MSN Student Handbook
2017 – 2018

Hawai'i Pacific University
College of Health & Society

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CHIEF NURSE ADMINISTRATOR'S LETTER

Aloha,

Welcome to the College of Health and Society Hawai'i Pacific University. Within the College are three departments: Nursing, Public Health and the School of Social Work. Within the Nursing Department, there are three programs: the Bachelor of Science in Nursing, the Master of Science in Nursing composed of the Family Practice Nurse Practitioner and the Adult-Gero Acute Care Nurse Practitioner tracks and the Doctorate of Nursing Practice (DNP).

The College of Health and Society (CHS) exemplifies the three values of Hawai'i Pacific University – *aloha, pono, and kuleana* – through its mission of educating competent and caring professionals in the practice of health promotion and healthcare. Educational programs in the College are designed to prepare students for entry into the health professions or social work by building on a strong liberal arts education or to prepare nurses for advanced practice roles through graduate education.

Embodying the value of *aloha*, CHS students are exposed to a variety of classroom and practicum experiences that emphasize teamwork and collaboration. Through practicum experiences students learn to develop shared goals with individuals, families, and communities. CHS faculty is dedicated to educating students who are prepared to meet the needs of the increasingly diverse populations served by delivering courses in transcultural healthcare and by offering a Certificate in Transcultural Nursing. The Center for Transcultural Nursing enhances students and faculty opportunities to engage in provision of culturally competent nursing care and scholarship focused on enhancing understanding of the role of culture in health and illness.

The value of *pono* is demonstrated by the dedication faculty and staff has in developing graduates who have strong critical thinking and decision making skills. CHS is committed to developing care providers who are able to respect differences in opinion and work collaboratively to resolve pressing healthcare issues. To assure that graduates represent the value of *pono*, courses are designed to expose students to ethical principles and to the roles and responsibilities of healthcare professionals across care settings. A strong curricular emphasis is placed on the professional principles of trust, respect, civility, and purposefulness.

CHS demonstrates the value of *kuleana* through development of state of the art lab and classroom spaces including high fidelity simulation labs; academic rigor; and a focus on student success through achievement of program learning outcomes. The faculty mentorship program for undergraduate students demonstrates the commitment CHS has to student success. Each student is assigned a faculty mentor when they enter their academic program. The faculty mentor provides academic guidance and support for professional development. FOR MSN students, the Graduate Department Chair serves as the Academic Advisor and mentor for the MSN students. Students are encouraged to participate in CHS governance through student representation on Graduate Committee, which meets on the third Wednesday of the month during the Fall and Spring terms.

CHS provides an education that is scholastically challenging yet flexible to meet the needs of traditional and non-traditional students. This web site provides a comprehensive introduction to the College. Within these pages you will find the answers to the many of the questions you have about CHS: our programs, our students and our faculty. CHS looks forward to working with you so that you can achieve your educational and professional goals.

With warm regards,
Michelle Johnson, EdD, APRN-RX, CPNP-PC
Associate Professor and Chief Nurse Administrator, Department of Nursing
Hawai`i Pacific University

ABOUT THIS HANDBOOK

The *Graduate and Post-Baccalaureate Student Nurses' Handbook* is designed to assist you in becoming acquainted with the history, philosophy, and theoretical framework of the HPU College of Health and society; it is intended to serve as a guide with the policies and procedures you will need to know as you journey along the road to obtain your Master of Science in Nursing (MSN) degree in either the Family Nurse Practitioner (FNP) track or the Adult-Gero Acute Care Nurse Practitioner (A-GACNP) track.

It is important to note here at the beginning that the end-game is not the Master's degree. It is passing the FNP or A-GACNP national credentialing exam, first time. Just as one becomes a nurse not by virtue of the BSN but by passing the NCLEX exam, so too you will become an advanced practice nurse and NP when you pass the credentialing exam. The MSN program at HPU will prepare you to sit for this exam as well as to practice in the advanced nursing practice role of the NP. It will also provide you with the foundation to transition smoothly to a terminal degree for nursing – either the Doctor of Nursing Practice, or the PhD in Nursing.

This *Handbook* pertains exclusively to graduate and post-baccalaureate nursing students; for HPU information, policies and procedures in general, please refer to the HPU *Catalog* and other materials.

ABOUT LEARNING: As a faculty, we believe that education is a lifelong process including both theoretical and practical experiences through which skills and values are continually developed and sharpened. The teaching and learning of nursing is part of this lifelong process and is a combined, interdependent effort *of the student, faculty, community agencies, providers and our patients.* We believe that you are entitled to have an opportunity to learn/acquire the skills and knowledge necessary to succeed as an advanced-practice nurse. What and how much you learn is mostly up to you.   This process is based on mutual respect. When you successfully compete this program, we will be colleagues as APRNs.

ABOUT GRADES: Grades are earned not given. The faculty member awards grades based on your performance. The faculty member, as an educator and expert in the field, is considered the final authority in the matter of grading.

STUDENTS are expected to be self-directed, responsible, and accountable for the major share of the learning process. Class participation and attendance are expected of you as an evolving advanced practice nurse. We encourage you to think and question. This is NOT an online program, although some courses may be hybrid in nature. Advance notification of absences to the instructor, and where appropriate, clinical agency, are your responsibility.

FACULTY MEMBERS serve as educators, facilitators, and evaluators of learning, advisors, role models, and mentors. The faculty is here to work closely with you as you move along the pathway to advanced practice nursing.

POLICIES AND PROCEDURES are subject to change, so be sure to *carefully read emails sent to your my.hpu email address.* Information may also be posted to the MSN Community within Blackboard, where the online Orientation Session is now located. Other resources include but are not limited to:

- Class syllabi and faculty
- Class representatives, TBD each academic year.

ACCREDITATION

WASC ACCREDITATION: The University is WASC accredited. The Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC) has fully accredited HPU.

Address: Western Association of Schools and
            Colleges 985 Atlantic Avenue, Suite 100
            Alameda, CA 94501
            (510) 748-9001

CCNE: The Nursing program is also accredited by the American Association of Colleges of Nursing Commission on Nursing (CCNE). This is also voluntary and also serves as national validation of a quality educational experience in a given institution. CCNE evaluators visited the College after they reviewed a self-study report prepared by the dean and faculty of the College of Health and Society. The CCNE accreditation is valid through June 30, 2027.

Address: 655 K Street, NW, Suite 750
                Washington, DC 20001
                P: (202) 463-6930
                F: (202) 785-8320

STATE: Approval by the State of Hawai'i, conducted by the Hawai'i State Board of Nursing, is mandatory for the continuance of the School of Nursing and enables graduates to "sit for" the state board of nursing exam (NCLEX-RN). The School of Nursing at HPU is approved in accordance with the laws and regulations of the state of Hawai'i.

Address: Hawai'i Board of Nursing
                DCCA, PVL Licensing
                335 Merchant Street, Room 301
                Honolulu, HI 96813
                (808) 586-3000

        OR

                Hawai'i Board of Nursing
                DCCA, PVL Licensing
                P.O. Box 3469
                Honolulu, HI 96801

MISSION, VISION & VALUES

Hawai'i Pacific University

MISSION: Hawai'i Pacific University is an international learning community set in the rich cultural context of Hawai'i. Students from around the world join us for an American education built on a liberal arts foundation. Our innovative undergraduate and graduate programs anticipate the changing needs of the community and prepare our graduates to live, work, and learn as active members of a global society.

VISION: Hawai'i Pacific will be consistently ranked among the United States' top 10 Western, independent, comprehensive universities, leveraging its geographic position between the Western and Eastern hemispheres and its relationships around the Pacific Rim to deliver an educational experience that is distinct among American campuses.

VALUES: The faculty, staff, students and overall university community of Hawai'i Pacific embrace the following values as representative of the spiritual, ethical and philosophical principles that support our community as well as of the aspirational ideals to which we collectively aspire. Expressed both in Hawaiian and English, they are as follows:

ALOHA: meaning hello, goodbye, love, kindness and grace, unity, humility, patience and waiting for the right moment. ***Within the Hawai'i Pacific University community***, *it also stands for shared future/goals, collaboration, decisive, disciplined, culture of accomplishment and valuing university communities.*

PONO: meaning righteous, honest and moral and an energy of necessity. ***Within the Hawai'i Pacific University community***, *it also stands for truth and ethics, trust and respect, civility, transparency, gratitude, acceptance and purposefulness.*

KULEANA: meaning responsibility and rights and concern for all interests, property and people. ***Within the Hawai'i Pacific University community***, *it also stands for sustainability, student focused, value added, academic rigor, state of the art, stewardship and shared governance*

College of Health & Society

COLLEGE MISSION: Hawai'i Pacific University is an international learning community set in the rich cultural context of Hawai'i. Students from around the world join us for an American education built on a liberal arts foundation. Our innovative undergraduate and graduate programs anticipate the changing needs of the community and prepare our graduates to live, work, and learn as active members of a global society.

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CHS ORGANIZATIONAL CHART

Organizational Chart – Academic Year 2016-17

Dean
College of Health & Society
VACANT

Student Services Specialist
VACANT

Assistant to the Dean
Sandey Gorodinsky

Associate Dean
College of Health & Society
Jayne Smitten

Chief Nursing Administrator
Michelle Johnson
Assoc. Professor (F00074)

Chair, Public Health Dept.
Lyndall Ellingson
Professor

Chair, BSW Program
Sarah Maynard
Assistant Professor

Chair, MSW Program
Peter Mataira
Assistant Professor

Learning Lab Coordinator
David Symonette

Associate Chief Nuring Administrator
Kathleen Burger
Associate Professor

Administrative Assistant
Haley Lytle

MSW Program Coordinator
Michaela Rinkel
Assistant PRofessor

DNP Program Coordinator
Jamie Pagels
Associate Professor

Director, Field Education
Jessica Garlock
Lecturer

Director, Clinical Facilities
Jennifer Nafarrete
Lecturer (F00147)

AGACNP Program Coordinator
Kendra Spaulding
Lecturer (F00186)

Administratrive Assistant
Grace Kaiser (A00535)

FNP Program Coordinator
Donna Berhardt

Counseling & Behavioral Health

To schedule an appointment, call 687-7076.

Dr. Kathryn Berano (236-3584)
Dr. Kevin Bowman (687-7032)

Administration, Nursing Department

College of Health and Society Main Office - Academic Center Room 226

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AC 219

MSN COURSEWORK

MSN Prerequisite Courses

These courses are usually taken in BSN programs, and are *not* in addition to that coursework:

MATH 1123   Statistics (3 CR)
A one-semester course covering basic parametric and nonparametric statistics. Topics include: measures of central tendency and variation; sampling distributions; normal and binomial distributions; central limit theorem; estimating population mean and proportion; hypothesis testing; one-sample, two-sample, and paired-sample means testing; linear regression; correlation coefficient; chi-square statistic; and analysis of variance. Course emphasis includes calculating sample statistics; estimating population parameters; assessing the use of appropriate statistical procedures for different types of statistical questions. This course is a pre- requisite for NUR 4700. *Prerequisite: MATH 1115 or its equivalent.*

NUR 4700   Nursing Research Proposal Development (3 CR)
Reflective nursing practice and education pose questions that challenge students to examine human responses, healing, and management of care. Students progress systematically through the scientific inquiry process in order to develop a nursing research proposal. *Prerequisites: MATH 1123 or its equivalent.*

MSN Core Courses

There are 20 credits of MSN core courses, including epidemiology (which will not be in the core as of Fall 2018):

NUR 6000   Introduction to Advanced Practice Roles (3 CR)
The definitions of advanced practice nursing (APN) roles in community environments. Theoretical content includes ethics, multicultural population-focused care, community, coordination strategies, and interdisciplinary collaboration, critical thinking, problem solving, creativity, and leadership. Roles of the nurse as case manager, administrator, educator, researcher, consultant, and practitioner are explored. Communication issues including assertive behavior, conflict resolution, and the dynamics of change are examined. *Prerequisite: Graduate standing in nursing.*

NUR 6010   Advanced Pathophysiology (3 CR)
The student will explore selected complex topics in pathophysiology involved in processes affecting the body's optimal functioning. Students will enhance their abilities to implement diagnostic reasoning, critical thinking, and the integration of scientific concepts with psychosocial and spiritual aspects of the human condition across the lifespan. Students will incorporate current health care practice into their learning using an evidence-based research approach, including use of online access to the most current information.

NUR 6015   Community/Public Health Care Policy and Program Planning (3 CR)
This course analyzes the relationship between health policy, the organization of US Health care systems, and the health status of culturally diverse communities. Health care policy issues and trends, population- based community needs assessment and analysis, program planning, and grant writing are examined. Emphasis is placed on the role of the advanced practice nurse in influencing policy decisions.

NUR 6020   Advanced Nursing Research (3 CR)
As a part of the core curriculum, this course explores a broad range of quantitative and qualitative methods of inquiry. These methods of inquiry are used to encourage the student to investigate nursing phenomena and incorporate research into advanced clinical nursing practice.

NUR 6025   Applied Drug Therapies for the APRN (3 CR)
This course is designed to prepare advanced practice nurses for prescribing drugs within the scope of their practice. Basic and advanced pharmacologic principles and pharmacological actions of major drugs classes will be discussed and explored in relation to physiologic systems. *Prerequisite: Graduate standing in nursing.*

NUR 6030   Advanced Physical Assessment (3 CR)
This course focuses on developing and refining skills of physical health assessment across the life span in culturally diverse populations. Students will be conducting hands-on assessments and integrating their physical assessment techniques with the signs and symptoms of patient report, laboratory findings, and known clinical indicators of disease and wellness. *Prerequisite: Graduate standing in nursing.*

FNP Core Courses

FNP coursework consists of 30 credits:

NUR 6960   Advanced Theory: Primary Care of Children (3 CR)
Disease prevention, health promotion, and illnesses in children and adolescents are comprehensively analyzed for the individual and within the context of their families and community. *Prerequisite: Completion of core courses.*

NUR 6962   Advanced Theory: Primary Care of Women (3 CR)
Disease prevention, health promotion, and illnesses in women are comprehensively analyzed for the individual and within the context of their families and community. *Prerequisite: Completion of core courses.*

NUR 6964   Advanced Theory: Primary Care of Adults (3 CR)
Health promotion, disease prevention, and illnesses of the adult are comprehensively analyzed for the individual and in the context of their families and community. *Prerequisite: Completion of core courses.*

NUR 6966   Advanced Theory: Primary Care of the Geriatric Adult (3 CR)
Health promotion, disease prevention, and illnesses of geriatric adults are comprehensively analyzed for the individual and within the context of their family and community. *Prerequisite: Completion of core courses*

NUR 6961   Practicum I (3 CR)
Applied advanced practice nursing knowledge, reasoning, and intervention skills for the prevention of disease, health promotion, and illness appropriate to children, their families, and community are developed within this laboratory and clinical experience. *Prerequisite: Completion of core courses and NUR 6960*

NUR 6963   Practicum II (3 CR)
Advanced practice nursing knowledge, reasoning, and appropriate intervention skills for the prevention of disease, health promotion, and illnesses appropriate to women, their families, and community are developed within this laboratory and clinical experience. *Prerequisite: Completion of core courses and NUR 6962*

NUR 6965   Practicum III (3 CR)
Advanced practice nursing knowledge, reasoning, and intervention skills for the prevention of disease, health promotion, and illness appropriate to the adult, their families, and community are developed within this laboratory and clinical experience. *Prerequisite: Completion of core courses and NUR 6964*

NUR 6967   Practicum IV (3 CR)
Advanced practice knowledge, reasoning, and intervention skills for the prevention of disease, health promotion, and illness appropriate to the older adult, their families, and community are developed within this laboratory and clinical experience. *Prerequisite: completion of core courses and NUR 6966*

NUR 6969   Elective/Practicum V (3 CR)
Advanced practice nursing knowledge, reasoning, and intervention skills for the prevention of disease, health promotion, and illness appropriate to the adults and children and their families, and community are developed within this laboratory and clinical experience.

NUR 7000   Project Proposal (3 CR)
This course is the culmination and synthesis of prior graduate learning in which the student develops an evidence-based Clinical Project Proposal. The student must communicate with the Chief Nursing Administrator to discuss a schedule to meet the student and program learning outcomes prior to registering for the course. Students will identify one appropriate faculty member to serve as an advisor and make a request to that advisor. The student works independently in communication with their faculty advisor. An oral presentation is required at the end of the capstone semester, with all students registered in the NUR 7000 required to be present for all presentations. *Prerequisite: Completion of graduate nursing core and majority of concentration courses*

Review & Capstone Courses

FNP OR AGACNP REVIEW COURSES: A review course either in-person or via tapes or online webinars is highly recommended in preparation for the FNP and AGACNP credentialing exams. A "diagnostic readiness test" by Barkley can be requested by the program coordinator.

CAPSTONE COURSE (3 CR): This course is a rigorous culminating scholarly endeavor in which the student will integrate theoretical knowledge, clinical experience, and research (evidence-based practice) in a faculty guided project proposal. 3 Credit hours total/variable credit. The course hours are spent completing and presenting a scholarly project in the form of EBP recommendations, a change project, health promotion project or research proposal via a manuscript and an oral defense (PowerPoint presentation). This capstone course prepares the MSN student for this next step towards a terminal degree in nursing, either a DNP or a PhD. Students take 1-3 credits for a total of 3 credits over 1, 2 or 3 semesters for students to complete their project. Students will not be allowed to start a semester of NUR 7000 without an approved project by the grad chair/advisor.

Students will be forwarded the NUR 7000 syllabus which explains their project options prior to meeting with the grad chair.

If a student has not made sufficient progress in the variable credit capstone course, a "No Credit" grade will be assigned and the student must re-register for the course the following semester.

RN to MSN Pathway

The RN-MSN Pathway allows registered nurses without baccalaureate degrees in nursing to transition into the MSN program. Students entering the RN-MSN Pathway are considered graduate students, but may not take graduate level classes until all RN-MSN requirements have been completed. Students who successfully complete the program will receive an MSN degree.

Applicants without a baccalaureate degree in nursing must complete the following prerequisite transition courses or submit evidence of equivalent courses:

WRI 1200   Argument, Research, & Writing from Sources (3 CR)
Drawing on skills learned in WRI 1100, WRI 1200 provides instruction and practice in the evaluation of arguments and the writing of polished argumentative and critical prose incorporating source materials. The course features step-by-step instruction in the writing of major term papers in which the student draws on a variety of sources to present an original argument.

MATH 1123   Statistics (3 CR)
Course emphasis includes calculating sample statistics, estimating population parameters, and assesses the use of appropriate statistical procedures for different types of statistical questions.

NUR 3900   Leadership and Management in Nursing (2 CR)
Provides practical assistance to the future nurse manager in the development of effective leadership and management skills in order to assure the best possible environment for the provision of high- quality care.

NUR 4700   Nursing Research (3 CR)
Reflective nursing practice and education poses questions that challenge students to examine human responses, healing, and management of care. Students progress systematically through the scientific inquiry process in order to develop a nursing research proposal.

NUR 4960/4961 Developing a Healthy Community (2/4 = 6 CR)
Focuses on the community as a client. Students use the nursing process to assess, plan, implement, and evaluate health services given to marginally functional families and other vulnerable aggregates within the community. Health education is a primary focus in this course.

A 3.0 GPA in these courses is required before acceptance into the master's program. Equivalent courses may be accepted for transfer credit.

International students who qualify as registered nurses in their country of present practice will be required to take the NCLEX for licensure in the U.S.

Program Evaluations

Evaluation of the program includes evaluations of: structure and governance; material resources; faculty and student policies; faculty; curriculum; and clinical agencies and preceptors. The program evaluation plan has the details as to "who, what, when, where, why, and how". Students are involved in overall program evaluation through committee representation, and course and clinical facilities/preceptor evaluations, as well as through survey-Monkey Exit surveys, Alumni surveys, and University surveys.

POST-MASTERS CERTIFICATES

FNP & AGACNP Post-Masters Certificate

Many times nurses with advanced degrees want to retool their credentials to meet the ever-changing needs of health care delivery and personal career actualization. This certificate program allows nurses with a MSN degree an option to receive a post-master's certificate as either a family nurse practitioner or AGACNP (requires recent acute-care experience for the AGACNP track).

Admission requirements are the same as generic MSN candidates. A **Gap Analysis** is conducted upon admission to meet eligibility criteria for the credentialing exams. If the candidate holds a MSN degree with a certification as a specialty nurse practitioner (women's, pediatric, adult or geriatric) the candidate may petition for a waiver / transfer of credit of the matching advanced health assessment course, primary care course, and practicum from their plan of study.

Post-Masters certificate candidates are not required to complete a capstone course.

FNP Certificate Plan of Study

PREREQUISITES: NUR 6010, NUR 6025, and NUR 6030 or their equivalent within the past five years (OR current work-related experience, if more than 5 years ago with continuous certification) NUR 6000 or its equivalent is also to be required.

- NUR 6960 and 6961
- NUR 6962 and 6963
- NUR 6964 and 6965
- NUR 6966 and 6967

AGACNP Certificate Plan of Study

PREREQUISITES: NUR 6010, NUR 6025, and NUR 6030 or their equivalent within the past five years (OR current work-related experience, if more than 5 years ago with continuous certification) NUR 6000 or its equivalent is also to be required.

- NUR 6980   Fundamentals AC-I   3 CR
- NUR 6982   Clinical Decision-making   3 CR
- NUR 6983   AC-II   3 CR
- NUR 6984   Practicum I   3 CR
- NUR 6985   AC-III   3 CR
- NUR 6986   Practicum II   6 CR
- NUR 6987   Practicum III   6 CR

CONCEPTUAL & THEORETICAL FRAMEWORKS

The Advanced Practice Nurse is expected to have a working knowledge of various conceptual and theoretical frameworks for a successful practice in an ever-evolving health care arena. The Advanced Practice Registered Nurse Student will have many opportunities in the core classes as well as in the final capstone to incorporate nursing and other theorists' concepts and theoretical frameworks to guide advanced nursing practice.

Nurse Practitioner Core Competencies include:

- Scientific Foundation Competencies
- Leadership Competencies
- Quality Competencies
- Practice Inquiry Competencies
- Technology and Information Literacy Competencies
- Policy Competencies
- Health Delivery System Competencies
- Ethics Competencies
- Independent Practice Competencies

Glossary of Terms

- **Care Processes:** Actions or changes that occur during the delivery of health care.
- **Clinical Investigative Skills:** Those skills needed to conduct inquiry of practice questions/therapies, evaluate discovered evidence, and then translate it into practice.
- **Cultural Diversity:** Common beliefs, values, practices and behaviors shared by multiple subgroups or individuals.
- **Culture Of Excellence:** The environment developed through the internalization of core values and a shared commitment in which the highest standards of personal integrity, professionalism, and clinical expertise are upheld.
- **Evidence-Based Practice:** The "conscientious, explicit and judicious use of current best evidence in making decisions about the care of individual patients. Individual clinical expertise is integrated with the best available external evidence from systematic research." *(modified from Sackett, 1996).*
- **Globalization:** The interrelated influence of actions, resources, cultures, and economies across nations.
- **Health Policy:** The set of decisions pertaining to health whether made at local, state, national, and global levels that influences health resource allocation.
- **Independent Practice**: Recognizes independent licensure of nurse practitioners who provide autonomous care and promote implementation of the full scope of practice.
- **Independently:** Having the educational preparation and authority to make clinical decisions without the need or requirement for supervision by others.
- **Information Literacy**: The use of digital technology, communications tools, and/or networks to access, manage, integrate, evaluate, create, and effectively communicate information.
- Interprofessional Practic**e:** Occurs when multiple health workers from different professional backgrounds work together with patients, families, and communities to deliver the highest quality of care.
- **Interprofessional Education:** When two or more professions learn about, from and with each other to enable effective collaboration and improve health outcomes.
- **Knowledge Management:** Strategies that identify, create, represent, distribute, and enable the efficient use of all types of information.
- **Licensed Independent Practitioner:** An individual with a recognized scientific knowledge base that is permitted by law to provide care and services without direction or supervision.
- **Quality Care:** The degree to which health services to individuals and populations increase the desired health outcomes consistent with professional knowledge and standards. Quality care also means avoiding underuse, overuse, and misuse of health care services.
- **Patient Centered Care:** Care based on a partnership between the patient and health care provider that is focused on the patient's values, preferences, and needs.
- **Peer Review:** Evaluation of the processes and/or outcomes of care by professionals with similar knowledge, skills and abilities.

Essential Skills & Abilities of the MSN Student

A candidate for professional nursing must have the abilities and skills necessary to use the nursing process. These skills and abilities include observation, communication, motor ability, conceptualization, integration and quantification, and behavioral/social acceptability. Technological compensation can be made for some disabilities in certain areas, but a candidate must be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable, in that a candidate's judgment must not be mediated by another's power of observation and selection.

ACCOMMODATION: Under the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act Amendments Act 2008 (ADAAA), and Title III (Public Accommodations) Hawai'i Pacific University does not discriminate against individuals with disabilities. Any student who feels he/she may need an accommodation based on the impact of a disability is invited to contact Accessibility Services at HPU (808-544-1197); at access@hpu.edu, or at the LB Bldg., Suite 602, 1060 Bishop Street). This is a necessary step in order to ensure reasonable accommodations in a course. Students are not expected to disclose their specific disability to the professor; Accessibility Services will provide a letter for an instructor explaining the accommodations and NOT the nature of the disability. If you would like to discuss other concerns, such as medical emergencies or arrangements in the event of an emergency evacuation, please make an appointment to talk with the professor as soon as possible.

OBSERVATION: The candidate must be able to observe a client at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of smell.

COMMUNICATION: The candidate must be able to speak, to hear and to observe clients in order to elicit information; describe changes in mood, activity and posture; and perceive nonverbal communication. A candidate must be able to communicate effectively, efficiently, and sensitively with clients, colleagues, instructors, professors and other health care providers. Communication includes speech, reading and writing in the English language.

MOTOR ABILITY: Candidates must have sufficient motor function to elicit information from clients by palpation, auscultation, percussion, and other assessment maneuvers. A candidate must have sufficient motor skills to gain access to clients in a variety of care settings and to manipulate the equipment central to the treatment of clients receiving professional nursing care. Such actions require equilibrium, coordination of both fine and gross muscular movements, and functional use of the senses of touch and vision. Candidates must be able to tolerate physically taxing workloads including lifting and turning patients (candidates must be able to lift 50 pounds or more).

CONCEPTUAL, INTEGRATIVE, & QUALITATIVE ABILITIES: The candidate must be able to problem solve using the skills of measurement, calculation, reasoning, analysis, and synthesis. The candidate must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

BEHAVIORAL, ETHICAL, & SOCIAL ATTRIBUTES: Candidates must possess emotional health in order to: fully utilize their intellectual abilities; exercise good judgment; promptly complete all responsibilities attendant to the care of clients; and develop mature, sensitive, and effective relationships with clients, colleagues, instructors, professors and other health care providers. Candidates must be able to function effectively under stressful conditions. The candidate must be able to display flexibility and adapt to change in the environment. The candidate is expected to learn to function in the face of uncertainties inherent in the clinical problems of clients. Candidates are expected to behave at all times in a legal and ethical manner in school as well as the clinical arena. Candidates are expected to administer nursing care with respect for the cultural values of their clients.

PROGRESSION IN THE MSN PROGRAM

GRADUATION REQUIREMENTS: Completion of the program of nursing courses with a GPA of 3.0. Transferred course grades are not calculated into the HPU GPA.

GPA CALCULATIONS: Grades from all nursing courses are computed into the cumulative grade point average, however, only grades from graduate nursing courses are computed to meet the graduation requirements.

PROBATION: Students are expected to maintain a nursing GPA of 3.0 or greater. If a student's cumulative GPA is less than 3.0 and/or they fail any nursing theory course, they will be placed on probation for one semester of taking classes. Probation is permitted only once within the program.

Degree Requirements

The degree requirements for a Master of Science in Nursing are as follows:

TOTAL CREDITS: by track Degree Plan Completion of 47 credits for the MSN/FNP Completion of 48 credits for the AGACNP

RESIDENCY REQUIREMENT: all of the last 30 credits, obtained immediately prior to graduation, must be completed at HPU by university policy. Students need to be sure to transfer in any courses taken outside HPU before they reach the "only 30 to go" point. CLEP credits are considered transfer credits. See the HPU Catalog for more information.

Transfer Credits

Credit for graduate courses taken at another institution will be given if the course(s) is deemed to be equivalent in level, content, objectives, and competencies to the HPU graduate course it will be replacing; the proficiency attained is equivalent to a "B" grade or higher; the institution is accredited and there is official documentation of the course(s) from the institution, i.e. official transcripts.

TIME LIMITATION: Because curriculum and materials may become outdated over time, HPU has imposed a time limitation on the transfer of graduate-level courses into a graduate program. As a general rule in order for a course taken at a previously attended college or university to transfer to a graduate program, it must have been completed no more than seven calendar years from the completion of the HPU graduate degree. Because academic calendars differ from institution to institution and system to system (quarter, semester, and trimester systems, for example), a grace period of up to four months will generally be permitted on a petition to the Chair of the Department of Graduate and Post-Baccalaureate Nursing Programs.

Thus, graduate courses completed at other institutions more than six years before the date of completion of the HPU Graduate degree may not be considered for transfer.

The following types of courses taken elsewhere may not be used as transfer courses into HPU's Graduate Program: business policy and professional paper. These courses must be completed at Hawai'i Pacific University.

No more than 12 (15 with Petition) semester credits of graduate work taken at other institutions may be transferred into HPU's MSN, MSIS and MA programs.

Transfer credits/courses used in substitution for core graduate courses must be very close to the HPU counterparts with respect to objectives, competencies utilized and honed, conceptualization, curricular units, etc. Transfer credits/courses used in place of electives need to be demonstrably of the same caliber as HPU elective courses.

Graduate students who have completed a graduate degree elsewhere may transfer up to twelve (eighteen on petition) semester hours of credit earned in that previous degree on the same basis as students seeking to transfer previous graduate work who have not actually completed graduate degrees in the past. This is different from seeking a post-Master's Certificate.

Graduate-level attainments completed at institutions or through programs or examinations, evaluated by the ACE (American Council on Education) will be considered for appropriate transfer credit on the same basis as prospective transfer credit from graduate programs at U.S. colleges and universities. The Chair of the Department of Graduate and Post-Baccalaureate Nursing Programs will use the ACE credit award recommendation as the starting point for the deliberation of credit award; in no case will more credits be awarded than the ACE recommends; usually the award will be more stringent.

Grading Scale

GRADING SCALE: The HPU basic grading scale for the lecture components of nursing courses is listed below:

93 - 100	A	(4.0 Grade Points)
90 - 92.99	A-	(3.7 Grade Points)
87 – 89.99	B+	(3.3 Grade Points)
83 – 86.99	B	(3.0 Grade Points)
80 – 82.99	B-	(2.7 Grade Points)
77 – 79.99	C+	(2.3 Grade Points)
73 – 76.99	C	(2.0 Grade Points)
≤72.99	F	(0.0 Grade Points)

Students must obtain a "C" or better in all nursing courses*. Letter grades are assigned to the lecture component. Practicum components are awarded a "pass" or "fail" designation and the transcript reflects the appropriate number of credit hours.

Practicum components of courses are graded as "Pass" or "Fail". Incompletes are rarely granted, except for documented medical reasons. A grade of "no credit" might be granted in a case of incomplete clinical hours, which requires the student to register and pay for the entire practicum course again, and on a space- available basis.

*Effective Fall 2018, students must obtain a B- or better in ALL graduate nursing courses.

INCOMPLETE GRADES: In extreme circumstances, if documentation is provided as a valid reason for an incomplete grade, the student must complete the work within the specified time frame (and no later than the end of the following semester – 6 months) or the "I" will be automatically converted to an "F**".**

HOW TO CALCULATE AN HPU GPA: The Grade Point Average (GPA) is determined by dividing the total grade points per credit earned by the number of course credits. Transfer credits are not included in calculating the HPU GPA.

A	=	4 grade points per credit
A-	=	3.7 grade points per credit
B+	=	3.3 grade points per credit
B	=	3 grade points per credit
B-	=	2.7 grade points per credit
C+	=	2.3 grade points per credit
C	=	2 grade points per credit

Sample calculation:			
Course	*Credits*	*Grade*	*Grade points earned*
NUR 6000	3	A	12
NUR 6010	3	B	9
NUR 6015	3	A	12
NUR 6020	3	B	9
NUR 6025	3	C	6
Totals:	**15**		**48** **GPA = 48 divided by 15 = 3.2**

NOTE: GPAs are calculated to the hundredth place so a 3.29 does not equal 3.3.

Graduation Information

PETITION TO GRADUATE FORM & PETITION TO AWARD CERTIFICATE FORM: All students are required to submit a Petition to Graduate Form or Petition to Award Certificate Form. Students must file this form in the semester that they are completing their coursework. *Exception-Students who complete their coursework in the summer must file this form in the Spring semester. Please refer to the Pipeline website under the Registrar Office tab.

Petition to Award Certificate must be completed by Post-Master's students. Post-master's students are not allowed to walk in the commencement ceremony.

- Petition to Graduate (PTG) form:
  http://www.hpu.edu/Registrar/Forms_and_Resources/forms/PTG_Timeline.pdf
- Here is the link for the Petition to Award Certificate (PAC) Form:
  https://www.hpu.edu/registrar/files/cert-form-fillable.pdf

HPU COMMENCEMENT CEREMONY: Graduation ceremonies for Hawaii Pacific University are conducted twice per year, in December and May. Those students graduating in summer term will chose to walk in either May or December.

PROGRAM OUTCOMES & PLANS OF STUDY

MSN-FNP Program Outcomes

These guiding concepts/strands are foundational to all courses. The MSN-FNP program outcomes are based on integration of the concepts derived from the:

- University and College of Health and Society Mission and Visions,
- National Organization of Nurse Practitioner Faculty Core Competencies (2012)
- American Association of Colleges of Nursing Essentials of Masters in Nursing Education(2011)
- Quality and Safety Education for Nursing Graduate Competency (2012)

All course outcomes are linked directly to these program outcomes. Some courses may not include all elements. The bolded heading for each outcome is the nationally-recognized MSN Essential correlating with that outcome.

- **Advanced Clinical Practice**
  Demonstrate and apply the knowledge, skill, and judgment to independently provide direct patient care that incorporates assessment, diagnosis and treatment across the life span (geriatrics, adult, women's and pediatrics) within a variety of settings.

- **Evidence-Based Practice**
  Synthesize the evidence based practice guidelines, critical thinking, and reflection to provide appropriate care as the foundation to practice.

- **Transformational Leadership**
  Demonstrate transformational leadership in the nursing profession.

- **Professionalism/Ethic**
  Practice as an independent provider ethically bound to operate within the guidelines, standards and scope of practice.

- **Quality Improvement & Safety**
  Integrate current evidence to improve the quality of clinical practice and promote safe care.

- **Health Care Informatics**
  Incorporate knowledge of clinical decision support tools to assist in charting, decision making, research and scholarship.

- **Health Policy & Advocacy**
  Appraise the interdependence of health policy to act as an advocate of policy that promotes access to care, equity, quality and cost efficacy.

- **Interprofessional Collaboration**
  Collaboratively practice with other professionals in the health care system.

- **Transcultural Care**
  Maximize the client's health and wellbeing within the parameters of the client's own cultural traditions and beliefs

MSN-FNP Plan of Study
Effective Fall 2018

PRE-REQUISITES: Statistics (Math 1123) and Nursing Research (NUR 4700) or equivalent.
CORE COURSES: Core courses must be completed prior to beginning the clinical courses
DIDIACTIC & CLINICAL COURSES: The didactic courses are only offered once a year. Clinical courses are offered each semester but often didactic courses must be completed prior to taking clinical courses

Didactic & Clinical Courses (Sample)

FALL SEMESTER

NUR	6960	Advanced Theory: Primary Care of Children (3CR)	3 CR
NUR	6964	Advanced Theory: Primary Care of Adults (3CR)	3 CR
NUR	6961	Practicum I	

SRPING SEMESTER

NUR	6962	Advanced Theory: Primary Care of Women	3 CR
NUR	6966	Advanced Theory: Primary Care of Geriatric Adults	3 CR
NUR	6963	Practicum II	3 CR
NUR	7000	Project proposal/Professional Paper	1 CR/Variable CR

SUMMER SEMESTER

NUR	6965	Practicum III	3 CR
NUR	6967	Practicum IV	3 CR
NUR	7000	Project proposal/Professional Paper	2 CR/Variable CR

A total of 3 credits of NUR 7000 are required to complete the capstone.

MSN-AG-ACNP Program Outcomes
Acute-Care Adult-Gero Nurse Practitioner Program

All course outcomes are linked directly to these program outcomes. Some courses may not include all elements. These guiding concepts/strands are foundational to all courses. The MSN-AGACNP program outcomes are based on integration of the concepts derived from the:

- University and College of Health and Society
- National Organization of Nurse Practitioner Faculty (NONPF) Core Competency
- Adult-Gero Acute Care NP Competencies (NONPF, 2012)
- American Association of Colleges of Nursing Essentials of Masters in Nursing Education
- American Association of Critical Care Nurses
- Quality and Safety Education for Nursing Graduate Competency
- American Nurses Credentialing Center
- Hartford Institute for Geriatric Nursing at New York University

The Master's in Nursing Science AG-ACNP graduate program outcomes include:

Advanced Clinical Practice
- Demonstrate and apply the knowledge, skill, and judgment to independently provide direct patient care that incorporates the evaluation, assessment, diagnosis and treatment across the adult life span (adult & geriatrics) within acute care and critical care hospital settings.
- Assess the complex acute, critical, and chronically-ill patient for urgent and emergent conditions, using both physiologically and technologically derived data, to evaluate for physiologic instability and risk for potential life-threatening conditions.

- Develop effective collaboration with both formal and informal caregivers and professional staff to achieve optimal care outcomes during complex acute, critical and chronic illness attending to variations across the lifespan.
- Serve as a knowledge resource regarding clinical and/or care issues related to the design and development of complex acute, critical, and chronic health services for care of the adult- gerontology population.

Evidence-Based Practice
- Promote the delivery of evidence-based care for patients with complex acute, critical, and chronic physical and mental illness
- Participate in the design and/or implementation, and evaluation of evidence-based, age-appropriate professional standards and guidelines for care.
- Contribute to knowledge development for improved care of the adult-gerontology acute care population, by participation in quality improvement, program evaluation, translation of evidence into practice, and/or dissemination of evidence.

Transformational Leadership
- Demonstrate leadership to promote improved health care outcomes for the adult–older adult population in practice, policy, and other venues.

Professionalism/Ethics
- Practice as an autonomous and independent provider ethically bound to operate within the guidelines, standards and scope of practice of the health care institution and state.
- Advocate for the patient's and family's rights regarding healthcare decision-making such as emancipation, conservatorship, guardianship, durable power of attorney, health care proxy, advance directives and informed consent, taking into account ethical and legal standards

Quality Improvement & Safety
- Integrate current evidence to improve the quality of clinical practice and promote safe care.

Health Care Informatics
- Incorporate knowledge of clinical decision support tools to assist in charting, decision making and delineation of resources, evidence based research and scholarship.

Health Policy & Advocacy
- Appraise the interdependence of health policy to act as an advocate of policy that promotes access to care, equity, quality and cost efficacy.

Interprofessional Collaboration
- Works collaboratively with a variety of health professionals to achieve patient care goals, promote stabilization and restoration of health in complex acute, critical, and chronic illness.
- Promote collaboration among members of the multidisciplinary healthcare team to facilitate optimal care for patients with complex acute, critical, and chronic illnesses considering variations across the adult lifespan

Transcultural Care
- Collaborate with the individual, family, and caregivers in the development of educational interventions appropriate to the complex acute, critical, and chronically-ill patient's needs, values, developmental and cognitive level, and health literacy.
- Educate individuals, families, caregivers, and groups regarding strategies to manage the interaction among normal development, aging, and mental and physical disorders.
- Adapt teaching-learning approaches based on physiological and psychological changes, age, developmental stage, cognitive status, readiness to learn, health literacy, the environment, and available resources.

MSN-AG-ACNP Plan of Study
Effective Fall 2018

FIRST YEAR OF FULL-TIME STUDY

FALL SEMESTER

NUR	6010	Advanced Pathophysiology	3 CR
NUR	6015	Community Health Care Policy and Program Planning	3 CR
NUR	6025	Advanced Pharmacology	3 CR

SPRING SEMESTER

NUR	6000	Introduction or Advanced Practice Roles	3 CR
NUR	6005	Epidemiology	2 CR
NUR	6020	Advanced Nursing Research	3 CR
NUR	6030	Advanced Physical Assessment	3 CR

SECOND YEAR OF FULL-TIME STUDY

FALL SEMESTER (12 CR)

NUR	6980	Fundamentals AC-I	3 CR
NUR	6982	Advanced Clinical Decision-making	3 CR
NUR	6984	Practicum I	6 CR

SPRING SEMESTER (9 CR)

NUR	6983	AC-II	3 CR
NUR	6986	Practicum II	6 CR

SUMMER SEMESTER (10 CR)

NUR	6985	AC-III	1 CR
NUR	6987	Practicum III	6 CR
NUR	7000	Capstone/ Project Proposal/Professional Paper	1-3 Variable CR

DISMISSAL & WITHDRAWAL FROM THE MSN PROGRAM

Dismissal Policy

DISMISSAL POLICY: Specific cause for dismissal from the Graduate Nursing Program are:

- Failure of a clinical nursing course (practicum)
- Failure of any two theory nursing courses
- Failure to regain a cumulative GPA of 3.0 or greater while on probation

In addition, the Nursing Department reserves the right to dismiss a student who does not maintain a satisfactory level of scholarship, who demonstrates unsafe practice, or who, in the judgment of the Program Coordinator and Chief Nursing Administrator, fails to live up to professional standards and regulations.

Withdrawal Policy

WITHDRAWAL POLICY: Any degree-seeking student discontinuing his or her studies at Hawaiʻi Pacific University is required to withdraw officially or apply for a leave of absence.

Types of Withdrawal:

- **Administrative -** Students are administratively withdrawn if:
  - They have not registered for classes within one year from the last term attended;
  - They have not returned to HPU when the approved period of the leave of absence has expired and have not applied for a continuation leave or regular withdrawal; or
  - They have not returned to HPU after the specified time from academic or disciplinary suspension, and the period of suspension has not been extended.

- **Medical**
  - Upon the recommendation by a certified health care provider, a medical withdrawal may be granted by HPU. A medical/health clearance is required before the student can be considered for re-admission. A medical withdrawal cannot be an approved withdrawal unless documentation and proper paperwork is submitted. After the drop without a W grade deadline, all grades turn to W's; if NOT approved, all grades turn to F's.

- **Voluntary**
  - It is a student's responsibility to file a notice of withdrawal with the Registrar's Office Failure to do so may result in fees and unsatisfactory grades on a student's transcript, and will be taken into consideration should the student apply for re-admission.

- **Inactive/Leave of Absence**
  - A student with previous admission status in the College who has achieved satisfactory clinical and/or academic performance, yet for reasons other than academic, has decided to deviate from the planned curricular sequence, is considered to have inactive College status for up to a year. After a year has passed, this student will need to re-apply. Again, see the University's Policy on Re- admission.

Requirements for Withdrawal or Leave of Absence

REQUIREMENTS FOR WITHDRAWAL OR LEAVE OF ABSENCE:

1) Complete the appropriate withdrawal or leave of absence form, bearing appropriate signatures.
2) Drop all classes.
3) Confirm with financial aid and the business office regarding payment policies.
4) International students must meet with International Student Services in order to process the proper immigration paperwork.
5) Submit supplemental paperwork if needed.

THE ABOVE STEPS MUST BE COMPLETED BEFORE ACTION CAN BE TAKEN ON YOUR WITHDRAWAL OR LEAVE OF ABSENCE APPLICATION. COMPLETION OF ALL PROPER PAPERWORK IS THE RESPONSIBILITY OF THE STUDENT.

PRACTICUM POLICIES & PROCEDURES

Clinical Preceptors

The CHS Department of Nursing utilizes a variety of health care agencies and private practices as placements for clinical and practicum experiences. Facility use is a cooperative arrangement with a signed, legal "Memorandum of Understanding" with the various agencies, the universities and colleges in Hawai`i and throughout the Pacific Basin, as well as other programs requiring clinical placements. The FNP and AG-ACNP Coordinators and Dept Chair **serve as liaison with the agencies and will arrange all clinical and practicum placements for HPU graduate nursing students.** Clinical and practicum placements will be based on a number of factors including agency availability, course requirements, students' needs, preceptor, and faculty preferences.

The selection of the preceptors is a collaborative effort among the Coordinators, the health care agency, and students. However, the final decision will be made by the NP Coordinators. Preceptors will be required to meet the following criteria:

i) **ACADEMIC PREPARATION**
- o Educational preparation appropriate to MSN-Level clinical teaching: Minimum of MSN NP degree or Medical Doctor or Doctor of Osteopathy Degree

ii) **PROFESSIONAL PREPARATION**
- o Current and active RN and APRN, or Physician License
- o Current national certification on the area of their specialty
- o Professional work experience: appropriate to the area of clinical teaching and at least one year of recent clinical experience

iii) **ADDITIONAL QUALIFICATIONS**
- o This includes the ability and willingness to assist students in achieving clinical goals and role modeling that demonstrates expert judgment, professional attitudes and values, and ethical behavior.
- o However, the following exclusion criteria will be applied:
  - *Preceptors cannot be a direct employer, personal friend, peer, or relative of the student*
  - *Any other reasons that could induce a biased evaluation of students' performance*

Documentation of preceptor qualification and contact information will be maintained in the Department of Nursing. Collecting and maintaining the documents will be a responsibility of the NP Program Coordinator.

Responsibilities of Preceptors

Preceptors are expected to understand the Outcomes of program and the Course Objectives. A preceptor would guide the student's clinical learning experience while acting as a role model. The clinical practitioner-preceptor-educator promotes NP role socialization, facilitates student autonomy, and promotes self-confidence that leads to clinical competency (Hayes & Harrell, 1994). Preceptors will perform direct supervision of students' clinical practice, communicate with practicum faculty for any issues regarding learning of the students, and evaluate students with the form provided from CNHS.

The CLINICAL Coordinator will make the final arrangements for students. If a student knows of a provider who says they would serve as a preceptor for that particular student, the student must inform the Coordinator, so it can be determined if we have an MOU or if the provider's employer's permission must

be secured first. If the provider is a sole proprietor, we can pursue the MOU with that provider, no problem. But if that provider is an employee, then it is the employer who determines if the provider can take a student, and if there will be a fee imposed (provider/employer compensation agreement).

Graduate students are encouraged to discuss practicum placement interests well in advance with the faculty as this process can be time consuming. Some practicum arrangements must be made close to the class start date, and students might have to wait until the first class meeting to confirm the location of the practicum. Early preparation is often the key to good practicum placements. A positive attitude is a must.

Ongoing communication and feedback will be maintained throughout the practicum experience among the faculty member, student, and preceptor. The student's practicum grade will be based on fulfillment of the student's practicum goals and objectives and will be determined by the faculty member in consultation with the preceptor. The student will have the opportunity to evaluate the preceptor and agency upon completion of the practicum experience.

On-site faculty/preceptor and student ratio: In general, faculty may oversee 6 NP students per clinical group, and preceptors have one student at a time. There are some instances where a setting is multi-disciplinary and the provider may utilize a group or interprofessional education learning approach on some days.

Clinical logs and student evaluations: All students will maintain a Clinical Log on the approved Excel spreadsheet to document hours, clinical diagnosis with pt age, plan, and disposition. No patient identifiers are on this Log. The Log is submitted weekly to the clinical faculty, and is reviewed with feedback to the student. The Log is maintained in final print-out in the Nursing Admin Office for at least 2 years. **Students would maintain a copy of all of their clinical logs with hours *indefinitely* after graduation, as hours will also need to be verified for admission to a DNP (Doctor of Nursing Practice) program, and in some states for licensure, whenever you move.**

Students also will be directed in the practica course syllabi to submit weekly SOAP notes and prescription forms to faculty for feedback. These should be kept on file with course documentation.

Student evaluation forms are completed by both the preceptor and the faculty at mid-term and final. These are to be submitted along with the final Clinical Log for each of the 3 clinical practica to the Course Coordinator for review prior to filing in the student file in Admin Office.

Students will complete an evaluation form for the preceptor and for the site experience at the end of the term and submit these to the Course Coordinator.

In summary:

- Students are responsible for providing their own transportation to practicum sites. Parking fees are the students' responsibility.
- Students may request a certain provider as a preceptor, but the NP Coordinator will make all arrangements for the placement per the MOU agreement and described procedures.
- Students will arrange their practicum schedule directly with their preceptor.
- Students are required to fulfill all practicum hours.
- Meeting and documenting clinical health requirements are the students' responsibility. Students will not be able to attend their practicum if they don't meet the requirements.
- *The preceptor is inviting you into their private practice with their patients – please express your gratitude to them for this incredible privilege.*

Mandatory Health Requirements for Practicum Courses

As part of the nursing curriculum, HPU partners with healthcare agencies in the community so students gain hands-on experience in clinical settings. This provides students with the opportunity to learn vital nursing skills and apply theory in a practical way.

Graduate nursing majors enrolled in practica (clinical nursing courses) must **1)** complete **all prerequisite courses*** and **2)** meet a number of health record and documentation requirements, including evidence of a criminal background check and licensure. Health requirement standards are set according to CDC regulations, and guidelines from the state of Hawai'i. Specific requirements are determined by each facility, and some facilities may require more testing or paperwork. Requirements are also subject to change.

If you do not clear your health and clinical documentation requirements, facilities will not allow you onsite. You will be dropped from your clinical course(s) and you will not be allowed to reregister for the semester. Practica courses are a mandatory part of the nursing program, so you must comply with health and clinical documentation requirements in order to meet the graduate degree requirements.

GETTING CLEARED

In order to maintain, track, and submit your health records, you must create a profile with **Castle Branch**. Your profile will serve as your individualized document management system during your time as a nursing student. Through your account, you will be able to upload and update your health and clinical documentation requirements, maintain your records in one secure location, track upcoming due dates, and view any outstanding requirements.

To be cleared to attend a clinical facility, you must:
- Upload your health requirements to Castle Branch
- Make sure each record receives a **"Cleared"** status by the submission deadline
- If a record is **"Rejected"** or **"Overdue"**, work with Castle Branch to make the appropriate correction

If your profile is complete and all records are approved (CLEARED) in castle branch, your information will:
- Be reviewed by nursing department administrators, who will use it to prepare additional paperwork required by each facility
- Be passed on to the facility once all documents have been cleared and approved (both in Castle Branch, and by the nursing department)

If your profile has missing documents (REJECTED or OVERDUE items) by the submission deadline:
- Your profile will be considered incomplete
- It will not be reviewed by nursing department administrators
- You will not be eligible to participate in the clinical course for the semester
- You will be dropped from your clinical course(s), and you will not be allowed to reregister for the semester.

Remember:
- It is YOUR responsibility to manage your clinical records profile in Castle Branch and provide updates as needed
- Check your account regularly and well-before the deadline each semester. **Do not wait** for an alert from Castle Branch to check your profile.
- You are liable for maintaining current and accurate health records throughout your enrollment in the nursing program
- Specific requirements are determined per individual facility and are subject to change; some facilities may require additional testing and/or paperwork
- You must meet all deadlines so the nursing department has enough time to get you cleared with the appropriate site
- Without proper documentation, you will not be eligible to participate in clinical courses and you will be administratively deregistered from your course(s)

CASTLE BRANCH

- **What is Castle Branch?**
  - Castle Branch is a web-based company that serves as a central clearing house for your health and clinical documentation requirements.

- **How is Castle Branch used in the nursing program?**
  - HPU's nursing department reviews your records and prepares paperwork for each clinical partner by viewing your records in Castle Branch. Once your records are approved by BOTH Castle Branch and the nursing department, your health record information is passed on to the appropriate facility for clearance.

- **When should I create my account?**
  - Once you have been officially accepted to HPU's nursing program, you can create your Castle Branch profile.
  - **You will purchase two items from Castle Branch:**
    - A Medical Document Manager
    - A Background Check (once complete, download and turn into the facility directly)
  - **Once you create your account, you can:**
    - Upload, store, and submit all your required documents
    - Receive notices from Castle Branch about upcoming due dates, deadlines, and renewals
    - See if a record is rejected, why it was not accepted, and what you need to do to gain approval

- **How do I sign up?**
  - When ordering your background check and medical document manager, you will need to select an HPU package so the department can access your records.
  - **Place your order:**
    - Visit https://portal.castlebranch.com/hf84 and click "Place Order"
    - Use the dropdown menu to choose your Castle Branch package
    - If you have been living in the US in the last 7 years, please choose the regular package
    - If you have lived outside of the US in the last 7 years, please choose the international package.

- **I still need help!**
  - Still need help? Contact Castle Branch directly with questions and concerns about your account.
  - Visit Castle Branch online to submit a request
  - Check out Castle Branch's list of Student FAQs
  - Call the Castle Branch Student Line at 888-723-4263 x 7196

WHAT TO SUBMIT

You must have clearance for the following records in order to participate in clinical courses. Start your profile early to make sure you get cleared on time! ALL RECORDS MUST REMAIN CURRENT FOR THE DURATION OF THE TERM.

ONE TIME SUBMISSIONS

- **MMR & Varicella**
  - MMR stands for Measles (Rubeola), Mumps, and Rubella; Varicella is commonly known as the Chicken Pox
  - Proof of a positive titer is required
  - If you have a negative or equivocal titer, you must receive the appropriate immunization
  - Submit each record to Castle Branch as you progress through the immunizations
  - Re-draw the titer one month after your final immunization and submit the positive result
  - If negative or equivocal, submit the result, along with a note from your doctor stating you are a non-responder
  - Submit all tests and records from your healthcare provider; no special form is needed

- **Hepatitis B**
  - Proof of a positive titer is required
  - If you have never taken a 3-series Hepatitis B immunization, you must begin the series of 3 shots
  - Submit each record to Castle Branch as you progress through the immunizations
  - Draw your titer; if positive, submit your record
  - If negative, you must retake the series of 3 shots within a 6 month period
  - Re-draw the titer one month after your final immunization and submit the positive result
  - If the titer is again negative, submit the result, along with a note from your doctor stating you received 2 series (a total of 6 shots) and you are a non-responder
  - Submit all tests and records from your healthcare provider; no special form is needed

- **TDAP**
  - TDAP stands for Tetanus, Diphtheria and Pertussis
  - Immunization within the past 10 years is required
  - The TDAP must remain current throughout your enrollment in the nursing program
  - If your TDAP has an expiration that falls during a semester, you must renew prior to the start of the term
  - Submit all tests and records from your healthcare provider; no special form is needed
  - This is a one-time submission unless your expiration date occurs during your time in the nursing program

- **Health Insurance**
  - Proof of current health insurance is required; submit a copy of the front and back of your card that includes your name and any other personal information
  - If you are covered under another person's policy, you must submit a copy of that card, along with a letter from the insurance company stating you are covered under the policy
  - If you are purchasing health insurance through HPU, you will need to submit an "Intent to Purchase" form; after your purchase is complete, you must then turn in a copy of the receipt and copy of your insurance card
  - If you are active military, you must schedule an appointment with a nursing department administrator to complete a Health Insurance Verification Form in person; you must bring your military ID with you for this appointment
  - If you are a military dependent, you must submit a copy of your military ID and Tri-Care card (or a letter from DEERS)
  - If your health insurance changes, contact Castle Branch so you can upload your new proof of insurance
  - This is a one-time submission unless your health insurance changes during your time in the program

- **Physical Exam**
  - Complete HPU's Physical Exam Form
  - The form must be stamped and cleared by your healthcare provider

- **Social Security Number Release**
  - Submit a copy of the SSN Release Form

RECURRING SUBMISSIONS

- **TB Skin Test: Negative Result**
  - A negative, 2-step PPD test is required upon entry into the nursing program
  - The 2-step must be current, and must remain current for the duration of the term
  - Thereafter, a 1-step renewal is required each year
  - The 1-step must be placed annually, no more than 365 days from your last test
  - If you fall outside of the 365 day renewal period, you must have another 2-step test placed
  - Submit all tests and records from your healthcare provider; no special form is needed
  - This must be renewed annually, but you may need to complete this twice a year depending on your expiration dates

- **TB Skin Test: Positive Result**
  - If you have ever tested positive for TB, you must submit the following instead of the above:
  - A record of the date of your positive result, along with the amount listed in mm (one-time submission)
  - A clear chest x-ray from the year you started Level 1 of the nursing program (one-time submission)
  - A clear TB Monitoring Form, submitted annually
  - You may only submit the above if you have tested positive for TB!
  - You must submit a TB Monitoring Form annually; if documented correctly, your original, positive TB record and chest x-ray are a one-time submissions

- **AHA BLS Card**
  - An American Heart Association (AHA) BLS Healthcare Provider card is required
  - Castle Branch will not accept any other CPR certification, per our clinical partner requirements
  - BLS cards remain current for 2 years, but must remain current for the duration of the semester
  - If your card has an expiration that falls during a semester, you must renew prior to the start of the term
  - Submit a copy of the front and back of your card
  - You will need to submit more than once, depending on your expiration date

- **Flu Vaccination**
  - All students are required to submit an Influenza Vaccine Form, and proof of vaccination for the current flu season
  - The flu vaccine is not available until late August or early September:
  - To meet the Fall semester deadline, indicate your intention to get the vaccine by checking "Will be Receiving"
  - Once the vaccine for the new season is available, get your vaccination and add your record to Castle Branch
  - If you have documented, medical contraindications and *cannot* receive this vaccine, complete the form as directed and have it signed by your healthcare provider
  - Without the vaccine, you will be required to wear a mask at all times while onsite at the clinical facility
  - You will need to submit this form twice (once for Fall, once for Spring) and renew annually

- **HIPAA & BBP Certification**
  - Submit proof that you have watched and completed the HIPAA & BBP training modules and post-tests
  - Follow these instructions to complete both modules (note: if you are unable to access the HPU network on your PC, you may need to log-in from an HPU computer to complete the training)
  - Be sure to submit both pages at once to get cleared
  - You will need to renew the training and submit this form annually

- **Confidentiality Statement**
  - Complete and sign the Confidentiality Statement
  - You may have anyone sign as your witness, as long as they are present at the time you sign
  - You will need to submit this form annually

- **Declaration of Fitness & Background Check**
  - Complete and sign the Declaration of Fitness & Background Check Form
  - You will need to submit this form annually

- **Background Check Renewal**
  - Your background check must be issued within 12 months of the semester's start date to be considered current
  - To renew your background check, click here or visit the Castle Branch order page and enter **package code HB83re**
  - You will need to renew your background check annually

INSURANCE, LICENSURE & IDENTIFICATION

HEALTH INSURANCE: The Hawaii Pacific University, CHS requires health insurance coverage for all nursing students. Each student will be required to provide proof of insurance coverage by health requirement deadline. Coverage must be maintained throughout the semester and the student must report any change of provider at the time of change (Spring Semester: January 1 to May 14; Summer: May 15 – August 20; and Fall: August 20 to December 31). Acceptable insurance coverage includes type of coverage provided through Hawaii employer based plans, QUEST, or TRICARE. The mandatory health insurance will be managed as a clinical health requirement with the same consequences. The minimum level of mandatory health care insurance is as follows:

Plans must meet the following requirements:
- Valid coverage dates for the entire term
- Coverage for outpatient care, hospitalization, emergency room, accidents, medical and surgery in Hawaii
- Non-reimbursement policy
- Minimum $100,000 USD coverage
- Medical benefits of at least $50,000 per accident or illness
- A deductible not to exceed $500 per accident or illness
- At least 75% coverage for each accident or illness

Plans that are NOT acceptable include:
- Life insurance policies
- Travel insurance plans
- Accident or hospitalization only plans
- Reimbursement policies

MALPRACTICE INSURANCE: Every HPU nursing student is required to carry malpractice insurance because students are responsible for their own actions and could potentially be sued. Malpractice insurance is an essential financial protection for you and your family. A malpractice insurance policy is included in your tuition and fees. This policy only covers you in your student role during the semester and between semesters if you are registered in the following semester. It does not cover you in the course of employment or any other circumstance outside of being a student.

LICENSURE: Hawai'i RN licensure is required for entry into the MSN program. RNs and international nurses must show proof of license renewal annually/biannually (depending on the jurisdiction's renewal procedure).

HPU IDENTIFICATION: Your HPU ID card is required for entry into the ETC and for library purposes. Instructors MAY ALSO require that you show your ID before you can enter class, take an exam and/or get exam results back. Please be sure to have your ID available while on Campus.

DEADLINES

- You must have all your health requirements submitted to - and "**CLEARED**" by - Castle Branch on time in order to participate in clinical courses.

  ### Deadlines for Each Semester
  - **FALL**   All records must be cleared in Castle Branch by **July 10**
  - **SPRING**   All records must be cleared in Castle Branch by **November 10**
  - **SUMMER**   All records must be cleared in Castle Branch by **April 10**

- All health records must receive a "**CLEARED**" status in Castle Branch prior to each deadline. The Nursing Department cannot provide extensions as dates are set according to clinical facility regulations and processing time.

- REMEMBER: If you do not clear your health and clinical documentation requirements, facilities will not allow you onsite. You will be dropped from your clinical course(s), and you will not be allowed to reregister for the semester.

Appearance Standards

Students are expected to dress in an appropriate manner for both clinical and classroom activities. The nursing faculty will indicate the appropriate clinical attire at the first class meeting. Students will meet or exceed agency standards for all clinical experiences.

Name Tags, Patches, Lab Coats & ID's
- *Students are expected to have a lab coat, which may be long or short depending on preference.*
- *Name tags are to be worn at all times in the clinical area.*

Street Clothes
- ***Professional dress is expected to be conservative***. *Shirts and blouses are to have sleeves and finished necklines. Tee shirts are not acceptable. Clothes must be non-clinging, non-flesh revealing; Navels may not be exposed in any setting*
- *Shoes will be closed toe and heel and appropriate to the dress and agency*

Personal Hygiene
- *Students must be meticulous about personal and dental hygiene*
- *Body tattoos are to be covered when in the clinical setting*
- *Any body piercing jewelry other than earrings, ie., nose rings, eyebrow studs/rings, cheek rings, etc., must be removed while the student is in the clinical arena*
- *Acrylic and other fake-type nails and long nails are unacceptable for clinical. Nails need to be at fingertip.*
- *Consult your agency policies & procedures for more information*

Hair, Beards & Mustaches
- *Hair will be clean and neat in appearance and secured in barrettes or bands sufficient to prevent obstruction of the student's view or interference with patient care and to meet agency standards. Students may be required to put hair up off their collars.*
- *Students will be clean-shaven or have neatly trimmed beards and/or mustaches.*

Illness or Injury in the Clinical Setting

Each clinical agency has a policy for staff members who become ill or injured in the work setting. Basically, an ill or injured student should immediately notify the preceptor and faculty member, and then follow the agency protocol for staff members. The student should advise the preceptor if it becomes necessary to leave the facility. An injury **must be reported to the Chair, Graduate and Post-Baccalaureate Nursing Programs or the Dean of Nursing and Health Sciences within 24 hours** of the injury as an Incident Report, and a follow-up from the student's health care provider is required to be filed in the College of Health and Society Office within 30 days of the incident. Students should know what costs will be covered by their own insurance plan and have insurance information readily available in case of injury or illness in the clinical setting.

ACADEMIC POLICIES & PROCEDURES

Academic Grade Appeal: Procedures for Students

Students have a right to appeal a final course grade when the student believes that the assigned grade does not reflect what the student has earned according to the criteria for grading as outlined by the instructor of the course. It is the responsibility of the instructor of each course to define his/her grading policy and criteria at the beginning of the semester and as explicitly as possible. If there is any deviation from this original statement of grading criteria due to extenuating circumstances, all affected students must be informed. It is assumed that the final course grade assigned is correct; thus the student appealing that grade must justify the need for a change of the grade assigned. Students who desire to appeal a final course grade must follow the process described below:

- The university will not consider grade appeals initiated more than six months after the final course grade has been posted.

- A student who believes s/he has been assigned an improper grade initiates an appeal by sending a written request to the instructor. The instructor will meet with the student, review the grading procedures used to determine the grade assigned with the student, decide whether or not to grant the appeal, and inform the student in writing of his or her decision.

- If, after careful review of the grading procedures, the student is still dissatisfied, or if the instructor refuses to review the grading procedures with the student, the student may initiate the formal grade appeal procedure within five days of the instructor's decision through the department chair. If the faculty member is the department chair, the formal appeal shall be made to the academic Dean. Students must submit a letter and provide supporting documents to the department chair.

- The department chair will meet with the student and the faculty member, either individually or collectively, to review the grading procedures within five days.

- The department chair will make a recommendation to the faculty member based on his/her assessment of the situation within three days.

- If, after consideration of the department chair's recommendation, the faculty member does not change the grade and the student is still dissatisfied, the academic dean will be notified within three days.

- The academic dean will try to mediate a resolution between the faculty member and student within five days.

- If, after the academic dean has met with the student and faculty member and the student is still dissatisfied, the student may petition for a hearing board. If the student wishes to appeal the academic dean's decision, he/she may request a hearing. A petition letter and all supporting documents must be filed with the Office of the Provost within 10 working days of receiving the academic dean's response.
- If the Provost approves the petition, he or she will empanel an Academic Conduct Review Board. The Dean of Students or his or her designee serves as the non-voting Board facilitator and the Board will be comprised of an academic dean chosen by the Provost, two faculty members and two representatives from the Student Government Association. The Provost or his or her designee reserves the right to alter the composition of the Board at his or her professional discretion, with the expectation that the committee will comprise both faculty and students. If the Provost elects not to approve the student petition, then the process is concluded and the academic dean's decision is upheld.

- The members of the Academic Conduct Review Board will review all relevant documents and meet separately with both the student and the instructor. At their sole discretion, the Board may also call other individuals who are deemed to possess relevant information. All decisions made by the Board will be made by majority vote of all members.

- The recommendation of the Academic Conduct Review Board will be final. The Provost will notify the student of the Board's decision within three working days.

- If the student's complaint is based on sex discrimination, refer to the Sexual Discrimination and Sexual Misconduct Policy in the Student Handbook (www.hpu.edu/studenthandbook).

Academic Grievances: Procedures for Students

Students with individual grievances concerning unfair treatment in the course of their studies must follow these procedures:

- The student should first discuss and seek to resolve the problem with the instructor of the course.

- The student may choose to consult with an academic advisor to clarify the problem and receive advice on the procedures available to them. The academic advisor may consult with the instructor, but has no authority to determine a resolution to the problem.

- If these measures fail to resolve the problem, the student should consult with the appropriate department chair, who will attempt to mediate the dispute informally to the satisfaction of both the student and the instructor.

- Should informal mediation be unsuccessful, the student should initiate a formal grievance by submitting a letter to the appropriate academic dean describing the nature of the complaint and attaching all supporting documents.

- The grievance letter and all supporting documents will be forwarded by the appropriate academic dean to the instructor within five working days, with a request for a response to be submitted no more than five working days later. At his or her discretion, the academic dean may also attempt to mediate the dispute and seek an informal resolution satisfactory to all parties.

- When the instructor's response is returned, the academic dean will send a copy to the student within five working days. If the student then wishes to request a hearing, his or her request must be in writing and filed with the Office of the Provost within 10 working days of receiving the instructor's response.

- If the Provost approves the petition, he or she will empanel an Academic Conduct Review Board. The Dean of Students or his or her designee serves as the Board facilitator and the Board will be comprised of an academic dean chosen by the Provost, two faculty members and two representatives from the Student Government Association. The Provost or his or her designee reserves the right to alter the composition of the Board at his or her professional discretion, with the expectation that the committee will comprise both faculty and students. If the Provost elects not to approve the petition, then the process is concluded and the grievance is not upheld.

- The members of the Academic Conduct Review Board will review all relevant documents and meet separately with both the student and the instructor. At their sole discretion, the Board may also call other individuals who are deemed to possess relevant information. All decisions made by the Board will be made by majority vote of all members.

- The recommendation of the Academic Conduct Review Board will be final. The Provost will notify the student of the Board's decision within three working days. If the student's complaint is based on sex discrimination, refer to Policy 3.13.1 in the Academic Affairs Policies and Procedures Manual, and to the Sexual Discrimination and Sexual Misconduct Policy in the Student Handbook (www.hpu.edu/studenthandbook).

Academic Integrity Policy

GENERAL STATEMENT: It is Hawai'i Pacific University's policy that any act of academic dishonesty will incur a penalty up to and including expulsion from the university. A student who cheats on an academic exercise, lends unauthorized assistance to others or who hands in a completed assignment that is not his or her work will be sanctioned. The term academic exercise includes all forms of work submitted either electronically or on paper for points, grade or credit.

DEFINITIONS: academic dishonesty involves the following:

Cheating
- The intentional use of or attempted use of unauthorized assistance, materials, information and/or study aids in completing an academic exercise.
- The act of collaborating and working together on any academic exercise without the approval of the instructor, producing an exercise which is similar in content and form, so as to create doubt as to whether the work was truly the product of individualized effort.
- Examples of cheating include, but are not limited to:
- Giving or receiving unauthorized assistance during examinations.
- Submitting an assignment that is so similar in appearance, content and form to an assignment submitted by another person that it could not have been independently produced.

Plagiarism
- The use or reproduction of ideas, words or statements of another as one's own without proper acknowledgement or citation.
- Examples of plagiarism include, but are not limited to:
- Using verbatim or paraphrased text without proper citation.
- Paraphrasing so as to mislead the reader regarding the source.
- Submitting, without permission, the same written or oral material in more than one course.
- Obtaining research or laboratory data from another individual or source but presenting it as one's own.

Facilitating Academic Dishonesty
- This is defined as intentionally or knowingly helping or attempting to help another to commit an act or acts of academic dishonesty as defined in this policy. Those who help others to commit acts of academic dishonesty are in violation of the Code of Student Conduct, 11.ff, and may be subject to the penalties described in that section of the Student Handbook.

Fabrication
- The intentional or unauthorized falsifying or inventing of any information or citation in an academic exercise or university document.
- Examples of fabrication include, but are not limited to:
- Falsifying data or signatures of an official university document (e.g., registration form, college record and/or transcript).
- Misrepresenting a fact in order to obtain a course exemption, waiver or withdrawal.

Academic Dishonesty Procedures

INSTRUCTOR ACTION: Incidents of academic dishonesty substantiated by evidence may be dealt with by the instructor in any number of ways. Suggested penalties are:

- Require the student to redo the exercise or do a new exercise as a condition for continuing in the course or avoiding one of the other penalties below.
- Give the student an F or a 0 for the exercise and permit it to be redone with or without a penalty at the instructor's discretion. For example, the grade on the new exercise could replace the F or 0, or it could be averaged with it or lowered by one letter grade.
- Give the student an F or a 0 for the exercise and not permit it to be redone.
- Lower the course grade or assign a course grade of F.
- A Report of Academic Dishonesty must be submitted to the appropriate academic dean in any instance in which academic dishonesty is alleged. The report should detail the dishonest act and the penalty assigned. If the student disagrees with the instructor's decision, the student may make a written appeal to the appropriate academic dean in accordance with this policy.

ACADEMIC DISHONESTY REPORTS: The Office of the Dean of Students maintains files and a confidential tracking system of all acts of academic dishonesty. The academic dean will forward the Report of Academic Dishonesty to the Assistant Dean of Students. The Assistant Dean of Students will notify the academic dean if the student is a repeat offender.

Timeline for Academic Dishonesty Incidents

INSTRUCTOR ACTION: The Report of Academic Dishonesty should be submitted to the academic dean within 5 working days of discovery of the incident.

APPROPRIATE ACADEMIC DEAN ACTION: The academic dean will review the instructor's Report of Academic Dishonesty and forward it to the Office of the Dean of Students within 5 working days. The Assistant Dean of Students will tell the academic dean if the student is or is not a repeat offender within another 3 working days.

If a student has violated the Academic Integrity Policy in the past, the academic dean or his or her designee will invite the student to be interviewed within 5 working days. If the student cannot meet in this time period, the academic dean or his or her designee may proceed to the next step immediately or choose to make a reasonable delay to accommodate the student. If the dean decides to take punitive action beyond that recommended by the instructor, the academic dean or his or her designee will decide on appropriate action and inform the student within an additional 10 working days. If the student refuses to be interviewed without a verifiable reason (e.g., a documented medical emergency), then this will be noted in all future correspondence regarding the case. If the student is unsatisfied with the response and wishes to request a hearing, the student's request must be in writing and must be filed with the Office of the Provost within 10 working days of receiving the academic dean's response.

The student who has violated the academic integrity policy for the first time may appeal the instructor's decision to the appropriate academic dean. The appeal letter and any supporting documentation submitted by the student will be forwarded by the academic dean or his or her designee to the instructor within five working days, with a request for a response to be submitted no more than five working days later. When the instructor's response is returned, the academic dean or his or her designee will send a letter to the student and instructor within five working days indicating his or her findings and recommendations. If the student is unsatisfied with the response and wishes to request a hearing, the student's request must be in writing and must be filed with the Office of the Provost within 10 working days of receiving the academic dean's response. The instructor may also appeal the recommendation of the academic dean to the Office of the Provost within 10 working days.

OFFICE OF THE PROVOST ACTION: In all student appeals, the Provost has 10 working days to decide on the appropriate penalty or to convene the Academic Conduct Review Board.

ACADEMIC CONDUCT REVIEW BOARD ACTION: Within 10 working days of notification of convening, Board members, as identified in the "Student Handbook," will meet with the offending student and conduct a hearing to decide on an outcome regarding the student's appeal.

Results of the Board recommendation will be presented to the Provost for consideration and final determination of the penalty will be made within 10 working days of receiving the Board's report. The Provost will notify the student, concerned academic dean and instructor of the outcome.

Procedures for students with academic grievances involving issues other than academic dishonesty can be found in the Student Handbook under Academic Grievance Procedures for Students (www.hpu.edu/studenthandbook). The Student Handbook states that grievances typically involve "allegations of unfair treatment in coursework or other academic concerns."

ADDITIONAL POLICIES & PROCEDURES

Unacceptable Practice Policy

The College of Health and Society faculty members are academically committed to preparing APRNs who are competent in the skills of nursing practice: technical, diagnostic, therapeutic, and interpersonal. Faculty members have an ethical and legal responsibility and accountability for the protection of others within the health care and larger community from unsafe nursing practice on the part of HPU students and graduates. Therefore, students may be disciplined or dismissed from the Graduate Nursing program for practice or behavior which threatens, or has the potential to threaten, the safety of a client, family member, authorized representative, student peer, faculty member, health care provider, and/or self, or is unethical or illegal. Unacceptable practice may be a one-time event or a series of events.

DEFINITION: Unacceptable practice is defined as:

- An act(s) or behavior(s) of the type that violates the *Hawai`i Nurse Practice Act, Chapter 457 Hawai`i Revised Statutes* and/or *Title 16, Chapter 89, Hawai`i Administrative Rules*.
- An act(s) or behavior(s) that violates the American Nurses' Association (ANA) *Code* [of Ethics] *for Nurses* or the *ANA Standards of Clinical Practice*.
- An act(s) or behavior(s) that threatens, or has the potential to threaten, the physical, emotional, mental, or environmental safety of a client, family member or designate, student peer, a faculty member, health care provider, or self.
- An act(s) or behavior(s) that constitutes nursing practice for which the student is not authorized to perform, or has not been taught, at the time of the incident.
- An act(s) or behavior(s) that is illegal or unethical.
- Unauthorized entry into the computer or misuse of clinical records.
- Violation of laws or rules relating to patient record confidentiality.
- A pattern of behavior often characterized by being unprepared or inadequately prepared for practicums.
- Continued inability to perform safely, ethically, or legally without immediate/close instructor supervision (in this case, there may not be a single isolated incident of unsafe practice).

POLICY: Within nursing courses, counseling and advising processes and other instructional forums, students will be provided the opportunity to discuss the policy on unsafe practice and its implications. All students are expected to be familiar with the principles of safe, legal, and ethical practice and are expected to perform accordingly. **If an "Unacceptable Practice" investigation is imminent, in progress /or if a student receives an "Unacceptable practice" citation in a nursing (NUR) course, the student may not withdraw from the course. Students will need to have a clearance (signature on the withdrawal form) from the Dean of Nursing or designee in order to withdraw from nursing (NUR) courses.**

PROCEDURE: When an incident occurs that a faculty member or preceptor believes to be unacceptable nursing practice, or when such an incident is discovered, the student will be notified immediately (when feasible) and may be required to leave the clinical setting (if appropriate). When a pattern of behaviors constituting unsafe practice becomes evident, the student will be notified as soon as is feasible and may be instructed to leave the clinical setting. Failure to leave the clinical setting when instructed to do so is grounds for dismissal from the Graduate Nursing program. If a student is removed from the clinical setting an unacceptable practice, the student will not return to that clinical setting unless cleared to do so by the graduate nursing faculty member.

The incident will be investigated and action taken in accordance with the HPU College of Health and Society "Policy on Unacceptable Practice" stated above. A single incident of unacceptable practice may be grounds for course failure and dismissal from the Graduate Nursing Program. Failure to disclose medication or other errors or to conceal errors constitutes unacceptable practice and may result in course failure and dismissal from the Graduate Nursing Program.

The graduate nursing faculty member, as an expert in the field, has the final authority to deem the student's practice "unsafe". The graduate nursing faculty member will determine the consequences of the unsafe action. The student's right to appeal the graduate nursing faculty member's decision is limited to the consequences. The finding of unsafe practice may not be appealed. Consequences include:

- Written reprimand
- Remedial work and/or instruction
- Physical and/or mental evaluation
- Award of grade of "F" for the course
- Withdrawal from the course
- Immediate dismissal from the College of Health and Society

Student Problem Resolution System

POLICY - Problems or disputes involving assigned course grades or other course-related matters as well as College of Health and Society policies and procedures are to be resolved using mediation, arbitration, and negotiation whenever possible; when these measures do not result in resolution, then the student may follow the formal HPU grievance procedure (found in the HPU Catalog and the Advising Handbook) Follow link: http://www.hpu.edu/academic_catalog/index.html

Student Code of Conduct

In addition to the policies in this handbook, graduate nursing students are subject to the policies of Hawai'i Pacific University.

HIPAA & Use of Social Media

While social media allows the University to reach many audiences including faculty, staff and students, use of social media by the Nursing Department students presents special concerns for privacy and confidentiality. The general use of social media by CHS ND students is not affected by the following policy. Its use related to confidential information about the College and Department (including faculty, staff, and students), patients or CHS clinical affiliates agencies with which the CHS has entered a contractual relationship to provide clinical experiences/opportunities is notably restricted.

Social media sites/apps are defined as, but not limited, to web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to collaborative projects (e.g. Wikipedia), blogs and microblogs (e.g. Twitter), content communities (e.g. YouTube), social networking sites (e.g. Facebook), virtual game worlds (e.g. World of Warcraft), and virtual social worlds (e.g. Second Life). Regardless of how these forms of media are used, faculty/staff and students are responsible for the content they post and promote. Content contributed on these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor. Once posted online, the content leaves the contributing individual's control forever and may be traced back to the individual in perpetuity.

COMMUNICATION: Official CHS ND electronic communication, regarding academic classes or academic schedules, will occur through University-sanctioned channels (e.g. HPU email, listservs, Blackboard and HPU websites. Electronic communication outside of these channels are not endorsed for academic courses.

SOCIAL MEDIA: CHS ND students and faculty/staff are prohibited from disclosing the following through social media:

- Protected Health Information (PHI) as defined by the Health Insurance Portability and Accountability Act (HIPAA) for example, individuals may not disclose patient names or otherwise refer to patients in any way that identifies them individually, including by initials or by their location (e.g. hospital name or unit).
- Confidential Personnel Information, as defined by the State Personnel Act. Faculty/staff may not disclose confidential information regarding other faculty/staff.
- Confidential, non-public or proprietary information about:
  - Families, clinical facility staff or clinical institutions;
  - The University, its faculty/staff and students;
- Copyrighted or intellectual property, belonging to the University,
- Comments that express or imply sponsorship or endorsement by the College or the University, unless you are officially authorized to act in this capacity for this purpose on behalf of the University or the College

The use of social media for clinical discussions that includes identifiable information related to patients or Nursing Department-affiliated clinical facilities is prohibited.

If a student identifies themselves as such online (e.g. list affiliation with the University or College in their Facebook profile); a disclaimer should be added that any opinions or views expressed do not represent the opinions of the Nursing Department or the University.

Students in violation of this policy may be considered as having violated HPU Honor Code. However students may face disciplinary action, up to and including, termination from the University and BSN program.

PHOTOGRAPHY, VIDEOTAPING & AUDIO RECORDING: Students are prohibited from photographing, videotaping and/or audio recording faculty, patients or students without written consent.

Disclosure (posting/upload) of photographed or videotaped images of faculty, patients and clinical facilities on social media are strictly prohibited.

Violation of these policies may also result in criminal charges. This includes any discussion on social media.* The State of Hawai'i views failure to follow confidentiality and HIPAA guidelines as a Class C felony and you are subject to both criminal and civil penalties for violating the law.

STUDENT PROGRAMS & RESOURCES

Counseling & Behavior Health Services

Counseling and Behavioral Health Services provides quality behavioral health services for currently registered HPU students in order to assist them in improving the quality of their lives and achieving academic success. We are committed to the development of the whole person: academically, personally, and socially.

PRIMARY FUNCTIONS

- Provide direct individual counseling services to students who are having difficulty with life stressors.
- Provide support to students who require assistance with interpersonal relationships in the form of individual, couples and family counseling.
- Offer group counseling services to assist the needs of students on campus.
- Offer referral services to community and private providers to students who require additional mental health assistance.
- Provide crisis support and response services to students and the university community who require immediate behavioral health assistance related to personal safety, health and wellness issues.

COMMUNITY MENTAL HEALTH REFERRAL RESOURCES

Counseling and Behavioral Health Services provides students with a referral card to those seeking community resources. You can pick up the card at various on-campus offices (e.g., Counseling and Behavioral Health Services, Academic Advising and Student Life and First-Year Programs).

- Aloha United Way: 211
- Anorexia and Bulimia Center of Hawai'i/'Ai Pono (ABC): (808) 540-1001
- Bilingual Access Line: (808) 526-9724
- Center for Disease Control Prevention: 1-800-CDC-INFO
- Coalition for a Drug-Free Hawai'i: (808) 545- 3228
- Disabilities and Communication Access Board (DCAB): (808) 586-8121
- Crisis Access Line: (808) 832-3100
- Domestic Violence Services (24 hrs):(808) 841-0822
- Domestic Violence Action Center: (808) 531- 3771
- Family Peace Center: (808) 832-0855
- Gamblers Anonymous :(808) 284-8329
- Hawai'i Dental Association: (808) 593-7956
- Hawai'i Poison Center: 1-800-222-1222
- HPU Food Pantry and Rev. Dale Burke: (808) 544-9394
- Kaiser Behavioral Health: (808) 432-7600
- Legal Aid Society of Hawai'i: (808) 536-4302
- National Eating Disorder Association (NEDA) Helpline: 1-800-931-2237
- Narcotics Anonymous: (808) 734-4357
- Planned Parenthood of Hawai'i: (808) 589-1149
- Queens Counseling and Clinical Services: (808) 691-4401
- Salvation Army Addiction Treatment Services: (808) 595-6371
- Sex Abuse Treatment Center Hotline (24 hrs): (808) 524-7273
- US Veterans Affairs Department: (808) 973-8387
- Volunteer Legal Services Hawai'i: (808) 528-7046

LOCATIONS & CONTACT INFORMATION

Psychologists provide services at both the downtown and Hawaii Loa campuses. To schedule an appointment call the main line at (808) 687-7076. Counseling services are free and confidential to all registered HPU students.

HPU Academic Resources

ONLINE RESOURCES: HPU has online access to most nursing and allied health journals and books, see the Library tab on Pipeline for the online Cumulative Index to Nursing and Allied Health (CINAHL), PUBMED, and any of number of other search engines and indexes appropriate to the topic.

EDUCATIONAL TECHNOLOGY CENTER: Support is provided for both computing classes and student word processing. For a listing of open hours, available times, and assistance, see the staff in the Educational Technology Center (ETC).

Nursing Honor Society

Sigma Theta Tau International Honor Society (STTI) is the nursing honor society established in 1922 by six nursing students at the Indiana University College of Health and Society to:

- Recognize superior achievement;
- Recognize the development of leadership qualities;
- Foster high professional standards;
- Encourage creative work;
- Strengthen commitment to the ideals of the profession.

The criterion for individual membership is the demonstration of academic excellence by students in baccalaureate and graduate nursing programs. Graduates of baccalaureate programs who demonstrate excellence in leadership positions in the community are also eligible for membership.

The College of Health & Society of Hawai`i Pacific University, the School of Nursing at the University of Hawai`i at Manoa, and the Department of Nursing at the University of Hawaii at Hilo and the School of Nursing at Chaminade University along with nurse community leaders make up the Gamma Psi Chapter-at-Large of STTI. HPU nursing students may be candidates to join the Gamma Psi Chapter-at-Large.

Once students have completed 25% of their MSN coursework (12 credits) and have a GPA of 3.5 or higher, they will be considered for eligibility in STTI, and an invitation to join will be emailed to qualified students. STTI invitations are sent only in both fall and spring semesters, and include both the invitation to join the national honor society and to attend the induction luncheon in Honolulu.

MAHALO

It is an honor and a privilege to assist you along your journey to expanded professional horizons. Mahalo for this opportunity to help you, and please keep in touch when you graduate!

Michelle Johnson, EdD, APRN-RX, CPNP-PC
Chief Nurse Administrator
Chair of Graduate Programs