requirements must be completed within six years (Master's Degree, 5 years for MSN) 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.

LOA's will NOT be approved for students 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 students 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 find out what application documentation needs to be resubmitted 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.

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 are Fall start only, DNP Post-Master's is Spring start only, and BS-DNP Nurse

Anesthetist is 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 clinical component.*

ACADEMIC POLICIES

Degree Completion Policy

AGCNS, AGNP, PMHNP, and NE students have five calendar years to complete the requirements for the Master of Science Program. 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 less than a B (3.0) in any course must repeat that in the next semester that 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, this 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.

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 pre-requisite to another course will not be allowed to enroll in the subsequent course until the "INC" in the pre-requisite courses 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, this may effectively add time to the program of study. The "INC" must be resolved within 60 days or the "INC" automatically converts to a failure (0) according to college policy.

Failure of a **clinical portion of a course results in dismissal from the program.*

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

Conduct consistent with the 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 following semester. Following discussion with the instructor, the student may request a review of his or her grade by The Stabler Department of Nursing Chair if the student believes his or her concern 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 entering 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, in developing strategies for academic success, and in providing guidance and information in preparation for the student's career and life goals.

Academic advisors for graduate students are available during their regularly scheduled office hours when the College is in session in the fall and spring semesters or by appointment at other times. 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 his or her 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 any 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, Graduate Programs in Nursing Director, and a group of faculty to evaluate the consequence and severity of the 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 a student who is in a class or clinical setting, they will report to the Chair of The Stabler Department of Nursing, Graduate Programs in Nursing Director, and the Dean of the Donald E. and Lois J. Myers School of Nursing and Health Professions immediately. The Graduate Programs in Nursing Director has the authority to temporarily suspend the student from the clinical component of the curriculum pending discussions with the identified students, 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 a graduate who is competent as well as to protect the public and health care community from unsafe nursing practice. It is within this context that a student 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.

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 documentation prior to registering for the first course requiring practice in a clinical nursing or educational setting. The Stabler Department of Nursing currently 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)
- 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. 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 clear from TB, followed by annual TB screening questionnaire signed by a physician.
- Physical exam that 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 certification, and ACLS if the student will have clinical in a critical care area. Nurse Anesthetist students are required to have ACLS/PALS.

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/\$ 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. RN liability coverage is sufficient for NUR 503/504, Health Promotion, and NUR 509/510, Health Assessment courses. AGNP and PMHNP students must inform their carriers that 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) or NUR 562/563 (PMHNP). Beginning in the second year, Nurse Anesthetist students will obtain 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.

Background Checks

All nursing students must have 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 Report 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 and PMHNP Clinical

AGNP 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 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 Director of Clinical Placement and the Graduate Programs Director up-to-date on employment so that timely applications to clinical can occur. Every opportunity will be taken to place students as close to York College and to their home as possible, however, due to the challenges with finding preceptors in today's

healthcare environment, students may be required to travel to distant sites, generally within one hour of York College of Pennsylvania.

Once the clinical partner identifies a preceptor and site 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. We, at York College, will attempt to obtain and provide that information within a month of student clinical start dates. It is at that time that the student will need to make arrangements and finalize clinical schedules with the preceptor. At times, preceptor names 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. Clinical may not occur over college breaks.

AGCNS and NE Clinical

AGCNS student requests for particular clinical experiences may be submitted to the Seminar course faculty. Faculty will make clinical placements based on appropriateness for each student's learning needs and will make periodic site visits to ensure that excellent learning opportunities are available. Once clinical placement is assigned, the student is responsible for meeting with the preceptor to arrange clinical dates that meet the needs of the preceptor. Following an initial meeting with the preceptor, the student will develop learning objectives for the clinical experience. Learning objectives and clinical dates must be submitted to the faculty member for approval prior to beginning any clinical time. Students may not alter clinical dates without directly contacting the faculty member and preceptor in advance. Students may be required to travel to distant sites for clinical activities. Students may attend clinical only while the college is in regular session. 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.

DNP (Post-Master's) Clinical

Student choice of clinical site and preceptor is a result of collaboration among the student, agency clinical mentor, and program faculty.

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).

Graduate Student Requirements for Satisfactory Clinical Evaluation

The student will be assigned a failure (1.0 or O) 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 be given 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

Graduate Programs in nursing do not have a uniform policy; 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. Clinical Nurse Specialist and Nurse Educator students are to purchase a navy graduate lab coat. *Nurse anesthetist students should refer to the NAP office for lab coat instructions.

The following general guidelines apply to all clinical settings whether in the Simulation Lab, Nursing Skills Lab, or 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 is to 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 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 Eta Eta Chapter invites junior and senior students who meet the required criteria to apply for membership in Sigma Theta Tau. The eligibility criteria applied in the review of undergraduate students include 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 their class
3. Submission of application by the announced deadline, usually late April

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 of The Stabler Department of Nursing

Graduate students who wish to serve on The Stabler Department of Nursing Graduate Committee should contact the Director of Graduate Programs in Nursing by September 1 of each new academic year to express their interest. The Nurse Anesthetist program has student representatives from each of the three cohorts. One student from this committee will also represent the graduate student population at monthly Stabler Department of Nursing faculty meetings.

Employer Surveys

As part of the accreditation process, we are required to keep employer data on file for graduates at one year, (three year also for BS-DNP graduates), five years, and ten years. Graduates will receive information each summer to update their files in the graduate office.

NURSING CONVOCATION

Nursing Convocation is a semi-annual ceremony and reception to honor baccalaureate, master's, and doctoral graduating classes. 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 a graduating Master's and/or Doctoral students as a speaker(s). Graduate of the Master's and Doctoral programs are presented with their hood during this ceremony.

MASTER OF SCIENCE IN NURSING PROGRAMS

Program Objectives

The program objectives of the Master of Science in Nursing degree are to prepare graduates who are able to:

1. Practice in a leadership role in advanced practice AGNP, AGCNS, NE, and/or PMHNP in response to the needs and demands of society and the changing health care environment.
2. Role model, ethical, legal, and professional standards for advanced nursing practice and nursing education.
3. Integrate advanced knowledge of nursing and related disciplines in the roles of AGNP, AGCNS, NE or PMHNP.
4. Evaluate and apply evidence-based practice (EBP) research to clinical, educational or administrative settings, thus improving patient care, health care systems, and nursing education.
5. Assume responsibility for self-directed, life-long learning and for promoting the professional development of nursing staff and/or students.
6. Design strategies to promote health and collaborative relationships with members of the health care team.
7. Act as a resource for other nurses in the areas of clinical practice, outcomes and evaluation, professional standards, evidence-based practice, and other health care issues.
8. Pass a national certification examination for AGNP, AGCNS, NE, or PMHNP.
9. Prepare for entry into a doctoral program.

Curriculum Specifics

The curriculum is delivered on a part-time basis for the AGNP, AGCNS, PMHNP, and NE tracks. There are four curriculum sequences for these tracks: the Adult-Gerontology Clinical Nurse Specialist role with an education focus, Adult-Gerontology Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, and the Nurse Educator role. The curriculum is designed so that students are free to schedule courses, as they are able to take them with some exceptions. For the AGCNS and NE tracks, students must take Seminar I and Seminar II. During these two courses, students will apply knowledge and skills accrued during earlier studies. The 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. The 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 or PMHNP clinical course.

Students pursuing the Adult-Gerontology Clinical Nurse Specialist role will complete 41 credits and will be eligible to take the examination to become credentialed by the American Nurse Credentialing Center as an Adult-Gerontology Clinical Nurse Specialist. Students pursuing the Nurse Educator role will complete 39 credits and will be eligible to write the National League for Nursing examination for Nurse Educators.

The Adult-Gerontology Nurse Practitioner track consists of 44 credits preparing the graduate for Primary Care Adult-Gerontology 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 48 credits preparing the graduate to pursue certification through the American Nurses Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP) as a Psychiatric Mental Health Nurse Practitioner.

Program of Study

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

Course Formats

Core courses for all master's tracks are delivered in a blended format.

Final Program Requirements

Students will be expected to complete a portfolio that will be submitted during the final semester of the program. Requirements for the portfolio will be 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 and Psychiatric Mental Health Nurse Practitioner tracks. The qualifications for participation include graduation from a CCNE-accredited master's nursing program. In accordance with the National Task Force on Quality Nurse Practitioner Education (2012), a Gap Analysis is performed by the Graduate Programs Director to determine an individualized Program of Study for post-master's students.

Special Requirements for the Post-Master's Nurse Practitioner Programs

The Pennsylvania State Board of Nursing requires a 45-hour pharmacology course in order to apply for prescriptive privileges after graduation from a nurse practitioner program. The Board will not accept the course if it was completed greater than five years prior to application for privileges. A post-master's student who plans 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, will be required to re-take a pharmacology course that is approved by the Graduate Programs Director and the Pennsylvania State Board of Nursing. If 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. These requirements must be met prior to enrollment in the first clinical specialty course.

DOCTOR OF NURSING PRACTICE PROGRAM: POST-MASTER'S

Program Overview

The post-master's Doctor of Nursing Practice (DNP) Program prepares nurse leaders to apply advanced practice skills at the highest level of clinical practice. Throughout the program, the highest standards of study and performance are expected. Students will acquire the skills to influence change that will improve health outcomes in populations specific to their advanced specialty preparation. The development of evidence-based interventions, quality improvement methodologies, and health policy changes to enhance health care delivery at the system-wide practice level will be emphasized. The program culminates with

practice immersion experiences in which the student develops, implements, and evaluates a practice change initiative within, or pertinent to, the clinical setting.

Program Objectives

The broad objectives of the DNP program are to prepare the advanced practiced nurse who will:

1. Integrate science from nursing and other disciplines with advanced nursing practice to identify, develop, and evaluate practice change initiatives that lead to improved health outcomes in targeted populations.
2. Develop the knowledge and skills to influence health organizations and complex systems to adopt quality improvement strategies that address patient safety and health disparities in diverse populations.
3. Incorporate knowledge of evidence-based practice into advanced clinical decision-making by providing leadership in the practice setting through evaluation of practice and translation of research in practice.
4. Analyze, select, and evaluate appropriate information and patient care technologies that influence quality of care improvement in the practice setting.
5. Apply knowledge of health policy-making, evaluation, and implementation to influence health providers, policy-makers, and health consumers.
6. Develop skill in inter- and intra-professional communication and leadership in healthcare settings.
7. Synthesize and manage individual and aggregate-level data to improve the health status and outcomes of populations.
8. Demonstrate advanced clinical decision-making and clinical leadership skills to provide culturally sensitive, comprehensive care to patient groups within an advanced practice specialty role.

Program of Study

An individualized Program of Study is provided to the student by their advisor. A generic version is located in the York College of Pennsylvania Graduate Catalog (online).

Academic Policies

Students will be expected to enroll in the program for seven consecutive semesters, including two summers, as a member of a cohort group. However, if there are extenuating life circumstances that interfere with the student's ability to maintain continuous enrollment, the student may petition for a leave of absence. Leaves of absence will be granted on a one-year basis. Students needing a leave of absence will be encouraged to continue the program with the next cohort group. The maximum period of candidacy will be 7 years.

Course Format

Some of the courses in the post-master's DNP program are delivered in a blended format with fifty percent of the course online and fifty percent face-to-face.

Clinical Residency

The Clinical Residency courses (NUR 730 and NUR 731), offered during the fourth and fifth semester of the program, are intended to provide an opportunity for the DNP student to enhance clinical and

leadership skills that may be needed in order to complete the proposed scholarly project. Objectives for the residency courses will be developed in collaboration with the student's DNP advisor.

Clinical experiences need not be limited to direct patient care, but will include activities that will supplement the student's skill set, related to the proposed practice change project. Clinical sites such as current practice sites, schools, health departments, churches, government agencies, voluntary organizations, and community groups may be utilized.

Scholarly Project

The DNP scholarly project represents the culminating practice experience in which the student develops, implements, and evaluates a practice change within a pertinent clinical setting. The scholarly project addresses an identified need for a targeted population. The purpose of the project is to implement a program within or pertinent to the practice setting that will improve patient outcomes for the targeted population. Students will use evidence-based literature to support the need for the practice change. A systemic approach will be applied to data collection and evaluation.

Planning for the project begins within the second semester of the program in consultation with one's advisor and other faculty. During the fourth and fifth semesters, students will design clinical experiences that will enhance their ability to successfully implement the project. The project will be implemented in the practice setting during the sixth semester. In final (seventh) semester, students will evaluate outcomes to determine the impact of their practice change and develop plans to sustain the change after completion of the program. Oral and written documentation of the scholarly project will also occur in the final semester.

The following is a partial list of the types of scholarly projects that may be implemented:

- Design and evaluate new models of care
- Develop, implement and evaluate health programs (e.g. health promotion, prevention)
- Implement a quality improvement program
- Design models for use of technology to enhance care
- Collaborate on legislative and health policy changes
- Implement evidence-based practice guidelines and evaluate outcomes

Scholarly Project Committee

Upon admission into the program, students will be assigned a York College faculty member who will act as chair/advisor of the project committee. The chair of the committee will guide the student in all project steps throughout the course of the program. Students will also need to identify a second York College faculty member who will be a resource for the project, and who will act as reviewer of the written documentation of the project. The student will identify a third project committee member from the clinical agency in which implementation will take place. The second two-committee members are typically selected during NUR710 EBP I.

DOCTOR OF NURSING PRACTICE PROGRAM: BS-DNP, Nurse Anesthesia

Program Overview

In June 2016, the BS to DNP program for nurse anesthetists received approval from the Council on Accreditation of Nurse Anesthesia Educational Programs to award the Doctor of Nursing Practice degree to graduates of the nurse anesthesia program with the first class entering May 2017. The full-time 36-month, 102-credit curriculum meets the requirements of both York College and WellSpan Health as well as the associated accrediting bodies. The curriculum is centered on our core values of integrity, excellence, resolve and balance and our program motto of "Vigilance, Knowledge and Compassion".

A nurse anesthetist is responsible for planning and administering the anesthetic, monitoring every aspect of the patient's well-being, and advocating for the patient during the surgery. Upon graduation, students are eligible for certification as a certified registered nurse anesthetist (CRNA) by the National Board on Certification and Recertification of Nurse Anesthetists (NBCRNA). The Council on Accreditation of Nurse Anesthesia Educational Programs and the Commission on Collegiate Nursing Education accredit 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 (COA). The COA has approved the York

College of Pennsylvania/ WellSpan Health Nurse Anesthetist Program's Doctor of Nursing Practice degree granting program. Classes begin each May.

At the end of your second year, you will be awarded a master's degree in nursing, and at the end of your third year, a DNP. You will be eligible to take the National Certifying Examination after successful completion of your DNP.

Terminal Student Project

The TSP structured portfolio contains the following:

1. The portfolio contains **monthly journal reflections** of the student's impressions of their current progress in the program. The student's faculty advisor will review these journal entries during each advising session.
2. The capstone project 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. A faculty advisor will supervise this project, and assist the student in its development. Students may work in groups of two or three if the project is of sufficient size to merit group work.
3. An electronic log of patient encounters
4. Five (5) complex case narratives
5. 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 (minimum of 60 minutes) at a state, regional, or local professional meeting
6. The portfolio summarizes a plan for future continued learning after graduation, and should not exceed one page in length.

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