



UNIVERSITY OF WYOMING

FAY W. WHITNEY SCHOOL OF NURSING



# Fay W. Whitney School of Nursing

## Graduate

## Student Handbook

Academic Year 2024-2025

# TABLE OF CONTENTS

## Contents

<b>INTRODUCTION.....</b>	<b>1</b>
<b>WELCOME FROM THE DEAN.....</b>	<b>1</b>
<b>SECTION 1: OVERVIEW .....</b>	<b>2</b>
Fay W. Whitney School of Nursing Mission, Vision, & Values (SON-414.1) .....	2
<b>SECTION 2: COMMUNICATION .....</b>	<b>4</b>
Student Recruitment Policy (SON-413) .....	5
Communication System.....	5
Student Formal Complaint Policy (SON-402.1).....	5
Student Formal Complaint Form .....	8
<b>SECTION 3: PROFESSIONAL BEHAVIOR .....</b>	<b>11</b>
Professional Conduct Code for Students Enrolled at The .....	11
Fay W. Whitney School of Nursing (SON-407.1).....	11
Procedures for Violations of the Professional Conduct Code (SON-408.1).....	15
College of Health Sciences Guidelines and Procedures for Student Academic Appeals .....	22
Academic And Clinical Performance Policy (SON-404.1) .....	28
Confidentiality .....	33
Student Drug-Screening and Impaired Student Policy and Procedures (SON-405.1).....	33
Grade Appeal Process (SON-406.1).....	36
Exceptions To Scholastic Requirements (SON-409).....	39
<b>SECTION 4: GENERAL INFORMATION.....</b>	<b>40</b>
Advisers.....	40
APA Manual.....	40
Course Syllabi .....	40
Student Files .....	40
Safety.....	40
Incident Reports .....	40
Technical Standards for Education and Practice and Reasonable Accommodations Policy (SON-403.1) .....	41
Workers' Compensation.....	43
Exposure Control Plan.....	44
Readmission Policy (SON-410) .....	45
Degree Checks.....	48
Continuous Enrollment and Leave of Absence (SON-411) .....	48
Clinical Compliance Policy (SON-412).....	48
<b>SECTION 5: RESOURCES.....</b>	<b>50</b>

Computer Resources.....	50
Clinical Simulation Center (CSC) .....	50
Library .....	50
Nursing Organizations.....	51
Writing Center.....	51
Other Resources .....	52
<b>SECTION 6: GRADUATE PROGRAMS.....</b>	<b>53</b>
Catalog Statement and Goals.....	53
General Information .....	53
Advanced Nursing Program Outcomes .....	53
MS Program Outcomes (GR-202).....	53
DNP Program Outcomes (GR-209.1).....	54
Policy Statement.....	54
Advanced Nursing Program Core Concepts (GR-210.1) .....	54
Changing Options Policy (GR-206.1) .....	55
Admission Requirements (GR-201.1) .....	56
Programs of Study.....	57
Eligibility of Courses for Credit Toward the DNP or MS Degree (GR-212.1) .....	57
Graduate Student Expectations (GR215.1).....	59
Continuous Enrollment and Leave of Absence (SON-411) .....	61
Important Graduation Information .....	61
Academic Advising .....	62
Scholastic Requirements (GR-205.1) .....	62
Academic Concerns.....	64
Guidelines for Graduate Student Appeals .....	64
Late Assignments (GR-207.1).....	64
<b>SECTION 6A: DNP SPECIFIC INFORMATION.....</b>	<b>65</b>
Time Commitment .....	65
Course Participation .....	65
Excused Absence Policy for On-Campus Intensives Associated with Clinical Practicum Courses (GR-213.1) .....	65
Simulated Patients and OSCE Remediation Policy (GR-214.1) .....	67
Attendance Policy for Advanced Health Assessment Courses (N5824, N 5825, and N5826) .....	68
Fitzgerald Health Education Associates (FHEA) Modules .....	68
WyoCourses Quizzes.....	68
Clinical Practice Requirements (217.2).....	68
Clinical Placement Policy (GR-211) .....	74
DNP Program Preceptor Selection, Orientation, and Evaluation Policy (GR-208.1).....	75

# INTRODUCTION

Welcome to the Fay W. Whitney School of Nursing and welcome to the world of professional nursing!

All students in the school are provided with a student handbook that contains information about the school, professional expectations, resources, and specific policies and procedures that are of concern to student academic life. The handbook serves as a companion to the University Catalog that contains university academic policies.

Please become familiar with this handbook. The handbook serves as a guide for academic and nonacademic policies. Students are responsible for using the handbook as a resource when issues and questions arise.

The information in this handbook is updated annually. In addition, changes may be made during the academic year. Any changes to the current version of the handbook will be posted on the School's website at [www.uwyo.edu/nursing](http://www.uwyo.edu/nursing), and students will be informed of these changes via email. Both the handbook and the University Catalog are available electronically and can be printed.

## WELCOME FROM THE DEAN

On behalf of the faculty and staff at the Fay W. Whitney School of Nursing, I welcome you to this next adventure in your academic journey. Over the last few years, the pandemic has shown us how important nurses are, so I am excited that you have chosen the Fay. W. Whitney School of Nursing to meet your nursing career goals. We look forward to sharing your educational journey with you as you challenge yourself with active learning experiences along with an environment where teacher-student partnerships, scholarly practice, interprofessional education and practice, and rural health care are valued.

As you embark on this exciting and challenging journey, this handbook will provide a variety of resources to guide your success in the school, college, and university. Please take the time to explore this handbook and become familiar with resources and the policies that govern our nursing community. Even if you have been in the nursing program prior to this year, please be sure to review the handbook carefully for updates in policies.

Best of luck in your nursing program and feel free to reach out to your faculty or my office if you have any questions or concerns. The world needs more nurses now more than ever – especially if they are a UW nursing graduate. Go Pokes!

**Sherrill J. Smith Dean and Professor**



## **SECTION 1: OVERVIEW**

This section provides a brief introduction to the University of Wyoming, Fay W. Whitney School of Nursing, hereafter referred to as the School of Nursing or FWWSON. Legislation to initiate the Bachelor of Science in Nursing (BSN) program at the University of Wyoming was passed in 1951 with students admitted that fall. The program received initial accreditation from the National League for Nursing (NLN) in 1955 and has maintained accreditation since that time. Currently, all the FWWSON undergraduate and graduate programs are accredited by the Commission on Collegiate Nursing Education (CCNE) through 2029

The FWWSON has a well-established undergraduate program with three options to obtain the BSN degree: Basic BSN – a four-year, on-campus BSN option for students wishing to become registered nurses at the baccalaureate level; Bachelors Reach for Accelerated Nursing Degree (BRAND) – an accelerated BSN option for students who have already achieved a previous non-nursing baccalaureate degree and wish to become a registered nurse at the baccalaureate level; RN-BSN Completion – a BSN completion option for registered nurses or Wyoming associate degree nursing students who wish to further their education to the baccalaureate level (online program).

The FWWSON has two graduate options: a Doctor of Nursing Practice (DNP) nurse practitioner and MS in nursing with an emphasis in either Nurse Education or Nurse Leadership.

### **Fay W. Whitney School of Nursing Mission, Vision, & Values (SON-414.1)**

#### **Mission**

The Fay W. Whitney School of Nursing aims to improve, promote and protect health for Wyoming and beyond through scholarly inquiry, EBP, and education of nurses as innovators and leaders in healthcare.

#### **Vision**

Fostering nursing education and innovation in healthcare for Wyoming.

#### **Values**

We value compassion, human dignity, integrity, autonomy, altruism, diversity, scholarship, collaboration, and social justice.

*Approved: FSA and Staff Meeting 10/2/2013; FSA 2/28/2018, FSA 2/14/2024*

#### **Governance**

The bylaws of the FWWSON provide overarching guidance for shared governance in the school. Based on the bylaws, the Faculty/Staff Assembly provides advisement to school administration in terms of SON business, programs, and curriculum. Three standing committees report to the Faculty/Staff Assembly composed of faculty and staff. The school standing

committees are Curriculum and Evaluation, Student Affairs, and Scholarship and Learning. Students may volunteer or be invited to serve on the school committees. The student representative serves as a liaison between the students and the faculty. The College of Health Sciences, which the school is one of the academic units, provides opportunities for students to participate in governing processes. The by-laws of the College designate which committees have students as members.

**Accreditation**

The baccalaureate degree program in nursing, the master's degree program, and the Doctor of Nursing Practice program at the University of Wyoming Fay W. Whitney School of Nursing are accredited by the Commission on Collegiate Nursing Education as well as approved by the Wyoming State Board of Nursing. Additional information about accreditation and state approval are available on the FWWSON website.

## SECTION 2: COMMUNICATION

<b>Administration</b> .....	307-766-6569
Dean: Sherrill J. Smith ( <a href="mailto:sherrill.smith@uwyo.edu">sherrill.smith@uwyo.edu</a> ).....	307-766-4312
Associate Dean/Assoc. Professor Karen Gorton ( <a href="mailto:kgorton@uwyo.edu">kgorton@uwyo.edu</a> ) .....	307-766-4312
Business Manager: Lori Dockter ( <a href="mailto:dockterl@uwyo.edu">dockterl@uwyo.edu</a> ) .....	307-766-6569
<b>Financial Aid/Scholarships</b> .....	
Nursing Scholarships ( <a href="mailto:dockterl@uwyo.edu">dockterl@uwyo.edu</a> ) .....	307-766-6569
General Financial Aid Information ( <a href="mailto:finaid@uwyo.edu">finaid@uwyo.edu</a> ).....	307-766-2116
<b>Undergraduate BSN Programs</b> .....	
Director: Carrie Barr ( <a href="mailto:cbarr2@uwyo.edu">cbarr2@uwyo.edu</a> ).....	307-766-5538
Basic BSN ( <a href="mailto:basicbsn@uwyo.edu">basicbsn@uwyo.edu</a> ) .....	307-766-4312
Credentials Analyst/Academic Advisor:	
Phebe Pavelka ( <a href="mailto:ppavelka@uwyo.edu">ppavelka@uwyo.edu</a> ).....	307-766-4312
BRAND – Accelerated BSN ( <a href="mailto:BRAND@uwyo.edu">BRAND@uwyo.edu</a> ).....	307-766-6565
Credentials Analyst/Academic Advisor:	
Phebe Pavelka ( <a href="mailto:ppavelka@uwyo.edu">ppavelka@uwyo.edu</a> ).....	307-766-4312
BSN Completion ( <a href="mailto:ReNEW@uwyo.edu">ReNEW@uwyo.edu</a> ; <a href="mailto:RN.BSN@uwyo.edu">RN.BSN@uwyo.edu</a> ).....	307-766-6574
Credentials Analyst/Academic Advisor:	
Ashlee Lawson ( <a href="mailto:alawson5@uwyo.edu">alawson5@uwyo.edu</a> ).....	307-766-6574
<b>Graduate Programs</b> ( <a href="mailto:gradnurse@uwyo.edu">gradnurse@uwyo.edu</a> ) .....	307-766-6565
MS Interim Director: Rebecca Carron ( <a href="mailto:rcarron@uwyo.edu">rcarron@uwyo.edu</a> ) .....	307-766-6566
(DNP) Director: Ann Marie Hart ( <a href="mailto:annmhart@uwyo.edu">annmhart@uwyo.edu</a> ).....	307-766-6564
Credentials Analyst/Academic Advisor:	
Dawn Carver ( <a href="mailto:dcarver@uwyo.edu">dcarver@uwyo.edu</a> ) .....	307-766-6565
<b>Receptionist, General School Inquiries</b> .....	
Office Associate: TBD ( <a href="mailto:uwnursing@uwyo.edu">uwnursing@uwyo.edu</a> ).....	307-766-4312
<b>Web Master / Alumni Relations</b> .....	
Project Coordinator: Kristine Isaak ( <a href="mailto:kisaak1@uwyo.edu">kisaak1@uwyo.edu</a> ).....	307-766-4291
<b>Undergraduate Clinical Placement Coordinator</b> .....	
Joanna Malmstrom ( <a href="mailto:jharri48@uwyo.edu">jharri48@uwyo.edu</a> ) .....	307-766-6561
<b>Graduate Clinical Placement Coordinator</b> .....	
Jesse Morse-Brady ( <a href="mailto:jmorsebr@uwyo.edu">jmorsebr@uwyo.edu</a> ).....	307-766-4312
<b>Clinical Simulation Center Coordinator</b> .....	
Denise Gable ( <a href="mailto:dgable@uwyo.edu">dgable@uwyo.edu</a> ) .....	307-766-6573

## **Student Recruitment Policy (SON-413)**

### **Purpose**

The Fay W Whitney School of Nursing (FWWSON) upholds the University of Wyoming values for Diversity, Equity, and Inclusion (DEI). Specific to the UW Vision statement related to diversity and internationalization, all students are recruited to become a student of the FWWSON to embrace the “diverse and international community that includes and respects different ethnicities, genders, sexualities, abilities, cultures and worldviews multiplies our capacity to explore, innovate and educate” (FWWSON Student Handbook, 2021-2022).

### **Definitions**

1. Recruitment: The process of seeking out and establishing a relationship with students to encourage, inform, and guide students to the nursing profession, and specifically to the FWWSON.

### **Policy Statement**

The Fay W. Whitney School of Nursing (FWWSON) program recruitment may be achieved through multiple avenues depending on cost, availability of staff, faculty and students, as well as availability of recruitment events (careers fairs, alumni events, program informational sessions, etc.). Therefore, in line with the University value of engagement and communication, the FWWSON Program administrators, faculty and staff embrace, ““engagement with local, state, tribal, national and global constituencies [to] inspire[s] our daily work” (FWWSON Student Handbook, 2021-22) including the recruitment of students to the FWWSON.

### **Procedure**

FWWSON program committees require regular, annual review of recruitment procedures and processes to ensure they are current and support achievement in relation to student expected outcomes. Program committees are encouraged to seek multiple avenues for recruitment of students. Recruitment procedures and/or processes should be documented in program meeting minutes to maintain records and determine effectiveness and efficiency for future use.

*Approved: FSA 4/13/2022, 4/13/2022*

## **Communication System**

The primary source of communication with nursing students is through UW email accounts and WyoCourse shells. Students are responsible for all information sent out via these resources. Some student contacts may be made by phone or through the U.S. Mail service. Please keep both your mailing (school), permanent address, and phone information current at all times on WyoWeb.

## **Student Formal Complaint Policy (SON-402.1)**

### **Purpose**

The purpose of this policy is to provide a procedure for appropriate channels in problem solving difficult situations, and for filing and maintaining a formal complaint if a problem cannot be resolved through the appropriate channels within the Fay W Whitney School of Nursing (FWWSON).

### **Definitions**

1. Formal Complaint: A noted dissatisfaction with any application or interpretation of a work process, policy, or procedure at the FWWSON other than academic integrity issues (See Policy SON 407 Professional Conduct Code for Students Enrolled at the FWWSON).
2. Internal Constituents: The School of Nursing students, faculty, administration, and staff; University of

### 3. Wyoming community.

#### Policy Statement

Consistent with its commitment to students, the Fay W. Whitney School of Nursing (FWWSON) encourages all students to advocate for themselves while evolving as a professional nurse. If a student has a complaint, they are encouraged to follow the *Appropriate Channels for Problem Solving Difficult Situations* outlined in the procedure below.

If informal discussion through the *Appropriate Channels for Problem Solving Difficult Situations* does not yield a satisfactory resolution, or where the matter is more serious, the student will then discuss the situation with the Chair of the Student Affairs Committee through a *Formal Complaint*.

#### Procedure

The following process is based upon these assumptions:

Students experience problems that need to be discussed with faculty in various contexts.

Students approach trusted faculty with their problems in order to obtain assistance in solving them.

Students experience anxiety and stress when they are not empowered to use appropriate problem-solving strategies. Learning to use appropriate problem-solving strategies is empowering.

Based upon these assumptions, the following process should be used in the FWWSN by both students and faculty. The purpose of the process is to facilitate student learning of a problem-solving strategy that will empower them to cope with significant issues in their academic life. This process will also be useful to them as graduate nurses in future employment situations.

#### I. Appropriate Channels in Problem Solving Difficult Situations

**Student Course of Action:** The steps below are to be followed when a problem arises. Should a student skip any of the steps by trying to contact a higher authority, that authority figure will ask the student to go back and follow the process. THEN, if that person is not able to help, the student may progress to the next level of authority.

**1. Go directly to the person (student, faculty) involved first.**

If this is difficult, the student may speak directly to his/her advisor or a trusted faculty member first for assistance in planning how to approach this person. Students may also contact the Dean of Students Office (307-766-3296) at any time for help in addressing tough issues.

If speaking directly to the student/faculty member involved did not resolve the situation, then proceed to the next level of authority...

**2. Go to the course instructor (if that is not the person in #1).**

If speaking to the course instructor did not resolve the situation, then proceed to the next level of authority...

**3. Go to the course coordinator (if that is not the person in #2).**

The course coordinator will be listed as such on the course syllabus.

If speaking to the course coordinator did not resolve the situation, then proceed to the next level of authority...

**4. Go to the program director (if that is not the person in any of the prior steps).**

*If speaking to the program director did not resolve the situation, then proceed to the next level of authority...*

**5. Go to the School of Nursing, Associate Dean.**

*If speaking to the Associate Dean did not resolve the situation, then proceed to the next level of authority...*

**6. Go to the Dean of the School of Nursing**

*If speaking to the FWWSN Dean did not resolve the situation, then proceed to the*

*next level, Formal Complaint with the Student Affairs Committee.*

## II. Formal Complaint Procedure

- As noted above, all FWWSO students will follow the *Appropriate Channels for Problem Solving Difficult Situations* to attempt informal resolution of all problems. Based on the *Appropriate Channels for Problem Solving Difficult Situations*, if a student reaches the point where an informal discussion has not yielded a satisfactory resolution, or where the matter is more serious, the student is guided to discuss the situation with the Chair of the Student Affairs Committee.
- If, in consultation with the Associate Dean, the Chair of the Student Affairs Committee deems a complaint to be inappropriate, or not within the purview of the Student Affairs Committee, the person submitting the complaint will be notified of a more appropriate avenue to pursue for resolution.
- If, after discussing the complaint with the Chair of the Student Affairs Committee, a complaint may need further review by the Student Affairs Committee (SAC) in which case the Chair of the Student Affairs Committee will encourage the student to complete and submit the [FWWSO Student Formal Complaint Form](#) (also included at the end of the policy) to be reviewed by the Student Affairs Committee.
- The Chair of the Student Affairs Committee will respond to the submission in writing within seven (7) business days of its receipt. If additional time is needed to respond, the person filing the complaint will be notified.
- According to the *Appropriate Channels for Problem Solving Difficult Situations*, if the Student Affairs Committee determines the complaint needs additional input, the complaint and all details will be forwarded to the FWWSO Dean.
- If resolution cannot be achieved at the School of Nursing level, the student, with guidance from the Chair of the Student Affairs Committee /Associate Dean of Student and/or FWWSO Dean, will take the complaint to the next level within the University administration to receive input for resolution.
- All information on the submitted form shall be kept confidential. Those investigating a complaint may only discuss it with those individuals who are immediately involved in the dispute.
- The completion of the [FWWSO Student Formal Complaint Form](#) assists the school with maintaining formal records.
- Formal complaint submissions will be monitored and reviewed as a process for improvement to support the faculty, staff, and students of the FWWSO.
- All formal complaints will be stored in a secure folder in the School of Nursing.

*Approved: FSA 4/13/2022; FSA 5/10/2023, FSA 2/14/2024*



Fay W. Whitney School of Nursing, College of Health Sciences  
351 Health Sciences Center • Dept. 3065, 1000 E. University Ave., Laramie, WY 82071  
(307) 766-4312 • fax (307) 766-4294 • e-mail: [uwnursing@uwyo.edu](mailto:uwnursing@uwyo.edu) • [www.uwyo.edu/nursing](http://www.uwyo.edu/nursing)

## Student Formal Complaint Form

Please return completed form to [dcarver@uwyo.edu](mailto:dcarver@uwyo.edu)

Please save a copy of your document

The FWWSON Student Affairs Committee will review the student's submission and respond to the student within seven (7) business days.

Please be assured that no adverse action will be taken against a student who files a complaint and/or formal complaint through the Dean of Students.

Today's date:

Student's Name:

Email Address:

Phone Number:

Nursing Program(s) involved and/or affected:

- ☐ BSN Completion
- ☐ BSN BRAND
- ☐ BSN Basic
- ☐ MS Leadership
- ☐ MS Education
- ☐ DNP Family Nurse Practitioner
- ☐ DNP Psychiatric Nurse Practitioner

Complaint is related to:

- ☐ Academic / Theory
- ☐ Academic / Clinical Non-academic
- ☐ Non-academic

**Date of initial incident:**

**Describe the complaint in as much detail as possible, including date(s), time(s), name(s) of people involved, et cetera:**

**List all individuals involved:**

**Describe attempts to reach informal resolution, and with whom:**

**Provide a recommendation for a formal resolution:**

## **SECTION 3: PROFESSIONAL BEHAVIOR**

### **Professional Conduct Code for Students Enrolled at The Fay W. Whitney School of Nursing (SON-407.1)**

#### **Purpose**

The Fay W. Whitney School of Nursing (FWWSON) at the University of Wyoming has an obligation to educate students who are accountable to the highest ethical and professional standards. The Professional Conduct Code has been developed to guide students who are enrolled at all levels in the FWWSON. This Code has been developed in accordance with the American Nurses' Association Code of Ethics and Standards of Practice and the American Association of Nurse Practitioner Standards and Scope of Practice for Nurse Practitioners.

The FWWSON Professional Conduct Code provides guidance to students about expected professional behaviors in nursing. The Professional Conduct Code applies to students whether on campus, in practicums, or in their personal life, as behaviors can significantly impact the FWWSON program. As members of the University of Wyoming community, nursing students remain accountable to UW Regulations (to include Student Code of Conduct, Student Academic Dishonesty UW Reg 2-114 which focuses on academic dishonesty).

The Fay W. Whitney School of Nursing is a part of the University of Wyoming community of scholars and learners, committed to the principles of honesty, trustworthiness, fairness, and respect of others. Students share with faculty and staff the responsibility for promoting a climate of integrity. The purpose of the Professional Conduct Code is to uphold these fundamental values. As citizens of the university community, each student is responsible for upholding the spirit as well as the letter of the Professional Conduct Code during his/her tenure in the FWWSON. The Professional Conduct will be directed and enforced by the FWWSON.

#### **Definitions**

1. Students: All degree and non-degree students taking courses at the University of Wyoming whether online or in person.
2. Unacceptable Behavior: Unacceptable student behaviors representing unprofessionalism most commonly occur within three functional areas: Academic, Personal, and Clinical. The following are examples of violations of the UW FWWSON Professional Code of Conduct for Students. This list is not all-inclusive and does not purport to include all violations of the Student Code.

##### **Academic Misconduct**

- Engaging in academic dishonesty, cheating, or fraud, including but not limited to: a) plagiarism, from the work of others, including work by other students or from published materials without appropriate citation; b) the buying and selling of course assignment and research papers; c) performing academic assignments (including tests and examinations) for other persons; d) unauthorized disclosure and receipt of academic

information; e) allowing students to copy answers from exams or assignments; f) using disallowed materials or methods for exams or assignments to include using artificial intelligence (AI) to represent one's own work; g) working with others when the assignment indicates the work is to be independent; and h) falsification of research data.

- Knowingly producing false evidence or false statements, making charges in bad faith against any other person, or making false statements about one's own behavior related to education or professional matters.
- Falsification or misusing University, FWWSO, or clinical records, permits, or documents, falsifying information on an official academic document, form, grade report, letter of permission, clinical record, or any other official document.
- Exhibiting behavior disruptive to the learning process or to the academic or community environment; obstructing or disrupting classes, team projects, presentations, or any other activities sponsored by the FWWSO; disregard of rights of faculty and peers, threatening behaviors in any medium of communication, and sexual harassment.

#### **Personal Misconduct**

- Failure to demonstrate accountability, responsible planning, or commitment to education. Students expected to plan work schedules around campus and course calendars to the best of their ability. Students are expected to adhere to the attendance and assignment policy as outlined in course syllabi.
- Student impairment by drugs or alcohol. Students shall not participate in classroom and clinical activities while under the influence of alcohol or any psychoactive substances unless the use of such a substance is under the orders of a medical provider and the student does not manifest impairment. This includes using prescribed, over the counter or illicit substances in a manner that is inconsistent with prescribed use.
- Obstructing a FWWSO investigation including altering, destroying, or deleting relevant documents, and any other act that might hinder an investigation.
- Inappropriate use of social media (see guidelines below).

#### **Clinical Misconduct**

- Failure to prepare for the clinical experience including completing necessary onboarding requirements for the clinical practicum site. Students are also required to develop a foundational set of practice skills, competencies, and knowledge for safe participation in the practicum. Failure to complete onboarding requirements or adequately prepare for participation in the practicum may result in removal from the course and delay program progression.
- Engaging in irresponsible, unsafe, or harmful practice, including, but not limited to a) negligence, carelessness, and failure to prepare, b) failure to

complete nursing care or nursing tasks as assigned in a competent and thorough manner, c) intentionally carrying out a procedure without prior approval or adequate supervision, d) doing physical or mental harm to a client, e) abandonment of care responsibilities, f) refusing to assume the assigned and necessary care of a client

- Failing to report, to include failure to report an error, incident, or omission in care to the appropriate people, including nursing staff on the unit and clinical instructor.
  - Failing to document care accurately and completely, including falsifying patient records or fabricating information in healthcare records, written documents, and oral reports within the clinical area as well as the FWWSO.
  - Violation of HIPAA or patient's right to privacy.
  - Unexcused absences or multiple incidences of tardiness.
  - Fabrication, alteration, or exaggeration of duties performed, number of clinical hours completed, or preceptor feedback related to student performance in the
- 
- clinical practicum.
  - Violations of the ANA Code of Conduct and/or ANA Code of Ethics for Nurses are unacceptable.

## **Policy Statement**

### **Professional Conduct**

The FWWSO is committed to maintaining the highest standards of academic performance, professional behavior, personal integrity, and respect for each other as individuals. The following are ethical principles that professional nurses embrace. Brief descriptions of each are included.

### Integrity

Students are expected to demonstrate honesty and integrity in all aspects of their interaction with fellow students, faculty, staff, clients, and community partners, including assuring accuracy and completeness in their actions and communication. Students are expected to promote ethical behavior and report unethical behavior.

### Responsibility, Accountability and Professional Growth

Students accept individual responsibility and accountability for their actions. Students will work to safeguard the lives, health, and welfare of others. Students must refrain from any deliberate action or omission of care that creates unnecessary risk of injury to clients or others. Students must assume personal responsibility for their own physical and mental health and maintain commitment to the highest professional and academic standards of the nursing profession. Students are responsible for following both the code of conduct and the code of Ethics from the ANA.

All members of the University and nursing community including students, staff, faculty, and/or community partners have a responsibility to report any reasonable suspicion that a student has violated the FWWSON Professional Code of Conduct. A report must be made to the Program Director in the form of a written letter describing the alleged violation and any supporting documentation. Complaints shall be reported promptly without unreasonable delay.

### Respect

Students will treat fellow students, faculty, staff, clients, and community partners with dignity and respect while taking into consideration diversity in values and beliefs without discrimination.

### Confidentiality and Privacy

Confidentiality is a fundamental tenet of health care. Students shall respect the rights and privacy of fellow students, faculty, staff, clients, standardized patients, volunteers, community partners and other healthcare professionals. Breaches of confidentiality and privacy apply to any type of communication as well as the improper use of social media. Additionally, all students are required to complete HIPAA training prior to the start of clinical rotations and are expected to follow all HIPAA guidelines.

### Professional Demeanor

Students are representatives and ambassadors of the FWWSON at all times. Students' behavior and appearances may positively or negatively affect the image of the FWWSON. Students shall appear professional and interact with all members of the school, university, healthcare team, their colleagues, and the public in a professional manner that reflects a spirit of cooperation, consideration, and professionalism.

### Social Media Guidelines

While social media can provide educational benefits to students, use must not disrupt any learning or patient care environment. Posting information on social media sites must promote a professional image that does not violate HIPAA or policies related to protection of sensitive and confidential information. The guidelines listed below will help you use social networking tools effectively, while protecting your personal and professional reputation, as well as the image of the University.

1. Be familiar with Social Media Guidelines and Best Practices:
  - a. [UW Social Media Guidelines](#)
  - b. [American Nurses Association social media best practices](#)
2. FWWSON strongly discourages students from “friending” faculty and clinical agency personnel unless there is a genuine personal relationship that pre-dates the student/instructor or instructor/nurse relationship. Acts contrary to this policy can

create the perception of impropriety or partiality. Be mindful that “friending” patients may violate professional boundaries and/or confidentiality.

3. It is inappropriate, unprofessional, and unethical to take photos, create video or audio recordings during clinical experiences, as this frequently depicts or reveals confidential patient identities or information, and usually violates policies at the clinical site. Also be mindful of any photos that may include the name or logo of the clinical site.
4. Students and employees who obtain contact information for a patient or a patient’s family for healthcare-related purposes must not use social media, texting, emailing, or other forms of communication with or about a patient or patient’s family member for purposes not related to healthcare, or for any purposes other than fulfilling assigned clinical responsibilities.
5. Search engines can retrieve posts years after they are created, and communications can be forwarded or copied. Remember that many employers now check social media histories of prospective employees and may not respond favorably to a prospective employee who is indiscreet on social media.

*Approved: SON 11/3/2016, Fall 2021, FSA 2/14/2024*

## **Procedures for Violations of the Professional Conduct Code (SON-408.1)**

### **Purpose**

Students are required to sign the Fay W. Whitney School of Nursing (FWWSON) Professional Conduct Code upon admission and are expected to abide by the policies and guidelines contained in the Professional Conduct Code throughout their participation in any FWWSON program. In addition, students are expected to comply with the University of Wyoming Student Code of Conduct, UW Reg 2-114 related to Academic Dishonesty, and all FWWSON policies. Conduct inconsistent with any of these standards may result in disciplinary action, up to and including dismissal and/or degree revocation.

### **Definitions**

1. Student: All degree and non-degree students taking courses at the University of Wyoming whether online or in person.
2. Professional Conduct Conference: Any student accused of misconduct who is not disputing the charge(s) will participate in a professional conduct conference with the Student Affairs Committee as outlined in Section I.
3. Professional Conduct Hearing: Any student accused of misconduct who is disputing the charge(s) will participate in a professional conduct hearing as outlined in Section II.
4. Temporary Suspension: The Dean or his/her designee may at any time temporarily suspend or deny readmission to a student from the FWWSON pending formal procedures when the Dean or designee finds and believes based on available information that the

student would seriously disrupt the school or constitute a danger to the health, safety or welfare of members of the FWWSN community.

### **Policy Statement**

The FWWSN shall have jurisdiction over incidents of alleged violations of the Professional Conduct Code by any student who is enrolled in a professional nursing program at the University of Wyoming. The Professional Conduct Code identifies areas of conduct which are judged unacceptable for individuals who are either in or aspire to be in the profession of nursing. The Professional Conduct Code and these procedures will be included in the Student Handbook. The FWWSN Student Affairs Committee chair shall receive complaints through the Associate Dean alleging misconduct by students as outlined by the FWWSN Professional Code of Conduct.

### **Process/Procedure**

The Student Affairs Committee has primary authority and responsibility for the administration of the Professional Conduct Code.

Procedures for Report of Violation, Preliminary Procedures, Notice, Conferences/Hearings, and Suspension:

**Report of Violation:** A report of Professional Conduct Code Violation shall consist of a letter to the Program Director describing the violation and any supporting documents. An alleged violation of the Professional Conduct Code should be reported to the Program Director as soon as possible after discovery of the incident. Any member of the University or nursing community, including students, staff, faculty, and/or community partners may file a complaint against a student suspected of violating the Professional Code of Conduct. Complaints shall be reported promptly without unreasonable delay.

**Preliminary Procedures:** The Program Director will meet with the individual submitting the report to determine if the alleged violation of the Professional Conduct Code has occurred. If it is determined that there has been an alleged violation of the Professional Conduct Code, the Program Director will forward the alleged violation to the Associate Dean.

The Associate Dean will make a preliminary inquiry to ascertain whether the alleged violation is supported by available evidence. If not, the Associate Dean shall dismiss the charge. The Associate Dean in consultation with the Dean may also assist in the administrative resolution of the allegation or forward the allegations to the relevant university officials. Otherwise, the Associate Dean will forward the alleged violation report to the Chair of the Student Affairs Committee, or designee, and proceed with a professional conduct hearing according to the process outlined below.

**Written Notification:** The Student Affairs Committee Chair, or designee, will notify the accused student, in writing of the alleged Professional Conduct Code Violation. The student shall receive a copy of the Professional Conduct Code and other relevant documents along with the written notice.

The student will have no more than five (5) business days to provide a formal response to the

alleged charge. The student will submit in writing to the Chair of the Student Affairs Committee, or designee, the decision to accept or dispute the charge(s) of Professional Conduct Code Violation.

Any student who *does not dispute* the charge(s) will participate in a Professional Conduct Conference (Informal Process) as outlined in Section I.

Any student accused of misconduct who is *disputing* the charge(s) will participate in a Professional Conduct Hearing as outlined in Section II. The student disputing the charge(s) will be informed of the date, time, and location of the professional conduct hearing at least five (5) business days prior to the hearing date.

#### **I. Professional Conduct Conference – Informal Process**

*Composition of the Conduct Conference Committee:*

1. The Committee will consist of the Student Affairs Committee
  2. Neither the individual accusing the Professional Conduct Violation of the student, nor the Dean will be a member of the committee.
  3. A student representative will be appointed by the Student Affairs Committee.
  4. The Associate Dean is an ex-officio member and does not have a vote.
- **Admission of Responsibility:** Students that elect a professional conduct conference admit responsibility for the misconduct. The purpose of the conference is to determine what sanctions are appropriate for the violation of the Professional Conduct Code. Students that agree to a conference waive any rights to further hearings regarding the admitted misconduct.

The Professional Conduct Conference Committee: The committee will review the written allegations of Professional Conduct Violation and the evidence supporting these charges to determine the appropriate action or sanction. The recommended sanction(s) will be provided in writing to the FWWSN Dean.

Failure to appear: If a student accused of misconduct fails to appear for a Professional Conduct Conference, the Professional Conduct Committee will consider the written report of violation, accompanying evidence, and the student's admission of wrong doing to make a recommended sanction(s) to the Dean of the FWWSN.

- **Conference Procedure:** Conferences may occur in person or virtually using secure audio/video conferencing. Conferences will not be recorded. Unless otherwise noted, the order for the conference will be:
  - The Chair of the Student Affairs Committee will facilitate introductions.
  - Student statement and admission of wrongdoing (10 minutes maximum, 5-minute warning).

- Accuser's statement of allegations (10 minutes maximum, 5-minute warning)
- Questions by the Professional Conduct Conference Committee (10 minutes—with chair, or designee entertaining motion(s) for another 10 minutes as needed)
- Final Statement by the student (2 minute maximum)
- Final Statement by the accuser (2 minute maximum)
- Student and accuser will both be asked to leave the conference.
- The Professional Conduct Conference Committee will meet privately to discuss appropriate sanction(s) for the violation of the Professional Conduct Code. The
- Chair of the Student Affairs Committee, or designee, will submit recommended sanctions to the Dean within five (5) business days of the conference. The FWWSON Dean, or designee, will notify the student of the final sanction(s).
- **Appeal:** A student who participates in the Professional Conduct Conference, as well as one who fails to appear may appeal only the sanction(s) recommended by the Professional Conduct Committee. The formal appeal shall be made in writing to the FWWSON Dean. Such a disposition shall be final and there shall be no subsequent proceedings.

## II. Professional Conduct Hearing – Formal Process

### *Composition of the Code of Conduct Hearing Panel:*

1. The panel will consist of the Student Affairs Committee, and a faculty member of the student's choice.
2. Neither the individual accusing the Professional Conduct Violation of the student, nor the Dean will be a member of the panel. If a member of the Student Affairs Committee is the accusing party, he/she will be excused from the process.
3. A student representative will be appointed by the Student Affairs Committee.
4. The Associate Dean is an ex-officio member and does not have a vote.

### *The Student Affairs Committee Chair, or Designee Will:*

- Coordinate the preliminary Conduct Hearing process following preliminary investigation by the Associate Dean.
  - Notify the student and the individual accusing the violation of Professional Conduct Violation:
    - the time, location, and overall process of the hearing,
    - to submit at least five (5) business days prior to the hearing:
      1. all materials pertinent to the review,
      2. names of witnesses (a maximum of two (2) witnesses for student and maximum of two (2) for individual charging violation). Each party should include a brief summary of the information each witness is expected to present.
      3. Discovery shall be limited to the list of witnesses and any documents to be presented at the hearing. No depositions

may be taken. Interrogations are not permitted nor are written pre-hearing motions.

- Distribute all received materials to the Conduct Hearing Panel, student, and the individual charging the Professional Code of Conduct violations at least three (3) business days prior to the hearing.
- Facilitate the Conduct Hearing according to the outlined procedure.
  - Preside over the appeal hearing; ensure procedural conduct consistent with fairness; maintain confidentiality except as required by administrative or other legal processes.
  - Dismiss any person from the hearing room who becomes disorderly during proceedings, document behavior and subsequent action, and keep documentation with the record of the proceedings.
  - Submit the Conduct Hearing Panel's findings of fact and the recommendation to the Dean in writing and with a rationale within five (5) business days of the hearing. All Conduct Hearing Panel members shall sign the findings of fact and recommendation.
  - The hearing may take place in person, or by secure audio/visual conference.

#### *Professional Conduct Hearing Procedure*

- A Professional Conduct Hearing shall occur within twenty (20) business days of the charge unless the Student Affairs Committee determines that it is in the best interests of the University or the student to postpone the hearing, at which point notice will be given to both the student and the charging party.
- Appropriate accommodations will be made for students who have documented disabilities through [University Disability Support Services](#).
- Conduct Hearings may occur in person or virtually using secure audio/video conferencing. Hearings will not be recorded.
- Unless otherwise noted, the order for the Hearing will be:
  - The Chair of the Student Affairs Committee, or designee, shall call the meeting to order, and ask the Conduct Hearing Panel members, the student, and the individual charging the violation to identify themselves.
  - The Chair of the Student Affairs Committee, or designee, shall emphasize the importance of confidentiality of the hearing and related records; review the procedures to be followed.
  - The Chair of the Student Affairs Committee, or designee, shall have the final authority in procedural matters.
    - Student opening statement justifying the dispute of charges (10 minutes maximum, 5 minute warning)
    - Student's witness(es) statements (5 minute maximum, 1 minute warning –per witness, maximum 2 witnesses)
    - Accuser's opening statement (10 minutes maximum, 5 minute warning)

- Accuser's witness(es) statement (5 minute maximum, 1 minute warning—per witness, maximum 2 witnesses)
  - Student response (5 minute maximum, 2 minute warning)
  - Instructor response (5 minute maximum, 2 minute warning)
  - Questions by Conduct Hearing Panel (10 minutes –with chair, or designee entertaining motion(s) for another 10 minutes as needed)
  - Final response by student (2 minute maximum)
  - Final response by accuser (2 minute maximum)
- The standard of proof shall be “by a preponderance of the evidence” which shall mean that the body of evidence shows that the fact sought to be proved is more probable than not.
- Both parties (student and accuser) may have a representative/advisor or legal counsel present. This individual is not a part of the review process, rather a support to the individual. Neither advisors nor legal counselors may appear in lieu of the accused student and shall not speak on behalf of the party. The adviser/counselor will not be allowed to question witnesses and/or address the Panel. Both parties must notify the Chair of the Student Affairs Committee, or designee, if a representative will be present at least three (3) business days prior to the hearing.
- Within the order of the proceedings, all parties may present witnesses. Witnesses will be permitted to testify for a period not to exceed 5 minutes, although the Hearing Panel may waive this time restriction. Witnesses will be present during the hearing only when they are giving statements and answering questions. If witnesses are not able to appear, their written statements may be admissible as determined by the Chair of the Student Affairs Committee, or designee.
- In the course of any hearing, the Chair of the Student Affairs Committee, or designee, is authorized to request the appearance of any student, faculty, staff member, or other employee of the University as a witness or request additional evidence or materials she/he deems relevant to a decision.
- If a case involves more than one accused student, the Student Affairs Committee may elect to hear the cases together, but in that event, shall make separate findings and determinations for each accused student.
- Failure to Appear: If the student or the accuser does not appear at the hearing, the written statements will be the entire presentation by that person and the Conduct Hearing Panel's recommendation will be made accordingly based on the hearing and records before it.

- Hearings will not be adversarial in tone or fact. Rather, they will be conducted in a way that provides the Conduct Hearing Panel and all parties an opportunity to ensure that all pertinent information is heard.
- Immediately following the hearing, the Conduct Hearing Panel shall dismiss all parties for a private deliberation to determine whether or not the student is responsible for violating the Professional Code of Conduct. A majority vote is required to reach a recommendation.
- The Chair of the Student Affairs Committee, or designee, will submit in writing the Panel's decision to the FWWSO Dean within five (5) business days of the hearing.

*The Dean, or Designee, Will:*

- Receive the findings of fact and recommendation of the Conduct Hearing Panel.
- Make a final decision within ten (10) business days after receipt of the Conduct Hearing Panel's findings of fact and recommendation.
- Notify the student in writing of the final decision immediately thereafter.

*Record of Hearing/Notice of Decision*

- The Chair of the Student Affairs Committee, or designee, shall prepare a "Notice of Decision" which includes the findings of fact, findings of guilt or innocence, and the sanctions imposed. A copy of shall be filed in the student's professional conduct records maintained by the Dean of FWWSO for seven (7) years.

*Further Appeal*

- Further appeal shall be in accordance with the College of Health Sciences Appeals procedures.
- Status during the appeal: In cases of suspension, dismissal, or expulsion where a notice of appeal is filed within the required time, the accused student may petition the FWWSO Dean, or designee, in writing for permission to attend classes pending final determination of appeal. The Dean may permit the accused student to continue in school under such conditions as may be designated pending completion of appellate procedures, provided such continuance will not disrupt the University or constitute a danger to the health, safety, or welfare of the University Community. In such an event, however, any final disciplinary action imposed shall be effective from the date of the final decision by the FWWSO Student Affairs Committee.

## **Sanctions**

Students who confess responsibility, or who are found in violation of the Professional Conduct Code may be subject to sanctions, including but not limited to:

1. Restitution: In cases involving damaged, stolen, or misappropriated property, a student may be required to reimburse by dollar amount, by transfer of property, or by the provision of services to the University or a member of the University community in accordance with the nature of the violation and in an amount not to exceed the actual expenses, damages, or losses incurred.
2. Community Service: A student may be required to render a designated number of hours of specified service and/or complete specified activities that benefit UW, the FWWSO, or the community.
3. Reprimand: A student may receive written notice that the conduct in which the student(s) engaged is inconsistent with the Code added to the students' FWWSO file. Such notice will indicate that future violations of the Code may result in the imposition of more serious sanctions.
4. Mandatory Leave of Absence (LOA): Students may be mandated to take a LOA and be subject to the FWWSO LOA policies upon return.
5. Suspension: A student may lose the right to be a student in the FWWSO for a specific period of time. Suspended students are not eligible for the privileges and services provided to currently enrolled students, including residing in university-owned or recognized student housing, registering, attending class, or using other University services or facilities. The suspension may be specified for any length of time.
6. Dismissal: A student may be dismissed from the FWWSO and may or may not be eligible for readmission.

*Approved: SON meeting on 11/30/2016; Fall 2021; FSA 2/14/2024*

## **College of Health Sciences Guidelines and Procedures for Student Academic Appeals**

### **References**

UW Regulation 2-121, Change of Grades  
 UW Regulation 2-114, Student Academic Dishonesty  
 UW Regulation 2-117, Course Syllabus Requirement

### **Philosophy**

Students have the right to expect thoughtful, non-capricious evaluation of their academic performance. Academic standards and approaches to grading may vary across colleges, units, and instructors. Grading policies should be clearly articulated in course syllabi as specified in University Regulation 2-117.

The College of Health Sciences encourages resolution of academic disputes at the level closest to the issue. Often these disputes can be resolved when a student and instructor engage in reflective and respectful deliberation about the academic issue. Instructors may change grades if they have made an error in calculating or reporting the grade as specified in University Regulation 2-121.

Each academic unit in the College of Health Sciences shall have written procedures for resolution of student disputes arising from decisions or actions of faculty, staff and/or administrators. Any student or group of students shall have the right to use these procedures

within the appropriate unit. If the student is not satisfied with the outcome, the appeal may be forwarded to the dean/director of the appropriate

unit and will proceed according to the appeals procedures outlined within the unit.

A formal appeal should be considered carefully by the student before submission to the College of Health Sciences and should be based on substantial evidence. Prior to filing a formal grade appeal, the student should exhaust all channels of relief at the level closest to the issue (e.g., division/school).

### **Grounds for Appeal**

The right of student appeal at the college level is limited to allegations of prejudice, capricious or arbitrary academic evaluation or capricious or arbitrary treatment.

*Prejudice:* adverse, preconceived judgment about the student based on personal characteristics or group membership.

*Capricious evaluation:* applying different standards of evaluation to members of the same course without legitimate reason; or grading assignments or assigning course grades in a manner inconsistent with the articulated standards of evaluation for the assignment or course.

*Capricious treatment:* unpredictable or inconsistent actions that affect the student in an adverse way.

For an appeal to be successful, one of these conditions must be clearly evident to impartial committee members who are not in the field of study in the class. The burden of proof is on the student. These accusations are serious and students should consider their ability to document prejudice, capricious evaluation, or capricious treatment before proceeding. By the same token, students have the right to raise an appeal and expect that every effort will be made to resolve it in accordance with these guidelines, without prejudice or fear of reprisal.

**The guidelines included in the following sections pertain to College-level appeals other than those that involve charges of academic dishonesty or allegations of discrimination based on a protected class.** Policies and procedures involving cases of academic dishonesty fall under the jurisdiction of University of Wyoming Regulation 2-114. Students and faculty involved in appeals of academic dishonesty charges are directed to University Regulation 2-114 for the proper procedures to follow. Any allegations of discrimination or retaliation based on a protected class as defined in UW Regulations 4-2 will be referred to the University's Equal Opportunity Report and Response unit and will not be heard under the processes set forth in this College appeal policy.

### **Jurisdiction**

When the Dean of the College of Health Sciences believes that a formal hearing panel

would be useful to resolve the dispute, a College of Health Sciences Student Appeals Board (CHSSAB) will be structured as described below. The Dean of the College of Health Sciences may also elect to reconcile the problem informally or render a decision based on the record in lieu of a formal hearing. Notice of resolution or decision without Board review should be forwarded to all parties within 15 business\* days of receipt of the formal appeal.

#### College of Health Sciences Student Appeals Board

The Student Affairs Committee shall serve as the Health Sciences Student Appeals Board (HSSAB) as specified in the bylaws of the College of Health Sciences. The HSSAB is comprised of academic personnel (elected to serve three-year staggered terms) and students (appointed from each academic unit) who serve one year terms.

The Chairperson of the HSSAB shall be the current chairperson of the Student Affairs Committee. This individual will be elected by the members of the Board. Exception: When the chairperson is a faculty member of the unit where the grievance originated, another Student Affairs member not associated with the

unit must chair the HSSAB.

#### Basic Authority and Responsibilities

1. The HSSAB shall have the final authority in procedural matters.
2. The HSSAB may recommend affirmation or reversal of the decision being appealed, and may make such recommendations for further actions as it may deem appropriate.
3. The HSSAB will forward its recommendation(s), including detailed facts and findings, to the Dean of the College of Health Sciences, along with a record of the hearing proceedings within five (5) business\* days of the hearing but may be extended on a case- by-case basis by the University in its discretion and depending upon the circumstances of the appeal.

### **Procedures**

1. Initiating the Appeal (Timeframe)
  - a. The appeal must be submitted by the student to the Dean of the College of Health Sciences or designee no later than fifteen (15) business\* days after the student receives the decision of the School's/Division's Appeals Committee from the Director/Dean or designee. If the decision is received on a date that will not allow for a timely appeal in the current academic term, the timeline may be extended by the Dean of the College of Health Sciences or designee to the following academic term.
  - b. If no settlement can be reached at the division/school level, the student may elect to follow the formal appeals process.
    - i. For appeals of final grades, the written appeal must be submitted to the Dean of the College of Health Sciences, no later than fifteen (15) business\* days after the first day of classes of the semester following that in which the action being appealed occurred. If the action being appealed occurred during the

spring semester, the student has the option of appealing in either the summer session or the following fall semester.

- ii. For appeals of grades given during a semester, the written appeal must be submitted to the Dean of the College of Health Sciences, no later than fifteen (15) business\* days after receipt of the grade.
- c. Within fifteen (15) business\* days of the receipt of a written appeal, the Dean of the College of Health Sciences, along with the Associate Dean for Student Affairs, shall determine whether the appeal is within the jurisdiction of the Board.
  - i. If the appeal does not fall within the jurisdiction of the board, the Associate Dean for Student Affairs shall notify the student that the board will not hear the matter due to a lack of jurisdiction.
  - ii. If the appeal is within the jurisdiction of the HSSAB, the Associate Dean for Student Affairs shall notify the student and the appellee\*\* (instructor, school/division) and include a notice of the time and place of the hearing.

## 2. Filing the Appeal

A written appeal shall consist of a letter to the Dean of the College of Health Sciences, presenting the action being appealed, the basis of the appeal, and any supporting documents. The written appeal must include the following:

- a. Evidence that all normal channels of relief in the School/Division for adjustment of the action being appealed have been exhausted,
- b. A copy of the decision rendered by the School's/Division's Appeals Committee with the date of such decision and the date that the student received notification of the decision must be included in the appeal.
- c. The specific bases of the appeal. (See above for legitimate grounds for appeal which must be demonstrated by the student in the written materials.)
- d. A step-by-step description of the factual matters of the case, including documentation of the student's attempts to resolve the matter through normal channels of relief at the School/Division level.
- e. Relevant course materials (e.g., a complete copy of the course syllabus plus any amendments, grading rubrics, etc.)
- f. A list of any witnesses (if any) student intends to call at the hearing.

## 3. Notification of the Hearing

The Associate Dean for Student Affairs will provide the appellee with a copy of the written appeal, an supporting documents, and a list of student's proposed witnesses. The appellee may make a written reply to the HSSAB. The appellee must also notify the HSSAB of any witnesses' the appellee intends to call at the hearing. The appellee's written reply will be presented to the Board along with the student's written appeal at least three (3) business\*

days before the meeting. The Dean or designee will provide a copy of the reply to the student along with the names of witnesses for the appellee.

4. Hearing

The Associate Dean for Student Affairs will schedule a hearing and inform all parties and the HSSAB of the date, time, and place.

5. Disqualification of Members

Any member of the HSSAB may recuse him or herself or request any other member be disqualified for just cause, by notifying the Associate Dean for Student Affairs at least two (2) business\* days before the hearing. Either student or appellee may request that a member be disqualified for just cause by providing a written request to the Associate Dean for Student Affairs at least five (5) business days before the scheduled meeting. The decision to disqualify is made by the Dean of the College of Health Sciences.

6. Recorder

The Associate Dean for Student Affairs is assigned to compile and disseminate all applications and materials for board members to review. The Associate Dean for Student Affairs will record the hearings and its outcome and provide a copy of the recording to the student if requested. The recordings and related materials which comprise the case file will be forwarded to the Dean of the College of Health Sciences within five (5) business\* days.

7. Hearing Procedures

- a. The HSSAB shall have the final authority in procedural matters. Unless otherwise noted, the order for the proceedings will be:
  1. Student opening statement justifying the appeal (15 minutes maximum, 5 minute warning)
  2. Appellee opening statement (15 minutes maximum, 5 minute warning)
  3. Student response (10 minute maximum, 2 minute warning)
  4. Appellee response (10 minute maximum, 2 minute warning)
  5. Questions by HSSAB
  6. Final response by student (2 minute maximum)
  7. Final response by appellee (2 minute maximum)
- b. Hearsay is permissible with relevancy and credibility as determined by the HSSAB.
- c. Any party wishing to submit additional evidence or materials not previously submitted must make the request on the day of the hearing and the HSSAB in its sole discretion will rule on whether the late evidence is accepted.
- d. The student shall have the burden of proving "substantial evidence" (evidence that a

reasonable mind might accept as adequate to support a conclusion) that the decision or action was based on prejudice, capricious or arbitrary academic evaluation or capricious or arbitrary treatment.

- e. The parties may have a representative present, but this representative shall not speak on behalf of the party. *Both parties must notify the Associate Dean for Student Affairs if a representative will be present at least one (2) business\* days before the hearing.*
- f. Within the order of the proceedings, all parties may present witnesses at times they consider most appropriate. Witnesses will be permitted to testify for a period not to exceed 5 minutes, although the HSSAB may waive this time restriction. Written statements by witnesses may also be admissible as determined by the Associate Dean for Student Affairs. *Witnesses will be present during the hearing only when they are giving statement and answering questions.*
- g. In the course of any hearing, the HSSAB is authorized to request the appearance of any student, faculty, staff member, or other employee of the University as a witness or request additional evidence or materials it deems relevant to its decision.
- h. If the student or the appellee does not appear at the hearing, the written statements will be the entire presentation by that person and the HSSAB's recommendation will be made accordingly based on the hearing and records before it.
- i. Hearings will not be adversarial in tone or fact. Rather, they will be conducted in a way that provides the HSSAB and all parties an opportunity to ensure that all pertinent information is heard.
- j. Immediately following the hearing, the HSSAB will take the matter under submission and retire to vote. This period of deliberation will not be recorded. A majority vote is required to reach a recommendation. The HSSAB will record its decision on the record but in no case will be required to record individual votes.
- k. The HSSAB's recommendation and summary of findings, along with supporting materials, will be submitted to the Dean of the College of Health Sciences withing five (5) business\* days after the recommendation is reached.

#### 8. Implementation of Decision

- a. The Dean of the College of Health Sciences will review the materials and written record of the hearing along with the recommendation of the HSSAB.
- b. The Dean of the College of Health Sciences will make a decision regarding the case and will notify the parties of the decision in writing within ten (10) business\* days of receipt of the record and recommendation by the HSSAB.
- c. The Dean of the College of Health Sciences shall be responsible for implementing his/her decision.

#### 9. Further Appeal

If the student desires to appeal the College of Health Sciences decision, he/she must file an appeal with the Office of Academic Affairs within 10 business\* days of the receipt of the Dean of the College of Health Sciences notification of the decision. If an appeal is initiated by the student, the HSSAB findings report, including decision and all relevant materials, will be forwarded to the Office of Academic Affairs within 10 business\* days.

#### 10. Maintenance of the Appeals Record

A file of the appeal, consisting of the written evidence, a brief statement of the HSSAB decision, audio recording of hearing proceedings, and the Dean's decision will be compiled and retained in a secured location in the Office of the Dean of the College for 7 years from the date of the incident except in cases of suspension (10 years) and dismissal (permanent retention). All other copies of the written evidence shall be destroyed immediately following the hearing.

\* Business days refer to the academic calendar for the university and does not include University holidays or periods of closure.

\*\* Appellee is the party against whom an appeal is filed. In a grade appeal the appellee is typically the instructor or supervisor.

*6/13/97*

*Reviewed and Updated*

*5/19/06 Reviewed and*

*Updated 3/6/07 Reviewed and*

*Updated 8/27/13 Reviewed*

*and Updated 7/22/14*

*Reviewed and Updates*

*01/25/21*

## **Academic And Clinical Performance Policy (SON-404.1)**

### **Purpose**

The purpose of this policy is to be a guide for students and faculty to optimize understanding of performance concerns. A Student Success Plan is developed to address concerns and provide guidance to promote student success.

### **Process/Procedure**

#### **Academic Concerns**

Academic performance concerns and a process to facilitate successful learning are identified below.

#### **Unsatisfactory or failing performance in a didactic course will initiate the following process:**

- In collaboration with course coordinator (or program director/associate dean if appropriate), the course faculty member will develop an agreement (Academic Performance Learning Plan) with the student specifying an action plan with a timeframe and potential outcomes/consequences of the concern.
- The student and the faculty member will sign the Academic Student Success Plan (course coordinator, faculty advisor, program director, and associate dean signatures will be obtained if appropriate).
- A follow-up conference(s) to review the student's progress will occur according to the timeline of the learning plan. Documentation will be attached to the original Academic Student Success Plan.
- Students are expected to accept individual responsibility and accountability for their

learning; failure to do so may affect the student's ability to be successful in the didactic course.

- Repeated academic concerns or academic misconduct may result in a report of violation of the Professional Conduct Code for Students Enrolled at the FWWSN (see policies 407.1 and SON 408.1)
- All Academic Student Success Plans will become part of the student's educational record at the FWWSN and may be referenced if future student concerns arise.

### **Clinical Concerns**

Clinical performance concerns and a process to facilitate successful learning are identified below.

#### **Level I Clinical Concerns**

...are actions of a serious nature with potential to jeopardize client safety and result in the danger and/or harm to clients in any setting. Such concerns may result in actions ranging from a written learning plan to dismissal from the program. Due to the seriousness of these concerns, all Level I Clinical Concerns are considered Clinical Misconduct violations of the Professional Conduct Code for Students Enrolled at the FWWSN (SON 407.1) and therefore a formal report of violation will be completed per the Procedure for Violation of the Professional Conduct Code (SON 408.1). These concerns include, but are not limited to, the following:

- Demonstrates acts of omission or commission during the care of clients that result in harm or may result in harm.
- Demonstrates impaired behavior in clinical settings. This impairment may be the result of alcohol, recreational drug or prescription drug use (invokes Impaired Student Policy SON 405.1).

#### **Level II Clinical Concerns**

... are actions with less potential to cause harm. Such concerns may result in actions ranging from a written learning plan to course failure. These concerns include, but are not limited to, the following:

- Comes unprepared for the clinical experience.
- Displays inadequate knowledge and/or skills necessary for client care.
- Fails to accept accountability for his/her own actions.
- Fails to abide by the program's dress code for the clinical experience.
- Fails to attend clinical experiences as scheduled.
- Fails to provide prior notification to the faculty/preceptor of an absence, tardiness, or early departure from the clinical setting.

**Unsatisfactory or failing performance in a clinical course will initiate the following process:**

#### **Level I Concerns**

- may result in immediate removal from the clinical experience.
- All Level I Clinical Concerns will be reported as Clinical Misconduct violations according to the Professional Code of Conduct for Students Enrolled at the FWWSN (SON 407.1).

- Due to the potential for harm, all Level I Clinical Concerns will be addressed according to the Procedure for Violation of the Professional Conduct Code (SON 408.1).

*Level II Clinical Concerns*

- The student will receive verbal feedback from the faculty regarding the clinical concern(s).
- In collaboration with course coordinator (or program director/associate dean if appropriate), the course faculty member will develop an agreement (Clinical Student Success Plan) with the student specifying an action plan with a timeframe and potential outcomes/consequences of the concern.
- The student and the faculty member will sign the Clinical Student Success Plan (course coordinator, faculty advisor, program director, and associate dean signatures will be obtained if appropriate).
- A follow-up conference(s) to review the student's progress will occur according to the timeline of the action plan. Documentation will be attached to the original Clinical Student Success Plan.
- Students are expected to accept individual responsibility and accountability for their learning and preparation for clinical; failure to do may affect the student's ability to be successful in the clinical course.
- Repeated clinical concerns, failure to address/correct clinical concerns, or clinical misconduct may result in a report of violation of the Professional Conduct Code for Students Enrolled at the FWWSO (see policies SON 407 and SON 408).
- All Student Clinical Success Plans will become part of the student's educational record at the FWWSO and may be referenced if future student concerns arise.

*Approved: SON 12/11/09, SON 3/1/2017, FSA 3/27/2024*

## Academic Student Success Plan

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Nursing Course: \_\_\_\_\_

Details
Description of Academic Concern:
Learning Plan Addressing Academic Concern:
Timeline and Potential Outcome:
Acknowledgement
<i>By signing this form, you confirm that you understand this information. You also confirm that you and the faculty have discussed the academic concern. Signing this form does not necessarily indicate that you agree with the academic concern. This document will become part of the student's educational record at the FWWSO.</i>
Student Signature:
Date:
Faculty Signature:
Date:

## Clinical Student Success Plan

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Nursing Course: \_\_\_\_\_

Level of Clinical Concern	
<input type="checkbox"/>	Level I Clinical Concern
<input type="checkbox"/>	Level II Clinical Concern
Details	
Description of Clinical Concern:	
Action Plan Addressing Clinical Concern:	
Timeline and Potential Outcome:	
Acknowledgement	
<i>By signing this form, you confirm that you understand this information. You also confirm that you and the faculty have discussed the clinical concern. Signing this form does not necessarily indicate that you agree with the clinical concern. This document will become part of the student's educational record at the FWWSN.</i>	
Student Signature:	
Date:	
Faculty Signature:	
Date:	

## **Confidentiality**

All patient/client information is confidential. As stated in the ANA Code of Ethics, “The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient,” which includes the duty of the nurse to maintain patient confidentiality. Protecting patient confidentiality is now the law. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 went into effect in April 2003. Noncompliance can result in monetary, civil and criminal penalties.

- Students should not discuss patient/client information with anyone except for clinic personnel and those in the School of Nursing who are involved in student education and adhere to the same confidentiality (e.g., faculty, colleagues).
- Client records should never leave the clinical agency.
- Students should never save patient/client sensitive information (with identifying information) on their computers.
- Email correspondence with faculty should also be treated confidentially and identifying information about patients/clients should not be included.
- All documentation related to clinical clients must be treated as a legal document and confidentiality respected and maintained.
- Client names should not be included in logs, case presentations or on notes.
- Copying client records is NOT permitted in any clinical setting.

## **Student Drug-Screening and Impaired Student Policy and Procedures (SON-405.1)**

### **Purpose**

Drug screening is needed to protect public safety and provide for the welfare of our students.

### **Policy Statement**

#### **What**

10-Panel urine drug screening test; the student bears the cost of the screening.

#### **Who**

All students within the FWWSN.

#### **When**

- Pre-licensure (Basic BSN and BRAND) students: Screen at the beginning of the first clinical (direct patient care) experience; screen upon request of the clinical site (e.g. capstone).
- BSN Completion:: Screen at the request of the practice site.
- MS & DNP students: Screen prior to program admission; screen upon request of the clinical site.
- All students. For cause; screen at the request of the practice site, faculty, and/or staff regarding concerns of impairment.

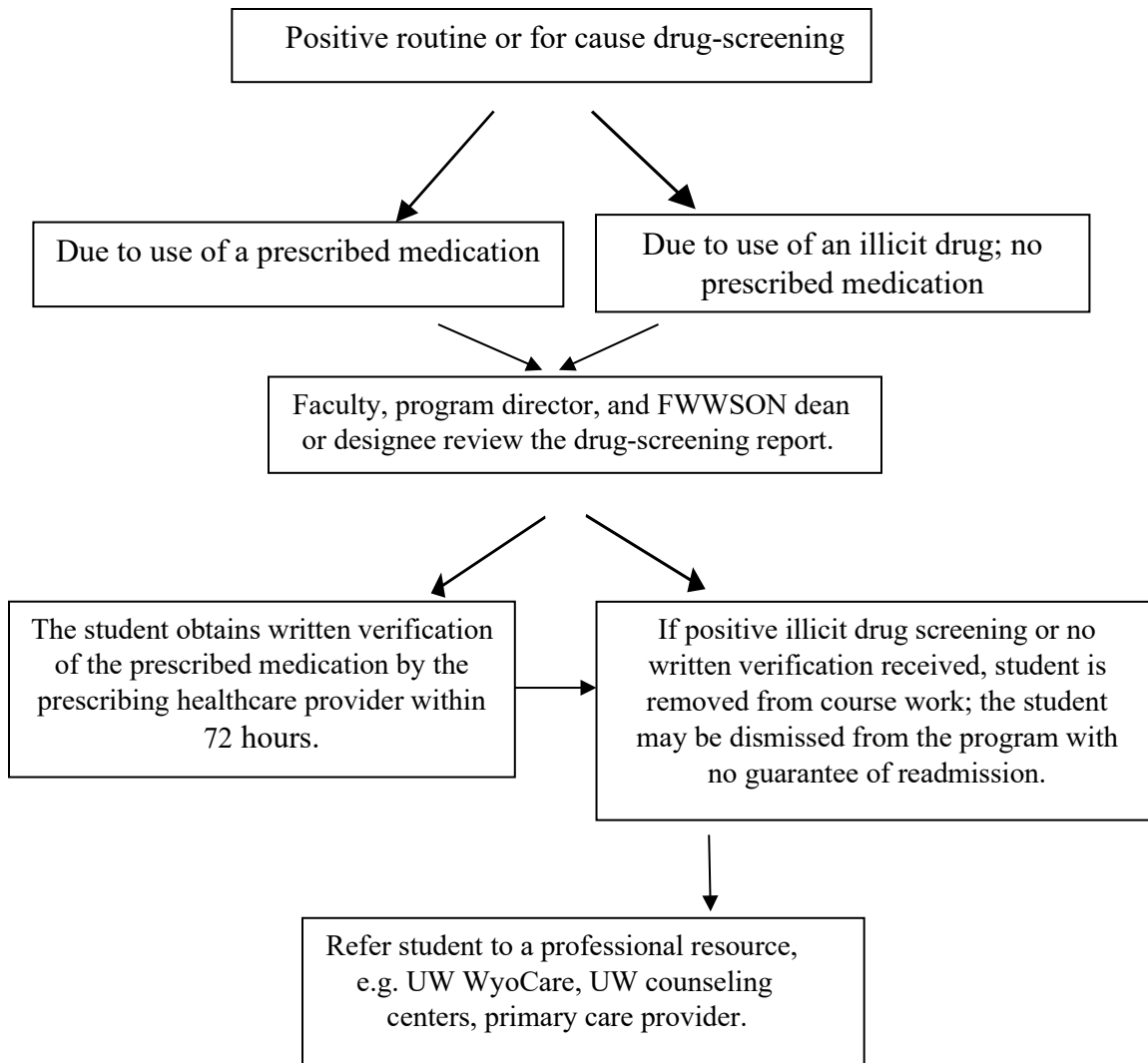
### **Process/Procedure**

## **Drug Screening Results**

- Positive screening due to use of a prescribed medication.
  - A written verification by the prescribing healthcare provider prior to clinical placement or the capstone experience is required within seventy-two [72] hours.
  - A case-by-case review is completed by faculty, program director, and SON Dean or designee to ensure that course work is not negatively affected.
  - The student may be referred for a professional assessment.
- Positive screening due to use of an illicit drug. The student cannot participate in course work until the situation is reviewed by faculty, program director, and SON Dean or designee.
  - The student may be suspended or dismissed from the program when the Dean or designee, in consultation with faculty and program director, determines that the student may disrupt or constitute a danger to the health, safety, or welfare of self or others.
  - Following suspension or dismissal, continuation or readmission to the program is not guaranteed; the student can seek a readmission hearing according to SON policy outlined in the Student Handbook.
  - The student may be referred to a professional resource.
- Drug-screening records will be handled and stored in a confidential manner by FWWSO personnel.
- Reporting required. FWWSO personnel will report all positive screening results as required by the Wyoming State Board of Nursing (WSBN) Rules and Regulations, and the Nurse Practice Act and Wyoming State Statute Title 33.

### **Student challenges the drug-screening result**

Faculty, program director, and/or Dean will refer the student to follow-up with the lab where the original screening was conducted. The student bears the cost related to this follow-up.



### Impaired Student

Impairment of student performance may be the result of a mental health disorder and/or substance use. The School of Nursing, in support of UW student Code of Conduct policies, supports the following:

- Providing safe, competent patient care is the priority. A student must be able to perform professional and clinical care for patients in a reliable, dependable, trustworthy, and prudent manner.
- School of Nursing faculty and staff are responsible for identifying individuals with declining academic performance, behavioral changes of concern, and excessive absenteeism that may be caused by a mental health disorder or substance use.
- When there is a concern regarding substance abuse, drug and/or alcohol testing for any student will be required by the FWWSON. The cost of this testing will be borne by the student. Refusal by a student to submit to testing within four hours may result in suspension from the program.
- Students will be removed from the clinical or didactic setting due to concerns of

- public safety and/or student welfare. The FWWSO will help arrange transportation and the student will bear the cost of transportation. The student will be suspended from all clinical activities until the situation has been assessed.
- Students who are impaired have a right to an assessment of this concern, a right to access treatment, and a right to accept and undergo treatment services at their own cost. Continuation and/or readmission to the FWWSO program is not guaranteed.

*Approved: SAC 3/13/2012; FSA 4/17/2019, FSA 2/14/2024*

## **Grade Appeal Process (SON-406.1)**

### **Purpose**

Students have the right to appeal the grades of Fay W. Whitney School of Nursing (FWWSO) academic personnel when they feel their grade has been miscalculated, or allegations of capricious or arbitrary academic evaluation, or capricious or arbitrary treatment. Students should first attempt to resolve the issue with the instructor directly. If the student is not satisfied with the outcome, an appeal can be made to the Student Affairs Committee of the FWWSO and will proceed according to the process outlined below.

### **Definitions**

1. Prejudice: adverse, preconceived judgment about the student based on personal characteristics or group membership.
2. Capricious evaluation: applying different standards of evaluation to members of the same course without legitimate reason; or grading assignments or assigning course grades in a manner inconsistent with the articulated standards of evaluation for the assignment or course.
3. Capricious treatment: unpredictable or inconsistent actions that affect the student in an adverse way.

### **Policy Statement**

#### **FWWSO Appeal**

The appeal is presented to the Chair of the Student Affairs Committee or designee no later than twenty (20) business days after notification of the grade. A written appeal shall consist of a letter to the Chair of the Student Affairs Committee or designee presenting the action being appealed, the basis of the appeal, and any supporting documents.

The Chair of the Student Affairs Committee, or designee, in consultation with the Associate Dean will make a preliminary inquiry to ascertain whether the appeal is supported by available evidence. If not, the Chair of the Student Affairs Committee, in consultation with the Associate Dean, shall dismiss the appeal. The Associate Dean may also assist in the resolution of the matter through an administration disposition without filing a formal appeal. Otherwise, an appeal hearing shall proceed according to the process outlined below.

## **Process/Procedure**

### *Composition of the Grade Appeal Panel:*

1. Student Affairs Committee\*
2. A faculty member selected by the student\*
3. A student representative appointed by the Student Affairs Committee

\*The faculty member who assigned the grade to the student, the Associate Dean, and the Dean may not serve as members of the Grade Appeal Panel.

### *The Chair of the Student Affairs Committee or Designee Will:*

1. Serve as chair and coordinator of the grade appeal process.
2. Schedule the hearing with the Grade Appeal Panel members, including the student, and instructor who assigned the grade
3. Inform the student and the instructor who assigned the grade about the hearing process and invite them to submit the following at least five (5) business days prior to the hearing:
  - all materials pertinent to the review,
  - names of witnesses (a maximum of two (2) witnesses for student and maximum of two (2) for instructor).
4. Distribute all received materials to the Grade Appeal Panel, student, and instructor at least three (3) business days prior to the hearing.
5. Preside over the appeal hearing; ensure procedural conduct consistent with fairness; maintain confidentiality except as required by administrative or other legal process.
6. Dismiss any person from the hearing room who becomes disorderly during proceedings, document behavior and subsequent action, and keep documentation with the record of the proceedings.
7. Submit the Appeal Panel's findings, recommendations, and rationale to the Dean in writing within five (5) business days of the hearing. All Grade Appeal Panel members shall sign the findings and recommendation.

### *Grade Appeal Hearing Procedures:*

1. The hearing may take place in person, or by secure audio/visual conference. Appeal hearings will not be recorded.
2. The Chair of the Student Affairs Committee, or designee, shall call the meeting to order, and ask the Grade Appeal Panel members, the student, and the instructor to identify themselves. The Chair shall emphasize the importance of confidentiality of the hearing and related records; review the procedures to be followed; and inform those present that the purpose of the appeal process is to ensure fairness to the student and not to substitute the judgment of the instructor.
3. The Chair of the Student Affairs Committee, or designee, shall have the final authority in procedural matters. Unless otherwise noted, the order for the proceedings will be:
  - Student opening statement justifying the appeal (10 minutes maximum, 5-minute warning)
  - Student's witness statements (5 minute maximum, 1 minute warning –per witness, maximum 2 witnesses)

- Instructor opening statement (10 minutes maximum, 5-minute warning)
  - Instructor's witness statements (5 minute maximum, 1 minute warning —per witness, maximum 2 witnesses)
  - Student response (5minute maximum, 2-minute warning)
  - Instructor response (5 minute maximum, 2-minute warning)
  - Questions by the Grade Appeal Panel (10 minutes—with chair, or designee entertaining motion(s) for another 10 minutes as needed) Final response by student (2 minute maximum)
  - Final response by instructor (2 minute maximum)
  - Student and instructor will both be asked to leave the conference.
  - The Grade Appeal Committee will meet privately for a confidential vote. The Chair of the Student Affairs Committee, or designee, will submit recommendations to the Dean, or designee, within five (5) business days of the hearing. The FWWSO Dean, or designee, will notify the student of the final sanction(s).
4. Hearsay is permissible with relevancy and credibility as determined by the Grade Appeal Panel.
  5. The student shall have the burden of proof by “substantial evidence” (evidence that a reasonable mind might accept as adequate to support a conclusion) that the grading decision or action was based on mathematical error, prejudice, capricious or arbitrary academic evaluation, or capricious or arbitrary treatment.
  6. The parties (student and instructor) may have a representative present, but this representative shall not speak on behalf of the party. Both parties must notify the Chair of the Student Affairs Committee, or designee if a representative will be present at least three (3) business days before the hearing.
  7. Within the order of the proceedings, all parties may present witnesses (maximum of two witnesses each). Witnesses will be permitted to testify for a period not to exceed 5 minutes, although the Chair of the Student Affairs Committee, or designee may entertain motion(s) for another 5 minutes per witness as needed) Witnesses will be present during the hearing only when they are giving statements and answering questions. If witnesses are not able to appear, their written statements may be admissible as determined by the Chair of the Student Affairs Committee or designee.
  8. In the course of any hearing, the Chair of the Student Affairs Committee, or designee, is authorized to request the appearance of any student, faculty, staff member, or other employee of the University as a witness or request additional evidence or materials they deem relevant to a decision.
  9. If the student or the instructor does not appear at the hearing, the written statements will be the entire presentation by that person and the Grade Appeal Panel's recommendation will be made accordingly.
  10. Hearings will not be adversarial in tone or fact. Rather, they will be conducted in a way that provides the Grade Appeal Panel and all parties an opportunity to ensure that all pertinent information is heard.
  11. Immediately following the hearing, the Appeal Panel will take the matter under submission and retire to vote. Votes will be cast anonymously, and a majority vote is required to reach a recommendation.

*The Dean, or designee Will:*

1. Receive the written findings, recommendation, and rationale of the Grade Appeal Panel.
2. Make a final decision within ten (10) business days after receipt of the Appeal Panel's findings and recommendation.
3. Notify the student and instructor in writing of their decision immediately thereafter. This does not preclude verbal communication of findings.

*Further Appeal*

Further appeal shall be in accordance with the College of Health Sciences Appeals procedures.

*Approved: SON 6/13//1997, SON 5/19/2006, SON 3/6/2007, FSA 8/27/2013, FSA 7/22/2024, FSA 2/14/2024*

### **Exceptions To Scholastic Requirements (SON-409)**

Students in the FWWSO have the right to petition in writing exceptions to nursing program Scholastic Requirements. It is the student's responsibility to initiate the petition process within 5 business days of the University's posting of final semester grades. Petitions will be presented first to the program director who will bring the concern forward to the FWWSO Student Affairs Committee (SAC) chair(s) or designee. The chair(s) or designee of the SAC will make a preliminary inquiry for the appropriateness of the petition. If the chair(s) or designee deems that there is insufficient support for the petition, the petition will be dismissed. If the petition is found to be appropriate, the chair(s) or designee will bring the petition forward to the SAC who will make a recommendation to the Dean of the FWWSO. The Dean will receive the SAC recommendation, make a final decision and will notify the student and program director within 10 business days. This decision will be final and cannot be appealed further. See [http://www.uwyo.edu/nursing/\\_files/pdf/petition-for-exceptions-to-scholastic-requirements.pdf](http://www.uwyo.edu/nursing/_files/pdf/petition-for-exceptions-to-scholastic-requirements.pdf)

*Approved: SON 2/26/2020, FSA 2/14/2024*

## **SECTION 4: GENERAL INFORMATION**

### **Advisers**

Students are assigned an academic adviser in the School of Nursing. Advisers provide academic support, referral to sources for solutions to any problems with registration, grades, programs of study, and filing petitions/grievances. Students are also assigned faculty member, who serves as a career advisor to provide guidance about opportunities in the nursing profession.

### **APA Manual**

The FWWSON uses the most current edition of the APA Manual for all student assignments. APA style is a critical component of professional nursing. It is the responsibility of the student to be familiar with APA format and to seek guidance from faculty for its use. Regardless of the resource used, use of correct APA style is the responsibility of the student.

### **Course Syllabi**

Each nursing course has a syllabus that is the student-teacher contract for that specific course. Course syllabi are available through online course shells in WyoCourses. The syllabus contains the course objectives/learning outcomes which must be achieved to pass the course, the requirements of the course, and the evaluation methods.

Students are responsible for understanding course expectations. If questions or clarification is needed, students may make an appointment with the faculty member.

### **Student Files**

Academic personnel may review student files for purposes of advising and instructing students. A student's own file may be reviewed by showing proper identification and in the presence of a nursing staff/faculty member. Academic records are also available through WyoWeb/Banner.

### **Safety**

Safety procedures and universal precautions are reviewed as they relate to the content area and are reinforced throughout the duration of the program. It is the student's responsibility to seek guidance from an appropriate resource if doubts, questions, or concerns regarding correct procedure arise.

### **Incident Reports**

Based upon agency policy, students and faculty are required to document any unusual incidents. In most agencies, the form used is called an Incident Report or Variance Report. Unusual incidents include accidents or injuries to self or others and medication or nursing care errors involving faculty or student. Responsibility for filing a report is placed on the faculty.

However, writing an Incident Report can be initiated by students, faculty, or agency staff. The purpose of the report is to notify the agency and University administrators that an incident has occurred.

The report can also provide legal protection. Two Incident Reports usually need to be completed because both the agency and UW have their own forms. Copies of the UW form are given to the student, the healthcare professional evaluating the student, the OSHA Officer in the FWWSN, and the UW Safety Officer. A report also must be written in the event of an incident occurring in the Clinical Simulation Center. Please refer to the information included in the OSHA Exposure Control Plan on the School of Nursing website under Handbooks. Patient safety or medication errors should also be tracked for each course each semester for program evaluation purposes.

## **Technical Standards for Education and Practice and Reasonable Accommodations Policy (SON-403.1)**

### **Purpose**

The Fay W. Whitney School of Nursing upholds requirements and standards set by the School, University, and Clinical Partners to ensure the safety of students, staff, faculty, patients, and community members. Therefore, all FWWSN students must meet essential eligibility requirements for participation in the nursing program with which they are enrolled. By accepting admission and enrolling in an academic program at the FWWSN, students certify that they have read this policy and will adhere to all technical standards for admission and progression in their academic program through graduation.

### **Policy Statement**

This policy reviews FWWSN's expectations and procedure for the student's participation in and ongoing adherence to required technical standards in the classroom, simulation, and all clinical settings. Nursing education requires the accumulation of scientific knowledge to be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors for students to be successful. All courses in the curriculum must be completed successfully and competently to build on the student's previous knowledge. The FWWSN does not discriminate on the basis of disability. If an otherwise qualified student with a disability does not meet necessary technical standards, reasonable accommodation(s) will be considered. Specific essential abilities and/or technical standards have been identified by the School of Nursing in accordance with Section 504 of the Rehabilitation Act of 1973 and the 2008 Americans with Disabilities Act Amendment (ADAA). Students are responsible for seeking assistance at the University and making their needs known.

### **Process/Procedure**

#### *Technical Standards for Education and Practice*

All undergraduate and graduate students admitted to the University of Wyoming Fay W. Whitney School of Nursing must verify their ability to meet the Technical Standards for Education and Practice with or without accommodation(s) on initial admission to their academic program and as needed throughout their academic program until they graduate. In courses or programs without clinical components and/or having no direct client care, these Technical Standards may be modified by the program admission committee.

*Technical standards considered essential by the FWWSON include the following (examples offered are not exhaustive of necessary requirements):*

Observation/Communication

1. Auditory, visual, and tactile ability sufficient to observe, monitor, assess, and respond to patient health needs in a variety of clinical settings
2. Capacity to use data for demonstrations and oral presentations, and use visual images, sounds, and verbal and non-verbal communication to inform patient care
3. Ability to record information accurately and clearly in oral and written form.
4. Ability to utilize nonverbal and verbal skills to communicate effectively, efficiently, and sensitively with patients and colleagues.

Physical/Motor

1. Physical abilities sufficient to move throughout clinical settings, execute motor movements, and perform manually based diagnostic procedures (i.e., palpation, auscultation, percussion, etc.) required to provide general and emergency patient care.
2. Gross and fine motor abilities sufficient to provide therapeutic nursing interventions that are safe and effective and that maintain safety and security standards.
3. Sensory motor skills sufficient to meet the requirements specific to the specialty scope of practice.

Intellectual—conceptual, integrative, and quantitative

1. Critical thinking sufficient for clinical and academic judgment
2. Sophisticated problem-solving skills, including calculation, reasoning, analysis, and synthesis; ability to learn through a variety of modalities, including classroom, simulation, and clinical settings, individual and team-based learning, preparation of oral and written reports, and use of technology to support academic work
3. Ability to integrate and assimilate complex information from multiple sources in varying amounts, and multiple educational experiences in a timely fashion in order to formulate accurate diagnosis and management plans
4. Ability to comprehend spatial relationships and three-dimensional relationships of structures

Behavioral/Social

1. Interpersonal ability to interact appropriately, sensitively, and compassionately with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds
2. Ability to adhere to the Fay W. Whitney School of Nursing Personal Conduct Policy in academic and clinical settings
3. Ability to demonstrate appropriate judgment in decision-making, in order to maintain safety and security of patients and to behave appropriately with patients, staff, students, and supervisors

4. Ability to function effectively under physically demanding workload, long hours, and in times of physical and mental stress; display flexibility and openness for changing environments
5. Ability to engage in respectful, mature, and healthy client-provider relationships.

### **Reasonable Accommodations**

An applicant and/or student who discloses a disability will be considered for admission, readmission, and/or continuation in a program if they are otherwise qualified so long as such accommodation does not significantly alter the essential requirements of the curriculum and the educational program, or significantly affect the safety of patient care or others. When an applicant or student discloses a disability, the provision of reasonable accommodations will be considered to assist the individual in meeting the required FWWSON Technical Standards for Education and Practice. An applicant whose response indicates they cannot meet one or more of the expectations will be reviewed further by the University Disability Support Services with applicant and faculty input, to determine if any reasonable accommodations are possible to facilitate successful completion of the nursing curriculum and preparation for the national registry examination. (Website: <http://www.uwyo.edu/udss/> ).

Persons interested in enrolling in a nursing program at the FWWSON are offered a realistic view of the vigorous demands of the School of Nursing's theoretical and practicum curriculum while at the same time investigating reasonable accommodation. Whether or not the requested accommodation is reasonable will be determined on a case- by-case basis.

If a student is, at any time throughout their academic program in the FWWSON, unable to adhere to the technical standards required by their program the student is required to notify their faculty immediately and prior to attending their classroom, simulation, and/or clinical setting to avoid disruption and/or penalty related to progress in their program.

If you have any questions regarding the FWWSON Technical Standards for Education and Practice and/or your ability to meet them, please contact the FWWSON at 307-766-4312.

*Approved by FSA: 11/13/ 2022; 2/14/2024*

### **Workers' Compensation**

Students in clinical are covered by Wyoming Workers' Compensation. Students involved in an accident or injury during clinical, should follow the process outlined below:

- Workers' Compensation claim must be filed within 10 days of any clinical related injury/accident.
- Student should notify their clinical instructor immediately of an injury/accident.
- The student or clinical instructor should notify the OSHA Officer in the FWWSON as soon as possible.
- Obtain a Wyoming Employee Report of Injury from the department staff member or Human Resources (HR) Department, Hill Hall, or online at

[http://www.uwyo.edu/hr/\\_files/docs/employee-benefits/workers-comp-fillable-injury-report.pdf](http://www.uwyo.edu/hr/_files/docs/employee-benefits/workers-comp-fillable-injury-report.pdf) . Fill out the form as an employee.

- For assistance or more information, please contact the Workers' Compensation Coordinator listed at the bottom of the instructions page for the claim form.
- Within 10 days of the injury/accident complete both sides of the form electronically in black ink.
- The Employee Certification must be signed.
- For students, the form is turned in to the Workers' Compensation Coordinator or the OSHA Officer in the FWWSON.
- For employees/instructors, the form is turned in to the department staff to complete and sign the Employer Certification.
- For employees/instructors, the department staff will deliver the completed report to HR.
- If a student is physically unable to comply, anyone may complete and file the report on the student's behalf.
- Prescription for work related injuries/accidents may be filled at Student Health Services. Failure to comply with these deadlines could result in a denial of benefits.

## **Exposure Control Plan**

The University of Wyoming FWWSON is committed to providing a safe working environment and believes that students have a right to know about health hazards associated with their work. In order for students to make knowledgeable decisions about any personal risks encountered, an Exposure Control Plan is available and includes the procedure to follow if an exposure occurs. It is also designed to develop awareness of potentially hazardous bloodborne pathogens in the workplace and to train students in appropriate and safe work practices. Necessary information is available to inform students of how best to handle bloodborne pathogens and how to utilize the procedures outlined in this plan.

It is important that students assume responsibility for safe practice. All students will have access to pertinent safety information through clinical experiences and course work. When safety concerns arise, students are encouraged to contact their clinical instructor.

A training program has been designed for the benefit and protection of all students within this program. Every student must complete the training program before entering the clinical site. The training program is called the CHESS (Cheyenne Health Education Shared Services) Orientation. CHESS was developed to consolidate the orientations that are required at each clinical facility. It is designed to meet the requirements of Occupational Health and Safety Administration (OHSA) and the Joint Commission. The CHESS booklet is linked on our school web site under Handbooks and then under the specific programs. Students are required to download the booklet, study it and take the test at the end of the booklet, and turn it in to our faculty prior to starting clinical. Students must pass the test with a 100% before allowed into clinical.

In recognition of the special hazards associated with the risk of exposure and transmission of bloodborne pathogens, including but not limited to HIV (Human

Immunodeficiency Virus), HCV (Hepatitis C Virus), and HBV (Hepatitis B Virus), standard precautions are adopted for all work entailing such risk. Hepatitis B vaccination is mandatory for all students attending professional clinical training for the FWWSN. If the student chooses not to receive the vaccine, a statement of declination will be required. Occupational exposure to human blood and other potentially infectious materials exist. Cost of the vaccine is to be borne by the student.

The FWWSN adopts the University of Wyoming Safety programs through the UW Office of Research and Economic Development and Safety Office of Environmental Health and Safety. The OSHA Officer in the FWWSN provides guidance, monitors each incident, collects all required paperwork, and provides appropriate forms to the UW Office of Research and Economic Development and Safety Office. However, overall responsibility for the UW FWWSN is the Dean of the School of Nursing (307-766-6569). The Clinical Instructors at all sites serve in the supervisory role of students.

The Exposure Plan of the FWWSN is available by going to the school of nursing website in the Handbooks section under “OSHA Exposure Control Plan”. This document is also available in the Clinical Simulation Center (CSC).

## **Readmission Policy (SON-410)**

### **Purpose**

The FWWSN supports any individual wishing to achieve completion of their academic program. The FWWSN encourages any individual requesting readmission to a SoN program to thoroughly review the readmission procedures outlined in this policy. Any individual seeking readmission is encouraged to meet with the Program Director and/or Assistant Dean of Student Affairs.

### **Policy Statement**

An individual requesting readmission may be required to schedule a readmission hearing with the Student Affairs Committee depending on the reason(s) for dismissal.

- Readmission to a nursing program is not automatic or guaranteed. The decision to readmit is contingent on space available in the program.
- Individuals seeking readmission must meet admission criteria in effect at the time of readmission.
- Individuals seeking readmission may be required to repeat previous coursework and/or clinical.

### **Process/Procedure**

A readmission hearing may be requested only one time per student per program. Request for readmission must be submitted at least 16 weeks (about 3 and a half months) prior to the semester in which the readmission is sought.

1. Students seeking readmission to a FWWSN program may waive the requirement for a Student Affairs Committee readmission hearing if the student meets all the following criteria and their Readmission Waiver is accepted:
  - a. No academic dishonesty charges

- b. No Professional Code of Conduct charges
  - c. No prior Clinical Concerns (Level I or Level II)
  - d. No outstanding fees
- 2. Students that meet criteria to waive their right to a readmission hearing are required to submit a Readmission Hearing Waiver to the Student Affairs Committee. (Readmission Waiver Form)
- 3. The Waiver will be reviewed by the Student Affairs Committee who will then consider the Program Director's review and/or if the above criteria are met.

**Exceptions to the required Readmission Hearing:**

- Previous Basic BSN Direct Admits seeking readmission into the nursing program will reapply to the program through the non-freshman admission nursing application process and not the readmission process.

**Readmission requiring a Student Affairs Committee hearing:**

The purpose of a readmission hearing is to provide individuals who have been dismissed from a SoN academic program for any cause an opportunity to seek readmission.

*Responsibilities: Individual Seeking Readmission*

1. Submit request for readmission hearing via confidential, electronic email, addressed to the Student Affairs Committee chair to include:
  - a. the program to which seeking readmission,
  - b. an explanation of the circumstances that led to withdrawal or dismissal,
  - c. proposal supporting satisfactory completion if readmitted, and
  - d. name of one advocate, e.g., faculty member, family, friend, colleague (apart from legal counsel). Selection of an advocate is optional. (See Readmission Hearing Process and Procedures, 6. below.)
2. The request for a readmission hearing must be submitted at least 16 weeks prior to the semester in which the readmission is sought.
3. The Student Affairs Committee chair notifies the student seeking readmission of the date and time of the hearing.
4. The student may submit any additional information to the Student Affairs Committee chair a minimum of four (4) business days prior to the hearing.
5. The student must attend the readmission hearing; be prepared to present their case, and answer questions from the Readmission Hearing Panel.

*Responsibilities: Student Affairs Committee*

1. Collect data regarding the situation from the program director and/or faculty, the individual's SoN student file, University records, and any other relevant materials.
2. Submit collected data/information to the Student Affairs Committee Chair a minimum of four (4) business days prior to the hearing. Subsequently, the Student Affairs Committee Chair distributes this information to Committee members.
3. Members of the Student Affairs Committee and a student representative comprise the Readmission Hearing Panel.
4. The Student Affairs Committee Chair or designee serves as chair for the

- Readmission Hearing Panel and presides over the hearing.
5. The Student Affairs Committee identifies a student representative and, if feasible, the student representative(s) on the Readmission Hearing Panel will be at the same level as the student requesting readmission, e.g., undergraduate or graduate. Student representatives may be recruited from other College of Health Sciences divisions or University of Wyoming colleges. Student representatives may be recused if (a) they are enrolled in the same program as the individual requesting readmission and/or (b) there is a conflict of interest.

*Readmission Hearing Process and Procedures:*

1. The readmission hearing is limited to panel members, the individual seeking readmission, and a program director and/or faculty member. Legal representation is not allowed.
2. The readmission hearing is called to order by the Student Affairs Committee Chair or designee.
3. The importance of confidentiality is reviewed. If the hearing is audio and/or video recorded, the official recording will be done by the SoN.
4. Readmission Hearing Panel members, the individual seeking readmission, and faculty and/or program director identify themselves.
5. SoN program director and/or faculty are excused.
6. The individual seeking readmission is invited to present their case. The individual may bring an advocate, e.g., faculty member, family, friend, colleague (except for legal counsel). The individual seeking readmission introduces the advocate. The advocate may read or submit to the Student Affairs Committee Chair a brief, prepared statement. The hearing panel may ask questions and/or ask for clarification. Subsequently, the individual seeking readmission and their advocate are excused from the hearing.
7. The program director and/or faculty are asked to rejoin the hearing and share their information. The Readmission Hearing Panel may ask questions and/or ask for clarification. Subsequently, the program director/faculty are excused from the hearing.
8. The Student Affairs Committee Chair and/or hearing panel will share any additional findings.
9. The hearing panel deliberates and finalizes a decision. Voting is anonymous. Readmission Hearing Panel members and/or student representatives may be recused if there is a conflict of interest.
10. The Readmission Hearing Panel's recommendation is submitted to the Dean of the School of Nursing (SON) in writing with all panel members' signatures within five (5) business days of the hearing.
11. The SoN Dean considers the recommendation of the Readmission Hearing Panel, makes a final decision, and notifies the individual requesting a hearing in writing of the outcome within ten (10) business days of receiving the Readmission Hearing Panel's recommendation.

*Approved: FSA 5/20/1994, 2/07/2003, 5/29/2009, 9/04/2001, 9/25/2013, 11/29/2017, SON 4/17/2019, 10/09/2019, 11/1/2023*

## **Degree Checks**

Degree Works is a degree/certificate progress report/advising support system that matches the student's completed and current course work with the degree/certificate requirements to determine progress toward earning the degree/certificate. Students should refer to their WyoWeb account for specific details.

### **Continuous Enrollment and Leave of Absence (SON-411)**

University regulations require degree-seeking students be continually enrolled in courses unless a formal leave of absence has been granted. Leaves of absence can be granted to students who are experiencing circumstances that necessitate a break from their studies. To request a leave of absence, a student should submit a request in writing to the appropriate program director. The request will be considered by the appropriate program committee and the program director will communicate the team's decision to the student.

With rare exception, only one leave of absence can be granted per student during the program and will be granted for only one year, the specifics of which will be outlined in the approval statement shared with the student. When considering leaves of absence, students should be aware that their program of study may be altered when they return and/or that previous courses may need be retaken due to prolonged absence from the program. Students must meet requirements of the program at time of return from the leave of absence. When a student's enrollment is interrupted without an approved leave of absence, the student must reapply for admission to the appropriate program.

*Approved: Leadership Council June 2020.*

### **Clinical Compliance Policy (SON-412)**

#### **Policy Statement**

The Fay W Whitney School of Nursing (FWWSN) follows the requirements established by our clinical partners, as well as Centers for Disease Control guidelines and recommendations for immunizations for healthcare providers. Students notified of acceptance to any of the FWWSN programs must provide official documentation of each of the items listed below before admission can be finalized. All requirements must remain current throughout enrollment in the program. Students are responsible for tracking and updating their documentation with FWWSN when their requirements expire, particularly if a requirement expires during an academic year. Costs for all immunizations, lab work, travel and/or any accommodations are the student's responsibility.

FWWSN students that have not completed and maintained the required health records with the FWWSN are not permitted to participate in clinical experiences and may be affected by sanctions related to missed clinical and/or late assignments based on the program handbook. A student risks being administratively dropped from clinical courses for failure to meet FWWSN and agency specific requirements, and for failure to maintain their clinical records

required by the FWWSO.

\*Students that are noncompliant with these clinical requirements may experience course interruption due to missed clinical opportunities which could result in a delayed or indefinite extension of their graduation date.

### **Process/Procedure**

Prior to participating in any clinical experiences, the following must be obtained (annually, and/or prior to the expiration) and documentation must be received by the FWWSO.

- Proof of updated background check, as required by individual facilities per policy
- Proof of current health insurance coverage
- Proof of Flu vaccination; submit documentation by the last Monday in October
  - Must be completed between September 1 and October 31 each year
- Proof of Covid vaccine OR a valid exemption and testing per facility policy
- Proof of current Basic Life Support [BLS] for Healthcare Providers (American Heart Association)
- Tuberculin Skin Testing (TST, TB or PPD) or Interferon Gamma Release Assay (IGRA)
- MMR: Proof of two (2) immunizations or positive titer
- Varicella: Proof of two (2) immunizations or a positive titer
- Adult Tetanus, Diphtheria, Pertussis (Tdap)
- Hepatitis B: Proof of 3-dose series, and titer
- Additional clinical requirements may be necessary based on individual clinical agencies

### **Reference**

US Department of Health and Human Services/Centers for Disease Control and Prevention.  
MMWR / April 20, 2018 / Vol. 67 / No. 15 / pp. 455-457.

*Approved: Spring 2021; FSA Fall 2022*

## **SECTION 5: RESOURCES**

### **Computer Resources**

The Health Sciences Center building has a standard student computer lab on the second floor (Room 205) with 48 state-of-the-art computers, printers, and scanner. A technician is on duty at all times. Most software programs used by the School to support courses will be networked and available in all UW student computer labs. Other programs used by nursing are web-based and accessible from home computers. Lab hours will be announced at the beginning of each fall semester, every effort being made to keep the lab open from 7:30 am – 9:00 pm daily. It is important for students to use software that is supported by the University. Programs that are not compatible with University systems will be unreadable, unworkable and not useful.

Visit the UW IT Computer Lab web page to find a listing of all the labs on campus, links for lab schedules, listing of hardware and software available, and maps with directions to the various lab locations.

### **Clinical Simulation Center (CSC)**

The Clinical Simulation Center (CSC) is located on the third floor of the Health Sciences Center building (Room 359) – phone 307-766-6573. It is the hub of activity in the School of Nursing. The CSC includes an assessment lab, skills lab, simulation lab, demonstration classroom, small computer lab, and the student mailboxes. Students spend many hours in the CSC practicing clinical skills. It is available for use during the day and is also open some evenings and weekends. The schedule of hours is posted each semester. It is the philosophy of the FWWSO that students are independent learners, and that each student is an individual with unique learning needs. The Center provides students with the opportunity for growth as an independent learner and to develop the roles of a professional nurse.

### **Library**

Coe Library's hours of operation can be found on the University of Wyoming Libraries website. An online tour of the library, as well as a variety of tutorials, is available on the home page.

#### **Library Outreach Services**

Students living off-campus may obtain books and journal articles by calling the Library Outreach Services or ordering online through the library webpage. The student must be a current University of Wyoming student and enrolled in at least one class or doing thesis work. For library purposes only, graduate students who come to campus on weekends are considered off-campus students. When on campus, students may check books out for 28 days (degree-seeking graduate students may have a semester loan).

## Nursing Organizations

### STUDENT NURSES' ASSOCIATION (SNA)

A professional organization of student nurses in at the University of Wyoming. Benefits of belonging are fellowship, opportunity to develop leadership skills, having a voice in affairs of student nurses, and access to malpractice insurance. Information is posted on the bulletin board in the School of Nursing's Clinical Simulation Center (CSC) in the Health Sciences Center and online on the School of Nursing Web site under "SNA" in the student resources section. The contact email for SNA is [uwsna@uwyo.edu](mailto:uwsna@uwyo.edu).

### SIGMA

The International Honor Society of Nursing. The University of Wyoming chapter, Alpha Pi, was chartered in 1966. The purpose of the organization is to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. Criteria for membership consideration: a minimum of a 3.0 UW GPA is required for BSN senior students and a minimum of a 3.5 UW GPA is required along with completion of ¼ of their program for graduate students. Selection for membership takes place in the spring semester. No more than one-third of an undergraduate class can be elected to membership. Membership is by invitation only. There is an initiation fee and a fee to purchase a pin.

## Writing Center

### FOR WHOM?

*The [Writing Center](#) (WC) provides free assistance in writing/reading to UW students, faculty, and staff, in all departments, at all levels.*

### WHAT KINDS OF WRITING?

*The WC helps writers with all kinds of writing:*

Reading Notes	Class Papers	Lab Reports
Lecture Notes	Fiction	Grants
Essay Exams	Masters' Thesis	Job Application
Research Papers	Dissertations	Articles for Publication
Footnoting	Letters	Proposals

### WHAT STAGES OF THE WRITING PROCESS?

*The WC helps people at all stages in the writing process, although they do not edit papers for writers:*

Discovery topics	Getting Started	Proofreading
Focusing	Rewriting	Providing evidence
Developing Topics	Editing	Understanding assignments
Organizing ideas	Problem solving	

### WHAT PROBLEMS?

*The WC helps writers with broad problems such as purpose, audience, and focus; they also work with specific problems such as spelling, punctuation, sentence structure, usage, agreement, and verb.*

#### WHEN CAN I MEET WITH THEM?

*For an appointment, contact the Writing Center by using the contact information noted on their website.*

#### IS THIS VOLUNTARY OR DO I NEED A REFERRAL?

*Attendance in the WC is voluntary, although faculty may refer students. Students should take a sample of their writing.*

#### WHY SHOULD I USE THIS SERVICE?

*Everyone has trouble writing. Many people have nothing to write about. Many people can't get started. Most people feel insecure. Everyone needs a little help!*

### Other Resources

- The Center for Assistance with Math and Statistics:  
The CASM provides free assistance with mathematics. Check out the Department of Mathematics website for information about the Math Lab and tutoring:  
<http://www.uwyo.edu/mathstats/casm/resources-for-students/>
- University Disability Support Services (UDSS):  
UDSS strives to ensure successful access and services for students with disabilities. UDSS provides disability-related accommodations for UW students and visitors with disabilities as well as technical assistance, consultation and resource information for students, faculty, staff, campus visitors, and for University departments seeking to improve accessibility for individuals with disabilities.  
Check out the UDSS website for more information <http://www.uwyo.edu/udss/>.
- The Oral Communications Center:  
The center can help students develop a speech at any stage of the process (from topic selection to rehearsal) and can help alleviate speech anxiety that could inhibit them from achieving their overall academic or career goal. The Oral Communication Center is within the Communication & Journalism Department. Check out their website for information about making an appointment  
<http://www.uwyo.edu/cojo/occ/>.
- The STEP Tutoring Center:  
The center assists students in many subjects including (but not limited to) math, biology, chemistry, physics, and writing. Refer to the STEP website for more information  
<http://www.uwyo.edu/step/tutoring/satellite.html>.
- Student Educational Opportunity:  
Provides support services to eligible students at the secondary, post-secondary, and graduate levels. SEO projects work with individuals who are economically disadvantaged, first-generation college students, ethnic minorities, and persons with disabilities to help them access educational opportunities and achieve academic success. Refer to the Student Educational Opportunity website for more information <http://www.uwyo.edu/seo/>.
- The Tutoring Board/Learn Resource Networks (LeaRN):  
A convenient online location for a listing of tutoring opportunities on campus can be found on the Tutoring Board (LeaRN) website <http://www.uwyo.edu/learn/>

## **SECTION 6: GRADUATE PROGRAMS**

### **Catalog Statement and Goals**

It is the student's responsibility to be familiar with the Statement and Goals of the University of Wyoming regarding graduate level study. The 'Statement and Goals' are found in the graduate section of the on-line University Catalog.

### **General Information**

The School of Nursing offers a graduate program leading either to a Master of Science (MS) in Nursing or a Doctor of Nursing Practice (DNP).

Students are held responsible for following the program of study declared upon admission to meet their degree requirements. They are likewise responsible for knowing the University regulations regarding to the standard of work required for continuance in graduate studies. Rules and regulations can be found in the current University of Wyoming Catalog.

All graduate degrees must be earned within a time allowance of six calendar years from the date of the first course that applies to degree requirements regardless of where the course was taken. Students are responsible for following their program of study to meet their degree requirements.

Course load for graduate students is limited to not more than 16 hours during the semesters of the academic year and not more than 8 hours during summer sessions. Full time study for graduate students is 9 credits during the fall and spring semesters.

### **Advanced Nursing Program Outcomes**

#### **MS Program Outcomes (GR-202)**

##### **Policy Statement**

At the completion of the MS program, students will be able to:

1. Demonstrate competence and caring in the advanced professional nurse role to serve Wyoming, the region, and the world in urban, rural, and frontier health care settings as a provider, leader, and/or educator in the health care system.
2. Transform rural health through leadership, service, and clinical scholarship that reflects an interconnected and comprehensive global health perspective.
3. Demonstrate an advanced understanding of nursing and other sciences and humanities and integrates this knowledge to manage and improve health care across settings
4. Synthesize broad organizational, financial, economic, client-centered, and culturally appropriate concepts from nursing and other sciences to address population health.
5. Engage in scholarly inquiry and evidence-based practice to lead change for quality outcomes and implement safe health care to diverse populations in a variety of settings.

*Approved: FSA 4/13/2022, 3/20/2024*

## **DNP Program Outcomes (GR-209.1)**

### **Policy Statement**

At the completion of the DNP program, students will be able to:

1. Engage in evidence-based practice to optimize health outcomes and
2. Engage in leadership activities to promote excellence in rural health care.

*Approved: FSA 4/13/2022, 3/27/2024*

## **Advanced Nursing Program Core Concepts (GR-210.1)**

### **Purpose**

To articulate concepts embedded in the graduate curriculum for transparency to students and stakeholders.

### **Graduate Core Concepts**

- 1) Transformation:  
Transformation includes learning, education, leadership, and nursing as a whole; engaging creativity with theory and evidence-based practice to result in critical reflection and cognitive flexibility.
- 2) Rural/ity/Frontier:  
Practice in a low population area where resources and/or access to care are limited and be able to innovate accordingly.
- 3) Service:  
Providing advanced practice nursing care and services to individuals, families, groups, communities, and populations includes altruism, leadership, decision-making, cooperation, education, listening, problem-solving, person-centered care, fidelity, advocacy, ethical behavior, and practice.
- 4) Comprehensive Global Healthcare System Perspective:  
An interconnected and comprehensive global health care system perspective incorporating the following attributes: advocacy, altruism, creativity, ethical conduct, effective communication skills, leadership, problem-solving skills, professionalism, and scholarship.
- 5) Clinical Scholarship:  
Activities that systematically advance nursing science, including its teaching, research, and practice through rigorous inquiry that 1) is significant to the profession, 2) is creative, 3) can be documented, 4) can be replicated or elaborated, and 5) can be peer-reviewed through various methods and includes discovery, teaching, practice, and integration.

*Approved: Initial approval date unavailable, FSA 3/27/2024*

## **Changing Options Policy (GR-206.1)**

### **Policy Statement**

Once admitted to a graduate program (MS or DNP), students are not permitted to change between the MS and DNP programs without completing the formal admission process.

#### **MS**

Changing options (Nurse Leader or Nurse Educator) may be considered if the student is in good academic standing, demonstrates adequate knowledge regarding the option, successfully articulates professional goals consistent with the option, and there is space available in that option. If a change in MS options is being considered, the student should have a conversation with his or her academic advisor. The student should also contact the program director, who will assess space availability in the other option and inform the student of the required components for internally applying to the other option.

#### **DNP**

When students are admitted into the DNP program, they are admitted into a specific population-focused option, family nurse practitioner (FNP) or psychiatric mental health nurse practitioner (PMHNP). Changing options may be considered if the student is in good academic standing, demonstrates adequate knowledge regarding the option, successfully articulates professional goals consistent with the option, and there is space available in that option. If a change in DNP options is being considered, the student should have a conversation with his or her academic advisor. The student should also contact the program director, who will assess space availability in the other option and inform the student of the required components for internally applying to the other option, which requires writing an essay similar to the current essay required for admission into the FNP or PMHNP option, as well as the rationale for the requested change. The essay should be submitted to the program director who will then take it to the DNP faculty subcommittee, where the final decision will be made. If there is no space in the current cohort of the desired option for an additional student, the student will be advised that he or she may externally apply for that option during the next admission process (i.e., he or she would need to go through the same admission process as new DNP applicants). The student's status in his or her current option will not be affected by his or her desire to pursue a different option. However, students should be aware that the program does not offer dual enrollment in the FNP/PMHNP options.

*Approved: Initial approval date unavailable, FSA 3/27/2024*

## Admission Requirements (GR-201.1)

MS Admission Criteria	DNP Admission Criteria
<p>Minimal Criteria:</p> <ul style="list-style-type: none"> <li>• Minimum of 3.0 Grade Point Average (GPA)</li> <li>• Earned Bachelor of Science in Nursing (BSN) from a nationally accredited nursing program awarded by a regionally accredited institution.</li> <li>• Current, active, unencumbered registered nurse (RN) license.</li> <li>• For the final semester practicum, RN licensure is needed in the state where the practicum will take place.</li> <li>• Proof of completion of an undergraduate statistics course with a minimum letter grade of C.</li> <li>• An application through the Admissions Office with three letters of recommendation, essay, and resume, as well as an interview are required.</li> <li>• Students offered admission into the College of Health Sciences are required to obtain and pay for a criminal background check for final admission. The results of your criminal background check may determine if you will be admitted to the program. The background check can be obtained from <a href="https://www.viewpointscreening.com/uwyo">https://www.viewpointscreening.com/uwyo</a>.</li> <li>• Submission of an initial negative 10-panel drug screen for final admission. (Must be negative on first screening and all subsequent screenings).</li> </ul>	<p>Minimal Criteria:</p> <ul style="list-style-type: none"> <li>• Minimum of 3.0 Grade Point Average (GPA)</li> <li>• Earned Bachelor of Science in Nursing (BSN) from a nationally accredited nursing program awarded by a regionally accredited institution, or anticipated graduation from a nationally accredited BSN program from a regionally accredited institution by the first day of classes.</li> <li>• Active, unencumbered Wyoming RN license by May 1 of first spring semester of the program</li> <li>• An application through the Admissions Office with three professional letters of recommendation, essay, and resume, as well as an interview are required.</li> <li>• Students offered admission into the College of Health Sciences are required to obtain and pay for a criminal background check for final admission. The results of your criminal background check may determine if you will be admitted to the program. The background check can be obtained from: <a href="https://www.viewpointscreening.com/uwyo">https://www.viewpointscreening.com/uwyo</a></li> <li>• Submission of an initial negative 10-panel drug screen for final admission. (Must be negative on first screening and all subsequent screenings).</li> </ul>

NOTE: The CHS Student Background check and policy is available here: <http://www.uwyo.edu/hs/vp-screening/>. Students are reminded that the policy requires: “you must inform the Dean of the College if you are convicted of a crime while enrolled in your training program.”

*Approved: FSA 4/13/2022, 5/10/2023, 4/19/2024*

## Programs of Study

Programs of study are available on the School of Nursing website as follows:

**MS Program of Study (GR-203):** <https://www.uwyo.edu/nursing/programs/ms-program/2023-ms-pos1.pdf>

*Approved: FSA 2/16//2022*

**DNP Program of Study (GR-204):**  
<http://www.uwyo.edu/nursing/programs/dnp/index.html>

*Approved: FSA 2/10/2021; Reviewed 10/30/2023, 3/20/2024*

### Eligibility of Courses for Credit Toward the DNP or MS Degree (GR-212.1)

#### Purpose

To determine eligibility of course(s) that may be used for credit to apply toward graduate degree programs.

#### Definitions

- Students: All graduate students (MS and DNP) enrolled within the FWWSN.

#### Policy Statement

Transfer of graduate hours will be considered in accordance with the University of Wyoming School of Graduate Education policy on *Coursework Applied to Graduate Degree* (<https://acalogcatalog.uwyo.edu/content.php?catoid=13&navoid=1121#coursework-applied-to-graduate-degree>). Per UW regulation:

“To transfer graduate hours earned at another institution to a graduate program at UW, the student must provide an official transcript from the institution where the credits were earned. This official transcript must be part of the student’s permanent file. The student must also provide evidence that the course was approved for graduate credit at the institution where the course was taken. Credits earned must be from a regionally accredited institution where the nursing program is accredited by an approved nursing accreditation body.”

**No more than 9 credit hours (from another regionally accredited institution with an accredited nursing program) may be considered for transfer credit** toward the UW graduate program (MS or DNP). Transferred hours must carry a B (3.000) or better (A=4.000) for consideration. Transfer hours taken for satisfactory/unsatisfactory (or pass/ fail) grades are not acceptable on a program of study.

Approval of courses are documented by the program director and a record is stored in the student’s school of nursing file.

## **Process/Procedure**

### **MS**

All School of Nursing MS courses offered are eligible to be applied towards a Master's degree if the student was classified with the university as a graduate student at the time the course was taken. However, if a course outside of nursing is taken prior to admission to the MSN program, the course may not, or may, be considered to be transferred into the MSN program as an elective based upon review. Transfer courses must be at the graduate level. Exceptions are set by the Office of the Registrar and policies documented in the University Bulletin. Courses taken at other universities will be reviewed. A maximum of nine credit hours may be transferred for a master's degree. A grade of "B" or better must be earned in all transfer work.

Regarding the MSN program, it is possible for a student to transfer between tracks (education and/leadership) with the approval of the MSN program director.

### **DNP**

1. Only courses that have been taken prior to admission to UW's DNP program may be considered for transfer. No credit will be given for courses that were taken at non-UW institutions after the student has been admitted to UW's DNP program.
2. All clinical practice courses must be taken at UW; no clinical credits may be transferred from outside UW.
3. With the exception of licensed FNPs who are seeking the PMHNP option and who have previously taken a stand-alone Advanced Health Assessment course, all students must take N5824 Advanced Health Assessment and Clinical Decision-Making for Nurse Practitioners. Licensed PMHNP students who are seeking the FNP option must also take N5825 Advanced Health Assessment and Clinical Decision-making for Family Nurse Practitioners, even if they have previously taken N5825 or another stand-alone Advanced Health Assessment course. Students who are currently licensed FNPs, who are seeking the PMHNP option, and who have previously taken a stand-alone Advanced Health Assessment course do not need to take N5824, and this course will not count toward the 9 credits that may be considered for transfer.
4. Due to limitations associated with NP licensure, the DNP faculty will not consider Advanced Pathophysiology and Advanced Pharmacotherapy for transfer into the program, unless they were taken within 2 years prior to admission.
5. Students who are currently licensed as FNPs and PMHNPs, who have previously taken stand-alone Advanced Pathophysiology and Advanced Pharmacotherapy courses, will not need to retake these courses. For students who are currently licensed as FNPs or PMHNPs, these courses will not count against the 9 credits that may be considered for transfer.
6. Reviewing non-UW courses is time intensive; faculty will not review or approve outside courses for transfer until students are accepted into UW's DNP program. After a student is admitted into the program, they may request that his/her previous coursework be considered by the DNP faculty for credit toward specific UW DNP courses. To initiate this process, the student should submit to the DNP program

director the names of the UW DNP course(s) he/she would like previous coursework considered for transfer and include the syllabus(i) for previous non-UW course(s). The DNP director and the appropriate course instructor will compare the previous syllabus(i) to the UW course(s) being considered, and the student will be notified of the decision(s).

*Approved: Initial approval date unavailable, FSA 3/27/2024*

## **Graduate Student Expectations (GR215.1)**

### **Purpose**

The Fay W. Whitney School of Nursing (FWWSON) at the University of Wyoming has an obligation to educate students who are accountable to the highest ethical and professional standards. Graduate students are expected to conduct themselves in a mature, professional manner and the skills outlined in these sections are critical for students' success in their graduate program.

It is critical that graduate students be familiar with and utilize the information and skills outlined in Handbook Section 2 (Communication—SON 402.1) and Handbook Section 3 (Professional Behavior—SON 407.1 & 408.1).

### **Definitions**

- Graduate Student: All graduate students (MS and DNP) enrolled at the FWWSON.

### **Policy Statement**

FWWSON faculty and staff are also expected to utilize the same professional communication and behaviors outlined in the handbook. In addition, FWWSON faculty and staff are committed to being both approachable and responsive to students. Furthermore, we are committed to working together as a “team” regarding all aspects of graduate program planning.

### **Email**

UW e-mail is the preferred method\* of communication by graduate faculty and staff for routine questions and concerns. The UW e-mail address is the only address that faculty and staff will use to communicate with students. Students, faculty, and staff should check their UW e-mail every day during the business week and should respond to one another within 1-2 business days. As a general rule, faculty and staff do not check or respond to e-mail after regular business hours or on weekends or holidays.

\*Although e-mail is preferred for routine communication with faculty, e-mail is not appropriate for more serious or sensitive concerns. If you have a serious or sensitive concern to share with a faculty or staff member, please meet with this individual in person or call him or her; in which case, e-mailing the faculty member to arrange a time for a meeting or phone call is appropriate.

### **Academic Expectations**

- Orientation

- All newly admitted MS and DNP students are required to attend their program orientation at the beginning of the Fall semester.
- Mentoring and Academic Advising
  - Early during the first semester, each graduate student will be assigned a primary academic advisor, who will serve as your advisor throughout their program. Please get to know and utilize your advisor for program-related concerns. Students will be notified of course registration information for the subsequent semester by the Credentials Analyst/ Academic Advisor for the program. In addition, each student will be assigned a faculty mentor who will also facilitate student's success in the program and provide career counseling.
- Academic and Clinical Concerns
  - The graduate programs use the Academic/Clinical Performance Policy as outlined in Section 3 of the handbook. Faculty will contact students with academic or clinical issues and develop a collaborative plan to foster student success.
- Assignment Formatting
  - Submit all written assignments and reports as Microsoft Word Documents. Use APA formats for references, figures and tables (American Psychological Association, 7th ed., 2020).
- Assignment References
  - Unless otherwise directed, assignments in the graduate programs should reference primary (original) sources (e.g., research studies, original theories), NOT secondary sources (e.g., clinical databases, review articles, textbooks).

### **UW Graduate Resources**

The Office of the Registrar, located in Knight Hall, is the primary point of contact for issues concerning graduate student academic programs and graduation. Feel free to call them at (307)766 5272, write to them, or e-mail them (registrar@uwyo.edu). The Graduate Student Resources website, <http://www.uwyo.edu/UWGrad>, provides various information, forms, etc. for student use. This website also contains a calendar for the current and future semesters' deadlines for completing graduation requirements. It is the students' responsibility to obtain and adhere to these dates.

### **Independent Study**

Students may have the opportunity to do an independent study project with the supervision of faculty appropriate to the project. The success of an independent study project is dependent on early planning between the student and the faculty member.

This course provides students with the opportunity to analyze a problem in nursing, apply theory to clients in a clinical setting, or pursue an area of interest under the guidance of a faculty member. Requirements for earning credit and evaluation will be determined between the student and a nursing faculty member. A completed/signed Independent Advanced Study contract must be submitted to

the staff associate for the graduate program for placement in the student record by the start of the semester of the independent study.

### **Tuition and Fees**

Tuition and fee rates are found in the UW fee book:

<https://www.uwyo.edu/fsbo/student-financial-services/tuition-and-fees.html>.

Tuition does not include the cost of course-related books and supplies. DNP students are responsible for covering the cost of course-related books and supplies, as well as the costs associated with traveling for clinical practica and on-campus sessions.

### **Full-Time Status**

Graduate students enrolled in at least 9 semester hours are considered full-time students. If a full-time student would like student health insurance and access to the Student Health Center, he/she may purchase an optional fee package from Accounts Receivable. Graduate students enrolled for fewer than 9 hours but at least 4.5 semester hours may apply for federal student loans.

## **Continuous Enrollment and Leave of Absence (SON-411)**

### **Policy Statement**

University regulations require degree-seeking students be continually enrolled in courses unless a formal leave of absence has been granted. Leaves of absence can be granted to students who are experiencing circumstances that necessitate a break from their studies. To request a leave of absence, a student should submit a request in writing to the appropriate program director. The request will be considered by the appropriate program committee and the program director will communicate the team's decision to the student.

With rare exception, only one leave of absence can be granted per student during the program and will be granted for only one year, the specifics of which will be outlined in the approval statement shared with the student. When considering leaves of absence, students should be aware that their program of study may be altered when they return and/or that previous courses may need be retaken due to prolonged absence from the program. Students must meet requirements of the program at time of return from the leave of absence. When a student's enrollment is interrupted without an approved leave of absence, the student must reapply for admission to the appropriate program.

*Approved: Leadership Council June 2020*

## **Important Graduation Information**

Students should familiarize themselves with and follow the Graduation Process on the Graduate Student Resources web site at:

[https://www.uwyo.edu/registrar/graduate\\_students/graduate\\_student\\_deadlines.html](https://www.uwyo.edu/registrar/graduate_students/graduate_student_deadlines.html)

It is vital that you keep up to date with the above-mentioned resource page as well as pay attention to emails sent from the graduate program staff support, regarding the graduation process.

Students are responsible for filing the required graduation form and paying the corresponding fee in the semester in which they intend to graduate. This is accomplished by submitting an Anticipated Graduation Date Form electronically through WyoWeb by the published deadline. This must be submitted by October 15 for fall commencement and April 1 for spring commencement to be included in all graduation information mailings and for your name to appear in the spring Commencement Program.

- Graduate students are required to be enrolled during the semester they graduate. If all required coursework is completed, students are allowed to enroll in an hour of continuous registration credit (NURS 5940) to meet this requirement. Both ‘courses’ are charged a reduced tuition rate.
- If a student completing an incomplete grade has to delay graduation due to the inability to remove the incomplete grade in time, the student must enroll in at least a 1 credit continuing registration course (NURS 5940).
- Students can be individually hooded by a graduate faculty member during the University of Wyoming’s Commencement ceremony. Another highlight is the School of Nursing Convocation at which time nursing graduates are recognized and School of Nursing Awards are presented.
- Students who completed the DNP or MS Degree during the previous summer or fall semesters and have not already participated in ceremonies are eligible to go through the May Graduation Ceremonies. Students graduating in the upcoming summer are also allowed to “walk” in the ceremony. To be eligible to participate in the May Commencement and Convocation ceremonies, students must have completed all of their DNP coursework or be projected to have finished all of their coursework by August of that same year.

## **Academic Advising**

Early during the first semester, each graduate student will be assigned a primary advisor, who will serve as your advisor throughout their program. Please get to know and utilize your advisor for program-related concerns. Students will be notified of course registration information for the subsequent semester by the Credentials Analyst/ Academic Advisor for the program.

## **Scholastic Requirements (GR-205.1)**

### **Policy Statement**

Graduate students are expected to meet or exceed all course-related criteria. Students are expected to obtain As or Bs in all A-F courses and satisfactory (S) grades in all satisfactory/unsatisfactory (S/U) courses. Graduate students may receive one C or one unsatisfactory (U) grade in the program (i.e., not one C and one U). If a student receives a second non-passing grade (C or U) at any time after receiving an initial C or U grade, the student will be dismissed from the program. Obtaining a grade of a D or F is not permissible and constitutes grounds for immediate dismissal.

If a graduate student receives a C or U grade in a course, the faculty will develop a course remediation plan with the student in the form of a course learning plan. Course remediation plans may include but are not limited to revising assignments, retaking exams, demonstrating clinical skills, and/or retaking the course the next time it is offered. If a student needs to retake a course as a result of a course remediation plan, he/she may not progress in the program (i.e., take courses) while waiting for the course to be offered again and will need to take a leave of absence during this time frame. Students who do not successfully complete course remediation plans will be dismissed from the program.

For courses that are graded satisfactory/unsatisfactory (S/U), students must have an average course grade greater than or equal to 80% and earn a complete on all complete/incomplete assignments. If the average course score is below 80% or a grade of an “incomplete” is earned on any assignment, the student will be given a “U” grade for the course.

Graduate students must also meet or exceed UW’s graduate Grade Point Average Policy, which is available from

[http://www.uwyo.edu/registrar/university\\_catalog/grad\\_students.html](http://www.uwyo.edu/registrar/university_catalog/grad_students.html)

Faculty and/or advisor shall discuss any concerns about progression or receiving a “C” with the student and document this conversation in the student’s file.

#### **Graduate Grading Scale**

100-89.5% = A

89-79.5% = B

79-69.5% = C

69-59.5% = D

<59.5% = F

#### **Process/Procedure**

##### **Graduate Program Dismissal**

Students may be dismissed from the FWWSO graduate program for the following reasons:

- a. Violations of the Professional Code of Conduct as listed in the Graduate Handbook
- b. Failure to maintain academic standards as listed in the Grading Policy
- c. Failure to maintain continuous enrollment without an approved leave of absence.
- d. Failure to renew an RN license or loss of RN licensure.
- e. Failure to meet the technical standards as outlined in the student handbook.
- f. Violation of the student drug-screening and impaired student policy as outlined in the student handbook.
- g. Violation of patient/client confidentiality as outlined in the student handbook.

Readmission to the program will follow the guidelines for the SON readmission policy as outlined in the student handbook.

*Approved: FSA 4/13/2022, 11/1/2023*

## **Academic Concerns**

The graduate programs use the Academic/Clinical Performance Policy (SON 404.1) as outlined in Section 3 of the handbook. Faculty will contact students with academic or clinical issues and develop a collaborative plan to foster student success.

### **Assignment Formatting**

Submit all written assignments and reports as Microsoft Word Documents. Use APA formats for references, figures and tables (American Psychological Association, 7<sup>th</sup> ed., 2020).

### **Assignment References**

Unless otherwise directed, assignments in the graduate programs should reference primary (original) sources (e.g., research studies, original theories), NOT secondary sources (e.g., clinical databases, review articles, textbooks).

## **Guidelines for Graduate Student Appeals**

Please refer to the Grade Appeal Process under Section 3, Professional Conduct Code for Student Enrolled at the Fay W. Whitney School of Nursing (SON 407.1).

## **Late Assignments (GR-207.1)**

### **Purpose**

To define expectations of graduate students submitting assignments for courses in their program of study.

### **Policy Statement**

Similar to professional work expectations, graduate students are expected to submit academic assignments on time. On occasion, situations may arise that may impede a student's ability to submit an assignment on time. In which case, students should notify their instructor as soon as possible before the due date to request an extension. Assignments are due by 11:59 pm mountain time on the specified (or extended) due date. With the exception of student emergencies or unless otherwise stated in the course syllabus, late assignments will not be accepted and will result in a "0" grade. In many instances, a "0" grade on a course assignment may result in failure of the course. Students should anticipate the possibility of last-minute complications (e.g., internet outage, computer problems, etc.) that might hinder submitting their assignments on time and aim to submit each assignment well in advance of the deadline. Students experiencing technical difficulties while uploading assignments to WyoCourses should contact Canvas Support for assistance, which is available 24 hours/day, 7 days/week through WyoCourses "Help" or by phone: 1-855-778-9971. Students experiencing difficulties with WyoCourses should also e-mail assignments to instructors prior to the deadline. Technical difficulties are not considered student emergencies; late assignments due to technical difficulties will earn a "0" grade. Additionally, students are encouraged to create and maintain back-up copies of all assignments (e.g., an external hard drive, a USB drive, cloud storage, etc.). Moreover, as students are working on assignments, they may upload assignment drafts to

WyoCourses; in which case, faculty will grade the most recently uploaded version of an assignment (prior to the assignment due date/time), unless the student has requested by the due date/time that an earlier version should be graded. After submitting an assignment, students should then check WyoCourses to make sure the assignment uploaded correctly. Instructors are not required to give feedback on late assignments, and students who wish to receive feedback on late assignments will need to request this of the instructor.

*Approved: Initial approval date unavailable, FSA 3/27/2024*

## **SECTION 6A: DNP SPECIFIC INFORMATION**

### **Time Commitment**

The DNP program is a full-time graduate program of study and should be approached as full-time job. Outside work is discouraged and should be limited.

Although everyone varies in their rate of learning, the standard amount of time DNP students should expect to spend preparing for and participating in each online course is ~10 hours/course/week. In addition, students will spend up to 3 hours participating in a weekly webinar activities and may need additional preparation time for this.

### **Course Participation**

Active participation is critical for successful progression through the DNP program. Attendance is required between 8:30-11:30am for the weekly Wednesday webinars (see also “Weekly Webinars”) during the fall and spring semester. Attendance is also required for on-campus sessions associated with the didactic specialty NP courses, beginning with NURS5824 health assessment course. Students will be notified of dates for campus-intensive sessions at the beginning of each semester. Wyoming winters tend to be long and bad weather, poor and/or closed roads are common. Thus, during the week prior to a scheduled on-campus session, students should watch weather reports and make plans to travel to campus early if need be. Although students are expected to approach program-related travel in a pro-active, professional manner, safety should always be the highest priority and good judgment will be supported.

### **Excused Absence Policy for On-Campus Intensives Associated with Clinical Practicum Courses (GR-213.1)**

#### **Purpose**

The DNP program is a full-time graduate program of study. Curriculum is delivered both asynchronously and synchronously. Active participation in synchronous and asynchronous course material is essential for successful progression of the DNP program.

#### **Definitions**

- Time Commitment: The DNP program is a full-time graduate program of study and

should be approached as a full-time job. Outside work is discouraged and should be limited.

**\*\*Although everyone varies in their rate of learning, the standard amount of time DNP students should expect to spend preparing for and participating in each online course is ~10 hours/course/week. In addition, students will spend up to 3 hours participating in weekly webinar activities and may need additional preparation time for this.**

### **Policy/Procedure**

Active participation and attendance are required for all scheduled Weekly Webinars and On-Campus Sessions. Unexcused absences are unprofessional and may result in course failure and/or violation of the Student Professional Conduct Code (SON 407). See below for student expectations:

#### **Weekly Webinars:**

Throughout the DNP program, students will participate in synchronous web-based webinars on Wednesday mornings between 8:30-11:30a (Mountain time). Wednesday webinars are used for the DNP seminar courses and to facilitate other courses students are enrolled in during that semester. The topic, format, and assignments associated with the seminars will vary throughout the program, and students will be apprised of the various seminar criteria beforehand. In order to actively participate in the weekly seminars, students will need to have access to a computer with internet connection, a web-cam (turned on for the entire webinar), and a microphone/headset. Participation in all weekly seminars is required, and students should have back-up plans in case of technical difficulties (e.g., going to a local library if home-based internet service is down). Although students are expected to approach program-related activities in a pro-active, professional manner, safety should always be the highest priority and good judgment will be supported.

#### **On-Campus Course Participation**

Active participation is critical for successful progression through the DNP program. Attendance is required for on-campus sessions associated with didactic courses. Students will be notified of dates for on-campus sessions at the beginning of each semester. Wyoming winters tend to be long and bad weather, poor and/or closed roads are common. Thus, during the week prior to a scheduled on-campus session, students should watch weather reports and make plans to travel to campus early if need be. Although students are expected to approach program-related travel in a pro-active, professional manner, safety should always be the highest priority and good judgment will be supported.

**Trauma-Informed Care:** During the DNP program, students are taught advanced assessment skills. It is essential that students practice and perfect these skills using human subjects. All students are advised that assessment skills will be practiced on classmates and that classmates will be practicing these same skills on you. The practice of these skills will involve physical contact with all areas of the human body, except the

breasts, genitalia, and anus/rectum, for which professional teaching assistants will be employed .

The program is aware of both the importance of hands-on human practice and the risk of using hands-on human practice which may trigger emotions or be related to inappropriate behavior. All students involved in hands-on practice skills sessions are expected to display tact and professionalism, which is covered in the health assessment courses prior to any practice sessions.

If at any time, a student believes that the practice of a particular skill by another student, or as demonstrated by an instructor, crosses the line of professionalism or is triggering, the student is responsible for making the situation known within a timely manner to all parties involved, including students, faculty and/or the program director.

### **Excused Absence Policy for On-Campus Sessions**

Students are expected to attend and fully participate in all aspects of on-campus sessions associated with the DNP program. On-campus sessions include a variety of activities including instructional activities, simulated patients (SPs) scenarios, and objective structured clinical exams (OSCEs). Instructional activities, SP scenarios, and OSCEs are resource and time intensive and cannot easily be reoffered.

In accordance with [University Regulation 2-108](#), if an unplanned event (e.g., emergent illness, death of a first-degree family member) occurs that prohibits a student from participating in an on-campus session, the student may be excused from this session. The student would need to work with the course faculty member(s) to develop a plan for learning the missed instructional content. Students will need to demonstrate mastery of missed content for successful course completion. If a student is not able to access an appropriate alternative learning activity (e.g., attending a related workshop or webinar) the student may need to take a course incomplete or leave of absence in order to participate in the missed learning activity the next semester it offered.

Students who experience an unplanned, emergent event should immediately contact the course faculty member.

University Regulation 2-108 is available from [http://www.uwyo.edu/regs-policies/files/docs/regulations-2018/uw\\_reg\\_2-108\\_approved\\_7-12-18.pdf](http://www.uwyo.edu/regs-policies/files/docs/regulations-2018/uw_reg_2-108_approved_7-12-18.pdf). If the link is broken, please obtain the University Regulation through UW's Office of General Counsel.

*Approved: Initial approval date unavailable, FSA 3/27/2024*

### **Simulated Patients and OSCE Remediation Policy (GR-214.1)**

**Purpose**

To clarify DNP student expectations for on campus evaluations of student competency.

**Policy Statement**

Simulated patient (SP) scenarios and objective structured clinical exams (OSCEs) are resource and time intensive and cannot easily be reoffered.

If a student participates in but does not pass an initial simulated patient scenario or OSCE, they will need to remediate the simulated patient scenario or OSCE on the scheduled remediation/excused absence day. If a student is not able to attend the remediation/excused absence day for any reason, he or she will need to withdraw from the course and take a leave of absence from the program until the course is offered again. See: *Attendance and Excused Absence Policy* (GR 213).

*Approved: Initial approval date unavailable, FSA 3/27/2024*

**Attendance Policy for Advanced Health Assessment Courses (N5824, N 5825, and N5826)**

Advanced Health Assessment and Clinical Decision-Making I and II (N5824 and N5825) require a significant amount of on-campus instruction, which is delivered in an intensive timeframe. This instruction cannot be repeated, thus the following policy was developed in cooperation with the Associate Vice President and Dean of Students.

Attendance is required for all aspects of N5824 and N5825. If a student is not able to attend all aspects of these courses for any reason, he or she will need to withdraw from the course and take a leave of absence from the program until the course is offered again.

**Fitzgerald Health Education Associates (FHEA) Modules**

For courses that require the completion of FHEA modules, you will have two attempts to take the required FHEA module quizzes. Your highest grade on each of the module quizzes will be calculated into your final course grade. Zero (0) points will be assigned for any modules that were not attempted.

**WyoCourses Quizzes**

If you experience technical problems while taking a WyoCourse quiz (or test/exam) contact WyoCourse “Help” immediately. WyoCourse “Help” will either assist you with the problem or will contact the faculty member for guidance. Faculty cannot grant extra time or points to students who experienced technical difficulty during a quiz and who did not contact WyoCourse “Help”.

**Clinical Practice Requirements (217.2)**

## **Policy Statement**

Direct patient/client care in a variety of clinical practice sites form an integral part of the nurse practitioner program. Clinical placements are viewed as an extension of classroom activities. Students are expected to perform in a professional manner and demonstrate growth towards a life of professional service. It is believed that students will approach each clinical rotation with a willingness and desire to learn new clinical skills.

All students are expected to be familiar with the American Nurses Association Code of Ethics and the American Association of Nurse Practitioner Scope and Standards of Practice for nurse practitioners and to abide by them at all times.

- [ANA Code of Ethics](#)
- [AANP Scope of Practice](#)
- [AANP Standards of Practice](#)

It is the responsibility of the faculty to determine whether you have demonstrated reasonable competence to render safe nursing interventions. If the instructor's evaluation of your behavior or health status indicates that you are unlikely to provide safe nursing care, the instructor has the legal responsibility to deny, and will deny, you access to further clinical learning experiences.

The coursework and clinical practice requirements of the DNP program are significant. Students need time to think, learn, synthesize new knowledge, and grow, and this takes time! Faculty strongly encourage DNP students to consider their coursework and clinical time as equivalent to a full-time job. We recommended that you work minimally, if at all.

## **Clinical Practica**

Students may have several practice sites throughout the program, and you must be familiar with the FWWSO policies regarding professional behavior, physical requirements, and academic requirements. In addition, you will need to familiarize yourself with agency policies in those agencies you are working for as a student. These clinical placements are made possible through the cooperation of many participating nurse practitioners and other advanced practice nurses, as well as mental health providers, physicians, and physician's assistants. They have made available to us the use of their facilities as well as their other agency personnel for the purpose of instructional experience. We appreciate the cooperation of many health care professionals, and it is our desire to maintain the best possible relationship with them in carrying out this program. You play a major role in the determination of this relationship. Therefore, student cooperation to act in accordance with the guidelines that are set forth is imperative.

Preceptors bear the ultimate ethical and professional responsibility for the care you provide every client as a DNP student in their clinical site. This means that the preceptor must approve all patient/client treatment plans and be available on-site for student consultation. All referrals, phone calls, patient/client treatment plans, etc. must be discussed with the preceptor before being undertaken. Respect for the professional lines of communication is essential to good patient/client management and avoids placing you

and the patient/client in the position of having to respond to competing and contradictory messages.

The DNP faculty strongly discourages students from doing clinical rotations in sites where they either work or have strong personal connections (e.g., potential preceptor is a family member, supervisor, or employer; student's spouse works at the clinical site, etc.). This is to protect both the student and preceptor from conflict-of-interest or otherwise problematic situations. Prior approval from the DNP program coordinator is required before students can be placed with preceptors or in clinical sites where a strong personal relationship exists. Again, you are not to arrange for your own clinical placements without the knowledge and involvement of the DNP faculty.

Travel to clinical sites and living arrangements (if needed) are your responsibility. DNP students may be required to spend some time (1-2 days) each semester in Laramie or Cheyenne working with the DNP faculty at their clinical sites. The DNP faculty will evaluate your clinical progress through preceptor communication, standardized patient experiences, and other learning activities. Remediation activities may require additional travel to Laramie or Cheyenne so you can benefit from in-person faculty support and evaluation. If you have any concerns related to your preceptor or clinical site (e.g., concerns regarding supervision, expectations, or experiences), please contact the clinical coordinator.

You should contact your identified preceptor at least 4-6 weeks before the clinical experience is scheduled to begin. Plan to provide your preceptor with a current resume, skills record, and schedule of availability at this meeting. Ask your preceptor to recommend the "Top 10 Diagnoses" which you can prepare for, prior to your first day. You will be required to post your proposed clinical dates and hours to the Typhon tracking system. Give your preceptor a copy of the agreed-upon schedule as well.

A current, active, unencumbered Wyoming RN license is required to participate in all clinical placements. In addition, if a student has been given permission to complete a clinical rotation in another state an unencumbered RN license will be required for that state as well (or evidence of an unencumbered compact license when applicable). Note that licensure in another state does not guarantee a clinical placement in that state.

RN licensure will be verified by May 1st of the first year in the DNP program and prior to each clinical rotation. Failure to verify and maintain RN licensure requirements will result in a forfeit of the clinical placement, immediate removal from the clinical experience, and program dismissal.

Immunizations are also required for clinical placements. An official copy of these records must be uploaded to the Typhon database by the student by May 1st of the second academic year. Students are responsible for maintaining a current record of all preclinical requirements throughout the program (Refer to the School of Nursing web site for policies related to all preclinical requirements at [www.uwyo.edu/nursing](http://www.uwyo.edu/nursing). Click on "Student Forms".)

As a part of the educational program, DNP students are entrusted with the responsibility of providing advanced nursing care to clients/patients. DNP students are allowed to attend clinical experiences and practice nursing with preceptors in agencies according to the rules and regulations of the state in which they are licensed. In several court decisions, the courts have taken the position that anyone who performs duties customarily performed by professional nurses is held to the standards of professional nurses. Thus, a student nurse is held to the standard of a professional nurse and will be personally liable for negligence if injury results.

In the assigned clinical site, you will deliver primary health care services under the supervision of the agency preceptors. These experiences are designed to build upon advanced assessment skills with emphasis upon developing evidence-based diagnostic and management skills related to wellness and care of individuals experiencing chronic and acute illnesses. Students are accountable for incorporating information they've learned in previous courses.

Providing health care is an interdisciplinary process. Communication is encouraged with all persons involved in your education, including nurses, physicians, pharmacists, and other health care professionals. You should take the initiative in this process in a manner consistent with professional courtesy and common sense. Professional courtesy requires the use of professional titles in formal and patient care settings.

### **Clinical Attendance**

Attendance at clinical is required. No missed hours of clinical will be accrued in your clinical placements. All hours will be made up before you may progress. If you must miss clinical because of illness, family emergency or weather, the preceptor and course faculty must be notified immediately. On a scheduled clinical day requiring travel away from home, it is your responsibility to assess the safety of road travel in light of climactic conditions. You must make up for lost clinical time due to illness, family emergency or weather by rescheduling the clinical day for another time during the semester and/or arranging with the clinical agency or faculty member to obtain alternative experiences at other clinical facilities.

### **Valid Clinical Activities**

There are many educational activities that can occur in a clinical setting; however, the only activities that count toward your required clinical hours for each NP course include those that involve or are related to direct patient care. Examples of direct patient care activities include: seeing a patient (by yourself or with your preceptor); performing a patient-related procedure (e.g., microscopy, suturing); reviewing a chart or a clinical reference regarding a patient you are going to see or have seen; discussing a patient's plan of care with your preceptor or another member of the patient's care team; reviewing a patient's lab, cardiology, or radiology results; and documenting the patient's care. Examples of activities that are not related to direct patient care and can NOT count toward your clinical hours include: attending a continuing education conference or

session, presenting at a grand rounds presentation, etc... If you have any questions regarding what activities count or do not count as a direct patient care, please consult with your course instructor. If the clinical site is experiencing a particularly slow day, you are expected to go home and not count the non-patient hours toward your total clinical hours. If the clinical site consistently has a limited number of direct patient experiences for you, please contact the clinical site coordinator who will work to rectify the situation.

### **Maximal Weekly Hours**

Reflection is a critical aspect of your clinical education. After each clinical day, you are expected to spend some time reflecting upon and reviewing the literature related to the patients you saw during clinical. Spending too many hours in clinical at once takes away from this critical reflection and development time and undermines the learning process. Thus, students should do no more than 50 hours of clinical a week.

### **Attire/Dress Code**

Students are expected to dress professionally for their clinical experiences. A UW nametag is mandatory. You will be provided with a nametag during your first clinical course. If you misplace the nametag, you are responsible for replacing it as soon as possible. To reorder a nametag, please call Star Awards and Signs in Laramie at 307-742-5873. If you live outside of Laramie, you will need to arrange to have them mail the nametag to you.

Appropriate professional dress includes dress pants, long skirts, collared shirts, and closed-toe shoes. No jeans, shorts, tank tops, low-cut pants or skirts, visible undergarments, or midriff tops, short skirts, tight revealing clothing, inappropriate shoes (e.g., athletic shoes, flip-flops), or scrubs should be worn. Jewelry should be kept to a minimum and should not dangle into the patient's field. Large rings are discouraged, as they may cause gloves to rip. You are not required to dress in excess of the standard set by your preceptor but up to the standard of professional dress.

Short, clean fingernails are essential for many physical exam techniques. Fingernails should not be visible over the pad of your fingers when viewed from the palmar aspect. Artificial nails harbor bacteria and are not allowed in clinical settings. If you have polished nails, the polish should look neat and have no chips. Good personal hygiene is also important because of the close proximity between student and patient. You are expected to be clean and free of strong odor in the clinical setting (e.g., body odor, smoke, perfumes, scented lotions, etc.).

If you are unsure of the appropriateness of your attire or scent, please consult with a preceptor and/or faculty member.

### **Preparation**

In addition to appropriate attire, you must be prepared to engage in clinical care. You should bring a stethoscope, a laptop computer and/or mobile device, and pertinent clinical textbooks. Additionally, we have asked your preceptor(s) to share the "Top 10

Diagnoses” encountered in their clinical sites. Prior to starting your clinical rotation, please review the pathophysiology, clinical presentation, pertinent history and physical findings, diagnostic studies, management, and follow-up criteria associated with those diagnoses.

### **Documentation of Clinical Experiences**

The DNP program utilizes the Typhon Group data management system (Typhon) to manage students' pre-clinical requirements and track students' clinical experiences. Typhon is an electronic cloud-based system in which students enter de-identified information to summarize their direct patient care experiences. Complete and accurate documentation in Typhon is critical to student success and to the program's community of preceptors and clinical agencies. In addition to tracking students' clinical hours, DNP faculty utilize Typhon to track and recognize preceptors' and facilities' contributions to the program. Moreover, students can query Typhon and create reports of their unique clinical experiences to share with potential employers.

Students are oriented to Typhon at the beginning of each clinical practica course and should direct questions regarding Typhon to the faculty member(s) in charge of the clinical practica course. All direct patient care hours associated with clinical practica courses must be documented in Typhon within 72 hours of the day on which the clinical experience occurred (i.e., if the experience occurred on June 1st, it must be documented in Typhon by June 4th). However, students are encouraged enter information into Typhon as early as possible, to both promote accuracy and to allow time to check in with faculty in the event of questions. Documentation of patient encounters in Typhon must be truthful, accurate, and complete, and at a minimum, must include the fields listed in the clinical syllabi. Inaccurate documentation of clinical experiences in Typhon is unprofessional and academically dishonest, and incomplete and/or inaccurate documentation of clinical experiences in Typhon will not count toward a students' required clinical hours and could lead to course failure (i.e., an unsatisfactory grade in the course).

### **Performance Evaluations**

A variety of mechanisms will be used to evaluate student clinical performance including standardized patients (SPs), clinical experiences with faculty in their practice sited, preceptor evaluations, clinical documentation, and case studies. Additionally, clinical faculty will maintain regular contact with preceptors via phone, email, Zoom, and/or site visits. Patient simulations are lay people who are trained to play a case. You will encounter these in your NP specialty courses. The SPs should be encountered as if they are real patients. You will need to dress professionally (as outlined in Attire/Dress Code section above) and come prepared with appropriate clinical resources and personal equipment. Strict professional standards of confidentiality are required in the context of live simulated experience, when practicing with peers, and standardized patients.

If for any reason you are unable to participate in a scheduled SP encounter or if you need to remediate an SP encounter, you will need to work with your course instructor to reschedule it.

*Approved: FSA 8/2/2023, 2/14/2024, DNP 10/9/2024*

## **Clinical Placement Policy (GR-211)**

### **Purpose**

To update the clinical placement policy to potentially allow DNP students to complete clinical rotations in states adjacent to Wyoming.

### **Policy Statement**

Placements for students' clinical rotations are coordinated by the DNP faculty and staff. When making clinical placements, faculty and staff consider several variables, including where students live, what experiences students have already had, and the availability of clinical preceptors and sites in a given region, as well as faculty site visits, professional recommendations, and prior student feedback. Students are NOT to arrange their own clinical placements without faculty involvement.

Faculty only arrange clinical placements in Wyoming; however, students may explore clinical placements in states surrounding Wyoming (i.e., Colorado, Idaho, Montana, Nebraska, South Dakota, Utah). To explore a clinical placement in a surrounding state, students must follow the below process. Note, out-of-state clinical placements must be completely secured (including completion of UW/clinical agency contracts) by the following dates; otherwise, faculty will coordinate placements in Wyoming. Students who decline faculty-coordinated clinical assignments are at risk for course failure and dismissal from the program.

- Summer semester - December 15<sup>th</sup>
- Fall semester - April 15<sup>th</sup>
- Spring semester - August 15<sup>th</sup>

### **Process/Procedure**

#### **Process for exploring clinical placements outside of Wyoming:**

- 1) Student emails the FNP or PMHNP clinical coordinator to inform the coordinator that they are exploring a clinical placement in a surrounding state and understand that the placement process must be finalized by the appropriate deadline (i.e., April 15<sup>th</sup> for the fall semester, August 15<sup>th</sup> for the spring semester, and December 15<sup>th</sup> for the summer semester). The clinical coordinator will then provide the student with a form that needs to be completed by the Board of Nursing in the applicable state.
- 2) The student contacts the Board of Nursing in the applicable state to inquire about whether NP students from the University of Wyoming are allowed to do clinical rotations in their state, even though University of Wyoming supervising NP faculty are not licensed as RNs or NPs in that state. Additionally, the student will ask the Board of Nursing whether there any other requirements for out of state students doing clinical rotations in the applicable state.
- 3) If the above elements are met, the student will ask the Board of Nursing in the

applicable state to complete, sign, and return the form to [gradnurs@uwyo.edu](mailto:gradnurs@uwyo.edu). [Gradnurs@uwyo.edu](mailto:Gradnurs@uwyo.edu) will then review the form and contact the clinical coordinator to indicate whether UW NP students can do clinical in the applicable state.

- 4) The clinical coordinator will then contact the student to let them know they can start looking for a qualified, willing preceptor(s)/agency in the applicable state.
- 5) During the exploration for clinical preceptors/agencies, the student will routinely check in with the clinical coordinator to ensure the appropriateness of the agency, expected experience, etc.
- 6) After locating an appropriate clinical agency/site, the student will ask the preceptor to submit a DNP preceptor qualification CV form, using this link: [https://uwyo.sjc1.qualtrics.com/jfe/form/SV\\_87YJsqq8l1d6UXI](https://uwyo.sjc1.qualtrics.com/jfe/form/SV_87YJsqq8l1d6UXI). Note, a separate preceptor CV qualification form must be completed for each preceptor the student spends time with.
- 7) The clinical coordinator will then contact the student to inform them whether the preceptor(s) has been approved. Note, it may take several days for a preceptor qualification form to be verified and processed.
- 8) After the preceptor(s) has been approved, the clinical coordinator will contact [gradnurs@uwyo.edu](mailto:gradnurs@uwyo.edu) to inquire about an existing contract ensure that a legal contract is secured between the clinical agency and UW. If no contract exists, the student will provide [gradnurs@uwyo.edu](mailto:gradnurs@uwyo.edu) with contact information for the agency to start the contract process. Contact [gradnurs@uwyo.edu](mailto:gradnurs@uwyo.edu) for a copy of the contract and for questions re: the contract process. Note, the contract process can take several months and no clinical can occur until a contract has been finalized.

*Approved: DNP Program 8/2/2023*

## **DNP Program Preceptor Selection, Orientation, and Evaluation Policy (GR-208.1)**

### **Purpose**

To solicit evaluation data in support of program improvement for clinical courses utilizing preceptors.

### **Definitions**

- Preceptors: In the DNP program are nurse practitioners, certified nurse midwives (CNMs), physician assistants (PAs), and have responsibility for mentoring, counseling, teaching, and contributing to the evaluation of a student.

### **Policy Statement**

#### **Selection**

Preceptors are selected by the FNP and PMHNP clinical coordinators and must meet the following qualifications:

- Have an unencumbered license as a nurse practitioner, certified nurse midwife

- (CNM), physician, or physician assistant (PA).
- Have at least one year's experience as a nurse practitioner, CNM, physician, or PA working with family, adult health, women's health, or pediatric populations (i.e., FNP, ANP, WHNP, PNP), OR psychiatric mental health populations (i.e., PMHNP).
- Have an interest in teaching, role modeling, and counseling.
- Be willing to assume the additional responsibility of a student's learning, including communication with faculty for evaluative purposes.

Information regarding preceptor qualifications is initially obtained through the Preceptor Qualification Form (PQF). This form along with general preceptor information is available online (<http://www.uwyo.edu/nursing/preceptor-info/np-preceptor-info.html>). Clinical coordinators from the FNP and PMHNP concentrations review these forms and maintain appropriate documentation to ensure that students are being appropriately supervised. PQFs and documentation of current, unencumbered licensure are currently stored on the Typhon electronic database.

## **Process/Procedure**

### **Orientation**

Clinical coordinators from both the FNP and PMHNP concentrations oversee all aspects of the clinical placement process in Wyoming, from identifying appropriate populations and recruiting preceptors/sites, to initiating the contract and preceptor-qualification process. Out-of-state clinical placements will follow the process outlined in GR-209 (Clinical Placement Policy). For all placements, Clinical Coordinators provide onboarding documentation for each student, specific to each clinical site and orient preceptors to their role.

Prior to the beginning of the clinical experience, the clinical coordinator provides preceptor orientation, including clarification of roles and responsibilities for students, faculty, and preceptors; provision of an overview of student matriculation through the clinical practica; provision of objectives of the relevant course[s]; and a description of the evaluation strategies. This information may be communicated to preceptors via email, mail, fax, or telephone. Students are also required to share the preceptor support website, specific course objectives, and an individualized checklist of prior experiences in a face-to-face format with their preceptor, prior to the start of clinical experiences. Materials utilized to orient preceptors are also available online (<http://www.uwyo.edu/nursing/preceptor-info/np-preceptor-info.html>).

Given the rural and distant nature of the SON's programs, orientation of preceptors can be challenging. Therefore, additional one-on-one support is provided on an as-needed basis for (i.e., telephone support, sharing of precepting resources such as articles, videos, and quick-tools). Additionally, the program relies on early, frequent, and reliable communication between clinical faculty and preceptor, which takes place via telephone, face-to-face encounters, email, or videoconferencing technology (per preceptor preference). This allows frequent assessment of student progress, as well as regular opportunities for faculty to support preceptors in their teaching role as issues arise.

Clinical coordinators orient preceptors as above to ensure that they are aware of experiential and evaluative expectations. In addition, clinical coordinators regularly communicate with preceptors throughout each student's clinical rotation, utilizing email, videoconferencing, or telephone (again, preceptor preference) at the following times: 1) during the first 40 clinical hours of the experience, 2) mid-way through the student's clinical experience, 3) at the completion of the student's clinical experience, and 4) as needed, for questions or concerns. Additionally, coordinators extend an invitation to preceptors to make face-to-face site visits and conduct these per preceptor requests.

### **Preceptor evaluation of students**

Preceptors provide input regarding student performance; however, faculty teaching DNP clinical courses determine the student's grade in the clinical course.

Preceptors are contacted for direct student feedback at the following intervals for each rotation: 1) during the first 40 clinical hours of the experience, 2) mid-way through the student's clinical experience, 3) at the completion of the student's clinical experience, and 4) as needed, for questions or concerns. Additionally, coordinators extend an invitation to preceptors to make face-to-face site visits and conduct these per preceptor requests. Preceptor feedback regarding student performance is also shared with individual students by the clinical faculty.

### **Evaluation of preceptors and clinical agencies**

At the completion of each clinical experience, students will evaluate the preceptor(s) and clinical agency (agencies) where clinical hours were completed. Clinical coordinators use this student feedback on preceptors and agencies to help inform decisions about future clinical rotations with the preceptor and/or clinical agency. Evaluation data of preceptors and clinical agencies are reviewed each semester by the DNP faculty subcommittee, including data from both students and clinical faculty. These data are used by the subcommittee to decide whether to invite preceptors and agencies to precept students in future DNP clinical courses. As appropriate, constructive feedback will be shared with preceptors by clinical course faculty.

*Approved: DNP Team 4/30/2018, 3/27/2024*