



HAWAII
PACIFIC
UNIVERSITY

DOCTOR OF NURSING PRACTICE STUDENT HANDBOOK

2019 – 2020

College of HEALTH & SOCIETY

500 Ala Moana Blvd, WP1-400 | Honolulu HAWAII 96813

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Letter from the DNP Program Coordinator

Aloha,

It is with great pleasure to welcome you to the Doctor of Nursing Practice Program at the Hawaii'i Pacific University College of Health and Society. As the coordinator and faculty within the program, I am very excited to be among the first to welcome you to HPU and the DNP program.

HPU was founded in 1965 and has grown to become the state's leading private, non-profit university with a student population of over 6,000 undergraduate and graduate students. We are one of the most culturally diverse universities in America and pride ourselves on maintaining strong academic programs, small class sizes, individual attention to students, and a diverse faculty and student population.

The hallmark of your DNP program is Translation, Transformation, and Leadership. That is the translation of evidence to practice, the transformation of health care systems and delivery methods, and leadership within and across healthcare professions and organizations. Our Doctoral Nursing program prepares nurses to work at the highest level of nursing practice. Students apply theory, clinical and administrative knowledge, as well as best practices and policy, to design, implement and evaluate inter-collaborative innovative solutions to improve health care.

The Doctor of Nursing Practice degree is the highest level of educational preparation for advanced practice nurses (APRN) and administrators. Nursing is moving in the direction of other health professions in the transition to the DNP. Medicine (MD), Dentistry (DDS), Pharmacy (PharmD), Psychology (PsyD), Physical Therapy (DPT), and Audiology (AudD) all require practice doctorates.

I am excited to welcome you into our ohana and look forward to helping you achieve your educational and professional goals. Please feel free to contact me should you have questions or concerns.

On behalf of the faculty, staff, and administration, we wish you every success as you pursue your doctoral nursing education at Hawaii Pacific University!

Best regards,

Dr. Sandra Bourgette-Henry DNP, APRN-Rx, FNP-BC
DNP Program Coordinator
Assistant Professor, College of Health & Society
Hawaii Pacific University

ABOUT THIS HANDBOOK

The Doctor of Nursing Practice Student Nurses' Handbook is designed to assist the reader in becoming acquainted with the history, philosophy, and theoretical framework of the HPU College of Health and Society. In addition to providing the student with a reference for the program of study, course descriptions, and graduation requirements, it introduces the policies and procedures needed as one endeavor to obtain a Doctor of Nursing Practice degree.

This Handbook pertains exclusively to doctoral nursing students. For general Hawaii Pacific University (HPU) information, policies and procedures, please refer to the HPU Catalog. Please also refer to the HPU Student Handbook which is available online at:

<https://www.hpu.edu/student-life/files/student-handbook.pdf>

THIS HANDBOOK SETS FORTH THE GENERAL GUIDELINES OF HAWAII PACIFIC UNIVERSITY'S DOCTORAL NURSING PROGRAM. IT IS NOT AN EXHAUSTIVE, ALL INCLUSIVE SET OF HAWAII PACIFIC UNIVERSITY'S POLICIES AND REQUIREMENTS FOR THE PROGRAM. OTHER DOCUMENTS AND POLICIES MAY APPLY TO STUDENTS IN THE PROGRAM AND SUCH POLICIES ARE SUBJECT TO CHANGE AT ANY TIME, WITHOUT NOTICE. THIS HANDBOOK DOES NOT CONVEY ANY CONTRACTUAL RIGHTS IN, TO OR UPON ANY STUDENT. THESE POLICIES APPLY TO ALL STUDENTS ENROLLED IN NURSING COURSES. IF YOU HAVE SPECIFIC QUESTIONS ABOUT THIS HANDBOOK OR ANY REQUIREMENT OF YOU, YOU ARE INSTRUCTED TO RESOLVE SUCH QUESTIONS BEFORE ENROLLING IN THE PROGRAM.

COLLEGE OF HEALTH AND SOCIETY

HISTORY OF THE COLLEGE OF HEALTH AND SOCIETY AT HPU

Hawai'i Pacific University began in 1965 as Hawai'i Pacific College, an independent, non-sectarian liberal arts college. In 1972, the growing college expanded to include a School of Business Administration and in 1973 received its first WASC accreditation. The college continued to grow rapidly, adding an English Foundations Program and a group of satellite programs on military bases. With approximately 30 associate and bachelor's programs/fields of study in place, and with two master's programs up and running, Hawai'i Pacific College became Hawai'i Pacific University in 1990.

In the summer of 1992, Hawai'i Pacific University merged with the other independent liberal arts college on Oahu, Hawai'i Loa College (HLC). The merger added an additional contingent of liberal arts students, a major in marine science, pre-professional programs, and a professional program - a Bachelor of Science in Nursing.

July 1st, 2009 the School of Nursing became the College of Health & Society, providing both nursing and Health Sciences bachelor's degrees at the undergraduate level. The MSN program was initiated in the fall of 1998 and currently graduates 20 - 25 Family Nurse Practitioner students per year.

In July 2014, the School of Social Work joined the College. The School of Social Work is comprised of both the BSW and MSW programs and is fully accredited by the Council on Social Work Education. During that time, the Health Sciences program converted to a Public Health program, and the Master's in Public Health (MPH) Online Program launched Fall 2016.

A new name for the College, reflective of the various health-related programs was developed and approved effective August 17, 2015: the College of Health & Society. The current Dean of the College of Health & Society is Dr. Halaevalu Vakalahi.

The Doctor of Nursing Practice program was launched Fall 2017 and marks the first doctoral program offered by Hawaii Pacific University. During the Fall of 2018, the DNP program was accredited by the Commission of Collegiate Nursing Education (CCNE). The first cohort of doctoral students were eligible for graduation Summer 2019. The current Chief Nurse Administrator of the College of Health & Society is Dr. Pamela Smith.

HAWAII PACIFIC UNIVERSITY MISSION, VISION & VALUES STATEMENTS

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.

University 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.

University 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:

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

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.

COLLEGE OF HEALTH & SOCIETY MISSION, VISION AND VALUES (STRATEGIC PLAN, 2014)

College Mission: The CHS is committed to educating competent and caring professionals in the practice of health promotion and healthcare. Graduates are life-long learners and leaders dedicated to delivering holistic care in the spirit of aloha for a global community.

College Vision: The CHS will be ranked in the top nursing and health science programs delivering a distinct transcultural healthcare educational experience.

College Values:

Aloha*: Shared future/goals, collaboration, decisive, disciplined, culture of accomplishment and valuing university communities.

Pono: Truth and ethics, trust and respect, civility, transparency, gratitude, acceptance and purposefulness.

*Aloha, love, affection, compassion, mercy, sympathy, pity, kindness, sentiment, grace, charity; greeting, salutation, regards; sweetheart, lover, loved one; beloved, loving, kind, compassionate, charitable, lovable; to love, be fond of; to show kindness, mercy, pity, charity, affection; to venerate; to remember with affection; to greet, hail.

Source: Pukui, M. K. & Elbert, S. H. (1986). Hawaiian Dictionary. Honolulu, HI: University of Hawai'i Press. (Approved by Curriculum Review Assembly May 17, 2006)

NURSING DEPARTMENT MISSION, VISION AND VALUES

Department Mission: Hawai'i Pacific University Nursing Department is committed to educating competent and caring professionals in the practice of health promotion and healthcare. Graduates are life-long learners and leaders dedicated to delivering holistic care in the spirit of aloha for a global community.

Department Vision: The Nursing Department will be ranked in the top nursing and health science programs delivering a distinct transcultural healthcare educational experience.

Department Values: We, the faculty of the Hawai'i Pacific University Nursing Department, hold the following core values to be the foundation of nursing education and practice:

Caring	Holistic Care	Collaboration and Collegiality
Integrity and Honesty	Compassionate Care	Life-long Learning
Critical Thinking	Professionalism	Cultural Competence
Respect for Self and Others	Ethical Practice	Responsibility to the Community
Evidence-based Practice	Spirit of Aloha*	

ADMISSION TO DOCTOR OF NURSING PROGRAM

ADMISSION CONSIDERATION

Admission to any of the graduate or certificate programs at Hawai'i Pacific University is based on academic ability and potential for success. Academic ability is evaluated on the applicant's past academic performance and all applicants must also hold a bachelor's degree (or its equivalent) from an accredited college or university. Although not required for admission, professional work experience, as well as involvement in organizational or community activities may also be used in the evaluation. Below is a list of all admissions requirements. No one factor will exclude an applicant from consideration, all applications are reviewed from a holistic approach.

When reviewing an application for graduate admission, the Doctor of Nursing Practice (DNP) Committee considers several factors:

- Completion of a Master's Degree in Nursing from a nationally accredited College or School of Nursing, with at least 500 APRN practicum hours . Non-U.S. nursing program graduates must have their educational program evaluated by the Chair of the Department of Graduate and Post- Baccalaureate Nursing Programs.
- Grade point average (GPA) of 3.0 or higher.
- Evidence of one year of full-time experience (or its equivalent) over the preceding 36 months as an advanced practice registered nurse is not required but is recommended for the DNP program.
- An interview with the Graduate Department Chair and DNP Program Coordinator, either in person or by telephone.
- Professional references and recommendations that address characteristics such as scholarship, professionalism, and potential contributions to nursing.
- Life Experiences that contribute to success in the program (e.g., volunteer work, personal or work experiences, etc.)
- Statement of Objectives/Writing Sample

The University is seeking students who have demonstrated the ability and motivation to do doctoral-level work. Hawai'i Pacific University reviews applications on a rolling admissions cycle. An admissions decision is made after the required documents for an applicant have been received, and candidates are normally notified in writing within four weeks. However, it is highly recommended that a student begins the admission process at least four months prior to the start of the term in which the applicant wishes to begin graduate studies.

APPLICATION PROCEDURES

Individuals wishing to apply to HPU must submit an application for graduate admissions. Applications to the Doctor of Nursing Practice Degree Program at HPU are completed online at the application portal https://hpu.edu/admissions/apply_now.html. From this site, an applicant will be able to create an account, apply for the program, and check the status of an application. First- Time Graduate Degree Seeking applicants need to create an account using the "First time user account creation" link".

NOTE: A \$50.00 application fee, payable ONLY by credit card, will be required to complete the application. The Graduate Admissions Office can be reached at 1-866-GRAD-HPU or by email at Grad@hpu.edu.

Procedure: Complete online HPU application including personal information, education and academic history, and select a program of study and statement of objectives/ writing sample. The writing sample should be cut and pasted into the online application system.

After the online application is complete the applicant will need to arrange for submission of transcripts, letters of recommendation, curriculum vita, and copies of professional licenses to:

Hawaii Pacific University
 Office of Admissions
 1 Aloha Tower Drive
 Honolulu, HI 96813-2882

See additional information below for each of these requirements.

Transcripts. An official transcript, Detailed Marks Certificate, or comparable document showing all course work, grades and proof of earned degrees must be submitted for each institution attended. This is required for all colleges and universities attended. Official records are defined as original documents issued by the institution (not photocopies) that bear the signature of the registrar and the seal of the issuing institution. Transcripts must be forwarded in their original, sealed envelopes. If your former institution does not have an online transcript request process, you may find it useful to use our Transcript Request form.

Letters of Recommendation. Two (2) letters of recommendation must be submitted by individuals who can attest to your ability to perform graduate work successfully (e.g., one from a professional associate, preferably with a graduate degree, who is able to assess your practice and potential for graduate study and one from your immediate supervisor detailing your clinical performance). Click on the link for the recommended form: <https://www.hpu.edu/graduate-admissions/files/recommendationform.pdf>

Statement of Objectives / Writing Sample. DNP Program applicants are asked to respond to the following questions: Please describe (1) your understanding of what the Doctor of Nursing practice education will add to your current advanced practice role, (2) preparations you have made, or plan to make, to ensure successful completion of the program and (3) a practice change initiative that would directly or indirectly improve healthcare for a population of interest (include citations and references).

Writing Sample Rubric

Criteria	5 Points	3 Points	1 Point	0 Points
Comprehension/ Analysis	Consistently demonstrates comprehensive understanding of the topic. Demonstrates confident ability to work with the key concepts; Relevant conclusions.	Demonstrates an adequate understanding of the topic. Demonstrates adequate ability to work with the key concepts; Adequate conclusions.	Demonstrates an uneven and shaky understanding of the topic. Demonstrates uneven and shaky ability to work with the key concepts; Weak conclusions.	Demonstrates an inadequate understanding of the topic. Demonstrates extremely limited ability to work with the key concepts; Inadequate conclusions.

Synthesis	Insightful ability to take ideas further and develop recommendations and implications.	Adequate ability to take ideas further and develop recommendations and implications.	Uneven and superficial ability to take ideas further and develop recommendations and implications.	Little ability to take ideas further and develop recommendations and implications.
Evidence	Consistently uses supportive rationale to support assertions and opinions, Excellent reference list included.	Uses some supportive rationale to support assertions and opinions, Adequate reference list included.	Uses a little supportive rationale to support assertions and opinions, Weak reference list included.	Does not use supportive rationale to support assertions and opinions, No reference list included.
Organization	Clear and logical order with ideas well sequenced. Sophisticated transition between ideas and paragraphs.	Evidence of a logical order with ideas adequately sequenced. Appropriate transition between sentences, ideas and paragraphs.	Some evidence of organization with ideas poorly sequenced. Limited use of transition between ideas and paragraphs.	Lacks clear organizational pattern and sequencing of ideas. Ineffective or no transition between ideas and paragraphs.
Development	Exemplary development of the topic and progression of ideas.	Adequate development of the topic and progression of ideas.	Limited development of the topic and progression of ideas.	Minimal development of the topic and lacks logical progression of ideas.
Quality of Writing and Structure	No grammatical, punctuation, capitalization, or spelling errors. Needs little or no editing.	Some grammatical, punctuation, capitalization, or spelling errors. Needs editing but doesn't impede readability.	Frequent grammatical, punctuation, capitalization, or spelling errors. Begins to impede readability.	Consistent grammatical, punctuation, capitalization, or spelling errors. Impedes readability.
Writing Sample Score				/40 Points

CV. The CHS requires applicants to submit a professional CV to support their application.

Licenses. Applicants to the DNP program are required to submit a copy of current registered nurse license in the state of residence. Advanced Practice Nurse applicants are required to submit current advanced practice licenses (e.g. APRN, CRNA).

Test Scores. Hawaii Pacific University does not require GMAT/GRE for students who hold a Master's degree or higher from an accredited institution and earned a minimum of a 3.0 cumulative Grade Point Average (GPA).

INTERNATIONAL STUDENT APPLICATION PROCEDURE

In addition to the preceding procedures, international students must submit English translations of all official university transcripts. Include transcripts from all universities attended as well as certified copies of "A" level (or similar postsecondary) examinations and/or programs.

Though not required for admission, we strongly encourage international applicants to take the Test of English as a Foreign Language (TOEFL) and the Test of Written English (TWE). Students

without TOEFL or similar exam results may be required to sit for an English language proficiency exam upon arrival at Hawai'i Pacific University and may be placed in Proficiency in English Program (PEP) courses prior to entry to the graduate program, if necessary.

Prior to issuing the I-20 form to accepted international students, the U.S. Immigration and Naturalization Service (INS) requires the following to be submitted to the University:

1. A statement of Financial Sponsorship with an original signature from applicant and sponsor (form enclosed with the HPU application).
2. An original and current bank statement showing sufficient funds to cover all expenses for the first year of graduate studies (contact the Graduate Admissions Office for current estimate of expenses).
3. Accepted international students must then take the following documents to the U.S. Embassy or Consulate in their country to apply for an F-1 Student Visa:
 - Letter of Acceptance to Hawai'i Pacific University
 - Copy of the Financial Sponsorship Form
 - Original and current bank statement showing sufficient funds (as above)
 - TOEFL results, if applicable.

TRANSFER OF CREDITS

Credit for graduate courses taken at another institution may be considered 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.

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-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.

HEALTH REQUIREMENTS

It is the student's responsibility to ensure that all the appropriate immunizations and titers are completed, and the documentation has been submitted to the designated online site. Records are audited and students will not be allowed to register or may be administratively withdrawn from courses if records are not up to date.

Blood-borne pathogens workshop. All students must attend a virtual in-service on blood-borne pathogens on a yearly basis to meet OSHA requirements. You can substitute documentation of a Blood borne pathogen in-service from your employer to meet this requirement.

CPR certification. The student must demonstrate current basic cardiac life support for health care providers (BLS-C) certification. The course must include adult, child, and infant CPR and choking victims in both one- and two-rescuer modes, as well as information on AED's. Renewal and documentation of certification is the student's responsibility. Please note: Online course certificates will not meet requirement.

Immunizations and screening tests. Evidence of current immunizations (check with the College of Health & Society Health Records office for up-to-date requirements) is required prior to starting your first clinical practicum. The student must have documentation of two (2) MMRs and a positive titer for mumps, rubella and rubeola, polio series with booster, hepatitis B series (or a positive hepatitis titer), Tdap immunizations (within the last 10 years). Positive Varicella (chicken pox) screens/titers are required. If a screen(s)/titer(s) is/are negative for, Varicella, and/or Hepatitis B, the student must receive the immunizations (see the immunization documentation form at the end of the *Handbook*). If any are negative, then the student must get the appropriate immunizations. The screen/titer should then be redrawn a month or so after the appropriate immunization(s). If the screen is still negative, a letter from the student's health care provider is required. The letter should state that the appropriate immunizations were done and that the student is considered immune.

TB testing. A "two-step" PPD test for tuberculosis (two PPD tests completed within two weeks) is required on entry into nursing clinical courses unless you can document serial negative PPD tests over several years. If the student has a history of a positive PPD, then evidence of two annual negative chest x-rays are required.

DOCUMENTATION REQUIREMENTS

Criminal Background Checks are now being required by many clinical agencies. The online certified background agency can also do the criminal background check if needed. You will be required to turn the background check into the clinical agency directly.

Licensure: RN licensure is required for entry into the DNP program. RNs and international nurses must show proof of license renewal annually/biannually depending on the jurisdiction's renewal procedure.

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. Mandatory health insurance will be managed as a clinical health requirement with the same consequences.

Malpractice insurance: Every HPU nursing student is required to carry malpractice insurance. Malpractice insurance is an essential financial protection. A malpractice insurance policy is *included* in your tuition and fees. This policy only covers student's during the semester and between semesters if you are registered in the following semester. It does not cover students working in any capacity outside of the HPU nursing program.

FINANCIAL ASSISTANCE FOR GRADUATE STUDENTS

LOANS AND WORK STUDY PROGRAM

Hawai'i Pacific University participates in three (Stafford, Federal Unsubsidized Stafford Loans, and College Work Study) federally funded financial aid programs for which graduate students may qualify. These are in the form of low-interest loans (which are paid back in small monthly installments beginning six months and/or nine months after one ceases to be at least a half-time student), and work opportunities (where one is paid for hours worked on a semi-monthly basis).

An example of available loans is as follows:

1. The Stafford Loan Program (formerly GSL) – is an 8 – 10% interest loan where repayment begins with a \$50 minimum payment of principal and interest six months after the student ceases to be enrolled at least half-time. A Financial Aid Form (FAF) must be filled out to determine eligibility for all applicants. Graduate students may borrow up to \$8,500 per academic year.

2. Federal Unsubsidized Stafford Loan – the unsubsidized Stafford loan is similar to the Stafford loan; however, the loan charges interest from the time of disbursement until the loan is paid in full. Borrowers may make quarterly payments or have the interest capitalized (added to the loan principal). Eligible graduate students may borrow up to a combined total of \$18,500 (subsidized and unsubsidized loans).
3. The College Work Study Program is an opportunity while attending school. The award specifies a maximum the student may earn during the school term. Students who do not work cannot receive these funds. An attempt is made to place students in jobs related to their field of study. Students must meet qualifications for jobs before work assignments can be made.
4. Nurse Faculty Loan Repayment Program for nurses who plan to teach at the university level. Upon Graduation, if the student teaches for a university (not just HPU) the federal loan is diminished for each year of teaching.

A graduate student may apply for all of the programs (Stafford Loans and CWS) by completing one form: The College Scholarship Service Financial Aid Form (FAF). These are available from most colleges and universities. These forms are distributed in January. Since each school has a limited number of funds for these programs, students should apply early. Priority for aid will be given to those whose FAF's is received by March 15 of the award year. A student may apply up to May 1 of the following year. Eligibility for the programs is based on family income, assets, family size, number of dependents in college, and cost of attendance.

Applications for the Stafford Loan are available at schools, banks, and credit unions. Some lenders have limits on the number of loans that are made so students should apply early for the upcoming school year. All applicants for the Stafford Loan must provide all eligibility information indicated above and submit student aid report for processing along with the Stafford Loan application form.

U.S. citizens, permanent residents of Palau, CNMI, American Samoa, Guam, Puerto Rico, and the Virgin Islands, and refugees and permanent residents or resident aliens of the U.S. are eligible to apply for these programs. Those international students on F-1 or J-1 visas are not eligible. The Financial Aid Office may be reached at 544-0253 or at 1164 Bishop Street, Suite 201.

NATIONAL HEALTH SERVICE CORPS

The National Health Service Corps provides scholarships for the full-time graduate student as long as the recipient is willing to pay back 2 or more years through service to an underserved area. Their web address is <http://nhsc.bhpr.hrsa.gov>. They can also be reached at 1-800-221-9393.

VETERANS' BENEFITS – YELLOW RIBBON DESIGNATION

Hawai'i Pacific University is officially designated as a "military friendly university" and is approved for veterans' benefits. Eligible students pursuing a degree program may receive financial assistance as provided for by educational programs supported by the U.S. Department of Veterans' Affairs. The College's Veterans' coordinator in the Registrar's Office can counsel students as to DVA compliance regulations. Benefit recipients must meet satisfactory progress standards in order to continue receiving benefits.

Under DVA regulations, benefits vary with the course load, the number of dependents supported by the student, the program in which the student is enrolled, and whether the student is on active duty or out of the service. During the regular academic year, 6 semester hours for graduate-level students is the minimum program of study that HPU may certify as being full time. With a total of 18 credits (fall, spring and summer) for the academic year.

Students who plan to enroll under any veteran's act must first be admitted to the graduate program and file their Certificate of Education and Training or Certificate of Eligibility and Entitlement with the Hawai'i Pacific University Veterans' coordinator. Such forms should be filed at least 30 days in advance of the period of enrollment or allowances are likely to be delayed. Because the DVA payment is made directly to the student, the veteran is responsible to the School for his or her tuition and fees. Forms may be obtained from the HPU Veterans' coordinator at 1164 Bishop Street 2nd floor during registration. The coordinator can be reached at 544-1121. Forms may also be obtained locally from the Department of Veterans' Affairs.

DNP PROGRAM INFORMATION

DNP PROGRAM OUTCOMES

The DNP program outcomes are based on the integration of concepts derived from the:

- University and College of Health & Society Mission and Visions
- American Association of Colleges of Nursing Essentials of Doctor in Nursing Practice Education (2006)
- The National Organization of Nurse Practitioner Faculties (NONPF) The Doctor of Nursing Practice Nurse Practitioner Clinical Scholar 2016 Executive Summary

Course outcomes are linked directly to the program outcomes. Some courses may not include all elements. The bolded heading for each outcome is the nationally recognized *DNP Essential* correlating with that outcome.

1. Advanced Clinical Practice

- Practice both independently and interdependently based on scientific underpinnings that focus on systematic transformation of the delivery of health care
- 2. Evidence-Based Practice**
 - Critically analyze, translate and synthesize data to develop new practice guidelines and systems of care, which are based on theory, research and practice
- 3. Transformational Leadership**
 - Effectively lead by integrating leadership and management principles to initiate change at the organization/system level, which includes strategies that create, sustain, and maintain balance in access, quality and cost
- 4. Professionalism/Ethics**
 - Appraise aspects of global health care issues in order to lead, organize and formulate approaches to care that address emerging practice problems related to ethical dilemmas as evolving therapeutic technology and standards of practice
- 5. Quality Improvement and Safety**
 - Promote a culture of quality and safety through commitment to utilize evidence for the advancement of research findings in processes and practices that create patient centered change
- 6. Health Care Informatics**
 - Demonstrate the ability for decision making in the use of information systems/technology resources related to ethical, regulatory, and legal issues to support practice
- 7. Health Policy and Advocacy**
 - Assess the interdependence of the foundations of health care policy (considering the political process, finance and regulations) to engage and lead others toward designing, implementing, advocating and evaluating social justice and equity in access of quality health care
- 8. Interprofessional Collaboration**
 - Establish, participate and facilitate the overall effectiveness of collaborative, inter-professional teams to engage in quality health care practice which identifies nursing's contribution
- 9. Transcultural Care**
 - Integrate the impact of bio-psycho-socio, cultural health beliefs and practices on health promotion and disease prevention to develop and implement

DNP PROGRAM OF STUDY

The Doctor of Nursing Practice program is designed as a post-Masters, to be completed over 24 months. Students will enter and progress in learning cohorts. The first course of the program is delivered during a 1-week mandatory face to face intensive at Hawaii Pacific University in Honolulu at Aloha Tower Marketplace. The remaining six didactic courses are delivered online, taken one at a time, for 8 weeks each. The final three clinical courses require meeting (virtually

or face to face) with DNP Project Chair, community Content Expert, and documented clinical hours at the site of DNP project implementation.

Intensive: One week on campus in August. NUR 8000 Evidence Based Practice* 3 credits

TERM 1 (FALL 2019)

Term 8A	NUR 8010	Leadership & Systems Management*	3 credits
Term 8B	NUR 8020	Informatics & Technology for Advanced Practice*	3 credits

TERM 2 (SPRING 2020)

Term 8A	NUR 8030	Optimizing Quality in Health Care Systems*	3 credits
Term 8B	NUR 8040	Finance and Cost Analysis in Health Delivery Systems*	3 credits

TERM 3 (SUMMER 2020)

Term 8A	NUR 8050	Development & Implementation of Health Care Policy*	3 credits
Term 8B	NUR 8060	Essential Competencies for Nurse Educators*	3 credits

TERM 4 (FALL 2020)

<i>Session 1 (15 weeks)</i>		1-7 variable credits***
NUR 9010	Doctoral Project I: Development**	(Minimum 3 credits)

TERM 5 (SPRING 2021)

<i>Session 1 (15 weeks)</i>		1-7 variable credits***
NUR 9020	Doctoral Project II: Implementation**	(Minimum 3 credits)

TERM 6 (SUMMER 2021)

<i>Session 1 (12 weeks)</i>		1-7 variable credits***
NUR 9030	Doctoral Project III: Data Analysis & Dissemination**	(Minimum 3 credits)

Students are required by AACN to complete a minimum of 1000 post-baccalaureate hours of academically supervised practice. A minimum of 3 credits of each practicum course is required to progress, and additional credits will be recommended based on individual student needs. DNP students entering the program with Advanced Practice Nursing Certification (i.e. FNP, ACNP, GNP, CRNA) will have already completed a minimum of 500 practice hours. The number of credits needed will be calculated on admission.

* Completion of NUR 8000 and attendance at the one-week intensive is required prior to enrollment in NUR 8010, 8020, 8030, 8040, 8050, and 8060.

** Completion of all 8000-Level courses is required prior to advancement to 9000-Level courses.

*** Total earned for 9010, 9020, and 9030 must equal 9 credits.

DNP PROGRAM COURSE DESCRIPTIONS

NUR 8000 Evidence Based Practice for Advanced Nursing. 3 credits *

This course is delivered face to face during the summer intensive. It is designed to provide learners with the theoretical and practical foundation for evidence-based practice. Evidence based conceptual models, refining skills in searching and critiquing the literature for application to practice change, and synthesizing a body of literature to design interventions pertinent to a practice problem will be emphasized.

NUR 8010 Leadership & Systems Management. 3 credits *

In this course the doctoral student will prepare to assume complex and advanced leadership roles to guide change as a practitioner, clinical executive, educator, clinical scientist, and clinical scholar, among others.

NUR 8020 Informatics & Technology for Advanced Practice. 3 credits *

In this course the doctoral student will acquire competencies in using technology systems that capture data on variables for the evaluation of health care, integrating appropriate technologies to translate evolving technical and scientific information. The student will demonstrate information literacy skills in complex decision-making and ability to contribute to the design of clinical information systems that promote safe, quality and cost-effective care.

NUR 8030 Optimizing Quality in Health Care Systems. 3 credits *

In this course the doctoral student will acquire competencies to continuously improve the quality of systems practices focusing on day-to-day responsibilities and realities of guiding change. The student will evaluate the impact of access, cost, quality, and safety on proposed change. The interaction of organizational structure, care processes, financing, marketing and policy decisions, and regulatory pressures will be examined in relation to quality improvement decisions.

NUR 8040 Finance and Cost Analysis in Health Delivery Systems. 3 credits *

The student will develop knowledge and skills towards the DNP essentials regarding organizational leadership and systems thinking. The topics of health care economics and the business of practice will be examined. Economic concepts and tools will be used to examine issues, costs and solve problems pertaining to health care delivery.

NUR 8050 Development & Implementation of Health Care Policy. 3 credits *

In this course the DNP student will develop knowledge, skills and tools towards the DNP terminal competencies related to policy, policy development, and change to maintain high quality care while remaining accessible and using scarce resources wisely. An understanding of the interdependence of policy and practice and how the DNP-prepared nurse contributes to health policy development will be the primary emphasis. Application of ethical principles in

consideration of access, equity, quality and cost are included. The student will also analyze legal and social factors influencing policy development.

NUR 8060 Essential Competencies for Nurse Educators. 3 credits *

In this course the doctoral student will acquire competencies to fulfill the leadership role as a nurse educator and/or to fulfill education planning responsibilities in relation to continuous quality improvement programs and translating new knowledge into practice within organizations. The student will have an opportunity to utilize current technology in current use for developing educational programming.

NUR 9010 Doctoral Project I: Development. (1-7 variable credits) **

Under the guidance of their DNP project chair and content expert, the doctoral student will design and develop their scholarly DNP project and prepare for implementation and evaluation. This course is repeatable one time for a maximum of 7 credits. Students are required by AACN to complete a minimum of 1000 post-baccalaureate hours of academically supervised practice. The number of credits needed will be calculated on admission.

NUR 9020 Doctoral Project II: Implementation. (1-7 variable credits) ***

Under the guidance of their DNP project chair and content expert, the doctoral student will implement their practice change/innovation. This course is repeatable one time for a maximum of 7 credits. Students are required by AACN to complete a minimum of 1000 post-baccalaureate hours of academically supervised practice. The number of credits needed will be calculated on admission.

NUR 9030 Doctoral Project III: Data Analysis & Dissemination. (1-7 variable credits) ***

Under the guidance of their DNP project chair and content expert, the doctoral student will analyze the results of their selected project by analyzing data, evaluating project outcomes, and disseminating results within the organization, the university, and the professional community. This course is repeatable one time for a maximum of 7 credits. Students are required by AACN to complete a minimum of 1000 post-baccalaureate hours of academically supervised practice. The number of credits needed will be calculated on admission.

* Completion of NUR 8000 and attendance at the one-week intensive is required prior to enrollment in NUR 8010, 8020, 8030, 8040, 8050, and 8060.

** Completion of all 8000-Level courses is required prior to advancement to 9000-Level courses.

*** Total earned for 9010, 9020, and 9030 must equal 9 credits.

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)

Letter grades are assigned to the lecture component. Doctoral Project fieldwork components (9010, 9020, 9030) are awarded a “pass” or “fail” designation and the transcript reflects the appropriate number of credit hours. If a student has not made sufficient progress in the Doctoral Project fieldwork (9010, 9020, 9030), a No Credit grade will be assigned, and the student must re-register for the course the following semester.

PROGRESSION IN THE DNP PROGRAM

Courses in the DNP program must be passed with a grade > 80.00%. If a grade less than 80% is earned, the student may continue in the program pathway and repeat the course the next time it is offered if DNP project milestones have been met (See DNP project milestones). If milestones have not been met, the student will take a leave of absence, returning the next time the course is offered. Failure to pass two courses in the DNP program will lead to dismissal from the DNP program.

INCOMPLETE GRADES

Most courses in the DNP program are delivered over 8 weeks. It is imperative DNP students complete course work during the course term in order to progress in the program. Incomplete grades are not generally granted except for unforeseen and significant medical or personal circumstances that occur.

Before an Incomplete grade can be granted it must be approved by the Graduate Department Chair. Incomplete grades must be satisfied prior to the end of the following semester or the grade will revert to a failing grade and the student will need to repeat the course. Students will not be allowed to progress in the program if the DNP project milestones have not been met.

DISMISSAL FROM THE COLLEGE OF HEALTH & SOCIETY

A student who has failed to pass two courses in the DNP program will be dismissed from the College of Health & Society and may be suspended from the University.

Elected to withdraw. A student who has achieved satisfactory clinical and/or academic performance, yet for reasons other than academic has chosen to withdraw, may apply for readmission. Please see the HPU Policy on Readmission or arrange a meeting with the graduate chair to discuss.

Inactive/leave of absence. A student 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. Please see the HPU Policy on Readmission or arrange a meeting with the graduate chair to discuss.

DOCTORAL PROJECT

DNP PROJECT TEAM

In consultation with the DNP Project Chair, the DNP student is responsible for forming the DNP Project Team. Members of the DNP Project Team are responsible for reviewing and approving the final oral and written components of the DNP Project. The student is responsible for keeping the committee informed of the scope, plan, and progress of the DNP Project and products. The committee will consist of a minimum of two representatives: (1) the student's DNP Project Chair; and (2) the student's Content Expert. A third Team member and reader can be selected at the student's request.

DNP PROJECT CHAIR

The DNP Project Chair will serve as academic advisor and will have the expertise to function as the primary mentor throughout the development, implementation, and evaluation of the DNP Project.

Responsibilities. The DNP Project Chair's main responsibility is to advise and assist the post-master's student advisee's progression through the DNP Project. The DNP Project Chair's responsibilities include:

- Completing the Academic Progression Plan with the assigned student advisee. This Plan is completed semi-annually and negotiated with the advisee to ensure the student is on track with their plan of study and progression through the program
- Submitting a completed Progression Plan to the Graduate Chairperson (GC) each spring semester
- Meeting with the Content Expert and the student advisee at least once each semester for a DNP Project update
- Assisting with paperwork completion, advising on deadlines and forms, and signing progress and other forms as required
- Advising and overseeing the development of the DNP Project proposal
- Assisting student in scheduling DNP Project proposal and final defense meetings
- Overseeing the DNP Project products and activities in collaboration with the student's Content Expert
- Entering grades for the DNP Project products each semester in consultation with the student's Content Expert
- Assisting students in acquiring funding for the DNP Project, as possible.

Qualifications. The DNP Project Chair will be prepared at the doctoral level and will have a minimum of two years' experience working in an academic environment.

CONTENT EXPERT

The Content Expert is a healthcare expert who has the experience to function as the primary mentor for the student's DNP Project.

Responsibilities. The Content Expert's primary responsibility is to advise and assist the student advisee's progression through their DNP Project. In collaboration with the DNP Project Chair, the Content Expert's responsibilities include:

- Meeting with the DNP Project Chair and the student advisee at least once each semester for a DNP Project update;
- Advising and overseeing the development of the DNP Project proposal;
- Validating the advisee's academically supervised DNP Project hours at the end of each semester;

- Overseeing the DNP Project products and activities in collaboration with the student's DNP Project Chair;
- Assisting students in acquiring funding for the DNP Project, as possible.

Qualifications: Preferably, the Content Expert will be prepared with a terminal degree in their healthcare profession. At a minimum, the content expert will have a minimum of three years' experience working in the student's DNP Project topical area. The Content Expert must have affiliate status with the graduate department.

DNP PROJECT

The DNP Project is the culminating experience spiraled throughout the program. Discussion of the project starts during the first course, NUR 8000 Evidence Based Practice for Advanced Practice. Students will learn skills in team leadership as they endeavor to improve practice either directly or indirectly. DNP project milestones are linked with didactic course work. There are two important evaluation points:

The DNP project proposal. The purpose of the Proposal Defense is to provide the student with the opportunity to demonstrate depth and breadth of proficiency in a practice-based content area and in their ability to develop a sound and feasible plan (or proposal) for the implementation and evaluation of a needed evidence-based practice change to improve the quality of care. The Proposal Defense also provides the DNP Committee an opportunity to assess whether the student is ready to proceed with implementation of the project. As the final component of NUR 9010, the student will submit the project proposal to their DNP Project Chair and the DNP Committee. The DNP Project Chair, along with the DNP committee, will review project proposals and determine if students are adequately prepared to proceed. Students who do not pass the DNP project proposal will enroll in additional credits of 9010 the following semester to revise the project and resubmit. The proposal defense does not require face to face meeting.

The DNP Project Final Presentation. The purpose of the DNP Project Final Defense is to provide the student with the opportunity to present the results of the DNP Project to committee members and to the public. The DNP project final presentation will occur as the final component of NUR 9030. The student and/or committee members can be off-site.

DNP Project Milestones. The sequence of the DNP coursework is intended to achieve the necessary knowledge and skills coinciding with the requirements of the developing DNP Project. The DNP Project is intended to demonstrate the student's scholarly growth over the course of the DNP program, culminating in a significant contribution to direct or indirect healthcare delivery. Evidence Based Practice Principles will be spiraled through each of the first year

didactic courses and second year practicum courses in order to ensure successful completion of the DNP project.

Students will be required to successfully meet benchmarks for DNP Project products each semester as outlined below in order to progress in the program.

DNP PROJECT MILESTONES		
NUR 8000 Face to Face Intensive		<input type="checkbox"/> DNP Coordinator approval of final DNP Project Topic <input type="checkbox"/> Chapter 1 due end of term 1
FALL TERM 1		
8A	NUR 8010 Leadership & Systems Management	<input type="checkbox"/> Content Expert Identified <input type="checkbox"/> Project Site Identified <input type="checkbox"/> Project Team Identified
8B	NUR 8020 Informatics & Technology for Advanced Practice	<input type="checkbox"/> Literature Matrix <input type="checkbox"/> Literature Review & Synthesis (Chapter 2)
SPRING TERM 2		
8A	NUR 8030 Optimizing Quality in Health Care Systems	<input type="checkbox"/> Select Innovation and Project Outcomes (Chapter 3)
8B	NUR 8040 Finance and Cost Analysis in Health Delivery Systems	<input type="checkbox"/> Evaluate Cost Benefit of Practice Change (Chapter 3)
SUMMER TERM 3		
8A	NUR 8050 Development & Implementation of Health Care Policy	<input type="checkbox"/> Revise Chapters 1-3
8B	NUR 8060 Essential Competencies for Nurse Educators	<input type="checkbox"/> Proposal Defense Presentation <input type="checkbox"/> Turn in Chapters 1-3 <input type="checkbox"/> Project Site and Content Expert Confirmed
FALL TERM 4		
NUR 9010 Doctoral Project I: Development		<input type="checkbox"/> Form team at project site <input type="checkbox"/> Collect baseline data <input type="checkbox"/> Guideline, Policy, (practice change) is finalized <input type="checkbox"/> IRB application approved, as needed <input type="checkbox"/> Implementation strategies determined
SPRING TERM 5		
NUR 9020 Doctoral Project II: Implementation		<input type="checkbox"/> Practice change is marketed, piloted, implemented and modified, as needed
SUMMER TERM 6		
NUR 9030 Doctoral Project III: Data Analysis & Dissemination		<input type="checkbox"/> Analyze Data <input type="checkbox"/> Evaluate Project Outcomes <input type="checkbox"/> Chapters 1-5 submitted to DNP Project Chair <input type="checkbox"/> DNP Project Publicly Defended

The DNP Project Final Paper. Below you will find a suggested template for your DNP Project final manuscript. Parts of the manuscript will be completed throughout the program (see DNP project milestones). As part of the final components of NUR 9030, the student will complete and submit their final manuscript

DNP PROJECT TEMPLATE

SAMPLE TITLE PAGE

(See required format for HPU Submission of Graduate Scholarship)

<https://www.hpu.edu/libraries/services/submit-graduate-scholarship.html>

TITLE OF YOUR PROJECT

A DOCTOR OF NURSING PRACTICE PROJECT SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
DEGREE OF

DOCTOR OF NURSING PRACTICE

NURSING PROGRAM

COLLEGE OF HEALTH AND SOCIETY

HAWAI'I PACIFIC UNIVERSITY

HONOLULU, HAWAI'I

SUMMER 2020

By:
Your Name

THE VIEWS PRESENTED HERE ARE THOSE OF THE AUTHOR AND ARE NOT TO BE CONSTRUED AS OFFICIAL OR REFLECTING
THE VIEWS OF HAWAII PACIFIC UNIVERSITY

Advisors:
Chairperson: Dr. -----
Content Experts: Dr. -----; Dr. -----
Project Site Preceptor: -----

ABSTRACT

Keywords: Luxury, Automobile

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SIGNATURE PAGE

IMPROVING -----

by
Your Name

Approved XXXX

Dr. (your Chair's Name), Professor of Nursing, Doctor of Nursing Practice Project Chairperson

Dr. Sandra Bourgette-Henry, Doctor of Nursing Practice Coordinator

Dr. Pamela Smith, Chief Nursing Administrator

Dr. Halaevalu Vakalahi, Dean of the College of Health and Society

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*Students are advised to seek assistance from a statistician for data analysis design

** Students are advised to seek assistance from a statistician for data analysis & interpretation of statistical results.

CREDIT HOUR TRACKING

In order to graduate from the DNP program, students must demonstrate that they have met the 1,000 hours of academically supervised practice requirement. DNP Project hours include the time spent planning, implementing, and evaluating the DNP project (see NUR 9010, 9020, 9030 DNP Project Syllabi). DNP Project hours shall be maintained by the DNP student and submitted to the DNP Project Chair and DNP Program Coordinator each semester. Any form of tracking mechanism can be devised to track hours; an excel spreadsheet is one option. The DNP student's Content Expert needs to sign the form each semester to validate the hours.

PROJECT SITE

DNP project sites will be individualized to meet student needs and will vary depending on the proposed project. Projects may be conducted at the student's place of employment, but hours spent performing employment responsibilities may not be included in clinical hour tracking.

When students have identified a potential project site and received approval from their DNP Project Chair or DNP coordinator, they will obtain written approval from the practice site. This may be in the form of an email from a facility administrator or practice clinician, a written letter, or establishing a Memorandum of Understanding (MOU), if one does not already exist.

IRB REQUIREMENTS

Evidence Based Practice projects implement best available evidence and are therefore quality improvement projects. All project proposals will go through the University IRB process and some projects may require facility IRB approval. There may be occasional instances where a student may be required to seek IRB approval. If you plan on submitting your manuscript to a peer-reviewed journal for future publication you may want to seek IRB approval. The DNP Project Chair and Program Director will assist in determining if IRB approval is required.

DEGREE REQUIREMENTS AND GRADUATION INFORMATION

The degree requirements for a Doctor of Nursing Practice in Nursing are as follows:

- Successful completion of all course work
- Successful completion of the DNP Final Project Presentation
- Successful completion of the DNP Final Project Manuscript
- Completion of 1000 post-baccalaureate hours of academically supervised practice

CHS RECOGNITION CEREMONY

The College of Health & Society conducts a recognition ceremony for graduates twice a year, in December and May. *Those students graduating in summer term will chose to attend in either May or December.* The recognition ceremony is open to a limited number of guests.

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.* This must be indicated on the Petition to Graduate Form, which must be completed by ALL students anticipating graduation that term, date issued by the registrar's office. Please refer to the Pipeline website under the Registrar Office tab.

Link for the Petition to Graduate (PTG) form:

<https://www.hpu.edu/academic-advising/files/spring-2018-ptg-information.pdf>

<https://www.hpu.edu/registrar/files/student-timeline-and-ptg-form.pdf>

STUDENT CONDUCT AND EXPECTATIONS

CODE OF ETHICS FOR NURSES

Ethics is an integral part of the foundation of nursing. Nursing has a distinguished history of concern for the welfare of the sick, injured, and vulnerable and for social justice. This concern is embodied in the provision of nursing care to individuals and the community. Nursing encompasses the prevention of illness, the alleviation of suffering, and the protection, promotion, and restoration of health in the care of individuals, families, groups, and communities. Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses are expected not only to adhere to the ideals and moral norms of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit primary goals, values, and obligations of the profession. The Code of Ethics for Nurses was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. To become familiar with the Code visit:

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>

STUDENT CODE OF CONDUCT

Students in the College of Health & Society are also subject to the student conduct policies and procedures of Hawaii Pacific University. Student conduct violations outside of CHS parameters will be handled within the parameters of the Student Conduct policies and procedures of HPU.

If a policy violation is severe enough, the student may be reviewed for “fitness” to remain in the CHS by the Dean.

USE OF SOCIAL MEDIA BY NURSING DEPARTMENT STUDENTS

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.

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 and 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.

Related references:

- HIPAA - <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>
- ANA - <https://www.nursingworld.org/practice-policy/nursing-excellence/social-networking-Principles/>
- NCSBN White Paper- https://www.ncsbn.org/Social_Media.pdf

Printed Name _____

Signature_____Date_____

Student ID number_____

APPEARANCE STANDARDS

Students are expected to dress in an appropriate manner at all times. When dress code is not indicated, conservative business casual attire is expected. Students will meet or exceed agency standards for all fieldwork experiences. Name tags are to be worn at all times. Consult your agency policies & procedures for more information.

UNACCEPTABLE PRACTICE POLICY

The College of Health & Society faculty members are academically committed to preparing doctorly prepared nurses 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.

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 the College of Health and Society or designee in order to withdraw from nursing (NUR) courses.

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).

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 & 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 & Society

HIPAA AND PROTECTION OF HUMAN SUBJECTS CERTIFICATION

Students must maintain the confidentiality of client’s records and right to privacy. Students are not to share client information with friends, relatives, or other unauthorized persons. In written assignments, clients will be identified only by age and the date the care was given. Names and initials must not be included. Students are accountable for maintaining confidentiality, and will receive disciplinary action for the misuse of client information. The misuse of client information can 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 infractions can be subject to both criminal and civil penalties.

Students are required to provide documentation of current HIPAA certification. This training is available free online at: <http://hawaiistatecenternrc.org/Student-Center>. It is important to print the certificate before clicking “Done.”

HIPAA POLICY/VIOLATION PROCEDURE

Policy Statement

The HIPAA Privacy Rule establishes national standards to protect individuals’ medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. All College of Health and Society

(CHS) nursing students are required to complete HIPAA training. Students meet the requirements of HIPAA through this mandatory training. Reminders of these requirements occur at every course level and a Statement on the Privacy of Patient Information is included in each course syllabus.

Students are expected to know and abide by HIPAA privacy requirements. Students who violate requirements may be subject to disciplinary action. Five categories of violations of the privacy requirements of HIPAA that reflect increasing levels of culpability are listed below.

All violations will result in a written report and placed in student’s file.

Definitions and Caveats

- Protected Health Information (PHI) – the information we must appropriately use, disclose and safeguard. Also referred to as "Patient Information" or “Personal Health Information”
 - PHI includes spoken, written and electronic information.
 - PHI is any health information that is individually identifiable by name, address, e-Mail address, social security number, location in our facility, employer, name of relatives, birth date, date of birth, dates associated with care, fingerprints, full face photo, and any other unique identifying number, characteristic or code like the Medical Record Number.
 - PHI is found in the patient’s medical record as well as in the patient’s billing records and appointment schedule
- Electronic PHI (e-PHI) is PHI created, processed or stored in any electronic format such as Epic, e-mail, CDs, flash drives, smartphones, and other electronic devices
- Restricted Confidential Information is PHI related to substance abuse treatment records and psychotherapy notes.
- Depending on the nature of the breach, violations at any level may result in more severe action or termination.
- Levels I-III violations are considered to be without malicious intent; Level IV and V connote malicious intent.
- At Level IV and V, individuals may be subject to civil and/or criminal liability.
- For any offense, a preliminary investigation will precede assignment of level of violation.

Violations, Process, Actions and Notifications

Type of Violation	Examples	Process	Corrective Action	Notification
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<p>I. Accidental breaches of confidentiality that may or may not result in the actual disclosure of patient information.</p>	<ul style="list-style-type: none"> • Misdirected faxes, e-mails & mail. • Failing to log-off or close or secure a computer with protected PHI displayed. • Leaving copy of PHI in a non-secure area. 	<p>Discussion between instructor and student.</p>	<p>Re-education and/or process improvement.</p>	<p>An Unacceptable Practice Form will be completed</p>
	<ul style="list-style-type: none"> • Dictating or discussing PHI in a non-secure area (lobby, hallway, cafeteria, elevator). • Failing to redact or de-identify patient information for operational/business uses. 			
<p>II, Failure to follow existing policies/procedures governing patient confidentiality</p>	<ul style="list-style-type: none"> • Leaving copy of PHI in a non-secure area. • Dictating or discussing PHI in a non-secure area (lobby, hallway, cafeteria, elevator). • Failure to obtain appropriate consent to release information • Failure to fulfill training requirements • Inappropriate sharing of ID/password with another coworker or encouraging coworker to share ID/password. 	<p>Discussion between instructor and student.</p>	<p>Re-education and/or process improvement.</p>	<p>An Unacceptable Practice Form will be completed</p> <p>Students may be placed on Non-Academic Warning</p>
<p>III. Repeat Offense of Type I or II Violation.</p>		<p>May range from discussion between instructor and student to Associate Dean convening a committee to address action</p>	<p>May range from:</p> <ol style="list-style-type: none"> Re-education and process improvement; to disciplinary sanctions as: Reprimand; Removal from clinical site; or Probation or other disciplinary action including dismissal from the nursing program 	<p>Written communication between instructor and student will be included in student record and sent to the Department Chair.</p> <p>An Unacceptable Practice Form will be completed</p>

<p>IV. Inappropriately accessing a patient's record without a need to know.</p>	<ul style="list-style-type: none"> • Releasing or using aggregate patient data without facility approval for research, studies, publications, etc. • Accessing or allowing access to PHI without having a legitimate reason. • Giving an individual access to your electronic signature. • Accessing patient information due to curiosity or concern, such as a family member, friend, neighbor, coworker, famous or “public” person, etc. • Posting PHI to social media. 	<p>May range from discussion between instructor and student to Associate Dean convening a committee to address action.</p>	<p>May range from:</p> <ol style="list-style-type: none"> a. Removal from course; to disciplinary sanctions as: b. Probation; c. Suspension; d. Expulsion 	<p>Written report to:</p> <ol style="list-style-type: none"> 1. Student Record 2. Office of the Dean of Students 3. Dean of the College of Health and Society
<p>V. Accessing and using patient information for personal use or gain or to harm another individual.</p>	<ul style="list-style-type: none"> • Releasing or using data for personal gain. • Compiling a mailing list to be sold for personal gain or for some personal use. • Disclosure or abusive use of PHI • Tampering with or unauthorized destruction of information. 	<p>Notification to Associate Dean and Dean or designee. Associate Dean convenes committee to address action.</p>	<p>May range from: Removal from course; to disciplinary sanctions as:</p> <ol style="list-style-type: none"> a. Probation; b. Suspension; c. Expulsion 	<p>Written report to:</p> <ol style="list-style-type: none"> 1. Student Record 2. Office of the Dean of Students 3. Dean of the College of Health and Society

COMMUNICATION IN THE COLLEGE OF HEALTH & SOCIETY

Communication between the College of Health & Society administration and nursing students is extremely important for everyone concerned. Information is communicated in a variety of ways:

- * Doctoral student orientations
- * Email announcements via @my.hpu email address
- * In-class announcements by faculty members

Communication of policy changes, schedule changes, and other items of importance often happens by mail. Students are responsible to keep the College of Health & Society administrative assistant, (236-5814) informed of name, address, and/or phone number changes. Even though the student may have given the University an official change form, sometimes it takes quite a bit of time to reach the College. Please give the office staff a courtesy copy to improve communication.

ONLINE COMMUNICATION ETIQUETTE

The DNP program is delivered primarily online. Effective online communication is essential to foster and facilitate student learning. Discussion boards, or discussion forums, are one of the most commonly used tools in online education and provide the ability for asynchronous discussion to occur over a period of time. Students are able to reflect upon their ideas before sharing them with the class, leading to more reflective responses and in-depth learning. The College of Health & Society values of Aloha and Pono extend to discussion forums and other formal and informal online communication. Students exhibiting these values will show grace, kindness, and respect in their thoughtfully prepared online responses.

Below you will find a helpful guide for online etiquette adapted from Touro College (2016 <http://blogs.onlineeducation.touro.edu/15-rules-netiquette-online-discussion-boards/>). The most important thing to consider when posting online is that if the comment is something you wouldn't say to the person face-to-face then don't post it. Other things you should consider when posting online are:

1. Be sure to check to make the question has not been posted previously. Consider the discussion forum to be a face-to-face conversation. If you were talking to the person, you would not ask the same question again.
2. Make sure you understand the topic being discussed. Don't post anything that is not relevant to the discussion.
3. As with email, refrain from using all CAPS. Remember typing in all CAPS is interpreted by the reader as yelling.
4. Since your classmates do not have the ability to read your body language or hear your tone of voice don't write sarcastic or angry responses, even in jest.
5. Remember to ask for assistance by asking please and thanking the person who assisted you.
6. You may disagree with something a classmate has posted. Everyone has the right to their own opinion. When you respond, do so respectfully and acknowledge valid points made by the person.
7. Double check your responses for accuracy before posting a response or answering a question posed by faculty or a classmate. If you're not 100% of the responses accuracy do not post it.
8. Responses should be brief. It's easy to become enthusiastic about topics of interest but long responses or posts are rarely read in their entirety.

9. If you're responding to a comment or question that was made early in a discussion, start your post with a quote of the first few words of the original question so that others don't have to scroll backwards to pick up the thread.
10. Before posting a question, make sure the answer is not readily available on the class site on Blackboard or can be found doing a simple internet search.
11. When responding to a comment or question made early in a discussion, make sure that your contribution to the discussion will add new information about the topic rather than going over something that has been fully discussed.
12. Everyone makes mistakes including each of you, so be forgiving if someone makes a mistake online. Just let it go.
13. Before finalizing your post check the spelling and grammar of the post. This will only take a minute or two and may make the difference between coming off as not understanding the topic or demonstrating that you are knowledgeable.

STUDENT PROBLEM RESOLUTION SYSTEM

Policy: Problems or disputes involving assigned course grades or other course-related matters as well as College of Nursing and Health & 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

PROGRAM EVALUATION

The College of Health & Society and the DNP Program support a continuous self-evaluation process. It is the expectation of multiple accreditation agencies that a process to gather information is in place. Students complete a number of evaluations throughout the program including those listed below. Student responses are aggregated and anonymous. The data obtained is used to guide course and curriculum change.

- Course and faculty evaluation of each class
- End of program evaluation
- Content Expert and project site evaluation
- Program evaluation twice a year

STUDENT SUPPORT AND RESOURCES

COUNSELING AND BEHAVIORAL HEALTH

The Counseling and Behavioral Health Services (CBHS) department provides *FREE and CONFIDENTIAL* counseling services to current registered HPU students. The CBHS staff provides the following counseling services: Individual; Couples; Family; Group; Grief & Loss; Crisis Intervention; Consultation Services for students, parents, faculty & staff; Referral Services;

Outreach Services.

To schedule an appointment or for more information, please contact the Behavioral Health office (808) 678- 7076 or by email at counseling@hpu.edu.

If you're experiencing an emergency or crisis and we are unavailable during business hours, or if it is after business hours or the weekend, please call the Mobile Crisis Hotline at (808)832-3100, or call 911, or go to the nearest Hospital Emergency Room for assistance.

DISABILITY RESOURCE OFFICE

The Disability Resources Office (DRO) is a division within Student Services. We aim to provide reasonable accommodations for our students with qualifying disabilities, to access our programs and facilities, so they may prepare to live, work, and learn as active members of a global society.

Students who seek support services are required to submit documentation to verify their eligibility. The documentation must be signed by a certified physician or psychologist and include the following: (1) diagnosis of a specific physical or mental (including learning) disability and the precise accommodations that are necessary, and (2) reference to evaluation reports that are based upon the guidelines for certification. Please read the “*Documenting A Disability*” document on the Student Service website so that you aware of the type of documentation we will need. It is available at:

<https://www.hpu.edu/cas/accessibility/getting-started.html>

<https://www.hpu.edu/cas/files/disability-determination-form.pdf>

It is important to meet with our Coordinator as early as possible to ensure sufficient time to arrange and or provide services. Please feel free to contact the Disability Resources Office at 808-566-2406 if you have questions or would like to set up an appointment with our Coordinator.

ONLINE TUTORING

HPU is pleased to offer SMARTHINKING, a free tutoring service available 24 hours a day from any internet connection. Students can submit their writing from any class to SMARTHINKING's Online Writing Center for a tutor review. The tutor will provide students with detailed, personalized feedback typically within 24 hours. (Please allow for as much as 48 hours during busy periods such as during midterms and finals.)

If you are a currently enrolled student in an active term, you can connect with a tutor immediately. To connect to Online Tutoring Services:

1. Log in to HPU Pipeline: <http://campus.hpu.edu/>
2. Go to your Resources tab.
3. Locate the Online Tutoring Services channel (second column, third "box")
4. Select the "Click here to start" link to begin.

LIBRARY SUPPORT

[Campus Pipeline](#), the University's intranet provides students access to library services and resources, as well as other university programs and services. Through Campus Pipeline's Libraries' tab you can retrieve full text articles and citations from scholarly journals and general interest sources. Use our [HPU Discovery](#) to find books and eBooks in the library's collection.

HPU libraries have over 70 Databases containing electronic journals including scholarly titles and general interest resources. Most articles are available in full text. The databases are categorized by subject and are accessible through the HPU library research page. To access the research page, go to [Campus Pipeline](#) and select Databases under Research Tools at the top left hand corner of the Libraries page.

The Libraries provide 140,000 [E-Books](#), selected to support HPU programs. Use [HPU Discovery](#) to search the e-book collection by title, author, or subject.

There are [Research Guides](#) available for selected subject areas and style guides (APA and MLA) to help you organize and format your research papers.

A library orientation is available to all entering students to provide familiarization with the available resources and facilities. On an appointment basis, the librarians will assist students with searching the literature, MeSH and key term selection, citation management strategies, and using online access to a multitude of databases.

OTHER INFORMATION

SIGMA THETA TAU INTERNATIONAL NURSING HONOR SOCIETY (STTI)

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 & 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 STT. HPU nursing students may be candidates to join the Gamma Psi Chapter-at-Large.

Once students have completed 25% of their DNP coursework (8 credits) and have a GPA of 3.5 or higher, they will be considered for eligibility in STTI. An invitation to join will be emailed to qualified students. Invitations are sent in both fall and spring semesters, and include both the invitation to join the national honor society and to attend the induction ceremony.