

# ANNIE TAYLOR DEE

SCHOOL OF

# NURSING



## Doctor of Nursing Practice

# *Student Handbook*

2022–2023

PART C



WEBER STATE UNIVERSITY  
Dumke College of Health Professions

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# Welcome

It is with great pleasure that I welcome all new and continuing students to the Annie Taylor Dee School of Nursing at Weber State University (WSU). I look forward to this academic year with a strong sense of excitement and optimism at the opportunities you will discover as you embark on your graduate journey. You are an essential part of our online and campus community. Your graduate faculty experts in nursing education and leadership. They will work closely with you as instructors, mentors, and facilitators to prepare you to serve as future healthcare leaders. Your graduate student experience will be filled with many diverse and exciting professional and personal growth opportunities. You will be the leaders, policymakers, educators who can increase access, inclusion, quality at this transformational time in nursing.

Please familiarize yourself with parts A, B, & C of handbooks as they will introduce you to our policies, procedures, and resources. As a graduate nursing student, professionalism is paramount in your collaboration with faculty, community, and peers. I encourage you to read and understand the information in it, especially our codes on professionalism and ethical conduct, as you will be required to complete the student handbook acknowledgment document before beginning your program of study.

Again, welcome to WSU, and congratulations on taking such an important step towards achieving your career goals.

Sincerely,

*Melissa Neville Norton*

Melissa NeVille Norton DNP, APRN, CPNP, CNE  
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# Administration & Staff

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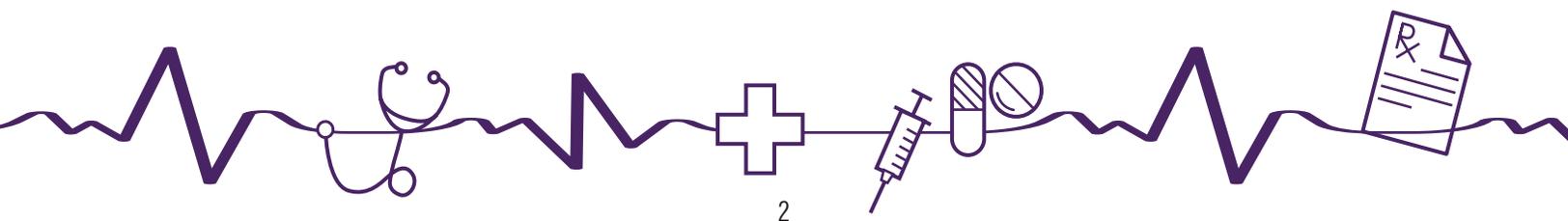
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## Introduction

The information in this handbook is designed for graduate students enrolled in the Doctor in Nursing Practice (DNP) program. This handbook is a ready resource for you during your MSN studies here and is designed for admitted and enrolled students. Changes to the handbook will be communicated to students using their Weber email, graduate program bulletin board, or Canvas courses.

The Weber State University (WSU) Annie Taylor Dee (ATD) School of Nursing (SON) Doctor of Nursing Practice (DNP) program is designed to prepare nurses for an advanced level of nursing science, leadership, and practice. The DNP is a translational, practice-focused doctoral degree that prepares students to evaluate the research to inform nursing practice and transform healthcare organizations. By developing a translational practice, graduates develop the skills to determine the credibility of the sources presented, use research findings to inform practice, improve patient safety, and initiate quality improvement process improvements; and use existing and developing databases to guide quality improvement decisions for patients and populations at the systems level.

The DNP program has two-degree emphases, the Post-BSN to DNP-Family Nurse Practitioner (DNP-FNP) and the Post-Masters to DNP-Leadership (DNP-L). The DNP-FNP emphasis is designed for the student who possesses a BSN and desires to obtain a family nurse practitioner (FNP) specialty certification. DNP-FNP students will complete education in a clinical specialty as part of their DNP degree, which will qualify them to sit for the FNP national certification examination. The DNP-L emphasis is for the expert nurse who has obtained a master's degree in nursing (MSN), public health

(MPH), business administration (MBA), or health administration (MHA). Graduation from the DNP-L program emphasis is not associated with specialty certification, but students may be credentialed for additional post-master's national certifications.

## Student Handbook Acknowledgment

Part C of the Student Handbook serves as an additional resource for any student enrolled in the MSN program at Weber State University. All graduate students will acknowledge receipt of the ATDSN Handbook and upload a copy of their signed acknowledgment form in CastleBranch. Each student is responsible for reading and abiding by the information contained within the Student Handbook, the WSU Catalog, and WSU Student Code (PPM 6-22). Students will be provided with a link in their student CastleBranch account to complete this acknowledgment.

## New Student Orientation

Congratulations on your acceptance to the graduate program. We are looking forward to meeting you. A real-time online orientation to the MSN program offered to students. Information regarding student orientation was given in the electronic acceptance packet. The orientation aims to develop a student-faculty community and provide essential information about the program before students begin their coursework. Students are required to attend the conference in zoom and provide documentation of attendance in CastleBranch. For questions regarding new student orientation, contact the graduate administrative specialist.

## Student Involvement

Student representation and input are valued as active student involvement, ensuring quality and growth. Graduate students are encouraged to participate in graduate-level faculty meetings and serve on the university student senate or other WSU student community councils. Graduate faculty meetings are held monthly and can be attended remotely (zoom) or in person. Contact the graduate administrative specialist or refer to the Graduate Bulletin Board on the nursing website for dates, times, and locations. Students are encouraged to keep in close contact with their faculty advisor by email each semester or more as needed. You will have the opportunity to work with an expert and caring faculty who can help you navigate online learning, course content, and the development of your future graduate project and residency. ATDSN faculty are experts in nursing leadership and education and are eager to be of assistance but are also involved in teaching, research, clinical, and administrative practice.

## DNP Curriculum

The SON DNP-L and DNP-FNP program emphases are designed to prepare students to fulfill their future roles and responsibilities. The dynamic curriculum incorporates current standards, guidelines, and competencies from the following organizations to ensure the curriculum is current and grounded on evidence-based practice: The Quality and Safety Education for Nurses (QSEN), the American Association of Colleges of Nursing (AACN), the American Organization for Nursing Leadership (AONL), and the National Organization of Nurse Practitioner Faculties (NONPF).

The WSU ATD SON has adopted QSEN as the cornerstone of their SON Student Learning Outcomes (SLOs) and end-of-program student learning outcomes (EPSLOs). The six competencies include patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. The DNP end-of-program student learning outcomes (EPSLOs) and role-specific competencies (RSCs) are also derived from the American Association of Colleges of Nursing (AACN), the American Nurse Leader Competencies (AONL), and other national guidelines. The ATD SON SLOs are leveled to meet degree-specific requirements in each program and guide course development for the DNP program (Table 1.0 EPSLOs & RSCs). The ATDSN established a method for assessing end-of-program student learning outcomes titled, Signature Assignments. Signature assignments are learner-centered to measure significant and essential learning that students should accomplish at the end of the program. Signature assignments focus on high-priority learning and are directly aligned to program EPSLOs and RSCs

Courses are structured to foster DNP Program EPSLOs through various instructional techniques and learning activities, including digital learning and literacy. Each course is administered through Canvas® Learning Management System (LMS) and utilizes online, virtual (synchronous), hybrid, and face-to-face instruction depending on the program's emphasis. For example, the DNP-L courses are entirely online and structured to meet working professionals' needs. The DNP-FNP emphasis is a hybrid program with online didactic courses, face-to-face (lab/clinical), and virtual (synchronous). The Development of advanced practice registered nurse (APRN) clinical skills is designed to meet national guidelines and RSCs, and are offered in a face-to-face classroom environment. Students must attain an 80% score or higher in graduate courses to progress in the program.

### *DNP-FNP Program of Study*

The DNP-FNP program emphasis is a full-time, hybrid program with students registering for 10-12 graduate credit hours per semester. Physical attendance is required on campus for lab (6-12 days a semester), virtually for classes (4-5 days a semester), and during FNP clinical rotations. Clinical rotations require 180-240 hours of patient contact time each semester beginning the second year of study, requiring intensive student learning experiences. The remaining course, clinical, and lab hours will be completed online in Canvas. Semester face-to-face campus schedules vary based on specific course activities, lab sessions, and interprofessional guest presenter availability. The semester schedule is emailed to students in advance of each semester start.

### *DNP-Leadership Program of Study*

The DNP-L program emphasis is an online, part-time program with students registered for 5-7 graduate credit hours per Semester (Table 1.3). Attendance is documented by completing all assignments, participating in discussions by due dates, and attending project presentations or other required virtual meetings. The DNP-Leadership course work is online and asynchronous. Attendance is documented by completing all assignments and participation in discussions as outlined in each course. Students must complete 500 course and project practicum hours connected to community-engaged learning activities related to the DNP project.



Table 1.0

## DNP End of Program Student Learning Outcomes (EPSLOs) & Role Specific Competencies

Annie Taylor Dee School of Nursing EPSLOs	DNP Program End of Program Student-Learning Outcomes	Post BSN to DNP-FNP Role-Specific Competencies	Post Masters to DNP Leadership Role Specific Competencies
<b>PATIENT-CENTERED CARE</b>			
Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the patient’s preferences, values, and needs.	Employ care delivery models and/or strategies of health promotion, risk reduction, and illness prevention for individuals, families, and diverse populations across health care settings.	Implement indirect and direct care strategies for autonomous practice and/or care delivery models for individuals and diverse populations across health care settings.	Employ system-wide standards and practices for the care of patients/ populations.
<b>TEAMWORK &amp; COLLABORATION</b>			
Function effectively within nursing and inter-professional teams, fostering communication, mutual respect, and shared decision-making to achieve quality patient care.	Collaborate with interprofessional teams associated with complex practice and organizational issues by mentoring and leading in order to provide high-quality and safe health outcomes.	Engage in shared decision-making with interprofessional teams for complex patients, practice, and organizational collaboration.	In collaboration with other system leaders, implement strategies for the continuing development of interprofessional relationships.

EVIDENCE-BASED PRACTICE (EBP)			
Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.	Practice at the highest quality/level of nursing, supported by/ based on current scientific evidence, organizational and systems thinking, leadership principles, health policy, informatics, equity in health care, and ethics.	Establish standards utilizing evidence-based practice as the foundation of nursing practice and patient care delivery.	Establish processes to adopt, monitor, and evaluate the translation of evidence into practice.
QUALITY IMPROVEMENT			
Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems, including participating in healthcare policy.	Transform practice to impact the quality of health care and outcomes.	Develop efficient patient care models and policies that ensure high-quality care and compliance with regulatory requirements.	Lead quality improvement programs at the systems level.
PATIENT SAFETY			
Minimize risk of harm to patients and providers through both system effectiveness and individual performance.	Influence health care policy relating to finance, access, safety, and quality, as it applies to practice regulation, and consumer advocacy.	Establish a culture of safety and transparency within members of the interdisciplinary team.	Contribute as an interprofessional content expert to appraise system wide patient safety programs.
INFORMATICS			
Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.	Evaluate quality improvement initiatives through the use of information systems and technology.	Advocate for information technologies that support the use of evidence in nursing practice.	Lead the advancement of informatics activities to improve the quality of healthcare systems.

## Student Communication

### ***Notification of Changes in Policy/ Procedures***

Changes in WSU policies are communicated to students through the campus student email (Wildcat) system and the WSU Student Announcements. All admitted nursing students can receive communication through the following methods: WSU student email accounts, program-specific bulletin boards, and Canvas courses communication tools.

### ***WSU Email Account***

Students will receive a custom WSU student email account. Program information, including updates or policy changes, will be sent to students' email accounts. The student's responsibility is to monitor this account regularly for program communication. Students will be held responsible for the information distributed through their student email. Changes to student contact information should be sent to the Graduate Programs Administrative Assistant by email within two (2) weeks of the change.

### ***DNP Student Bulletin Board***

The DNP Nursing Bulletin Board contains essential information and resources for students. Contact information for the Graduate Director, administrative assistant, and Enrollment director is located on the DNP Nursing Bulletin Board. Students must access the Bulletin Board frequently for updates during their studies at WSU. Students will be held responsible for the information distributed through the Bulletin Board. The Bulletin Board is available at the WSU Nursing website under the student resources tab. The DNP Bulletin Board is a password-protected website that provides

students with timely program information and updates.

### ***Canvas Courses***

WSU uses the Canvas Learning Management System (LMS) to support student learning and program outcomes. Course communication with faculty will occur through the Canvas Learning Management System (LMS). Visit the tutorial [here](https://www.weber.edu/online/rapidOnlineStudentSupport.html) (https://www.weber.edu/online/rapidOnlineStudentSupport.html). It is recommended that students complete an online Canvas training course before beginning their first semester of learning. Students are required to send all course-related emails to faculty in Canvas. Students will have access to their courses in canvas on the first day of each semester. For additional help, Canvas support is available 24/7 at (877) 215-0831, [support@instructure.com](mailto:support@instructure.com), or click the "Help" menu in Canvas for a live chat.

## Academic Advisement

Students are assigned a SON faculty advisor after admission to the graduate program. Students' advisors are encouraged to contact students within the first three (3) weeks of each semester in which the student is enrolled. Students will be emailed the name and contact information for their faculty advisor, and the advising list will be available on the MSN Bulletin Board. It is recommended that you reach out to your advisor and introduce yourself. If you have any concerns or issues, please contact your advisor immediately to promptly resolve any problems (i.e., class schedule addition or deletions, transcript issues, etc.). The Enrollment Director and Graduate Programs Director are also available for additional student support.

### **CatTracks & Student Advisement**

CatTracks is a web-based tool that allows the student and advisor to monitor progress towards degree completion and graduation. Please check your degree evaluation in CatTracks and make sure your major is updated to reflect Nursing. If your major is not listed as Nursing, contact the DNP Administrative Assistant. Contact the Enrollment Director if any discrepancies or concerns arise regarding your CatTracks report.

### **Parking**

Student parking or visitor parking is available to students. Students must use designated parking at the fee determined by the University. When on campus, students may purchase a W lot pass or a visitor parking pass by visiting [Parking Services](https://www.weber.edu/financialservices/Parking_Permits.html) ([https://www.weber.edu/financialservices/Parking\\_Permits.html](https://www.weber.edu/financialservices/Parking_Permits.html)).

### **Degree Requirements**

The student's responsibility is to ensure that all necessary WSU graduation requirements are completed and submitted to the graduation office before the graduation deadline. Students must complete the WSU online application for graduation by the deadline according to the online instructions and check in with their faculty advisor or the Enrollment Director at least a semester before the intended graduation.

### **Credit Hour Requirement**

A minimum of 30 credit hours beyond the bachelor's degree is required for any Weber State University master's degree. Due to graduate program accreditation standards or

specialized professional master's degrees, additional course work or projects may be required. At least two-thirds of the credits in any master's degree program (including thesis or project) must be received from Weber State University.

### **GPA Requirement**

A minimum cumulative grade point average of 3.0 (B- in coursework) is required to complete a graduate degree. The nursing department determines individual course grade requirements.

### **Time Limit for Degree Completion**

Based on accreditation requirements by the Accreditation Commission for Education in Nursing (ACEN), on-time graduate program completion rates are calculated for students beginning with enrollment on the first day of the semester in their first graduate nursing course (NRSRG 6190) and ending in NRSRG 7805 (DNP-Leadership Students) and NRSRG 7904 (DNP-FNP Students). The expected level of achievement for the DNP-Leadership emphasis is that 80% of graduate nursing students will graduate from the DNP-Leadership program on time in five semesters of study. The expected level of achievement for the DNP-FNP emphasis is that 80% of graduate nursing students will graduate from the DNP-Leadership program on time in seven semesters of study. According to WSU policies, all degree requirements must be completed within six years from the semester of entry into a Weber State University graduate program. A graduate student's catalog will be the catalog in effect during the Fall Semester of the academic year when he or she enrolls in the graduate program following formal admission into that program. Graduate programs may impose an age limit on graduate credits completed before entering a program. The graduate program must approve any exceptions to the above requirements.

### ***Transfer Credits and Graduate Program Residency Requirements***

Transfer credit is accepted according to procedures that provide adequate safeguards to ensure high academic quality, relevance to the students' programs, and integrity of the receiving institutional degrees. The graduate nursing program may award up to nine (9) transfer credits. Transfer credits cannot replace required residency credits. The graduate program must approve all transfer credits, imposing minimum grade requirements and/or age limits on such credits. The student must request a review of transcript credits and will be considered as taken in the semester of transfer for timely degree completion. The final decision in accepting transfer credit is the receiving institution's responsibility and program director or department chair.

### ***Out of State Non-Resident Tuition Waivers***

A non-resident student may be eligible for a full or partial non-resident tuition waiver. This graduate tuition waiver is awarded individually to academically qualified students. For more information, contact the graduate program director or the enrollment director.

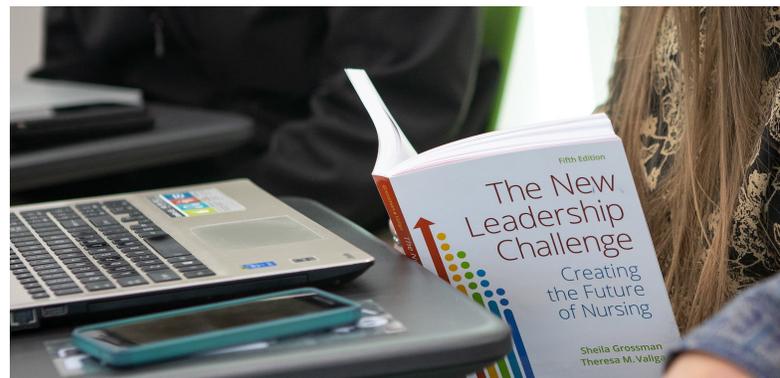
### ***Student Progression Policies***

Graduate students are expected to make continuous progress in the graduate program through full-time registration. Exceptions may be made in the event of a significant life event. The student must have written approval from the Graduate Programs Director before withdrawing from course work. All credits counted toward the MSN degree, including transfer credits and the MSN scholarly project, must be earned within three

years, beginning with the first semester of full-time enrollment. All graduate nursing courses require a "B-" grade of 80% or better. If a grade of B- is not obtained in a course, the student cannot progress in the graduate nursing program and must repeat the course. The course must be repeated in the next available semester, and a satisfactory grade must be achieved. Students may continue to register for additional coursework as approved by the Graduate Programs Director. With written approval from the Graduate Programs Director, the student may officially withdraw from the course, or the letter grade for the course remains on the transcript and is calculated into the cumulative GPA. A total of one readmission is allowed in the MSN or Post MSN Certificate programs (including course failures and withdrawals with or without evaluation).

### ***Program Compliance and CastleBranch***

All graduate students must purchase and use CastleBranch for required materials and documents as described in parts A & B of the student handbook. Documents must be kept current in CastleBranch throughout the program. This includes flu shots, CPR, immunizations, background checks, drug tests, etc.). Failure to keep ALL required materials (overdue and rejected items) up-to-date will result in a 2% grade deduction in a designated MSN or MSN course each week the materials are not updated.



## ***Student Badge***

Every student must wear a photo ID nursing badge during their residency. Students must wear their badges during student residencies, implementation of projects, or clinical rotations. To obtain a student badge, make an official request through the WSU Bursar's Office. You may pay online through your student Weber Portal. The information necessary for payment is found on the Badge Payment Form. Students must wear professional attire in their photos. No sunglasses, badges, flowers, backpack straps, writing, or accouterments are visible. FNP students must wear their approved FNP lab coats in their photos. You must email the photo to the graduate administrative specialist and declare which graduate program you are enrolled in. Student badge photos or other student photos may be used for WSU common stock distribution, social media, or marketing purposes. Contact the graduate administrative specialist if you do not want your photo shared publicly.

## ***Portfolium***

Students must complete an orientation to Portfolium course as part of the student orientation process. Portfolium is a password-protected online platform where students can showcase their achievements to faculty, peers, and employers on their very own webpage. We like to call these "folios." Each student will begin a student "folio" upon entry into their program, add to it during their courses, and finish the folio in their final project course. Student folios will be utilized throughout graduate programs to provide evidence of student learning outcomes, competence, and role-specific competencies (skill mastery). The student folio will also serve as a professional repository that students can use when seeking future employment or career opportunities. Students

will be instructed step by step in their courses regarding the assignments and other artifacts to be added to their portfolios. Completed student folios will be used to collect evidence for program assessment in evaluating student-learning outcomes and as a repository of student work for program accreditation purposes.

## **Academic Writing & Professional Communication**

Academic writing and professional communication are essential competencies to develop further by students in the graduate program. Graduate students are expected to write at a high precision but enter graduate school with varying scholarly writing abilities. The ATDSN graduate programs have developed structured approaches to integrate writing and communication skills across the curriculum and promote the development of students' scholarly writing abilities.

## ***Foundations for Graduate Nursing Students (NRS 6190)***

This foundational course is required for the first semester of the program. NRS 6190 is a one-credit hour online course that provides incoming graduate students with nursing communication proficiencies required for course work and scholarly projects. This course will develop the knowledge and skills required for graduate scholarly projects, scientific community dissemination, and professional workplace collaboration.

## ***Grammarly Premium***

Scholarly academic writing skills are a focus of the graduate program. All graduate students must purchase and utilize [Grammarly Premium](#) digital writing assistant

throughout the entire program (<https://www.grammarly.com/premium>). Grammarly's online writing assistance and plagiarism tools encourage polished grammar, better overall wordsmithing, and a professional writing style. In addition, Grammarly Premium has an academic feature, which includes the following options to support graduate scholarly writing:

- Clarity-focused sentence rewrites for hard-to-read sentences
- Tone adjustments
- Plagiarism detection
- Formality levels
- Fluency

For additional resources on academic writing, professional communication, tutoring, and paper review and feedback, please see WSU Writing Center under Student Resources.



## Student Involvement

Students will have the opportunity to provide input regarding courses, clinical facilities, labs, faculty, and overall experience at the end of each semester and upon the program's conclusion. We would also like to extend the opportunity for all Graduate students to attend faculty curriculum meetings or serve as graduate student representatives. Graduate faculty meetings will be posted on the Graduate Student bulletin board. Please

send an email to the Graduate Programs Administrative Assistant, Lynda Black, if you are interested in attending these meetings this year. If you cannot participate, Marguerite will be posting curriculum and evaluation meeting minutes on the graduate student bulletin board to give all students the opportunity of reviewing them and provide individual feedback to their faculty or at the program level.

## Sigma Theta Tau International Nursing Honor Society Nu Chapter

The purpose of Sigma is to participate in and recognize achievement and leadership in nursing. Full-time MSN students are eligible candidates for this society ¼ of the way through the program; however, RNs are qualified as community leaders in the first semester. Members pay an annual fee and receive official publications, chapter-sponsored education, and voting membership. Students are offered a significant membership discount. Graduate students interested in applying for membership can speak with their MSN faculty advisors. A \$500.00 to \$1,000.00 graduate scholarship is awarded annually by the Nu Nu Chapter.

## DNP Project Requirements

Completing the evidence-based DNP Project is a graduation requirement of the Weber State University (WSU) Annie Taylor Dee School of Nursing DNP program. Students enrolled in either the BSN to DNP-FNP or Post-Masters to DNP emphases must complete this requirement. The DNP student is responsible for the DNP Project handbook and future project courses (NRS 7801-7805).

The DNP Project is an integrative experience synthesizing practice inquiry, appraisal of evidence, leadership, and interprofessional practice. The project's focus will be developing a transformational project that requires the appraisal and translation of evidence to practice. Project work may take on various final forms depending on the academic institution's requirements and the student's area (specialty or role) of study/practice. Key elements of the scholarly work include problem identification; a search, analysis, and synthesis of the literature and evidence; translating evidence to construct a strategy or method to address a problem; designing an implementation plan and actual implementation when possible and an evaluation of the outcomes, process, and experience. Faculty may identify additional elements deemed necessary to meet the expected outcomes of the curriculum. Programs are encouraged to support innovation in the design and dissemination of the final project without reducing the substantive nature of the work. A literature review that lacks applicability to affect a practice improvement or the other elements identified above would not constitute a scholarly work that aligns with this "Essentials" (American Association of Colleges of Nursing [AACN], 2021, pp. 24-25).

### DNP Practicum Hours

The program requires 500 DNP "practice hours" to achieve the DNP degree (AACN, 2021). In the DNP program, practice hours are incorporated using: a) applicant transferable practicum hours, b) course practicum hours, c) project practicum hours, d) FNP clinical practice hours, and e) NRS 6860 Graduate Directed Readings practicum hours. Practicum learning experiences are calculated using university policies and the

following credit-to-contact hours ratios:

- Course (didactic) Practicum Hours follow a 1:4 credit to clock hours ratio (0.25 credit= 15 clock hours). Regardless of course credit hour allotment, when practicum hours are offered in any didactic course, students will achieve 15 practicum hours.
- NRS 6860 follows a 1:4 credit to clock hours ratio. 1 credit= 60 clock hours (variable credit option of 1-2 credits per class).
- Project practicum hours follow a 1:4 credit-to-clock hours, which is a variable per project course, at 0.5-1 credit-to-clock hours. For example, a 1-credit hour project course offers 0.5 credit-to-clock hours (1:4) for 30 practicum hours. A 2-credit hour project course offers 1 credit-to-clock hour (1:4) for 60 practicum hours. The combined practicum hours within the project courses total 240-project practicum hours.
- Transferable Practicum Hours follows a 1:4 credit to clock hours ratio (0.25 credit= 15 clock hours)
- Clinical Practice Hours follows a 1:4 credit to clock hours ratio. 1 credit=60 clock hours.

### ***Transferable Practicum Hours (DNP-Leadership Students Only)***

Students applying for the DNP-Leadership program may be eligible to receive transferable leadership practicum or course credit hours achieved during masters-level course work, master's projects, or graduate-level professional certifications.

Applicants must complete the transferable DNP practicum hours table and sufficient documentation, including an official academic transcript of master's-level certifications such as the CNE, AONL, NE-BC, NEA-BC, CNL APRN, CNEcl, similar graduate-level education or leadership certifications. Students who do not submit a copy of their official academic transcript or required documentation will not receive transferable credit.

### ***NRSG 6860 Graduate Directed Readings Course***

NRSG 6860 is an independent study course designed for DNP students with graduate-level health-related fieldwork experience in a self-selected setting under the direction of a faculty member. Program approval is required. This course offers 60-120 course practicum hours: 1 credit= 60 clock hours (variable credit option of 1-2 credits per class). Students who do not qualify for more than 100 hours of transferrable practicum hours must complete a flexible field study course designed for the working adult during the first semester of study. This course delivers the required 500 practicum hours and ensures on-time graduation for students. The field study course is designed to create a

customized plan for completing the additional practicum hours. The completed table and practice hour documentation table will be reviewed by the DNP Programs Director and the Course Chair of NRSG 6860.

### **DNP-FNP Student Information**

#### ***Typhon Student Tracking System***

A subscription to Typhon student tracking system for DNP-FNP clinical is a program requirement at <https://typhongroup.com/>. The tracking system will document clinical encounters and log clinical hours. Instructions for registering for Typhon are included as an attachment by email. Registration must be completed by the first day of class (fall semester).

#### ***UpToDate®***

A subscription to UpToDate® must be purchased during the semester first offering FNP clinical coursework. UpToDate® is an evidence-based, physician-authored resource trusted and used by nurse practitioners (NPs) for reliable clinical problem solving and information. DNP-FNP students may purchase UpToDate at a reduced rate with their membership to the American Association of Nurse Practitioners (AANP), which is required at the beginning of the program. AANP is an important credentialing center and largest and only full-service national professional membership organization for NPs of all specialties. Members can earn AANP-accredited continuing education (CE) while you use UpToDate®. A reduced rate digital subscription to UpToDate® is accessible [here](https://www.aanp.org/practice/clinical-resources-for-nps/digital-clinical-reference-tools) (https://www.aanp.org/practice/clinical-resources-for-nps/digital-clinical-reference-tools).



## **FNP Certification**

Most states require certification to qualify for licensure as an Advanced Practice Registered Nurse (APRN). Two organizations offer examinations for Family Nurse Practitioner certification. These are the American Nurses Credentialing Center or the American Academy of Nurse Practitioners. Students should visit the websites at the beginning of their practicum/clinical experiences to understand the process they will follow to be eligible to complete one of the examinations.

### **American Association of Nurse Practitioner's (AANP)**

DNP-FNP students are required to purchase membership a student membership to AANP. The AANP offers a journal and other benefits required for your coursework and national certification. Students must register for AANP by the first day of the Fall Semester. Join as a student at <https://www.aanp.org/membership>.

### **APEA NP Continuing Education**

In select courses, students will be asked on their bookstore list to purchase a limited use license for APEA, which has helped nurse practitioners prepare for board exams and clinical practice. APEA develops and may be used to provide exam prep, clinical resources, and mobile reference tools.

### **i-Human**

iHuman is a virtual clinical simulation program configured specifically for nurse practitioner students to help them succeed in clinical and on certification exams. i-Human gives students access to hundreds of cases to hone their patient review, examination, and documentation skills in a safe environment with repeatable encounters. Students must purchase and utilize i-Human in NRS

6270 *Mental Health for Primary Care* and in clinical courses (NRS 7902, NRS 7903, and NRS 7904).

### **DNP-FNP Lab & Clinical Skills Course Policy**

In the DNP-FNP program, there are on-campus lab classes where students are provided with FNP-specific knowledge, skills, and competencies, which must be achieved before proceeding to the clinical setting. FNP labs require hands-on, skills-based learning and require materials and direct faculty supervision. FNP lab outcomes and clinical skills proficiency cannot be sufficiently be obtained or assessed through virtual instruction. Not completing lab course requirements may delay FNP clinical courses and will be determined on an individual basis. The only circumstances a makeup lab will be scheduled are for true emergencies and illness (such as infectious disease, hospitalizations, or mandatory COVID quarantine periods). Workplace commitments, family commitments, or vacations do not qualify for an exception or accommodation. Should you experience an illness or emergency, faculty should be notified as soon as possible. Individual accommodations may be made at the instructor's convenience and depending on lab availability based on a team review. Regardless of the reason, standardized patient exams such as male and female exams utilizing paid professional models will not be able to be made up in the semester it was missed. This is due to availability and cost. An additional fee for lab use, supplies, support, and instructor time may be assessed individually.

## Clinical Site Requirements

Securing an NP clinical site placement is a collaborative process. Success occurs due to a partnership between the student, the Graduate Programs Clinical Coordinator, and faculty. The Graduate Clinical Coordinator will be contacting you for assistance in identifying sites where you would like to be placed, and you need to stay in close contact with the coordinator throughout the placement process. The Graduate Clinical Coordinator will work to manage placements, organize placements, and ensure documentation is correct. They will consider the program outcomes, course outcomes, and your overall performance in course work and in previous clinical experiences. Under some circumstances, you may be directed to complete a clinical experience at a specific site or within a specific time frame based on assessing your progress or the availability of clinical sites during the semester.

### **Appearance**

Students are responsible for compliance with SON dress and grooming policies for FNP clinical rotations. Clinical agencies may require additional dress codes. Clothing in the clinical setting should be professional business attire for every NP clinical day.

### **FNP Lab Coats**

Students must order an FNP lab coat from the WSU Bookstore. Lab coats are available at the bookstore for students to try on and select a specific style and appropriate size fit. The lab coats will be embroidered with the WSU School of Nursing logo and student designation. The approved lab coat must always be worn over professional clothing.

- DNP FNP students wear the lab coat over professional clothing at all clinical sites unless specifically asked not to

wear the white coat (i.e., pediatric setting).

- Students are expected to wear a white lab coat in all skills labs.
- Some skill labs require students to wear comfortable sportswear for physical assessment as directed by faculty/instructors.

### **FNP Clinical Courses**

Students will be completing clinical rotations across the lifespan in family practice, primary care, and other specialty settings. Clinical rotations will begin during the 5th semester of the program in the following courses:

- NRSG 7902: FNP Clinical I (180 hours of clinical as an NP student)
- NRSG 7903: FNP Clinical II (180 hours of clinical as an NP student)
- NRSG 7904: FNP Clinical Immersion (240 hours of clinical as an NP student)

### **Student Travel to Clinical Sites**

Students enrolled in the DNP FNP program are required to complete over 600 supervised clinical hours in various settings, focusing on adult, older adult, pediatric, and women's health during their lifespan. The Annie Taylor Dee School of Nursing utilizes several clinical sites that may require students to travel via car, or public transportation FNP students should expect to travel to practice rotations throughout the clinical learning semesters (semesters 5-7) to participate in clinical learning experiences. Travel may also extend to rural areas in Utah requiring an overnight stay. Students are responsible for arranging transportation to and from clinical sites and covering the cost of travel. Travel time is not considered part of the clinical hours. Students may find it necessary to travel to clinical sites outside of their local residency area.

### ***Clinical Placement Coordination***

The DNP Clinical Coordinator will work with students for optimal clinical placements for student outcomes, learning opportunities, and needs. The DNP Clinical Coordinator will provide notification of clinical placements in order to facilitate the required clinical hours. Students will negotiate with the DNP Clinical Coordinator and the clinical preceptors on dates and times for the clinical experiences. NP clinical practice hours are defined as direct student contact hours with an approved preceptor in an approved healthcare setting. As recommended, clinical hours focus on population and community health rather than acute care settings. Students should plan to be in the clinical setting 15-20 hours each week or the equivalent of 2-3 days of work. It is recommended that students consider part-time employment options once clinical rotations begin (weekend shifts or only part-time weekday shifts). Students should not work an overnight shift before scheduled daytime clinical NP hours. Most clinical rotations will be held during business hours (8 am – 6 pm) Monday through Friday but may also include Saturday and Sunday. Additional information regarding NP clinical is available in the WSU Preceptor Handbook. The DNP-FNP student is responsible for the information in the DNP preceptor handbook.

### ***RN Licensure***

Students must maintain current licensure as a Registered Nurse throughout their enrollment in the Graduate program and have in available in CastleBranch. Further, you must hold a current, active, unencumbered Registered Nursing license in all states in which you complete any clinical activities.

### ***Facility and Preceptor Contracts***

All clinical placements require a legal contract and/or agreement document unless the student is directed otherwise. Students must work directly with the Graduate Programs Clinical Coordinator to establish their placements to ensure the required agreements before attending clinical rotations. The Graduate Clinical Coordinator will make every effort to ensure that a contract is in place promptly. However, if there is no contract, you may not attend clinical until the required signed agreements are in place. Some clinical contracts require extended negotiations, especially if legal representatives from WSU or clinical facilities are involved. Additional required student paperwork must be completed prior to each rotation. The student paperwork requirements will vary depending on the facility or clinic and by the Graduate Clinical Coordinator.



## Student Resources

At WSU, students are the priority, and there are numerous financial, mental, physical, and academic resources available for students; for information, visit the Student Affairs website at <https://www.weber.edu/studentaffairs>. Some university resources that graduate students typically utilize are highlighted below.

### **WSU Writing Center**

The mission of the WSU Writing Center is to promote students' academic success and life skills development by providing free drop-in and appointment tutoring during the day, evening, and weekend hours, for students writing in courses across the curriculum. The [Writing Center](#) is located at Elizabeth Hall, Room 210 (<https://www.weber.edu/writingcenter>).

### **WSU Student Health Center and Counseling Center**

The WSU Student Health Center provides quality, cost-effective health services. All students who have a current student ID and are registered students may use the student health services. Please bring an ID card. Services are provided at low or no cost, and insurance is not required for students to use the Health Center. The [Student Health Center](#) is located at the Student Service Center, Room 190 (<https://www.weber.edu/healthcenter>). The [Counseling Center](#) provides short-term counseling, crisis intervention, and consultation to students. Services are offered online and on-campus (<https://www.weber.edu/CounselingCenter/>).

### **WSU Financial Aid and Scholarships**

Weber State University offers more than \$90 million in federal financial assistance and

offers walk-in, online, and phone assistance for all students. Information regarding financial aid and grants is available through the [Financial Aid Office](#) in the Student Services Building, Suite 120 (<https://www.weber.edu/financialaid>).

In addition to WSU Financial Aid Services, scholarships are available to ATD-SON students. Nursing Scholarship information is found on the program's Student Bulletin Board. Nursing scholarships are available to graduates, and students are encouraged to apply. Information regarding scholarships can be found on the [Nursing Bulletin Board](#) (<https://www.weber.edu/Nursing/BulletinBoard.html>).

### **Online Technology Requirements**

All entering nursing students are made aware of the program delivery format and are advised of the importance of personal technology needs at program orientation. Information, technology requirements, and policies specific to nursing students are provided in each program. WSU provides many software applications which can be installed on your campus-owned workstation through the network or the Virtual lab using a browser. Campus software can be installed through the [WSU Software Center](#) ([https://www.weber.edu/ITDivision/Software\\_Center\\_Guide\\_PC.html](https://www.weber.edu/ITDivision/Software_Center_Guide_PC.html)) on Windows machines or through the [Self Service App](#) on macOS. Access software from the [Virtual Lab](#) off-campus using a browser and internet connection.

### **Informational Technology Support**

The WSU Computing Support Services provides all nursing students technical support with WSU Online software and general networking concerns. Students requiring computing or technology support

may contact the 24/7 computing and technical resource hotline (801-626-7777). Computing support is also available online, where a student can “chat” with a support technician 24/7 (<http://help.weber.edu/>). The technical specialists that staff the computing and technical resource hotline assist callers with many computer and technical issues and concerns. These issues and concerns include general questions related to the caller’s computing hardware, accessing and using WSU online resources, and user problems with the software applications supported by the WSU Information and Technology Center. A Help button supports questions related to WSU’s online educational software (Canvas) within each course that offers a 24/7 Live chat, a 24/7 Canvas Support Hotline (877-215-0831) as well as [Canvas guides](https://guides.instructure.com) and student tutorials (<https://guides.instructure.com>).

### ***Adobe Creative Cloud***

The Information Technology Division is pleased to announce that Weber State University’s (WSU) partnership with Adobe has extended to a five-year contract to include Creative Cloud licenses for students. Students can now download any Creative Cloud app on up to two devices at a time. This allows students to use Creative Cloud apps on their devices from home or on the go. Students can obtain a license by visiting <https://www.weber.edu/adobe> and requesting a license using their @mail.weber.edu email address. This license must be renewed every year in August for continued use of the Creative Cloud license.

### ***Stewart Library Stewart Library***

The WSU Stewart Library provides graduates with online access to numerous academic resources and databases in addition to books, periodicals, and documents. A dedicated

health science librarian is also available to students for consultation and assistance <https://library.weber.edu/>.

### ***Nursing Graduate Student LIB Guide***

A nursing LIB guide was designed specifically for graduate nursing students. It is a library portal to a collection of scholarly writing and a library to assist with graduate-level courses and projects. Access the Stewart Library, [Nursing LIB guide](https://libguides.weber.edu/c.php?g=1168888&p=8537179) (<https://libguides.weber.edu/c.php?g=1168888&p=8537179>).

### ***IBM SPSS Statistics***

SPSS is a statistical software platform utilized by MSN students to quickly input and interpret complex data sets to ensure high accuracy and quality decision-making.

### ***Qualtrics XM***

Qualtrics is a tool utilized by MSN students to collect online, anonymous project data using a simple survey link. Qualtrics is capable of providing descriptive statistics and demographic data in real-time.

### ***WSU Bookstore***

Student textbooks and other required course materials are available online or in-person on campus through the WSU Bookstore or general book resellers.

## Course Communication Guidelines

During your online degree program, you will frequently be asked to participate in online discussions and occasionally do peer reviews of your classmates' work. Here are general guidelines to help you successfully communicate as you learn online.

- 1. Make sure identification is apparent in all communications.** Begin with a salutation ("Hello Ann,") and end with your name (Peter).
- 2. Review what you wrote and try to interpret it objectively.** When writing, we must strive twice as hard to be understood, as we do not benefit from modifying or elaborating in real-time. Do not use all caps ("I'M SHOUTING") or exclamation points ("Give me a break!!!"), which can be misinterpreted as intense anger or humor without the appropriate context.
- 3. If you wouldn't say it face to face, don't say it online.** When you're working online, you're safe behind a screen, but that's no excuse to be ill-mannered or say things you would never say in public.
- 4. Don't assume everyone understands where you're coming from.** Sarcasm and wit are often the spice of in-person conversation, but in an online discussion, it can not only lose its edge, it can bite! All students were the same age, came from similar backgrounds, and lived in the same area in your high school classroom. In contrast, your online classroom comprises people of all ages and cultures who have varied backgrounds, lifestyles, and geographic locations. With this in mind, review what you wrote before contributing to the conversation and ask yourself, "Will *everyone* get the joke?"
- 5. Don't spam.** Please don't take advantage of your connection with the other students or faculty in your online classroom to forward emails and links regarding your political/spiritual beliefs.
- 6. Respect others' privacy.** Don't give out another student's contact information without permission.
- 7. Remember, if it's on the internet, it's everywhere.** Don't share personal information about yourself online or in public.
- 8. Plagiarism/Academic Writing.** Ensure that you follow online discussions and assignment guidelines for instructions related to academic integrity and student expectations; online forums also have rules of conduct. Make a point to read them every time, as they can vary from class to class. If instructions are not given, rely on APA guidelines and, when in doubt, cite them.
- 9. The benefit of the doubt.** If you're offended by something another student says online, keep in mind that you may have misunderstood their intentions. Please give them the benefit of the doubt.