ANNIE TAYLOR DEE
SCHOOL OF
NURSING

Department of
BACHELOR'S DEGREE
IN NURSING
Student Handbook

2025-2026

WEBER STATE UNIVERSITY
Dumke College of Health Professions

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Section I: General Guidelines for Registered Nurse to Bachelor of Science in Nursing (RN to BSN) Nursing Students

A. Department of Bachelor's Degree in Nursing Organization Chart

[The departmental organization chart](#) allows students to see how the department is structured and who they should reach out to for any issues.

A. Handbooks

Welcome to the Weber State University (WSU) Annie Taylor Dee School of Nursing (SON) RN to BSN Program! **The Annie Taylor Dee SON Student Handbook and the BSN Student Handbook are required texts for all students.**

Students are responsible for understanding the information provided in both of these handbooks and are accountable for following the guidelines and policies outlined. If you have questions about the contents of this handbook, please clarify with the Department Chair or the Administrative Assistant. **After reviewing both handbooks, students should complete the online Handbook Acknowledgement located in the RN to BSN Orientation Course and submit it under the appropriate assignment.**

Section II: RN to BSN End-of-Program Outcomes

A. End-of-Program Student Learning Outcomes (EPSLOs)

The RN to BSN program has identified end-of-program learning outcomes that are designed to be achieved throughout the program through coursework and signature assignments. The BSN outcomes are derived from multiple National Nursing Guidelines, including ACEN and AACN.

WSU Annie Taylor Dee School of Nursing Outcomes & BSN End of Program Student Learning Outcomes

Annie Taylor Dee SON Outcomes	RN to BSN EPSLOs
PERSON-CENTERED CARE	
Provide person-centered, holistic care with respect for differences, preferences, values, and needs unique to the individual.	Collaborate with individuals to coordinate unique and dynamic person-centered care.
QUALITY & SAFETY	
Prioritize quality and safety to minimize the risk of harm using established and emerging principles at the individual and systems levels.	Apply quality improvement principles to improve healthcare safety.
EVIDENCE-BASED PRACTICE	

Operationalize nursing knowledge and evidence to direct clinical practice, influence policy, and shape best practices.	Integrate reputable evidence into nursing scholarship and practice to improve health outcomes.
SOCIAL DETERMINANTS OF HEALTH	
Integrate strategies to address social determinants of health to improve individual and societal health outcomes.	Analyze how social determinants of health impact health outcomes for individuals and communities.
INFORMATION LITERACY	
Utilize appropriate information sources and technologies to ensure effective communication and the delivery of safe, high-quality healthcare.	Utilize information technology to communicate and support decision-making in healthcare.
TEAMWORK & COLLABORATION	
Engage in intentional collaboration within teams to optimize health outcomes across the continuum of care for diverse populations.	Collaborate with individuals, teams, and communities to promote optimal health outcomes.
PROFESSIONALISM	
Demonstrate a professional identity that reflects the nursing characteristics and values, including accountability, civility, ethical comportment, and integrity.	Demonstrate advocacy, accountability, and integrity in intrapersonal and interpersonal relationships.

Section III: Communication

A. RN to BSN Program-Specific Contact Information

In the Annie Taylor Dee SON, there are several important communication methods. First, if students have program-specific questions, they can contact the Department of Bachelor's Degree in Nursing Administrative Assistant or the Department Chair. Their contact information can be found on the WSU Annie Taylor Dee SON website's faculty and staff pages.

In addition, students should be aware of the methods by which information will be shared with them.

B. WSU Email Account

Program information, including updates or policy changes, will be sent to students' email accounts. Therefore, each student is required to establish and maintain a Wildcat email address upon admission. Students are responsible for regularly checking their email, at least once a week, and will be held responsible for the information distributed through their student email. If you have not already done so, please set up your Wildcat email account by going to https://www.weber.edu/help/kb/Wildcataccount.html and following the links and instructions. If

there are any questions or concerns, please contact the IT Service Desk at 801-626-7777. Any changes to student contact information should be emailed to the Department of Bachelor's Degree in Nursing Administrative Assistant within two (2) weeks of the change.

C. Canvas Email

Faculty usually communicate with their students regarding course information using the in-Canvas email system and course announcements. In addition, faculty will post comments on assignments related to assignment-specific feedback. Students should check these systems of communication at least weekly. Students can forward their Canvas emails to their WSU email accounts if desired.

Section IV: Admission to the Program

A. Overview

Admission to the RN to BSN program is based upon official acceptance granted by the RN to BSN Admissions Committee. Applicants must hold a valid, unencumbered RN license in the State of Utah or be eligible to complete the NCLEX at the time of application. Specific application requirements and deadlines can be obtained from the Dumke College of Health Professions (DCHP) admissions office.

Students are required to have passed the NCLEX and hold an RN license by the completion of their first semester in the RN to BSN program. Students who do not pass the NCLEX by the deadline will be placed on inactive status at the completion of the first semester and will only be allowed to reactivate when they have obtained their license as a Registered Nurse (RN).

Students planning to take nursing program prerequisite coursework through a distance learning program should be aware of the following rules:
- The courses must be completed, and the grades must be posted two weeks before starting the nursing program/semester.
- Nursing deadlines override all distance learning guidelines.

B. Registration

After admission, students will coordinate with the Department of Bachelor's Degree in Nursing Administrative Assistant, who will ensure that all required documents are complete and then provide departmental approval for registration. All students must have departmental clearance before actual registration. If a student finds that all sections of an RN to BSN course are full, they can email the Administrative Assistant, who will assist in making other course selections.

C. Withdrawing From Courses

Students are responsible for withdrawing from their courses if they choose to drop a course. When a student chooses to withdraw from a course, the student must email the Administrative

Assistant. We also suggest that students contact their instructor if they plan to withdraw from their course.

D. Declaring Part-Time, Full-Time, or Inactive Status

- **Accelerated Full-Time Status:** Students who are accepted into the RN to BSN Program may elect to attend full-time. Full-time requires students to complete the RN to BSN Program in two (2) semesters. *Students should be aware that full-time status is rigorous and may not be the best option for everyone, depending on their life circumstances.* Please note that students who wish to travel or leave for extended periods of time, or who have significant personal or work obligations, are discouraged from choosing this option.
- **Traditional Part-time Status:** A traditional part-time status requires students to complete the BSN program in three (3) semesters. *This is the preferred status if students are studying to take the NCLEX, starting a new job, or have significant personal obligations.*
- **Extended Part-Time Status:** Students who are accepted into the RN to BSN Program may also choose to attend the program in an extended part-time status (less than 12 credits/semester). Part-time students are required to complete the RN to BSN Program within **9 semesters**. Students who fail to complete the program in this timeframe will be dismissed from the program. If they wish to reapply later, they may have to repeat coursework over 3 years old.
- **Changing from Full-Time to Part-Time:** Once admitted, if students wish to change from full-time to part-time status, they must notify the department's administrative assistant via email.
- **Inactive Status:** Students admitted to the RN to BSN program who cannot progress through the program sequentially must notify the Administrative Assistant that they plan to change to inactive status. Students must complete one semester in the RN to BSN program to be eligible for inactive status. When ready to resume RN to BSN coursework, the student must contact the department's administrative assistant. Inactive status is considered a period of *no more than one year*. If inactive status lasts longer than one year, students will be required to reapply to the program.

Please note: *Students who are admitted to the program but fail to register for classes or elect to stop taking classes and do not notify the department's administrative assistant via email of their intent to be classified as inactive will be withdrawn from the RN to BSN program.* Students who change status may find new and/or additional program requirements necessary if curriculum changes have occurred while on an inactive or involuntarily withdrawn status.

Section V: Advisement Policy and Process

Student Responsibilities

All students should actively track their degree requirements through the WSU CatTracks system and communicate with their advisors. Below are the specific student responsibilities:

1. Review the advisement list (found in the Canvas orientation course) and determine the name and email of your personal advisor.
2. Go to the WSU student portal. Follow the directions provided to access CatTracks.
    ○ Go to www.weber.edu and choose 'current student' to log into the student portal. Use your Wildcat ID and password to log in. If you have problems with your Wildcat ID or password, call Computing Services at 801-626-7777.
    ○ Once logged into your student portal, go to the Student Services tab. If you do not see the Student Services tab, contact computing support at 801-626-7777. Locate the box titled "CatTracks Degree Evaluation and Planning Tool."
    ○ Type in your W# or select the "Find" box to search by name. The degree evaluation information will appear. This provides you with information on what classes you are required to take within the major.
3. Review your graduation records. Complete the electronic RN to BSN Graduation Evaluation form at the beginning of your second semester. Keep a copy for yourself and **send a copy via email to your faculty advisor by week two.**
4. Tell your advisor you have completed the review and detail any identified problems. Doing this **by week two** is important so you allow sufficient time for problems to be resolved.
5. This process should be repeated **each semester** until you graduate.

Section VI: Delivery Methods, Grading, and Scholarly Writing

A. Course Delivery

RN to BSN courses are offered in a fully online asynchronous format. This format includes asynchronous online learning activities and faculty-student interaction. While students in this format still have due dates for assignments, they are free to learn and complete coursework early. Many faculty members offer optional virtual office hours or course meetings to help students succeed. Fully online courses can be challenging for students as they require increased personal responsibility. Students are encouraged to communicate with their instructor as needed to succeed.

B. Grading

The grading scheme (below) utilized in the Department of Bachelor's Degree in Nursing is specific to the WSU Annie Taylor Dee SON.

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
100% to 94.5%	<94.5% to 89.5%	<89.5% to 86.5%	<86.5% to 82.5%	<82.5% to 80.0%	<80.0% to 77.0%	<77.0% to 73.0%	<73.0% to 70.0%	<70.0% to 67.0%	<67.0% to 63.0%	<63.0% to 60.0%	<60.0% to 0.0%

All RN to BSN courses must be passed at the 80% (B-) level. All non-RN to BSN courses must be passed with a 73% (C) or above. An unofficial withdrawal (UW) constitutes a failing grade.

Students are allowed to repeat an RN to BSN course only once. In addition, **students will be dismissed from the program after two course failures.** Students seeking readmission who have been dismissed from the program for any reason must submit a letter to the RN to BSN Program Director requesting readmission before applying.

The letter requesting consideration for readmission must be emailed to the Department of Bachelor's Degree in Nursing Chair and addressed to the WSU Annie Taylor Dee SON Admissions and Advancement Committee. Each case is considered individually, and a student is not guaranteed readmission. Students who have permission from the Admissions and Advancement Committee to reapply to the program must reapply through the standard application process.

C. RN to BSN Late Work Policy

Late coursework submissions will result in a loss of 10% of the assignment grade per day late. We do recognize that life circumstances occur, which may get in the way of completing school work. Therefore, each student is allowed one week-long assignment extension. This policy does not apply to group assignments or those due in the final week of class. To use this exception, student must communicate with their instructor by email in Canvas before the assignment deadline, letting them know they are using their one late exception.

If an emergency or life event takes you away from the course for an extended period or prevents you from completing more than one assignment by the deadline. Please notify the instructor as soon as possible by email in Canvas.

D. Scholarly Writing & APA Style

In the WSU Annie Taylor Dee SON, students are required to write scholarly papers using the American Psychological Association's (APA) style. All students are required to purchase and use the current APA Publication Manual. Failure to follow the APA format may result in grade deductions.

E. Academic Honesty and Plagiarism

Students should understand academic honesty and know how to avoid plagiarism. All students are required to complete their own work in the Department of Bachelor's Degree in Nursing.

The WSU Annie Taylor Dee SON has a no-tolerance plagiarism policy (including self-plagiarism). All student work is expected to be self-created, referenced, and cited correctly. If faculty find evidence of plagiarism using the Canvas-based plagiarism tool to analyze student work, this will necessitate one of the following two actions:

1. Before submission, based on the course/assignment details, the student may take the opportunity to read the plagiarism report and rewrite the assignment to lower the plagiarism percentage.

2. Based on the results of the internet-based plagiarism tool, faculty will follow the Academic Integrity Policy on Violations and Consequences (p 25). Depending on the severity, students may fail the assignment or the course and/or be expelled from the program (see the Annie Taylor Dee SON Student Handbook for more information).

Definitions of plagiarism:

Plagiarism: *Using others' words, ideas, concepts, or images in your work without referencing and citing them (or their work), attempting to claim others' work as your own, and/or excessive use of quotations.*
Self-Plagiarism: *Submitting (in whole or in part) your own work that has previously been submitted elsewhere/ in another class.*

Artificial Intelligence Plagiarism:
Students may be tempted to use artificial intelligence (AI) to create their work. While there are many legitimate uses for AI (for example, grammar and spelling checking), ***students should understand that they are required to create their own work unless the assignment specifically tells them to use AI to complete the assignment.*** If a student uses unauthorized AI to create an assignment, they would not be doing their own work, and therefore, this is considered plagiarism.

It is also important for students to understand that AI may generate inaccurate information (for example, AI is known for creating titles of articles that do not actually exist). Students should not assume that information provided by AI is accurate.

Section VII: Required Courses

A. Required Courses

Students in the RN to BSN program must sign up for their courses as suggested in the following schedule and order. **First-semester courses must be completed before second-semester courses can be taken.** Below is a list of all required courses and the suggested order for full-time students. In addition, all students must take an additional 3 credit upper-division elective outside of nursing.

B. Traditional/Part-time Three-Semester Sequence of Courses

Semester 1		
Course #	**Course Name**	**Credit**
NRSG 4100	Care Coordination & Interdisciplinary Collaboration for Safe Patient Outcomes	(3)
NRSG 4200	Scholarship for Evidence-Based Practice	(3)

Total Hours:		6
Semester 2		
Course #	**Course Name**	**Credit**
NRSG 4400	Population Health in Nursing	(4)
NRSG 4600	Communication, Collaboration, & Information Management in Healthcare	(3)
NRSG Elective	Student's Choice from the Upper Division Electives Table Below*	(3)
Total Hours:		**10**
Semester 3		
Course #	**Course Name**	**Credit**
NRSG 4300	Healthcare Policy and Decision-Making	(3)
NRSG 4500	Nursing Management and Leadership	(3)
NRSG Elective	Student's Choice from the Upper Division Electives Table Below*	(3)
Total Hours:		**9**
Any Semester: Select a non-nursing upper-division course for *at least* 3 credits		
Total Program Hours: 28		

Please note that students can choose to take fewer courses per semester than listed above. Part-time students are required to complete the BSN Program within ***three years***.

C. Accelerated/Full-time Two-Semester Sequence of Courses

Semester 1		
Course #	**Course Name**	**Credit**
NRSG 4100	Care Coordination & Interdisciplinary Collaboration for Safe Patient Outcomes	(3)
NRSG 4200	Scholarship for Evidence-Based Practice	(3)
NRSG 4600	Communication, Collaboration, & Information Management in Healthcare	(3)

NRSG Elective	Student's Choice from the Upper Division Electives Table Below*	(3)
Total Hours:		**12**

Semester 2		
Course #	**Course Name**	**Credit**
NRSG 4300	Healthcare Policy and Decision-Making	(3)
NRSG 4400	Population Health in Nursing	(4)
NRSG 4500	Nursing Management and Leadership	(3)
NRSG Elective	Student's Choice from the Upper Division Electives Table Below*	(3)
Total Hours:		**13**
Any Semester: Select a <u>non-nursing</u> upper-division course for *at least* 3 credits		
		Total Program Hours: 28

D. Upper Division NRSG Electives (Need **2** to Graduate)

NRSG Upper Division Electives		
Course #	**Course Name**	**Credit**
NRSG 3400	Mental Health: The Complex Role	(3)
NRSG 4022	Nursing Care of the Trauma Patient	(3)
NRSG 4045	ELNEC: End-of-Life Nursing Education Consortium	(3)
NRSG 4050	Nursing Assessment Across the Life Span	(3)
NRSG 4060	Oncology Nursing	(3)
NRSG 4070	Disaster Nursing	(3)
NRSG 4080	Adult Critical Care	(3)
NRSG 4090	Nursing: High-Risk OB/Pediatric Patient	(3)
NRSG 4700	Forensic Nursing	(3)
NRSG 4840	Honors Seminar in Nursing **(Permission Required)**	(1-3)

Section VIII: Graduation

A. RN to BSN Credits

In addition to all Associate degree requirements, students must complete **28 credit hours** during the RN to BSN program. Twenty-five credit hours will be taken through the RN to BSN nursing program, and 3 credit hours will be taken through an upper-division elective outside the nursing program.

B. General Education Requirements

Students with an AS or BS usually complete all general education requirements. However, please keep in mind that all students are required to complete the University's general education requirements.

C. Residency Requirements

Students must take at least **30 credit hours through Weber State University** to earn a Bachelor's degree through WSU.

D. Upper Division Requirements

Students must complete **40 total upper-division hours**. Twenty-eight hours will be earned as part of the RN to BSN program. Up to twelve credit hours from a student's associate degree program will be grandfathered from lower-division to upper-division credits.

E. Hour and Time Requirements

- **Total Hour Requirements:** Students must complete **a total of at least 120 credit hours** to graduate with a bachelor's degree in nursing.
- Students are required to complete coursework for the RN to BSN program within nine semesters of official admission to the RN to BSN program. This requirement refers to both full-time and part-time students.

Section IX: Additional Opportunities for Students

A. Departmental Honors in Nursing

Nursing students may seek "Departmental Honors in Nursing" when they begin the RN to BSN program. The Departmental Honors is one of the options offered under the Weber State Honors Program. Departmental Honors offers choices, more meaningful learning, and enriches your education through engagement, scholarship, leadership, and service. Nursing students must qualify for and be accepted into the Nursing Honors program (part of the WSU Honors Program).

B. Departmental Honors Prerequisites

- Be a declared major in Nursing.
- Overall GPA of 3.5 or higher.
- Attend Honors orientation online or virtually.
- Submit a Nursing Honors application through the [WSU Honors Portal](#).

C. Requirements to Earn Departmental Honors

- Student meets professional conduct and behavior expectations (detailed in Annie Taylor Dee SON Student Handbook).
- Complete all the Bachelor of Science in Nursing (BSN) degree requirements.
- Earn a cumulative GPA of 3.5 and a major GPA of 3.7 by mid-semester before graduation.
- Obtain a final "A" or "A-" grade in all RN to BSN program coursework.
- Complete "Nursing Progression Honors" – a no-tuition/no credit Canvas course utilized during the student's **first semester** in the nursing honors program. This course will take 15-20 hours over the entire semester to complete and is pass/fail. The course will help lay the groundwork for your final RN to BSN semester course, NRSG 4840. As part of this course, you will choose a subject and one of the following tracks: ***Research & Evidence-Based Practice, Service-Learning, or Scholarly Paper.***
- Enroll in and complete "NRSG 4840: Honors Seminar in Nursing" in the **last semester** of the RN to BSN program. The focus of this course is to complete the capstone honors project. NRSG 4840 will fulfill a 3-credit nursing elective course, so only one additional RN to BSN elective is necessary. In the course, you will:
  - Complete a capstone honors project
  - Disseminate the capstone honors project in one of the following ways *(Honors Symposium, WSU Undergraduate Research Conference, at a scholarly event or banquet, to a group of nursing faculty, at a Sigma Theta Tau event, a national or local conference, to a community or professional audience, or by submitting an article manuscript for publication)*.
  - Show a commitment to service and leadership in one of the following ways *(Serve in a professional leadership position, serve on a nursing or interprofessional committee, participate in a quality improvement or education project, attend a national or local nursing event or conference, participate in 8 hours of community service, disseminate your capstone honors project to an additional audience, or serve as a nursing preceptor, mentor, or tutor).*

D. Additional Honors Information

- Departmental Honors in Nursing is different from earning academic honors. Academic honors recognition occurs automatically and will also be identified on graduation programs.
  - Cum Laude   3.6
  - Magna Cum Laude   3.8
  - Summa Cum Laude   3.9

E. Scholarship Information

- To apply for any nursing scholarship, you must first apply for Weber State Scholarships with [Financial Aid & Scholarships](#).
- To be eligible to apply for a School of Nursing scholarship, nursing students must have successfully completed or be currently enrolled in the first semester of their nursing program to apply for the upcoming semester. *Please note that prerequisite courses are not considered nursing courses.*
- Submission for scholarship deadlines can be found on the [Nursing Scholarships](#) page.
- Nursing scholarships may be based on financial need, GPA, and community service performed.
- Any scholarship questions may be submitted to the Scholarships Administrative Assistant.

F. Information on Nursing Organization Membership

- SIGMA THETA TAU INTERNATIONAL, NU NU CHAPTER
  - Students who have completed the first semester of the BSN program and have demonstrated academic achievement (GPA 3.3 or better) may be invited to membership; this is a one-time invitation. Application and membership information are available from the Nursing Program Honor Society Faculty Counselor.
- UTAH NURSES ASSOCIATION (UNA)
  - Students are encouraged to join the Utah Nurses Association (UNA) and to participate in other professional organizations (ANA) and activities.
- WESTERN INSTITUTE OF NURSING (WIN) & WESTERN SOCIETY FOR RESEARCH IN NURSING (WSRN)
  - All nurses or nursing students in degree-granting programs are eligible to become members of WIN and its research society, WSRN.

G. Challenge Exams for Nursing 4500 and Nursing 4300

Challenge examinations are instructor-developed exams specific to the WSU Department of Bachelor's Degree in Nursing curriculum. These challenge exams are for expert nurses who have long-term job experience in nursing leadership or policy development (see specifics below). Nursing 4500, Management and Leadership in Nursing, and NRSG 4300, Healthcare Policy and Decision Making, are the only courses that offer challenge exams.

General Rules for Challenge Exams:
- Challenge exams are designed for experienced nurses only.
- The challenge exam cannot be taken if a student has previously taken the course.
- The challenge examination must be passed at 80% or higher.
- A challenge exam can only be taken once.
- If a student does not pass the exam, fees will not be refunded.

H. Procedure for Taking a Challenge Exam

- Review the Student Handbook to confirm specific course criteria. Contact the administrative assistant to make arrangements to take the exam and obtain an Application for Credit form.
- Gather letters and other documentation as listed.
- Submit documentation to the administrative assistant a minimum of three weeks before the exam. The administrative assistant will forward the information to the identified faculty member for review. Submit the Application for Credit form.
- Once the student is approved to take the challenge exam, they must obtain the signed Application for Credit form from the department administrative assistant, take it to the WSU cashier, and pay the fee. The form will be stamped as a receipt for verification of payment. If the student does not pass the exam the first time, there is no refund. Bring the stamped form back to the administrative assistant.
- The nursing faculty will determine the date and time for taking the test.
- The student will be notified of the challenge exam score by the identified faculty member.
- When the student passes the challenge exam, the department administrative assistant will forward the Application for Credit form to the Records office.
- Appropriate upper-division credits for the course will be given. Letter grades are not given. Credit given will not be considered for residency requirements.

I. Nursing 4500 Management and Leadership in Nursing Challenge Exam

To meet the course challenge requirements for Nursing 4500, students must have prior experience and knowledge related to nursing management and leadership concepts. The student must meet criteria and requirements related to minimum work experience in a nurse manager position, validated through supervisor documentation.

Requirements:
1. **Work Experience**
   - Five (5) years of work experience in a nurse manager position. This manager position must have 24/7 accountability of a patient care unit, including the job functions of hiring, disciplinary action, budget planning, resource allocation, staffing and scheduling, and overall patient care delivery. (Important note: Case manager, house supervisor, and charge nurse roles do not meet the criteria.)
2. **Submit the Documentation**
   - A letter from the supervisor verifying your position title and years in the position.
   - Up-to-date resume or CV.
   - A current job/performance description for your manager role.
3. **Submit an Academic Paper**
   - Write a scholarly paper demonstrating the following:
     - Critical thinking.
     - Synthesis of information from multiple sources - use literature from regulatory sources.

- Application of APA 7th edition format for in-text citations as well as references.
- Use of current references (within the last 5 years).
  ○ The written paper must address six (6) of the following topics with an accompanying parallel of specific examples from your current management practice. *Note: Topics designated with an asterisk* are required to be addressed in the written paper.*
- Change implementation using a team* (Collaboration)
- Theoretical basis for leadership (Theory)
- Qualities of a leader (Professionalism)
- Coaching, role-modeling, and mentoring (Socialization)
- Human resource issues, interviewing, hiring, disciplinary action (Management)
- Nursing unit budgeting, labor, operations, supplies (Management)
- Ethical and legal issues in the nursing workplace/leadership (Ethics and Legal/Regulatory)
- Collaboration within care delivery systems (Leadership)
- Utilization of nursing research to shape the future (Evidence-Based Practice)

4. **Complete the One-on-One Interview**
   ○ Schedule an interview with the associated faculty member(s) to discuss the written paper submitted and further assess nursing management and leadership knowledge.

J. Nursing 4300 Healthcare Policy and Decision-Making Challenge Exam

To meet the course challenge requirements for Nursing 4300 by completing an academic evaluation of the student's knowledge of nursing policy and policy concepts via scholarly paper format/policy development/review, and a one-on-one interview with associated nursing faculty. In addition, the student will meet criteria and requirements related to minimum work experience in a quality management position, which will be validated through supervisor documentation.

Requirements:
1. **Work Experience**
   ○ Five (5) years of full-time experience in a Quality Management Nursing position AND Five (5) years or more experience as a registered nurse.
2. **Submit the Documentation**
   ○ A letter from the supervisor verifying your position title and years in the position.
   ○ Up-to-date resume or CV.
   ○ A current job/performance description for your Quality Management/Policy Development role.
3. **Submit an Academic Paper**
   ○ Write a scholarly paper demonstrating the following:

- ■ Critical thinking.
- ■ Synthesis of information from multiple sources - use literature from regulatory sources (e.g., TJC, CMS), Utah state law, BON (board of nursing), Agency for Healthcare Research and Quality (AHRQ), Institutional policy, peer-reviewed professional journals, periodicals, and current textbooks as reference material.
- ■ Articulation demonstrating the application of policy and quality improvement in current practice.
- ■ Articulation demonstrating policy initiation, development, and quality improvement. Satisfying EPSLO #4 Quality Improvement: Monitor outcomes to apply evidence-based interventions to improve the quality of health care systems.
- ■ Knowledge of quality improvement, patient safety, and the policy regulation, development, and review process.
- ■ Application of APA 7th edition format for in-text citations as well as references.
- ■ Use of current references (within the last 5 years).
- ○ The written paper must address six (6) of the following topics with an accompanying parallel of specific examples from your current management practice. *Note: Topics listed below are required to be addressed in the written paper.*
    - ■ Quality Improvement
    - ■ Legal/Regulatory
    - ■ Health Policy
    - ■ Ethics
    - ■ Communication
    - ■ Advocacy

4. **Complete the One-on-One Interview**
   - ○ Schedule an interview with the associated faculty member(s) to discuss the written paper submitted and further assess nursing policy-related knowledge.