

*VANDERBILT UNIVERSITY
SCHOOL OF NURSING
DOCTOR OF NURSING PRACTICE (DNP)
STUDENT HANDBOOK
2010-2011*

LETTER FROM THE DEAN

Dear Students,

On behalf of the faculty and staff of Vanderbilt University School of Nursing, I am pleased to welcome you to the Doctor of Nursing Practice (DNP) Program. The 2010-2011 academic year is a special year for us as we celebrate our third cohort in the DNP program. I hope that you will enjoy your academic experiences in the doctoral program and as a member of the community of scholars. We want your student experience at Vanderbilt University to be filled with many diverse and exciting opportunities for both personal and professional growth. Roles in the healthcare professions are changing faster now than ever before, and we expect to see our graduates as leaders in a variety of advanced nursing practice roles.

I hope you will find this new Student Handbook a valuable resource in addressing your questions and concerns as a VUSN DNP student. Please familiarize yourself with our policies and procedures and use this for general information about the School and the Vanderbilt University community.

Best wishes for a successful and enjoyable year.

Colleen Conway-Welch, PhD, CNM, FAAN, FACNM
Nancy & Hilliard Travis Professor of Nursing
Dean, Vanderbilt University School of Nursing

TABLE OF CONTENTS

LETTER FROM THE DEAN.....	2
TABLE OF CONTENTS	3-9
DOCTOR OF NURSING PRACTICE PROGRAM OVERVIEW.....	10
DNP CURRICULUM PLAN	11
<i>VUSN: SUPPORT SERVICES FOR STUDENTS</i>	
SENIOR ASSOCIATE DEAN FOR ACADEMICS.....	10
DIRECTOR OF STUDENT AFFAIRS.....	10
FACULTY ADVISORS.....	10
ASSISTANT DEAN FOR RECRUITMENT AND ENROLLMENT MANAGEMENT (REGISTRAR)	11
<i>VUSN: COMPUTING SERVICES</i>	
SENIOR ASSOCIATE DEAN FOR EDUCATIONAL INFORMATICS	12
FRIST NURSING INFORMATICS CENTER	12
STUDENT COMPUTER LAB	12
Hours	12
Staff.....	12
COMPUTING-RELATED INFORMATION.....	13
VUnet ID.....	13
VUSN Tech Tools Web Page.....	13
Accessing OAK (Blackboard).....	13
VUMC Outlook Web Mail Access and Help	14
WIRELESS INTERNET ACCESS AT VUSN.....	13
AUDIOVISUAL VIEWING & ADDITIONAL INTERACTIVE	
LEARNING TOOLS	14
MEDIA RESOURCE LIBRARY.....	14
COPY/COURSE REFERENCE MATERIALS ROOM	14
FNIC TESTING LAB	14
RESOURCES FOR DISTANCE ACCESS STUDENTS	15
Expectations for student home computer and other resources	15
Expectations for student computer abilities and skills.....	16
<i>VU CAMPUS SUPPORT SERVICES FOR STUDENTS</i>	
LIBRARIES	17
OFFICE OF RELIGIOUS LIFE	18
OPPORTUNITY DEVELOPMENT CENTER	18
STUDENT HEALTH SERVICES	19
Student Health Services Fees	19
THE WOMEN’S CENTER.....	19
CAMPUS SECURITY	20
Emergency Phones.....	20
Vandy Vans.....	20
Medical Center Shuttle Service.....	21
Walking Escort Service	21
Lost and Found.....	21
PSYCHOLOGICAL AND COUNSELING CENTER.....	21
BOOKSTORES.....	21
Light Hall Bookstore.....	21

Rand Hall Bookstore	21
CAMPUS COMMUNICATIONS	22
The University Calendar	22
The Vanderbilt View	22
My VUPreview	22
The Hustler	22
Vanderbilt Directory	22
Online Directory	22
MyVue.....	22
The Vanderbilt Nurse	22
The VUMC House Organ	22

VU CAMPUS RECREATIONAL OPPORTUNITIES

SARRATT STUDENT CENTER	24
STUDENT RECREATION CENTER	24

VUSN: ACADEMIC POLICIES

ACADEMIC STANDARDS	25
Good Academic Standing.....	25
Completion of Program	25
Grading System.....	25
Change of Course	26
Repeat Courses	26
Core Courses.....	26
Probation	26
Readmission.....	27
Progression	27
Student Complaint and Grievance Procedure	27
Withdraw From the University.....	27
REQUIRED DOCUMENTATION.....	28
CLASS ATTENDANCE	29
COURSE LOAD.....	29
EXAMINATIONS	29
APA FORMAT FOR WRITTEN PAPERS	30
PROGRAM OF STUDIES	30
STUDENT RECORDS (BUCKLEY AMENDMENT or FERPA)	31

VUSN: REGISTRATION

PRE-REGISTRATION	32
REGISTRATION	32
HOW TO CONNECT TO OASIS.....	32
Instructions to Add/Drop Courses.....	32

VUSN: HONOR CODE AND CONDUCT CODE

VANDERBILT UNIVERSITY HONOR CODE	34
NURSING HONOR COUNCIL	35
Constitution	35
Procedures	38
CONDUCT COUNCIL	43
CODE FOR NURSES.....	43

CONFIDENTIALITY AND PRIVACY OF PATIENT INFORMATION	44
SAFETY TRAINING (OSHA)	45
POLICY ON EXPOSURE TO BLOOD AND BODY FLUIDS –	

WHAT YOU SHOULD DO	45
Occupational Exposure Assessment Fee	46
<i>VUSN: OTHER POLICIES</i>	
ALCOHOL, CONTROLLED SUBSTANCE, AND SMOKING POLICY	47
DRESS CODE.....	47
CHILDREN IN THE SCHOOL	47
INCLEMENT WEATHER POLICY FOR THE SCHOOL OF NURSING	48
<i>VUSN: LICENSURE AND CERTIFICATION</i>	
REGISTERED NURSE (R.N.) LICENSURE	49
Memo Reporting NCLEX Results	49
Preparation for the NCLEX.....	49
OUT OF STATE RN LICENSURE	50
CERTIFICATION PROCESS.....	50
Certification	50
How to Apply to Take the ANCC Certification Exams	51
Registration Fees for the Exam.....	51
National Certification Corporation (NCC).....	51
Oncology Nursing Society.....	51
American College of Nurse-Midwives	52
<i>VUSN: PROGRAMS OFFERED</i>	
MISSION STATEMENT and SHORT HISTORY	53
ACCREDITATION.....	53
DOCTORAL STUDIES	57
The D.N.P. (Doctorate in Nursing Practice).....	57
The Ph.D. in Nursing Science offered by the Graduate School.....	57
<i>VUSN: CALENDAR</i>	
FALL SEMESTER 2008	59
SPRING SEMESTER 2009.....	60
SUMMER SEMESTER 2009.....	60
<i>VUSN: BUILDING</i>	
MARY RAGLAND GODCHAUX HALL.....	61
PATRICIA CHAMPION FRIST HALL	61
Location of Offices	61
Room Reservations.....	61
CENTER FOR NURSING RESEARCH AND DEVELOPMENT (CNRD)	62
VENDING MACHINES.....	62
WHERE YOUR CLASSROOMS ARE LOCATED	62
FRIST NURSING INFORMATICS CENTER	62
<i>VUSN: OTHER GENERAL INFORMATION</i>	
CHANGE OF ADDRESS and TELEPHONE NUMBER.....	63
LOST AND FOUND	63
COMMUNICATION AT VUSN.....	63
Contacting a member of the Faculty	63
Emergency Phone Calls	63
E-mail	63
Voice Mail	63
VUSN Hotline	63
Student Mailboxes.....	63
Faculty/Staff Mailboxes	64

Student Bulletin Boards	64
LIBRARY COPIER FOR STUDENT USE	64
COMMODORE CARD.....	64
PARKING	64
HEALTH INSURANCE	65
 <i>VUSN: STUDENT ORGANIZATIONS</i>	
GRADUATE/PROFESSIONAL NURSING COUNCIL	66
SIGMA THETA TAU INTERNATIONAL	66
INTERNATIONAL HEALTH COALITION	66
BLACK STUDENT NURSES.....	66
 <i>DIRECTORY</i>	 166

DOCTOR OF NURSING PRACTICE (DNP) PROGRAM

The Doctor of Nursing Practice (DNP) program at Vanderbilt is built upon our internationally recognized advanced practice nursing (APN) programs. It is designed for APNs actively engaged in practice with clinical partners in health care agencies/ organizations who will facilitate the integration of didactic courses within a clinical setting throughout the program.

The DNP program meets recommendations of the [American Association of Colleges and Nursing \(AACN\)](#) – which include having the DNP become the terminal degree for APNs by 2015 – and of the [National Organization of Nurse Practitioner Faculties \(NONPF\)](#). Vanderbilt DNP graduates will have a strong scientific foundation for practice – prepared to translate knowledge quickly and effectively to benefit patients in the daily demands of practice environments.

The DNP program will prepare practice scholars with a blend of clinical organizational, economic and leadership skills to:

- Assess, analyze, evaluate and manage complex health environments serving diverse populations to improve patient and population health outcomes;
- Apply clinical scholarship and available evidence to make clinical and system decisions that reflect professional values and ethical standards;
- Develop, test and disseminate standards of care, clinical practice models and health policy using informatics, organizational and systems leadership skills;
- Advocate for clinical prevention, population health initiatives and evidence-based health policy through collaboration with other professionals and stakeholders.

Core Competencies

Students are expected to master the core competencies reflected in the 8 essentials of practice doctorate education: <http://www.aacn.nche.edu/dnp/essentials.pdf>

Program Director: Donna Behler McArthur, PhD, FNP-BC, FAANP

DNP Program Faculty Advisors:

Each DNP student is assigned a faculty member for program advising and mentoring. Advisors are selected and assigned by the Senior Associate Dean for Academics and the DNP Program Director, based on the scholarly interests and/or methods of inquiry identified by DNP student. At a minimum, DNP students will meet with their advisors at the beginning of each semester during the onsite intensive experiences, as well as via electronic communication.

DNP Program Faculty:

Faculty in Vanderbilt's DNP program are doctorally-prepared, predominantly those who are actively practicing APNs and engaged in their own scholarly activities. Specific qualifications reflect the course responsibilities. Course faculty are responsible for designing the course content, structure, and grading.

Who to contact if there is a problem:

Course Faculty:	Issues related to course content, course related problems, progress
Faculty Advisor/DNP Program Director:	Issues related to progress in the program and academic assistance
Director of Student Affairs:	Assistance in accessing any School of Nursing or University Student Resources or Services

Tuition and Fees at Vanderbilt University:

The Office of Student Accounts at Vanderbilt University mails tuition bills monthly (with the exception of September, when no bill is sent). All students who are enrolled for 4 or more hours will automatically be charged for Student Health insurance, a student activity/recreation fee and a fee for liability insurance. If you are covered by your own health insurance, you must WAIVE the Vanderbilt Student Health Insurance coverage as soon as you matriculate. You may waive coverage on line at www.kosterweb.com. Students who live outside of a 60 mile radius of Vanderbilt do not have to pay the student activity/recreation fee. You may see this charge appear on your initial bill. The fee will be credited back on your second bill. If you have questions or problems with this, please contact don.pruitt@vanderbilt.edu (615-322-3896). All students are required to pay for the liability insurance regardless of clinical placement status.

Tuition Refund Schedule for DNP students:

If a student withdraws from a 6 week online course, tuition will be refunded as follows:

Week 1 100%

Week 2 75%

Week 3 50%

No refund after Week 4, Day 1

Required Hours for Doctor of Nursing Practice (DNP) Curriculum Plan

The Vanderbilt Doctor of Nursing Practice program is structured as a post-master's program for MSN-prepared nurses, requiring 74 credits, 39 of which may be transferred from an accredited APN (NP, CNM, CNS, CRNA, HSM...) Master of Science in Nursing program. Students must complete 35 credits of coursework at Vanderbilt School of Nursing, including a *minimum* of 500 hours of practice integration at a clinical organization/agency related to the student's scholarly practice inquiry, and a scholarly project. The integration hours may be increased based on the number of documented practice hours from the student's MSN program. DNP graduates will have a minimum of 1,000 practice hours post BSN. DNP students **are required** to attend an on-campus intensive for approximately one week each semester to facilitate course introductions, mentoring by faculty, and interaction with DNP student cohorts and PhD students as part of a community of scholars. Other coursework, scholarly interaction, and practice application takes place in their home locations so that students do not have to relocate or give up employment. We use a variety of state-of-the-art online and distance learning technologies and techniques to facilitate the program and enrich every student's learning experience. Working with practice partners in health care agencies/organizations, students will apply knowledge and skills gained from coursework to their clinical settings. These experiences will build on the strengths of the Master's/APN curriculum, while transitioning students to the doctoral level.

Dates of Required On-Campus Intensives for 2010-11

Block 1	August 30-September 2, 2010
Block II	January 10-14, 2011
Block III	May 9-12, 2011

Sample Schedule

(Additional courses may be added as electives to include education courses and global health courses)

YEAR 1

SEMESTER 1

N410 Evidence-Based Practice I: The Nature of Evidence	2 credits
N412 Informatics for Scholarly Practice	2
N414 Statistics in Health Sciences	3

SEMESTER 2

N420 Integrative Application of Evidence-based Practice I	1
N422 Evidence-Based Practice II: Evaluating and Applying Evidence	3
N436 Clinical Program Development, Implementation, & Evaluation	3

SEMESTER 3

N424 Epidemiology	3
N430 Integrative Application of Evidence-Based Practice II	1

YEAR 2**SEMESTER 4**

N440 Integrative Application of Evidence-Based Practice III 1

N442 Quality Improvement & Patient Safety 3

N444Management of Organizations and Systems 3

SEMESTER 5

N450 Integrative Application of Evidence-Based Practice IV 2

N452 Health Policy 2

N454 Legal and Ethical Environment 3

Total Year 2 Hours 14

Total coursework transferred from MSN 39

DNP Proposed Program Total 74**EDUCATION ELECTIVES****Fall 2010**

N 467 Educational Evaluation for Learning in the Health Professions (Required course for students receiving Nurse Faculty Loan)

Spring 2011

N466 Curriculum Strategies for Health Professional Education (Required course for students receiving Nurse Faculty Loan)

GLOBAL HEALTH ELECTIVE**Fall 2010** (On-Campus)**LEADERSHIP DEVELOPMENT IN GLOBAL HEALTH (VIGH 5246) [1 credit hour]**

(Weekend) Friday, Oct. 8 (4:00-7:00pm), Saturday, Oct. 9th (8:00am-5:00pm)

Instructor: Brian Heuser, EdD

Course Proxy: Marie Martin, Med

INFORMATICS FOR GLOBAL HEALTH PROFESSIONALS (VIGH 5242) [1 credit hour]

(Monday) Oct.11,18, 25, Nov.1; 5:30 – 8:30pm

Course Director: Eric Manders, PhD

Course Proxy: Marie Martin, MEd

Spring 2011 (on-Campus; may be available in distance format)

FOUNDATIONS OF GLOBAL HEALTH (VIGH 5240, MHS 305) [3 credit hours]

(Tuesday) Jan. 18 – April 26; 5:30 – 8:30pm

Primary Instructor: Carol Etherington, MSN, RN, FAAN and Doug Heimbürger, MD
Course Proxy: Marie Martin, MEd

QUALITY IMPROVEMENT IN GLOBAL HEALTH (VIGH 5252) [1 credit hour]

(Friday) Jan. 21, 28, Feb. 4, 11, 18; 1:30-3:30pm

Primary Instructor: Philip Ciampa, MD, MPH
Course Proxy: Marie Martin, Med

ETHICS IN GLOBAL HEALTH (VIGH 5244) [1 credit hour]

(Monday) Jan. 24, 31, Feb. 7, 14; 5:30 – 8:30pm

Primary Instructor: Elizabeth Heitman, PhD
Course Proxy: Marie Martin, MEd

GLOBAL HEALTH POLITICS AND POLICY (VIGH 5250) [1 credit hour]

(Thursday) Feb. 10,17, 24, March 3; 5:30 – 8:30pm

Primary Instructor: Jenny Dyer, PhD
Course Proxy: Marie Martin, MEd

CASE STUDIES IN TROPICAL DISEASES (VIGH 5249) [1 credit hour]

(Friday) Feb. 25, March 4, 18, April 1, 8, 15; 1:30 - 3:30pm

Primary Instructor: Bill Wester, MD
Course Proxy: Marie Martin, MEd

MEDICAL ANTHROPOLOGY (VIGH 5248) [1 credit hour]

(Monday) March 14, 21, 28, April 4; 5:30 – 8:30pm

Primary Instructor: Carolyn Audet, PhD
Course Proxy: Marie Martin, MEd

ELECTIVE COURSES

DNP Scholarly Project Process

Overview

A hallmark of the practice doctorate is the successful completion of a scholarly project demonstrating the synthesis of the student's experiences. The scholarly project embraces the synthesis of both coursework and practice application, a deliverable product reviewed and evaluated by a faculty mentor/advisor and scholarly project committee. Dissemination modes include a scholarly presentation; preparation of an article for publication in a peer-reviewed journal is suggested. The nature of the scholarly projects will vary. Projects are related to advanced practice in the nursing specialty and benefit a group, population, or community rather than an individual patient. Projects most often evolve from practice and may be done in partnership with another entity, e.g., clinical agency, health department, government agency,

community group. Types of scholarly projects may include: quality improvement initiatives; implementation and evaluation of evidence-based practice guidelines; policy analysis; the design and use of databases to retrieve information for decision-making, planning, evaluation; the design and evaluation of new models of care; designing and evaluating health care programs.

DNP students identify an inquiry within their practice area at the time of their applications. During the first semester students work with faculty to begin exploring concepts related to their inquiries while evaluating sources of evidence related to the problem/need. The inquiry will be further defined during the four integrative application courses with the guidance of the advisor/committee chair and committee members. A design appropriate to the purpose of the inquiry will be developed based on the evaluation of the evidence, needs assessment, overall project goals, outcomes, and process objectives. During the fourth and fifth semesters, the project will be implemented integrating economic, political, ethical and legal factors as appropriate. Evaluation of the process and outcomes of implementation and dissemination of findings complete the scholarly project process.

Students work closely with their scholarly project committee, under the direction of the Committee Chair, who most likely is the student's advisor. The Committee Chair is engaged in all aspects of the process.

Scholarly Project Committee

After identifying the project topic, a Scholarly Project Committee is appointed with the guidance of the advisor and the DNP Program Director as necessary. Each committee must have at least two members inclusive of the Chair, both of whom must be faculty of the Vanderbilt University and hold doctoral degrees in their areas of expertise. Students may select one additional member from outside the University. Each student will identify a faculty member from the School of Nursing to serve as Chair. The Committee Chair will assume the role of academic advisor for the remainder of the student's tenure. The Chair is selected matching the scholarly interest and/or method of inquiry identified by the student. Students will identify their Committee Chair and members by the end of their second semester and completion of N420. The Chair will help the student identify potential committee members within the School of Nursing. Once the committee is identified, the student must complete the Scholarly Project Committee Appointment Request form, obtaining appropriate signatures. The original form is forwarded to the DNP Program Director who will obtain the signature of the Associate Dean for Academic Affairs. If the Chair or other Committee member is unable to continue working with the student, the student will coordinate with the DNP Program Director and the Associate Dean for Academic Affairs regarding an action plan. Changes in the Committee must be submitted in writing to the DNP Program Director and a new form completed. The Scholarly Project Committee is responsible for the following activities:

- Guiding the student in the development of the scholarly project
- Critiquing the readiness of the project proposal for defense
- Mentoring the student during the implementation and evaluation phases of the project
- Evaluating the student's performance on both the Proposal and final Project defenses.

Committee Meetings

The progression of the DNP student throughout the project process is monitored by the committee during scheduled meetings at least once each semester, during the on-campus intensives, via Centra conferencing, Skype, or other distance formats as agreed upon by the Chair and the student. The student is responsible for scheduling these meetings and advised to document the agenda, actions, and target dates. Students and Committee Chairs may opt to develop a written contract reflecting agreed upon expectations and timelines. The contract should take into consideration individual student objectives for the Integrative Application courses.

Integrative Application Courses

Students complete four integrative application courses, which offer mentored opportunities to identify, develop, implement, evaluate and disseminate the independent, analytical scholarly project. Each course assumes the synthesis of knowledge gleaned from subsequent/concurrent DNP courses and the unique practice expertise of the DNP student. Although these courses are separate entities, course objectives and student's individual objectives may transition into a subsequent integrative course reflecting the student's progress with the project in collaboration with the Committee Chair and course faculty. Throughout these four courses, the student is expected to practice a minimum of 500 hours in an area related to their practice inquiry.

N420 Integrative Application of Evidence-Based Practice I

- Identification and refining of topic of interest
- Submission of Scholarly Project Committee Appointment Request form
- Documentation of meeting DNP competencies and practice hours in electronic DNP student Portfolio

N430 Integrative Application of Evidence-Based Practice II

- Begin developing Scholarly Project and written proposal
- Documentation of meeting DNP competencies and practice hours in electronic DNP student Portfolio

N440 Integrative Application of Evidence-Based Practice III

- Successfully defend Scholarly Project Proposal
- Submit Approval of DNP Scholarly Project Proposal form signed by Committee Chair and members to the DNP Program Director who will obtain the signature from the Senior Associate Dean for Academic Affairs.
- Submission of Institutional Review Board (IRB) documents
- Begin implementation of Scholarly Project
- Documentation of meeting DNP competencies and practice hours in electronic DNP student Portfolio

N450 Integrative Application of Evidence-Based Practice I

- Complete Scholarly Project and final paper
- Successfully defend Scholarly Project
- Submit signed DNP Scholarly Project Defense Evaluation form to the DNP Program Director who is responsible for obtaining signatures from the Senior Associate Dean for Academic Affairs.
- Documentation of meeting DNP competencies and practice hours in electronic DNP student Portfolio

Submission of approved final paper to the DNP Program Coordinator must be completed within 7 days of expected graduation.

Project Progression

Students are expected to meet the requirements for completing the scholarly project in conjunction with the integrative application courses. These four courses provide a mechanism for formal grading of progress through the scholarly project. If extenuating circumstances prevent the student from meeting the expectations for completion of the project during the final semester, the student will receive an incomplete for N450. A student receiving an incomplete will need to enroll the following semester in an independent study. The student must receive a grade of B in N450 or the independent study in order to graduate.

Institutional Review Board (IRB)

All scholarly projects require approval from the Vanderbilt University Medical Center

DNP Student Handbook 2010-2011

Institutional Review Board (IRB) prior to the implementation of the project. In order to protect human subjects, IRB approval is indicated. Because dissemination of findings from the project is an expectation of the DNP program graduate, IRB approval is required as well.

Completion of the Human Research Curriculum (CITI –Collaborative Institutional Training Initiative) is required prior to the submission of the online application. This web-based training is available on the Vanderbilt IRB web site: <http://www.mc.vanderbilt.edu/irb/>. The CITI training is usually completed in conjunction with N422. The IRB application is submitted **only after** the Chair and Committee have formally approved the student's project proposal and the Chair has reviewed and approved the application. A copy of the letter of approval must be submitted to the Chair before implementation of the project. Additional IRB approvals and CITI training may be required from the agency or institution in which the project will be implemented. The student needs to ascertain this requirement prior to the submission of the Vanderbilt IRB.

Scholarly Project Evaluations

To graduate from the DNP program, the student must successfully defend the project proposal, implement the project, and complete a successful defense of the project during enrollment in the N430-N450 sequence.

Project Proposal

Students collaborate with their Chair on the development of the written proposal. Contracting with Committee members regarding expectations throughout the process is encouraged. It is strongly recommended that students meet these expectations by the end of their third semester of enrollment in the project course sequence (N430). Once the proposal is finalized and reviewed by the Committee Chair, the student delivers a 20-30 minute oral presentation using Power Point to their committee describing the key components of their project proposal. The presentation may be at the School of Nursing or using distance technology, e.g., Centra. The student is responsible for scheduling this defense after coordinating with the Chair and other Committee members. The DNP student must pass the proposal defense in order to meet course requirements and progress in the program. A written evaluation with recommendations as appropriate will be given to the student at the completion of the defense. All members of the committee will sign the Approval of DNP Scholarly Project Proposal form. A copy must be submitted to the DNP Program Director who will forward it to the Associate Dean for Academic Affairs in the School of Nursing. If a student fails to pass the Defense, a plan for remediation and second proposal defense will be developed by the Committee, the DNP Program Director, and the student. This plan will be submitted to Associate Dean for Academic Affairs, School of Nursing, for approval within one week of the date of the meeting. Failure to successfully pass the second proposal defense will result in failure of the course.

Suggested Timeline for Written and Oral Scholarly Project Proposal

- Submit a first draft of the proposal to the Committee Chair **three weeks** before the scheduled Proposal Defense.
- Submit a revised draft of the paper and slide presentation to Committee Members following Committee Chair's approval **two weeks** before scheduled Proposal Defense. The final copy of the proposal paper and slide presentation should be submitted to the Committee Chair and all members one week before scheduled Proposal Defense.

Format for Written Project Proposal

The proposal should be written in APA format (5th or 6th edition) using a 12 font. The length of the proposal will vary, e.g., 20-30 pages. The title page must include the name of the scholarly project, student name and academic credentials, and Vanderbilt University School of Nursing. An electronic copy of the proposal must be submitted to the committee at least 7 days before the scheduled defense. The organization and content of the proposal will vary according to the project and recommendations of the Chair and Committee members. The following components of the proposal are **recommended**:

- I.
 - Introduction to problem
 - Purpose/specific aim(s) and/or objectives
 - Background & significance of problem related to health care, nursing, and advanced practice nursing
 - Concepts and definitions used in project
 - Discussion of how identified practice setting will support project's development
 - Identify key stakeholders
 - Benefit of project to practice clinical area

- II
 - Appraisal of evidence including review and critical analysis of relevant literature – conceptual, theoretical
 - Synthesis of body of evidence related to problem - strengths, weaknesses, gaps, limitations
 - Theoretical and/or conceptual framework for project

- III Project plan and methodology
 - Methods for achieving purpose, e.g., needs assessment, study design, population
 - Resources needed
 - Project budget and justification
 - Project timeline

- IV Plan for implementation
 - Data collection tools
 - Plan for data analysis

- V Plan for formative and summative evaluation

- VI Plan for dissemination of information

Project Defense

The DNP student must successfully complete the Scholarly Project Defense to be eligible for graduation. The oral presentation using Power Point may take place at the School of Nursing or via synchronous conferencing, e.g., Centra. All committee members are expected to be in attendance. Practice mentors and stakeholders are encouraged to attend.

All presentations must be scheduled ahead of time in coordination with the Chair, Committee members and the DNP Program Director. The DNP Program Coordinator will post the presentation on the School of Nursing calendar and web site. The Defense will be facilitated by the Committee Chair. The candidate will make a thirty minute presentation of his/her project, after which the Chair will open the floor for questions/discussion from the Committee and audience. Following questions and discussion, the audience will be excused and the Committee may pose additional questions about the project to the candidate. The candidate is then excused while Committee members deliberate on the outcome of the defense. A written evaluation with recommendations as appropriate will be provided to the student. All members of the committee will sign the DNP Scholarly Project Defense Evaluation Form. A copy must be submitted to the DNP Program Director who will forward it to the Senior Associate Dean for Academic Affairs in the School of Nursing. If a student fails to pass the Defense, a plan for remediation will be developed by the Committee, the DNP Program Director and the student. This plan will be submitted to the Senior Associate Dean for Academic Affairs, School of Nursing, for approval within one week of the date of the project defense. Failure to pass the second defense will result in dismissal. The project must be successfully defended at least two weeks prior to semester end for the student to be eligible for graduation.

Once the Committee has agreed that the student has met all the requirements for graduation,

the student will submit an electronic version of the final written paper to the DNP Program Coordinator.

Suggested Timeline for Scholarly Project Defense & Paper

- Date and time requests for the Defense submitted to DNP Program Coordinator no later than 4 weeks after the first day of the final semester. All committee members must agree and be available on the evaluation date.
- First draft of the paper to the Committee Chair at least three weeks before the scheduled Defense.
- Submit a revised draft of the paper and slide presentation to Project Committee Members following Committee Chair's approval at least 2 weeks before scheduled Final Defense.
- A mock defense presentation with the Committee Chair and/or other Committee members 1-2 weeks before scheduled defense is optional.
- The final copy of the paper and slide presentation should be submitted to the Committee Chair and all members 1 week before scheduled Final Defense.

The final presentation/defense dates must be coordinated with the DNP Program Coordinator following confirmation with Committee members. Additional information will be provided in N450.

Format for Written Scholarly Project Paper

The final paper should be written in APA format and in accordance with the format described under the guidelines for the written proposal. As noted in the proposal discussion, the organization and content of the final paper will vary according to the project and recommendations of the Chair and Committee members. The following components of the proposal are **recommended**:

- I. Introduction to problem
 - Purpose/specific aim(s) and/or objectives
 - Background & significance of problem related to health care, nursing, and advanced practice nursing
 - Concepts and definitions used in project
 - Discussion of how identified practice setting will support project's development
 - Identify key stakeholders
 - Benefit of project to practice clinical area
- II. Appraisal of evidence including review and critical analysis of relevant literature – conceptual, theoretical
 - Synthesis of body of evidence related to problem - strengths, weaknesses, gaps, limitations
 - Theoretical and/or conceptual framework for project
- III. Methodology
 - Methods for achieving purpose, e.g., needs assessment, study design, population
 - Resources needed
 - Project budget and justification
 - Timeline
- IV. Project results
Evaluation and/or plan for evaluation
- V. Discussion of project results
 - Relate project to theoretical framework as appropriate

- Discuss significance of results to practice setting, advanced nursing practice, health care
- Strengths and limitations of project
- Suggestions for improving project and further evaluation

Appendices

IRB approval

Letters of support

Data collection instruments

(Insert Forms here: Committee member approval, project approval, final project defense, committee meeting form)

SCHOLARLY PROJECT COMMITTEE APPOINTMENT REQUEST

Name of Student: _____

Scholarly Project Topic:

Committee Membership Composition:

1. _____ Scholarly Project
Chairperson

Printed Name	Signature	Date
--------------	-----------	------

2. _____ Committee Member

Printed Name	Signature	Date
--------------	-----------	------

3. _____ Committee Member
(if applicable)

Printed Name	Signature	Date
--------------	-----------	------

4. _____ Faculty Advisor
(if different than Chairperson)

APPROVAL:

DNP Program Director Date

Associate Dean for Academic Affairs Date

APPROVAL OF DNP SCHOLARLY PROJECT PROPOSAL

Name of Student: _____

Date and Time: _____

Scholarly Project Title:

Evaluation: Approved Approved with minor recommendations Not approved

Remarks:

Printed Name, Student	Signature	Date
-----------------------	-----------	------

Committee:

Printed Name, Chair	Signature	Date
---------------------	-----------	------

Printed Name	Signature	Date	Printed Name	Signature	Date
--------------	-----------	------	--------------	-----------	------

Printed Name	Signature	Date	Printed Name	Signature	Date
--------------	-----------	------	--------------	-----------	------

DNP Program Director:

Printed Name	Signature	Date
--------------	-----------	------

Associate Dean for Academic Affairs:

Printed Name

DNP SCHOLARLY PROJECT DEFENSE EVALUATION FORM

Name of Student:

Date and Time:

Scholarly Project Title:

Evaluation: Approved Approved with minor recommendations Not approved

Remarks:

Printed Name, Student	Signature	Date
-----------------------	-----------	------

Committee:

Printed Name, Chair	Signature	Date
---------------------	-----------	------

Printed Name	Signature	Date	Printed Name	Signature	Date
--------------	-----------	------	--------------	-----------	------

Printed Name	Signature	Date	Printed Name	Signature	Date
--------------	-----------	------	--------------	-----------	------

DNP Program Director:

Printed Name	Signature	Date
--------------	-----------	------

Associate Dean for Academic Affairs:

Printed Name	Signature	Date
--------------	-----------	------



Committee Name: DNP Scholarly Project Committee Meeting Report	Meeting Time:
Meeting Date:	Meeting Location:

Student: _____ **Chair:** _____

Attendees	Attendees	Attendees	Guests /Ad Hoc

CODES: (P) PRESENT (A) ABSENT (R) REGRET (TL) TEAM LEADER/CHAIR

AGENDA PROCESS			MEETING RECORD	
TOPIC	DESIRED OUTCOMES	PRESENTER/DURATION	MEETING NOTES/TIMELINE	OUTCOMES

ACTION ITEMS FROM PREVIOUS MEETING	GENERAL COMMUNICATION

VANDERBILT UNIVERSITY SCHOOL OF NURSING: SUPPORT SERVICES FOR STUDENTS

SENIOR ASSOCIATE DEAN FOR ACADEMICS

The **Senior Associate Dean, Linda Norman**, is located in Room 215 Godchaux Hall. Her Administrative Assistant, Stacy Black, is located in Room 214 Godchaux Hall. The Senior Associate Dean is available to assist students who have special curriculum needs or those who are experiencing academic difficulty. Prior to scheduling an appointment with the Associate Dean, students are encouraged to attempt to resolve the issue through consultation with their assigned faculty advisors. Appointments with the Associate Dean can be scheduled by calling her Administrative Assistant at (615)-343-3241. Phone appointments are available for students not living in Nashville or attending block classes. Responsibilities of the Senior Associate Dean for Academic Affairs include:

- Notification to students of academic actions – probation, dismissals
- Approval of Leaves of Absence
- Planning course schedules each semester
- Responsible for catalog submission
- Serving as a resource to students and faculty for academic problems

DIRECTOR OF STUDENT AFFAIRS

The **Director of Student Affairs, Sarah Ramsey**, is located in Room 217 Godchaux Hall. Her administrative assistant, Terry Walker, is located in Room 221. Mrs. Ramsey serves as a resource to students concerning non-academic matters. She is available to assist students with a variety of activities and issues related to their student experience. Mrs. Ramsey serves as a resource to refer students to appropriate services available on the Vanderbilt Campus. The office of Student Affairs sponsors workshops related to student life (i.e. stress reduction, résumé preparation, interviewing skills, NCLEX preparation). The Director of Student Affairs also serves as the advisor to the Graduate Nursing Council, and all other student organizations. Mrs. Ramsey is available daily. If you wish to schedule an appointment, please contact her at (615)-343-3334 or contact her assistant at (615)-343-0937. You may leave a message on voice-mail 24-hours a day. Responsibilities of the Director of Student Affairs include:

- Counseling students concerning non-academic matters
- Referring student to appropriate campus resources (Counseling Center, Chaplain, Student Health, Opportunity Development Center, Faculty Advisor, Course Faculty, Academic Dean)
- Serving as Advisor to School of Nursing Student Organizations
- Coordinating programs and special events for students

FACULTY ADVISORS

Responsibilities of the Faculty Advisors include:

- Planning program of study with assigned students
- Assuring that students meet graduation requirements
- Serving as a resource to students for problem-solving related to academic progress such as difficulties with testing, paper writing, clinical decision-making
- Initiating meeting if student receives a mid-term deficiency or is placed on probation to discuss student's plan for success
- Making recommendation to Associate Dean if student needs leave of absence or wishes to

withdraw

- Referring students to campus resources, such as:
 - Academic Enhancement Coordinator
 - Opportunity Development Center
 - Counseling Center
 - Student Health Services
 - Associate Dean for Academics

ASSISTANT DEAN FOR RECRUITMENT AND ENROLLMENT MANAGEMENT (Director of Admissions/Registrar)

The **Assistant Dean for Recruitment and Enrollment Management, Paddy Peerman**, is located in **Room 210 Godchaux Hall**. Her administrative assistant, Pat Seitz, is located in Room 216. The administrative assistant for Admissions, Bernie Rimgale, is located in Room 207. Ms. Peerman serves as a resource to students concerning their course schedules and academic records. She also serves as a Director of the Admissions. She serves as liaison between the School of Nursing and the University Registrar's Office. You may contact her at (615) 322-3802 or see one of her assistants. Responsibilities of Enrollment Management include:

- Responsible for maintaining student academic records (Grades, Leaves of Absence, Withdrawals)
- Notifying students regarding registration procedures and deadlines
- Verifying student enrollment and graduation
- Notarizing documents for NCLEX, national certification exams, etc.
- Notifying course faculty and advisors of change in student status
- Entering course schedule into student record system

Responsibilities of Recruitment include:

- Identifying prospective students
- Overseeing the recruitment process from initial inquiry to enrollment
- Coordinating change in specialty, leave of absence, and withdrawal processes for enrolled students

VANDERBILT UNIVERSITY SCHOOL OF NURSING: COMPUTING SERVICES

SENIOR ASSOCIATE DEAN FOR INFORMATICS

The **Senior Associate Dean for Informatics, Betsy Weiner**, is located in **Room 260 Frist Hall**. She is responsible for technology integration throughout the academic, practice, and research settings. The staff from the Frist Nursing Informatics Center (described below) will work with students on a daily basis to address their technology needs. Should you have any technology issues that need to be resolved, feel free to call Dr. Weiner at (615) 936-2581 (or e-mail Betsy.Weiner@vanderbilt.edu).

FRIST NURSING INFORMATICS CENTER (FNIC)

STUDENT COMPUTER LABS – 240 Frist Hall

Hours:

Monday – Thursday	7:00 a.m. – 9:00 p.m.
Friday	7:00 a.m. – 6:00 p.m.
Saturday – Sunday	1:00 p.m. – 5:00 p.m.

Due to holidays and occasional classes scheduled to meet in the lab, exceptions to the regular schedule may occur. Notice of such changes will be posted in the lab, emailed to each student via VUMC Outlook Web mail (the Vanderbilt University Medical Center email utility) or announced on the VUSN telephone hotline.

Staff:

Jerry Murley	–	Director of Instructional Technology (343-3300)
Mazo Freeman	–	Program Coordinator (343-3950, pager 923-3575)
Clay Sturgeon	–	Media Services Specialist (343-3332, cell 491-2887)
Jimmy Self	–	Media Technical Specialist (343-0158, cell 491-2843)
John Norfleet	–	Computer Programmer (343-3400)
Christy Benson	–	Administrative Assistant (322-4110, pager 217-5512)
Carla Beals	–	Graphics Manager (936-1548)
Dina Bahan	–	Graphics Designer (343-2965)
Ryan McNew	–	Sr. Network Manager (343-3046, cell 491-2691)
Scot Loerch	–	Network Manager (343-5623, cell 491-2547)
John DeVinney	–	Network Technician (343-2724, cell 491-2143)

The Frist Nursing Informatics Center (FNIC) student computer lab is equipped with 26 Compaq DC5750 CMT computers, three laser printers and two scanners. Use of the labs is restricted to VUSN students, staff and faculty. Word processing has lowest priority in all VUSN computer labs; online testing has highest priority. Laser printing of school-related assignments is supported free of charge for the first 375 prints per semester; thereafter prints may be purchased on a Commodore card for four (4) cents a copy. Multiple copies of documents can be made on a photocopy machine (*see below*). (As a courtesy to fellow students, please print no more than 25 sheets per session. Graphics-intensive files can cause long delays at the shared printers.)

Each Compaq computer in the lab has a 3.2 GHz Pentium 4 processor, 1 GB MB RAM, 150 GB hard drive, 17" HP flat panel monitor, a 48X CD-RW/DVD, USB access for a personal thumb drive, and Windows XP. They also have Microsoft Office 2007 Professional (database, spreadsheet, word processing and presentation software) installed. All lab PCs are on the VUSN network and are connected to a Hewlett-Packard LaserJet 4250 or 4250n printer. They are capable of accessing

resources in the Medical Center library and on the VUSN network. All computers on the network have direct access to VUnet services (Vanderbilt University's central computing services) and full Internet connectivity.

The Room 240 Frist Hall lab has an HP ScanJet 8200 color scanner. The Room 240CA Frist Hall lab contains an HP ScanJet 5590 color scanner with a multi-page feeder and text-scanning software. Assistance from FNIC personnel regarding the use of lab hardware and software is available. Workshops on the use of specific instructional software may also become available from time to time. Watch for notices in the labs and in email messages from the FNIC.

COMPUTING-RELATED INFORMATION

VUnetID

Your VUnetID is the means by which you identify yourself as a Vanderbilt student to access services on the Vanderbilt University computer network (VUnet). The following essential services require a VUnetID and associated password:

1. **VUMC Outlook Web Mail**, Vanderbilt University Medical Center's email system
2. **OAK (Blackboard)**, Web-based course management system that allows instructors to post course-related information for students online in a secure environment
3. **Secure OASIS (Online Access to Student Information Systems)**, the primary method used by students to register for courses
4. **Access 2 Academic Information**, allows students to access personal academic record information online.
5. **VUmail**, the University's e-mail system (VUSN uses VUMC's email system – see above)
6. **ResNet**, VU network and Internet access for on-campus residents

All enrolled students are eligible for a VUnetID and e-password. You can get these through a self-service process by going to <http://www.vanderbilt.edu/epassword/>. (Most FNIC lab computers at VUSN have an icon for this Web page.) Click on “Create a password” and follow the onscreen instructions. To obtain your VUnet ID, you must enter your name as it appears in your Vanderbilt records (i.e., on your class schedule), omitting any suffix such as "Jr.", your Social Security (or equivalent) number, and your date of birth.

You will have the same VUnetID for as long as you remain a student at Vanderbilt. If you make a printed copy of your authorized VUnetID and include your password on the same sheet of paper, be sure to store this document in a safe location.

VUSN Tech Tools Web Page

The “Tech Tools” Web page (<http://www.mc.vanderbilt.edu/nursing/tools>) has links to a number of important resources for students. You will find information about configuring your computer and setting up necessary accounts. It also has a computer skills survey, which all students are encouraged to complete. This survey will give you an idea of areas of computing where you might have weaknesses.

Accessing OAK (Blackboard)

OAK (Online Access to Knowledge) is a Web-based course management system used at Vanderbilt University that is powered by the Blackboard Learning System. It allows students to access course-related materials, such as course syllabi, assignments, handouts, and slide presentations, via the Internet. OAK can be accessed from <http://oak.vanderbilt.edu/> or via **Quick Links** to **OAK (Blackboard)** on all VUSN Web pages. Use your VUnetID to access this program.

VUMC Outlook Web Mail Access and Help

VUMC Outlook Web Mail (<https://email.mc.vanderbilt.edu/>) is the email system the School of Nursing uses. Use your VUnetID for access. For questions about VUMC Web mail call the **VUMC**

Help Desk at **343-4357 (343-HELP)**. You may also contact Jerry Murley (343-3300), Ryan McNew

(343-3046), Scot Loerch (343-5623), John DeVinney (343-2724) or John Norfleet (343-3400) at VUSN.

WIRELESS INTERNET ACCESS AT VUSN

Those who have laptops with wireless cards may access the Internet from the following VUSN locations: VUSN atrium, Frist Hall, the Annex, and Godchaux Hall (essentially all of the VUSN complex). Students who use the VU/VUMC wireless systems will be responsible for installing critical patches on their laptop computers.

Please remember that these are University resources for University-related activities. Please refrain from using wireless resources for downloading large files, because such activity will limit availability to others, or for transfer of patient information, for security reasons. For more information, click on the “**Wireless Networking at VUSN**” link on the “**Tech Tools**” web page.

AUDIOVISUAL VIEWING & ADDITIONAL INTERACTIVE LEARNING TOOLS

Three VCRs are located in the FNIC computer lab. Please ask for and use headphones when viewing videotapes if others are in the room or in adjacent rooms. Students enrolled in VUSN courses that are videotaped may watch class lectures on CDs or on the Web; access to these resources is governed by the course coordinator. Please use headphones when viewing these lectures in the computer lab.

MEDIA RESOURCE LIBRARY

FNIC instructional resources, including video and audio tapes, CDs and some printed materials, are maintained in the resource library in Room 240B Frist Hall. A catalog of instructional software can be accessed via VUSN's “Resources for Current Students” Web page.

For the benefit of all, limited resources may not be removed from VUSN facilities (i.e., Frist Hall, Godchaux Hall, and the Annex). Videos may be taken to VCRs in the computer labs or other viewing areas for specific time periods upon deposit of the borrowing student's student ID or signature. Unless otherwise noted, programs on CD may be used only on lab computers. Policies governing the use of software resources left temporarily in the care of the FNIC may vary due to express faculty guidelines. Students may not install software on lab computers.

COPY/COURSE REFERENCE MATERIALS ROOM

There is a copy machine with an automatic document feeder for student use in Room 240C **Frist Hall**. It accepts coins only [\$1 bills can be changed in the snack vending machine in the student lounge]. Copies cost ten cents each. (Per copy charges at this copier are subject to change for purposes of cost recovery as VUSN evaluates student usage.) The room also contains printed course reference materials, staplers, a paper cutter, a 3-hole punch and a worktable. There are other copiers available in two locations nearby: At **Eskind Biomedical Library**, where VUSN maintains a second set of printed course reference materials, there are copiers for student use. Copies cost ten cents each; cards may be purchased and credited at the Eskind Library. At the **Stevenson Science and Engineering Library**, about fifty yards from the backdoor to the 2nd floor of Frist Hall, there are two copiers for student use. Copies cost ten cents each in coin, bills or on a Commodore card.

FNIC TESTING LAB

The FNIC testing lab is located in Room 240A Frist Hall. It contains eight computers that are dedicated to Web-based testing. This lab is closely supervised and should remain quiet at all times. The Vanderbilt University honor code is strictly observed in the FNIC computer lab.

RESOURCES FOR DISTANCE ACCESS STUDENTS

Some students are enrolled in programs that do not require all course content to be delivered in a face-to-face traditional classroom environment. Instead, the content is delivered in a modified learning format via the following: (1) courses offered in concentrated blocks of time on campus (approximately 5 days around a weekend three times per semester), (2) online conferencing, and (3) digital video and distributed learning methods that allow for continued faculty contact between sessions. In addition, clinical placement can be arranged in the student's "home" area provided a suitable agency and preceptor are available.

Distance access students use the same type of student accounts as mentioned previously. The primary difference is that instead of attending a class session in a traditional classroom environment, these students view the class presentation via video delivered by a computer. This viewing can take place as the session is being taught (called synchronous delivery) or via audio or video files that are captured for later use (called asynchronous delivery). These files are typically large and require faster Internet connections for smooth delivery. Cable modem (such as Comcast service) and DSL (digital subscriber line services such as AT&T® Fast Access® Internet Service) provide access speeds that are much faster than a regular modem. These speeds are therefore recommended for those students who want to view synchronous class materials. For those who prefer to view the content at a later time, video is pressed to a (CD). Both types of delivery require that RealPlayer software be installed.

Distance access students may receive CD copies of videotaped presentations via CD if:

- The class or lecture has been professionally videotaped by VUSN
- Students request that a CD be made for them
- Students are enrolled in the course at the time of the request
- Students provide a valid mailing address or arrange to pick up the CD
- Students pay the difference in mailing costs if they prefer/request expedited CD mailing(s).

The faculty course coordinators set the policy for CD distribution in their assigned courses. As such, they will communicate the specifics to all enrolled students.

Expectations for student home computer and other resources*

- A multimedia-capable computer with a 2 GHz Intel® Pentium® 4 processor or better
 - With 1 GB RAM, 40 GB hard drive, CD, CD-RW or DVD drive
 - With a full duplex sound card and speakers
 - With 65,000-color video display card set to display at 1024x768 or higher
 - With an Ethernet card (built-in wireless capability also recommended that is Cisco compliant)*
 - With Windows XP with Service Pack 2 or later or Macintosh OS X or better**
 - With Microsoft Office 2003 (*Windows*), 2007 (*Windows*), 2004 (*Mac*), or 2008 (*Mac*)
- A reliable Internet provider with Web browsing and email services (AOL is not recommended because of frequent disconnects)
- Cable or DSL Internet service (or if not available, Satellite Internet service)
- Shareware/free software:
 - Microsoft Internet Explorer 6.x or better or Netscape 7.x or better or Firefox 2.0 or better
 - RealPlayer Basic Player (<http://www.real.com/>)
 - Adobe Acrobat Reader 8 or better (<http://www.adobe.com/prodindex/acrobat/readstep.html>)
 - McAfee Anti-Virus (<http://its.vanderbilt.edu/antivirus/downloads.php>)
- Other resources:
 - PDAs: Please see the **Tech Tools** Web pages for our general PDA Recommendations. Some specialty directors will send their students a letter with PDA hardware and software requirements. (**NOTE:** This information does **not** apply to pre-specialty students.)
 - Personal USB thumb drive for moving large files from computer to computer (see **Tech Tools**)
 - MP3 players are optional (MP3 files are created for most videotaped lectures)
 - A printer

Expectations for student computer abilities and skills***

- Familiarity with common computer terminology (files, Web browsers, RAM, ROM, etc.)
- Ability to input data via a keyboard and mouse
- Ability to open/close programs, save, print, copy, cut and paste files, make attachments to files
- Ability to install programs and manage files
- Ability to access the Internet via modem, send and receive email, download, install, and handle files and graphics from the Internet.

* A fast Internet connection through a cable or telephone company is recommended, especially for **RN pre-specialty students and ANP, HSM, NNP and PMHNP specialty-level students**. The **Informatics specialty** requires Broadband.

** Older **Macintosh computers are not recommended**, but if you have one, it should have at least OS X, 512 MB RAM, 256 MB virtual memory, G4 processor, fast Internet connection, Web Browser: Firefox 2.x+ or IE 5+. (**Macintosh exception:** Users with **newer Intel-based Macintosh computers** OS X 4+ could also acquire and install Parallels and Windows XP for equivalent access to all resources. Remember to install and run separate virus protection and Windows updates on a frequent schedule just as if you owned a non-Apple PC.)

*** For more details, please see the **Tech Tools** Web page introduced on the second page of this Computing Services section of the Handbook.

VANDERBILT UNIVERSITY

CAMPUS SUPPORT SERVICES FOR STUDENTS

LIBRARIES

Library	Location and Phone
Arts	4th Floor Central Library (Receptionists' Desk) (615) 322-2800
Biomedical	Eskind Biomedical Library (615) 936-1401
Central	Jean & Alexander Heard Library Immediately north of the School of Nursing on 21 st Avenue (615) 322-2800
Divinity	Bottom 2 floors of the Central Library (615) 322-2865
Education	Main lawn of Peabody Campus (615) 322-8095
Law	School of Law, 21st Avenue (615) 322-2568
Management	Owen Graduate School of Management, 21st Avenue (615) 322-2970
Music	Blair School of Music Blakemore Avenue (615) 322-7695
Science & Engineering	Ground floor of Stevenson Center below Molecular Biology Bldg. (615)322-2775

All holdings of the library are pooled in an electronic catalog that can be accessed through the University's Acorn Plus network. There are two bibliographic databases associated with Acorn Plus. Medline concentrates on medical and scientific topics while Wilson is a more general bibliographic source. Searches can be completed on all terminals located in the libraries, and the nationwide cooperative network allows material to be acquired from other libraries.

Venda Cards for use in university copy machines are available for purchase at each library (with the exception of the Eskind Biomedical Library). The Central Library and the Peabody/Education library will accept checks as well as cash. All other libraries require cash only.

In order to make copies at the Eskind Library, you must use coins and/or \$1.00 or \$5.00 bills. The Eskind library offers its own Med Center copy card that can be purchased there for \$.50 and used similarly to the Venda Card, but only at the Eskind Library. Students may request articles not held in the Vanderbilt Library collection through the inter-library loan system. All requests should be made at the Eskind Library. Any requests made through other Vanderbilt libraries will be billed to the student.

OFFICE OF RELIGIOUS LIFE

The Office of Religious Life includes professional administrators and clergy representing numerous faith traditions who are available for pastoral counseling, crisis intervention and religious, theological, and spiritual discernment. The Director of Religious Life also advocates for student religious organizations that sponsor programs such as weekly scripture studies, retreats, and social and service opportunities. This office can also provide interested students with a listing of churches, synagogues, and temples convenient to the Vanderbilt campus. Visit www.vanderbilt.edu/religiouslife, or call: (615) 322-2457.

OPPORTUNITY DEVELOPMENT CENTER

The Opportunity Development Center (ODC), established in 1977, is Vanderbilt University's equal opportunity, affirmative action, and disability services office. It is located at the Baker Building, 110 21st Avenue South. The ODC was established to fulfill these functions within the University:

1. Serve as a source of information for Vanderbilt's faculty, staff, and students who have questions or complaints pertaining to equal opportunity in employment practices or in University sponsored programs, activities, and/or educational opportunities.
2. Coordinate accommodations for faculty, staff and students with disabilities, as well as monitor accessibility of University programs, activities, and buildings for the University and Medical Center community and campus visitors.
3. Coordinate and monitor the University's compliance with equal opportunity laws and affirmative action guidelines.

For more information on equal opportunity or disability issues, please call (615) 322-4705 or go to <http://www.vanderbilt.edu/odc/>

STUDENT HEALTH SERVICES

The Vanderbilt Student Health Service (SHS) is a student-oriented facility that provides medical care for chronic and acute conditions. **The Student Health Center is located in the Zerfoss Building behind Medical Center North, adjacent to the round wing.** The entrance faces McTyeire International House.

The following general health services are provided without charge:

- Visits to staff physicians and nurse practitioners
- Personal and confidential counseling by mental health professionals
- Routine treatments
- Educational information and speakers for campus groups
- Routine laboratory tests performed at the SHS
- Specialty clinics

Students are billed for any services provided by the Medical Center; many services, however, may be covered by student insurance policy.

The Zerfoss Student Health Center is open from 8:00 am to 4:30 pm, Monday through Friday and 8:30 am until noon on Saturday during the fall and spring semesters, except during scheduled breaks. Students should call ahead to schedule an appointment (615) 322-2427. Students with urgent problems will be seen on a same-day basis. They will be given an appointment that day or

worked in if no appointments are available. When the Health Center is closed, students needing acute medical care may go to the emergency department of Vanderbilt University Hospital. They will be charged for emergency department services, but a part of this cost may be covered under the student insurance plan. A Vanderbilt ID, insurance card, and Vanderbilt Clinic Card (if one has been issued) must be presented at the time of the emergency room visit.

A 24-hour consultation service is also available (except during summer and scheduled academic breaks) by calling (615) 322-2427. A recorded message will provide further instructions.

STUDENT HEALTH SERVICES FEES

If you can receive the required immunizations and tests free of charge or at a lower fee than those listed below, please do so. Otherwise, they will be administered during Orientation by the Student Health Center. The following is an ESTIMATE ONLY and may vary according to cost of serum.

Tuberculin Skin Test (PPD)	\$ 3
Rubella Titer	9
MMR	50
Diphtheria/Tetanus	24
Hepatitis B (3 shot series)	75
Varicella Titer	14.50
If Varicella Titer is negative, immunization is required (2 shot series)	90

(Rates for tuition and fees are set annually by the Board of Trust and are subject to review and change without further notice.)

THE WOMEN'S CENTER

Since 1978, the Margaret Cuninngim Women's Center has served as a clearinghouse for women's issues and acted as an advocate for gender equality at Vanderbilt. Participation in its programs is open to men and women faculty, staff, students, and the community

The Center is located at the Franklin Building, 316 West Side Row (Box 351513, Sta. B) and is open from 8:30 am to 5:00 pm Monday through Friday. Visitors may use the Women's Center library, and a librarian is available to assist students. Activities available include a monthly book discussion group that meets 5:15 - 6:15 pm and creative life group for women interested in enhancing their lives that meets 11:30 - 1:00 pm every Tuesday. The Center publishes a newsletter called the Women's VU; to be placed on the mailing list, call (615) 322-4843.

CAMPUS SECURITY

Vanderbilt University Police Department <http://police.vanderbilt.edu/EP/index.htm>:

Emergency Number:	(615) 421-1911
Non Emergency:	(615) 322-2745 or (615) 421-8873
Walking Escorts:	(615) 421-8888

The Vanderbilt University Police Department, 615) 322-2745, is a professional law enforcement agency dedicated to the protection and security of Vanderbilt University and its diverse community.

The Police Department provides several services and programs:

Emergency Phones

Emergency telephones (Blue Light Phones) are located throughout the University campus and Medical Center.

Each phone has an emergency button that when pressed automatically dials the VUPD Communications Center. An open line on *any* emergency phone will activate a priority response

from an officer. An officer will be sent to check on the user of the phone, even if nothing is communicated to the dispatcher. Cooperation is essential to help us maintain the integrity of the emergency phone system. These phones should be used *only* for actual or perceived emergency situations.

An emergency response can also be received by dialing 911 from any campus phone. Cell phone users can use (615) 421-1911 to illicit an emergency response on campus. Cell phone users should dial 911 for off campus emergencies. All callers should be prepared to state their location.

Emergency Phone locations are based on recommendations from the Vanderbilt Community. A map of current emergency phone locations can be found at our website located at <http://police.vanderbilt.edu/emergphones.htm>. In addition *The Parking Map* (available from the Office of Traffic and Parking) and the map in the *Vanderbilt Directory* both show the locations of emergency phones.

Vandy Vans

The Vanderbilt University Police Department administers the Vandy Vans escort system at Vanderbilt University. The Vandy Vans escort system provides vehicular escorts to designated locations on campus. The service consists of two vans that operate from dusk to 5 am. One van makes a continuous loop around campus, taking approximately 30 minutes, making the following ten stops: [Police Headquarters](#), Lupton dormitory at [Branscomb Quad](#), 24th Avenue between [Carmichael Towers East](#) and [West](#), [Kissam Quad](#) at Hemingway, [Terrace Place Garage](#), [Wesley Place Garage](#), [North Hall](#), the [Blair School of Music](#), Highland Quad at [Morgan Circle](#), and [McGugin Center](#).

A second van runs an express route stopping at the following locations: Lupton dormitory at [Branscomb Quad](#), 24th Avenue between [Carmichael Towers East](#) and [West](#), [Kissam Quad](#) at Hemingway, [North Hall](#), and Highland Quad at [Morgan Circle](#).

Stops were chosen based on location, the accessibility of a secure waiting area and student input. Signs, freestanding or located on existing structures, identify each stop. A walking escort can be requested to walk a student from their stop to their final destination. A van is also accessible to students with mobility impairments. Additional information about Vandy Vans can be found at <http://police.vanderbilt.edu/services.htm> or by calling (615) 322-2558.

Medical Center Shuttle Service

The Vanderbilt University Medical Center (VUMC) shuttle service operates between the Medical Center and distant parking lots on weekdays only. VUMC shuttle service is not available on weekends. For VUMC shuttle information, call 6-1215 (or (615) 936-1215 from off-campus phones).

Please be patient on ballgame nights and at other times when traffic is congested. Your shuttle's arrival may be delayed at those times. When leaving a shuttle bus, try to walk in groups; if you are alone, and your destination is only a few feet away, ask the driver to pause and watch you. Should you have a problem, inform the appropriate shuttle supervisor in a timely fashion, so that future difficulties might be avoided.

Walking Escort Service

As a supplement to the Vandy Vans, VUPD provides walking escorts to students, faculty, and staff walking to and from any location on campus during the nighttime hours. The telephone number to call for a walking escort is (615) 421-8888 (off campus) or 1-8888 (on campus).

Lost and Found

Recovered property may be turned in at any time to the Police Department. Inquiries about lost items may be made by calling the Police Department Lost and Found property clerk at (615) 343-5371, Monday through Friday, from 8:30 am to 4:30 pm

For further information on available programs and services, call (615) 322-2558 or e-mail crimeprevention.atwood@vanderbilt.edu

Additional information on security measures and crime statistics for Vanderbilt is available from the Police Department, 2800 Vanderbilt Place, Nashville, TN 37212. Information is also available at www.police.vanderbilt.edu

PSYCHOLOGICAL AND COUNSELING CENTER

The Psychological and Counseling Center (615) 322-2571 located at 1120 Baker Bldg (Box 7707, Sta B) is a broad-based center available to students, faculty, staff, and their immediate families. There is no charge for the following services:

- Individual and group counseling and psychotherapy for personal problems and issues
- Psychological assessment
- Group support programs for learning skills, such as relaxation, assertiveness, marital - communications, reading and study techniques, and weight, stress, and time management
- Administration of national testing programs
- Career choice/change and college major counseling
- Outreach and consultation with faculty and staff
- Campus speakers and educational programs
- Counseling for test anxiety

For more information, go to <http://www.vanderbilt.edu/pcc/>

BOOKSTORES

The **Light Hall bookstore** (303 Light Hall) serves as the bookstore for the Medical School and School of Nursing. Supplies and class packs are available there as well. Please call (615) 322-3348 for more information.

The **Rand Hall bookstore** stocks assigned textbooks for classes, reference books, leisure reading, and University memorabilia. The bookstore also stocks school supplies, dormitory accessories, Vanderbilt clothing, souvenirs, and the official Vanderbilt University class ring. The Vanderbilt Bookstores accept the Vanderbilt card, Discover, Visa, MasterCard, and American Express cards. Please call (615) 322-2994 or (800) 288-2665 for more information.

CAMPUS COMMUNICATIONS

The University Calendar: The online Calendar (850 Baker Bldg. VU Sta B #356009) provides event information for scheduled University and Nashville events, as well. You can access the Calendar from the Vanderbilt home page or at <http://calendar.vanderbilt.edu>. For information, you may contact Gay Tidwell, Coordinator, at (615) 343-6887 or e-mail: university-calendar@vanderbilt.edu.

The Vanderbilt View: This is a publication of Vanderbilt University for faculty, staff, students, and others of the University community. The Vanderbilt View is published monthly. It is offered to off-campus subscribers by the Division of Public Affairs. To receive the Vanderbilt View by mail or to subscribe, e-mail view-editor@vanderbilt.edu.

MyVUPreview: This is an e-mail service that provides top new and information each week for faculty and staff of Vanderbilt University. Send questions, comments or story ideas to myvu@vanderbilt.edu.

The Hustler: The undergraduate newspaper is available on the central campus and immediately inside the front doors of Godchaux Hall on Monday, Wednesday, and Friday. Although its articles are directed primarily at undergraduate concerns, it will keep you informed of university issues. Local restaurants often advertise specials and provide coupons. Classified ads can be placed by calling the advertising office at (615) 322-2424.

Vanderbilt Directory: Known generically as the Campus Phone Book, it contains names and addresses of Vanderbilt students, faculty, staff, departments and offices. The directories may be purchased at bookstores in Rand or Light Hall.

Online Directory:

“People Finder” can be accessed at <https://phonedirectory.vanderbilt.edu/cdb/index.jsp>

MYVU: This is an online service at www.vanderbilt.edu/myvu that includes a calendar of events as well as articles of interest.

VUMC Reporter: This weekly publication is distributed on Fridays and keeps the public up to date with ongoing medical research, new techniques and procedures in the human-health research, and upcoming seminars, as well as accomplishments of the faculty and staff of the Medical Center.

The Vanderbilt Nurse: This bi-annual magazine is published by the Vanderbilt University School of Nursing in cooperation with the Office of Alumni Publications. Its purpose is to inform alumni, students, parents, faculty, and friends of the institution about programs, activities, and issues of interest.

The VUMC House Organ: This monthly magazine is for the staff, faculty, volunteers, and students of the Vanderbilt University Medical Center. It is published by the Office of News and Public Affairs of VUMC and can be found at www.mc.vanderbilt.edu/hourseorgan.

VU CAMPUS RECREATIONAL OPPORTUNITIES

SARRATT STUDENT CENTER

The Sarratt Student Center offers a wide variety of activities for students, faculty, and staff. Programs include exhibits in the Sarratt Gallery, week-end films in the Sarratt Cinema, art studios, the Overcup Oak restaurant and pub, and conference and meeting rooms available by reservation.

Hours of Operation

Fall and Spring semesters: 24 hours a day except during breaks (card access after 12 am for students only)

Summer semester: Monday – Friday 7 am - 5 pm (varies per event)
Saturday closed
Sunday closed

Summer hours are posted on the door

The Sarratt Student Center sponsors many other events and activities throughout the year that enrich the cultural life of the University. The student-run Vanderbilt Programming Board offers various activities throughout the academic year. The Sarratt Main desk serves as a box office for most campus events and is a Ticketmaster outlet. Box Office hours are 10 am to 8 pm each day (hours are limited during breaks) and payment methods include cash, check, and Commodore Card. The Sarratt Box Office does not take credit cards. Tickets to most Vanderbilt events are significantly discounted for undergraduate and graduate students. Call (615) 322-2425 for information regarding upcoming events.

For more information, go to <http://www.vanderbilt.edu/sarratt>

STUDENT RECREATION CENTER

Vanderbilt students enjoy the use of the Student Recreation Center, a state-of-the-art facility that includes a weight room, indoor track, basketball courts, squash and racquetball courts, an aerobics room, and 36-meter by 25-yard pool. The Office of Campus Recreation sponsors a wide spectrum of personal indoor and outdoor activities and sport clubs for students. Call (615) 343-6627 for information on specific activities and center hours. There is no charge to use the Student Recreation Center.

For more information, go to <http://www.vanderbilt.edu/CampusRecreation/>

VANDERBILT UNIVERSITY SCHOOL OF NURSING: ACADEMIC POLICIES

ACADEMIC STANDARDS

GOOD ACADEMIC STANDING

Good academic standing is defined as both a semester GPA of 3.0 or higher, a cumulative GPA of 3.0 or higher, and no grade below *C* in a didactic course, and no grade below *B* in a course with a clinical or practice component. DNP students must achieve a semester GPA of 3.0 or higher, a cumulative GPA of 3.0 or higher, and no grade below *B* in any course (refer to VUSN Bulletin)

COMPLETION OF PROGRAM

Students admitted to an M.S.N. specialty with a B.S.N. must complete the curriculum *within three calendar years*. Leave of absences are counted in this time frame.

GRADING SYSTEM

All work is graded by letters, interpreted as follows:

Letter Grade	Numerical Equivalent	Quality Points
A+	97-100	4
A	93-96	4
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2
C-	70-72	1.7
F	70 or below	0

All *F* grades are counted in the computation of grade point ratios, unless the student repeats the course and earns a passing grade.

M: Missing a final examination. The designation of *M* is given to a student absent from the final examination who has communicated with the instructor about the absence in advance. The grade *F* is given if the student could not have passed the course even by passing the final examination or if the instructor was not notified. The final examination must be taken at a time designated by the instructor. The grade *M* must be removed in the next semester or the grade automatically will be converted to *F*.

I: Incomplete. Students for whom an extension has been authorized receive the grade *I*, which stands until the work has been made up. The course coordinator or instructor who authorizes the extension confers with the student to establish a final time limit for completion of the missing work. Copies of the agreement are given to the student, the instructor, and the assistant dean for recruitment and enrollment management of the School of Nursing. The grade *I* must be removed in the next semester or the grade automatically will be converted to *F*.

Late work: Essays, book reviews, papers, laboratory reports, etc. must be turned in no later than the last day a particular class meets or earlier if so specified by the instructor. The grade for work

not done in compliance with this schedule is zero unless an extension has been granted. The student must present a petition for an extension to the course coordinator or instructor at least a day before the work is due, and the petition must be endorsed by the instructor.

CHANGE OF COURSE

Dropping a Course. The first five class days of the semester are allocated for necessary changes of course. Courses may be dropped without entry in the final record within two weeks of the first day of classes. Courses may be dropped only after consultation with the student's advisor and the course instructor. Dropping a course may affect the sequencing of the program of study and may change the student's expected date of completion of the course work.

Withdrawing from a Course: Students may withdraw from courses and receive the grade *W* (withdrawal) according to VUSN policy. For nursing courses, the student will receive the grade *W* (withdrawal) if less than half of the course has elapsed. Students may not withdraw from a course after the course is half completed. A student must be in good academic standing to be eligible to withdraw from a course.

CORE COURSES

Students enrolled in the specialist nursing component are required to earn a minimum grade of *C* in the core courses component (300, 301, 302, 303, 304). Students who earn *C* grades in these courses, however, must have sufficient grade points to maintain a cumulative grade point average of *B*, or a 3.0 on a 4.0 scale.

PROBATION

Students are expected to maintain a 3.0 grade point average each semester. The academic performance of students is reviewed at the end of each semester. Students are placed on academic probation unless they earn a 3.0 average each semester. A student who is not making satisfactory progress toward the degree will be dismissed if improvement is judged to be unlikely.

A student may be placed on probation only once during the entire program of study. If the student's record in another semester warrants probation, the student will be dismissed. A student who is not making satisfactory progress toward the degree may be dismissed from the School of Nursing or may be advised to go on leave of absence or withdraw. When a student is placed on or removed from probation, letters are sent to the student and the student's adviser.

If a student cannot improve his or her grade point average because the needed course cannot be repeated in the following semester, the student will be continued on probation if satisfactory completion of the course will give the student a 3.0 grade point average.

As the School of Nursing is a professional school, the faculty may, for the purposes of evaluation, render opinion on the student's total ability. A student's promotion in the program is determined by the Student Admissions and Academic Affairs Committee at the end of each semester. The committee, on the recommendation of the student's instructors, program director, and/or academic adviser, promotes only those students who have demonstrated personal, professional, and intellectual achievement consistent with faculty expectations at the student's particular stage of professional development. Students who are deficient in a major area or areas will be required to repeat course/clinical work or to complete additional efforts satisfactorily in order to remedy deficiencies. Students deficient in a major undertaking or who demonstrate marginal performance in a major portion of their work will be dismissed.

READMISSION

A student who has been dismissed or has withdrawn from the program may apply to the Students Admissions and Academic Affairs Committee for readmission after an intervening period of not less than one semester. The committee will consider such cases on presentation of substantial evidence of a responsible and successful period of work or study during the intervening period. A former student having successfully completed a tour of duty in the armed forces will be classified

in this category. There is no guarantee, however, that a student will be readmitted. This will depend on (a) the faculty's evaluation of the likelihood of the applicant's successful performance in succeeding work; (b) the competition of other applicants; and class space available.

A student readmitted after having been advised to withdraw or after having been suspended or dropped is on probation during the first semester back in residence.

PROGRESSION

Most required nursing courses are sequential, and a student who fails to pass such a course cannot progress in the nursing curriculum. A student seeking a waiver of this policy must submit a written request to the Student Admissions and Academic Affairs Committee for an exception to the rule.

Students must earn a *B* in any course with a practicum component. If a student earns less than a *B*, the course must be repeated and the student will not be able to progress in the practicum sequence until a *B* grade is earned.

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

Faculty members welcome the opportunity to work closely with students to facilitate learning and assist in meeting course objectives. The student should first discuss any concerns regarding an instructor or a course with the instructor involved. If further discussion is needed, the student should contact the course coordinator. If the problem still persists, the student should make an appointment with Linda Norman, senior associate dean for academics. At the time of the appointment with Dean Norman, the student should bring a written statement of the problem or grievance. If the problem is still unresolved, the student should contact Dean Conway-Welch for assistance.

Additional information on complaint and grievance procedures can be found in the *Student Handbook* (online at www.vanderbilt.edu/student_handbook/).

WITHDRAWAL FROM THE UNIVERSITY

Students planning to withdraw from the University should contact the Assistant Dean for Enrollment Management in the School of Nursing to initiate proper procedures.

REQUIRED DOCUMENTATION

At the beginning of each school year and prior to any clinical placement, the student must present evidence of the following:

1. Licensure

- Active Tennessee licensure or licensure from a compact state is required if the student is a Registered Nurse.
- Modified Block Schedule students must be licensed in the state where they will be doing their clinical training. A Tennessee RN license is only required if your specialty completes ANY clinical training in Tennessee. Please check with your Program Director to determine your specialty needs.

2. Health insurance coverage which includes hospitalization is required for all students either through the University Insurance plan or by another policy. This insurance must meet University criteria (See the section Health Insurance in this handbook for further details). Current certification in a Healthcare Provider CPR course which includes the adult, child and infant and is necessary for licensure is required for all students.

3. Immunizations

• Rubella, Rubeola and Mumps

- Documentation of detectable antibodies (titers) for rubella, rubeola and mumps are required for all students.
- Women who are pregnant or who plan to become pregnant within the next 4 weeks should not receive a MMR vaccination until the immediate postpartum period. However, if a pregnant woman does not show proof of immunity or vaccine history, she will not be allowed to begin and/or continue clinical training.

• Tuberculosis (TB)

Negative results of either tuberculin skin test or chest X -ray done annually.

• Hepatitis B

- Documentation of detectable antibodies for hepatitis B (titer) is required for all Students.
- Incoming students who are in the process of completing the Hepatitis B series can begin and/or continue clinical training while the series is in progress. Documentation of detectable antibodies for hepatitis B (titer) is required following the completion of the series.
- If a student has a negative titer, documentation is required of the second booster series of the Hepatitis B vaccine. Documentation of detectable antibodies for hepatitis B (titer) is required following the completion of the series.
- If a student completes the second booster series and continues to have a negative titer, they will be allowed to begin and/or continue clinical training.

• Diphtheria/Tetanus

- Documentation of tetanus vaccination every 10 years is required.

• Varicella

- Detectable antibodies (titer) for varicella is required for all students.
- If a student has a negative titer, they will be required to get the vaccine. A follow-up titer will be required following vaccination.

• Influenza

- Influenza vaccination is highly recommended but not mandatory during flu season unless contraindicated.

- ✓ Students should be aware that some clinical agencies may require drug screens, additional immunizations, titers, and tests. The immunizations and titers can be done at Student Health or the student's own healthcare provider. Students will be responsible for all charges incurred for any additional requirements.
- 5. A **physical exam** by a licensed health care provider within the last six months designating good physical and mental health is required for all students.
- 6. **Annual Safety Training- completed on a school directed website.**
 - OSHA (Occupational safety)
 - HIPAA
 - Fire Safety
 - Respirator Mask Fitting
- 7. **Criminal Background Check**
 - A criminal background check will be performed by a third party agency that is contracted with VUSN. This is a requirement for ALL students. In addition, some clinical sites may require further screening. Students are responsible for any additional charges to cover the clinical agency requirements for clinical training.

CLASS ATTENDANCE

At the beginning of the semester, the instructor will explain expectations for attendance and participation for a course and their influence on the evaluation process. It is expected that students will attend all nursing classes, laboratory sessions, and clinical experiences. Students must notify faculty if they will be absent from a laboratory or clinical session.

COURSE LOAD

The unit of measure of the student's workload is the semester hour. All references to credit hours are semester hours. The course load for each semester is determined by the specific program in which the student is enrolled and may vary from semester to semester.

Basic tuition is charged per credit hour. A student taking fewer than 6 credit hours in any semester is not eligible for a student loan.

EXAMINATIONS

Examination policies are determined by the instructor. A record of all grades given during the course, all final examinations, and major papers are kept on file by the instructor for one year following the conclusion of the course.

Alternatives to standard in-class examinations are permitted at the instructor's discretion. These include take-home and self-scheduled examinations, oral examinations, and term papers. A course may have no final examination at all if there are adequate opportunities for evaluation during the semester. A take-home, self-scheduled, or oral examination should be equivalent to an in-class examination. Final examinations must be conducted during the final examination period at the end of the module or at the end of the semester. Students are expected to take exams at the times specified in the course syllabus. Students must receive permission from the faculty prior to the scheduled exam to take the exam at a different time. Any student more than fifteen minutes late to an examination must present a satisfactory excuse. No student will be admitted after the first hour.

APA FORMAT FOR WRITTEN PAPERS

The Publication Manual (5th ed.) of the American Psychological Association (APA) is used for the

style and format of all papers required in the School of Nursing. This manual is in the Central Library and in the Eskind Biomedical Library, or may be purchased at the Rand Hall Bookstore or the Light Hall Bookstore. Most nursing students purchase the APA manual to have as a personal reference. APA format should be used in the preparation of written papers, such as term papers, abstracts, research proposals, and research reports in the School of Nursing. The sample paper in the APA manual is particularly helpful.

The Publication Manual of the APA provides a uniform and reasonably simple method of format and style to be used when writing research papers. Originally designed by APA for papers submitted for publication in its journal, the APA style has become the accepted method for writing papers by numerous colleges and universities.

PROGRAM OF STUDIES

During the first semester of study, all students must file an approved program of studies with the faculty advisor. When a change in the program or absence from the school for one or more semesters is anticipated, the student must file an approved change of status form with the advisor. The forms for programs of studies are available in this handbook as part of the curriculum plan. Request for Change of Status forms are available on the Vanderbilt University School of Nursing website at www.nursing.vanderbilt.edu/current/forms.html. Copies are to be filed with your faculty advisor and the School of Nursing assistant dean for enrollment management.

Part-time students must follow the planned part-time program of study. Students are expected to enroll for six hours per semester unless employed full-time by Vanderbilt University Medical Center. Those who wish to enroll for fewer than six hours must petition the Student Admissions and Academic Affairs Committee in writing for a waiver of the six-hour enrollment. Students enrolling for fewer than six hours per semester and those taking a leave of absence may be unable to take clinical courses in their planned sequence.

Students who wish to alter the required program of studies may petition to do so by giving justification for the request and proposing an alternative program of study, which must be approved by the academic advisor, Program Director, and Association Dean.

Students on academic probation who wish to alter their program of study must be reviewed by the Student Admissions and Academic Affairs Committee.

STUDENT RECORDS (BUCKLEY AMENDMENT or FERPA)

Vanderbilt University is subject to the provisions of federal law known as the Family Educational Rights and Privacy Act (the Buckley Amendment or FERPA). This act affords matriculated students certain rights with respect to their educational records. These rights include:

The right to inspect and review their education records within 45 days of the day the University receives a request for access. Students should submit to the University Registrar written requests that identify the record(s) they wish to inspect. The University Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University Registrar does not maintain the records, the student will be directed to the university official to whom the request should be addressed.

The right to request the amendment of any part of their education records that a student believes is inaccurate or misleading. Students who wish to request an amendment to their educational record should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records to third parties, except in situations that FERPA allows disclosure without the student's consent. One such situation is disclosure to school officials with legitimate educational interests. **A "school official" is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including University law enforcement personnel and health staff); a person or company with whom the University has contracted; a member of the Board of Trust; or a student serving on an official University committee, such as the Honor Council, Student Conduct Council, or a grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.**

The Buckley Amendment provides the University the ability to designate certain student information as "directory information." Directory information may be made available to any person without the student's consent unless the student gives notice as provided for below. Vanderbilt has designated the following as directory information: the student's name, address, telephone number, e-mail address, date and place of birth, major field of study, school, classification, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Any new entering or currently enrolled student who does not wish disclosure of directory information should notify the University Registrar in writing. No element of directory information as defined above is released for students who request nondisclosure except in situations allowed by law. The request to withhold directory information will remain in effect as long as the student continues to be enrolled, or until the student files a written request with the University Registrar to discontinue the withholding. To continue nondisclosure of directory information after a student ceases to be enrolled, a written request for continuance must be filed with the University Registrar during the student's last term of attendance.

If a student believes the University has failed to comply with the Buckley Amendment, they may file a complaint using the Student Complaint and Grievance Procedure as outlined in the *Vanderbilt University Student Handbook*. If dissatisfied with the outcome of this procedure, students may file a written complaint with the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202 (1-800-872-5327) Questions about the application of the Family Educational Rights and Privacy Act should be directed to the University Registrar or to the Office of the General Counsel.

VANDERBILT UNIVERSITY SCHOOL OF NURSING: REGISTRATION

PRE-REGISTRATION

Each semester, at a time specified in the calendar, all students are required to confer with their academic advisors and pre-register for courses for the next semester. Priority for available space in a course is given to students who pre-register. Students are requested to have alternatives for any course that may not be obtainable.

REGISTRATION

The Vanderbilt University School of Nursing no longer holds a formal registration. Registration for classes is done by computer on the Online Access to Student Information System (OASIS). During specified Pre-registration periods (see calendar) students can access OASIS and register for their classes. Students should check carefully with their faculty advisors concerning progress toward completing degree requirements and to make necessary revisions in their program of studies.

The School of Nursing requires continuous registration of all degree candidates. Responsibility to maintain registration rests with the student. To retain student status, the student must register each fall, spring, and summer semester or secure an approved leave of absence. Students who are registered for zero hours in order to satisfy requirements for an incomplete grade are considered degree candidates. Students registering for zero hours or only completing an incomplete grade are charged one-half credit hour tuition.

Post-master's students continue to be allowed to take three or more hours each semester in an approved, planned program of studies. Special students are an exception; by virtue of their non-matriculated status, they will still be able to take three hours a semester until two courses (6-7 hours) have been completed. Other exceptions may be requested by written petition to the chair of the Student Admissions and Academic Affairs Committee.

HOW TO CONNECT TO OASIS

To connect to the OASIS server, your computer must be connected to the Vanderbilt network (either directly or through the VUaccess dial-up service), and your computer must have the secure OASIS client. If you used the VUnet Connect software 2003 to configure your computer, you should be all set. VUnet Connect is available on CD free of charge from the ITS Help Desk. If you do not have a Secure OASIS client, you can get one at <http://www.vanderbilt.edu/secureoasis>.

SSH Instructions

- Step 1: Connect to the Internet.
- Step 2: Start the SSH client on your computer. (Available for download from **oasis.vanderbilt.edu**.) When you have connected, you will automatically be logged into the server. Enter your VUnet ID and password (epassword if you have one).
- Step 3: You are now in OASIS. Follow the instructions on the screen. When you have finished using the OASIS registration program, type EXIT to return to the Main Menu. Type EXIT again to leave the OASIS system.
- Step 4: Quit the Secure OASIS program and disconnect from the Internet or the Vanderbilt network.

Commands: Type ADD to add course to the schedule + NURS (instead of 400) + course number and section (01, 02, etc.).

Type DROP to drop course from the schedule

Format: ADD NURS 300 01 or DROP NURS 300 01

Hints:

- (1) Be sure to register for the correct section of the course.
- (2) Pay attention to any Bulletins associated with the course. Bulletins contain important information but will not print on a copy of your schedule.

Need Help?

- (1) Call Information Technology Services Help Desk at (615) 343-1631 or e-mail its@vanderbilt.edu.
- (2) Call VUSN Instructional Media Center at (615) 343-3400.
- (3) Call Paddy Peerman, Director of Enrollment Management, at (615) 322-3802.

INSTRUCTIONS TO ADD/DROP COURSES ON OASIS DURING REGISTRATION

To ADD a course type: ADD NURS ----- (use the course codes in Schedule of Courses for Semester and Year. Enter course numbers in the following format: NURS plus course number (plus A, B, etc., if appropriate), space, and then the section number (using a zero in front of single-digit section numbers), e.g., **NURS 304C 01**. After entering the course code, you will be asked to select an action from an on-screen menu. Choice 1 is probably the one you will want.

To DROP a course type: DROP NURS _____ Fill in blank with course #, space, section #, e.g., **NURS 304C 01**.

To list all nursing courses available type: SHOW NURS

To show your schedule type: SHOW SCHED.

To print a copy of your schedule on VUSN lab PCs, go to File in the top menu and choose: PRINT SCREEN.

VANDERBILT UNIVERSITY SCHOOL OF NURSING: HONOR CODE AND CONDUCT CODE

VANDERBILT UNIVERSITY HONOR CODE

Vanderbilt students are bound by the Honor System inaugurated in 1875 when the University opened its doors. Fundamental responsibility for the preservation of the system inevitably falls on the individual student. It is assumed that students will demand of themselves and their fellow students complete respect for the Honor System. All work submitted as a part of course requirements is presumed to be the product of the student submitting it unless credit is given by the student in the manner prescribed by the course instructor. Cheating, plagiarizing, or otherwise falsifying results of study are specifically prohibited under the Honor System. The system applies not only to examinations but also to written work and computer programs submitted to instructors. **The student, by registration, acknowledges the authority of the Honor Council of the School of Nursing.**

Students are expected to become familiar with the Student Handbook, available at the time of registration, which contains the constitution and bylaws of the Honor Council and sections on the Graduate Student Conduct Council, Appellate Review Board, and related regulations.

The following are Honor Code violations:

1. Cheating on an exercise, test, problem, or examination submitted by a student to meet course requirements.
2. Plagiarism on an assigned paper, theme, report, or other material submitted to meet course requirements.
3. Failure to report any known or suspected violation of the Honor Code.
4. Any action designed to deceive a faculty member or a fellow student regarding principles contained in the Honor Code.
5. Use of papers or texts prepared by commercial or non-commercial agents and submitted as a student's own work.
6. Submission of work prepared for another course without prior authorization from the instructors involved.
7. Falsification of any results pertaining to a study or one's research.

Punishment for an Honor Code violation, when required, will be chosen from among the following list of options:

1. Reprimand from the instructor involved, at his or her discretion.
2. Failure of the work in which the violation occurred.
3. Failure of the course in which the violation occurred.
4. Suspension from school for not less than the remainder of the semester and not more than two semesters.
5. Expulsion from school for providing false information, verbally or written, to an Honor Council investigator or at an Honor Council hearing.

Penalties will be determined by a vote of the Honor Council. Decisions of the Council are subject to appeal through the Appellate Review Board. Requests for appeal must be submitted in writing to the chairman of the Appellate Review Board within seven days of the decision in question.

NURSING HONOR COUNCIL

The Honor Council is an organization that seeks to preserve the integrity of the Honor Code. Membership on the Nursing Honor Council consists of four Pre-Specialty students, four specialty students, and one member from either the Pre-Specialty or Specialty year. A Pre-Specialty alternate and a Specialty alternate are elected if a sufficient number of students run for election. The Honor Council solicits members through a self-nomination process. Interested students are encouraged to complete a self-nomination form so that their names can appear on the ballot. Self-nomination forms will be available at Orientation. Representatives serve for one year from September through August. Officers of the council must be full-time students in good standing.

CONSTITUTION OF THE HONOR COUNCIL OF THE SCHOOL OF NURSING OF VANDERBILT UNIVERSITY

Article I – Name

The name of the council shall be the Honor Council of the School of Nursing of Vanderbilt University.

Article II – Purpose

The Council is an organization of students that seeks to preserve the integrity of the Honor Code at Vanderbilt University. It aims to secure justice for any student under suspicion of dishonesty, to vindicate his or her name if the suspicion of dishonesty is disproved, and if the suspicion of dishonesty is proved, to protect the honor and standing of the remaining students by his or her punishment as shall be set forth in the by-laws. It proposes to do this in accordance with the procedures, rules and organization hereinafter set forth.

Article III – Jurisdiction

The Honor Council shall take cognizance of the giving or receiving of aid by any student without the knowledge or consent of the instructor concerned.

This applies to all tests, themes, term papers and examinations, and to any other work unless specifically designated by an instructor not to be under the Honor Code.

Any student taking a course or courses in other departments of the University, regardless of where registered, is to this extent, under the jurisdiction of the Honor Council and subject to any penalties it may impose.

Article IV – Membership, Elections and Vacancies

The Honor Council shall consist of a minimum of seven and a maximum of twenty-one members. Students are invited to serve via a self-nomination process. The self-nomination process shall be concluded no later than four weeks following the beginning of the fall term. Honor Council members may be full- or part time students and must be in good academic standing.

All members of the Honor Council shall serve a term of one calendar year (September to August) and may be called for duty at any time during that year.

In the event of a membership less than 7, another call for self-nomination will be made.

Article V – Officers and Their Duties

The Council shall elect from their number the following officers:

1. Chairperson
2. Vice Chairperson
3. Recording Secretary

The duties of the Chairperson shall include:

- (a) presiding at all meetings of the Council.
- (b) determining whether a pre-hearing will be held based on investigative report
- (c) arranging for the hearing of any student accused
- (d) summoning the accused and witnesses in all hearings and all persons coming before the Council.
- (e) performing all duties common to the office

The duties of the Vice Chairperson shall be to (a) supervise all investigations and (b) serve as Chairperson when the Chairperson is unable to perform his or her duties.

The duties of the Recording Secretary shall include:

- (a) notifying members of all hearings and meetings.
- (b) keeping full minutes and tape recordings of all meetings and all hearings and delivering these to the Office of the Faculty Advisor.

The duties of all members of the Council shall include:

- (a) attending all meetings and hearings as requested.
- (b) investigating allegations as requested.
- (c) reporting results of investigations to the Council.

Article VI – Meetings

One organization meeting of the Honor Council shall be held within one (1) month after conclusion of self-nomination process.

Special meetings may be called by the chairperson at any time.

Article VII – Faculty Advisor

One faculty member appointed by the Dean of the School of Nursing will serve as Faculty Advisor to the Honor Council. The Faculty Advisor will sit in on every hearing. The faculty Advisor may ask questions and participate in discussions, but does not have a vote in the outcome. After the hearing, the Faculty Advisor will submit a written report to the Dean. At year end the Honor Council Officers and the Faculty Advisor may meet together to review and discuss the cases that have been decided that year.

Article VIII – Violations

The Honor Code at Vanderbilt specifically prohibits actions deemed as breaches of the mutual trust for which the honor system stands. Violations of provisions of the Honor Code are cause for disciplinary actions imposed by the Honor Council. The following are included as violations:

1. Giving or receiving unauthorized aid either orally, electronically, or in writing, such as cheating on an exercise, test, problem or examination submitted by a student to meet course requirements. Cheating includes the use of unauthorized aids (i.e., as crib sheets, the aid of student or another instructor on a take-home exam, technical resources.), copying from another student's work, soliciting, or similar action contrary to the principles of academic honesty. It is the responsibility of the student to obtain clarification from faculty about authorized aid.
2. Plagiarism on an assigned paper, theme, report, care plan, SOAP notes or other material submitted to meeting course requirements. Plagiarism is defined as the act of incorporating into one's own work the work of another without indicating that source. A full description of plagiarism is given in the Undergraduate Student Handbook.
3. Failure to report a known or suspected violation of the Code in the manner prescribed.

4. Use of texts or papers prepared by commercial or noncommercial agents and submitted as a student's own work.
5. Submission of work prepared for another course without the specific prior authorization of the instructors in both courses.
6. Falsification of results of study and research.
7. Falsification of clinical log or other item related to clinical practice.
8. Provision of false information at an Honor Council hearing or to an Honor Council investigator in either verbal or written form.

Article IX – Hearing

Hearings will be conducted in a manner congruent with the procedures of the Vanderbilt University School of Nursing Honor Council as published in the Student Handbook.

A suspected violation of the Honor Code must be reported to the Honor Council immediately after the student or instructor become aware of the suspected violation. The appointed investigators will notify the accused of the charges within five (5) class or exam days following this report and that an investigation is being conducted. As a general policy, the Honor Council will proceed with the pre-hearing unless the preliminary investigation indicates clearly that no substantive basis for doing so exists. After the pre-hearing, the Chair and members of the Honor Council will meet to review the evidence and decide whether there is sufficient evidence to conduct a hearing.

A quorum shall exist when five of the representatives on Honor Council are in attendance at a meeting.

No person related to the accused by blood or marriage will be allowed to serve on the Hearing Committee. A member may also exclude himself from serving on the Hearing Committee for personal reasons.

Both the pre-hearing and the hearing will be conducted in privacy, and all members of the Honor Council will be required to preserve the confidentiality of the proceedings in all cases.

Within forty-eight (48) hours following the conclusion of a hearing, the secretary will inform in writing the accused, the person bringing the charge, the course instructor, the academic director, the Associate Dean and the Dean of the School of Nursing of the decision and the penalty, if any. The Dean will notify the Registrar of the School of Nursing of the decision.

Article X – Penalties

If the accused is found guilty, a penalty will be determined by the Honor Council consistent with the following: the flagrancy of the violation, the degree of premeditation, the truthfulness of the accused throughout the investigation and the hearing and any mitigating circumstances that may enter the case.

The specific penalty chosen is limited to one of the following alternatives:

1. Failure of the work involved. The work may not be repeated.
2. Failure in the course involved. A vote of two-thirds of the members of the Hearing Committee will be required to administer this penalty. The course may be repeated. However, course offerings will not be altered.
3. Suspension from the School of Nursing graduate program for a stated period not to exceed two semesters from the end of the semester in which the student was

convicted of the violation. For example, a student convicted of a violation in the spring of his or her first year in residence and suspended one semester would be eligible for return in the fall following a summer semester suspension; however, course offerings will not be altered to meet individual requirements. The Hearing Committee may use its own discretion in setting the dates of the suspension. A grade of F will be administered automatically to the student's record. The penalty of suspension requires a vote of two-thirds of the members of the Hearing Committee.

4. In the case of a student convicted of providing false information at an Honor Council hearing or to an Honor Council investigator in either verbal or written form, that student may be suspended for up to three semesters from the end of the semester in which he or she was convicted. A vote of two-thirds of the members of the Hearing Committee is required to impose this penalty. Under no circumstances can this penalty be suspended.

In rare circumstances, the panel may suspend the presumptive penalty; suspension of the penalty must be approved by a unanimous vote of panel members.

Article XI – Appeals

Appeals of decisions made by the Honor Council are referred to the University Appellate Review Board following the procedure in the Graduate Student Handbook.

Article XII – Amendments

Amendments to the Honor Constitution may be adopted by the approval of two-thirds of the members of the Honor Council.

Approved April 23, 1992

Revised May 19, 2005

**Procedures of the Vanderbilt University
School of Nursing
Honor Council**

Investigation

1. When an alleged violation of the Honor Code is reported to the Chair of the Honor Council, he or she will immediately appoint two investigators.
2. The investigators shall interview, without delay, the accuser, and later, persons other than the accused who might have been a part of, or witness to, the alleged violation. They will collect all available physical evidence. Having assembled their findings, they will prepare a statement of the charge against the accused.
3. The statement includes, in addition to the specific charge, an explanation of the possible consequences if the accused student is found guilty of a breach of the Vanderbilt Honor Code. This statement must be prepared in duplicate, one for the accused and one for the Honor Council's files.
4. The investigators shall meet with the accused, explain that they are there on Honor Council business, present him or her with the written statement of charges, and give the accused a copy of the Honor System procedures set forth in the Student Handbook. The accused is required to respond to the investigators' inquiries within a reasonable period of time, and the Honor Council may send a notice to the Registrar's office to enter an Incomplete on the accused's transcript, along with the notation "Honor Council investigation pending," if the accused is not compliant or if the investigation or hearing will continue past the end of the semester. The accused will be informed at the meeting with the investigator of all the available evidence in the case and of the procedures that will be followed.
5. The investigators will ask the accused to sign the Statement of Charges indicating that he or she understands the charge, possible penalties if found guilty, and the procedures to be followed. Signing the Statement of Charges does not imply or acknowledge guilt.

6. The investigators will ask the accused to explain his or her own account of the events surrounding the alleged violation. The accused may choose not to make any statement at the time of the first meeting, but rather to defer making any statement until an agreed upon time prior to the hearing.
7. The investigators will inform the accused of his or her right to obtain material witnesses. The accused is required to notify the investigators of the witness(es) before the hearing has been scheduled so that the investigators may contact the witness(es) and prepare a statement for inclusion in the investigative report. No witness will be allowed to testify at the hearing unless he or she has previously given a statement to the investigators. The investigators will also inform the accused student of his or her right to obtain one character witness to testify at the hearing. In addition, the accused may have one faculty, student, or staff adviser, who may not have had formal legal training, present with him or her during the presentation of testimony, and who may speak with the accused, but who may not speak directly with Honor Council members on the hearing panel. An accused may obtain professional legal representation, advice, and counsel. However, an attorney may not participate in or be present during an Honor Council interview or hearing. The Honor Council is a student tribunal untrained in the law. An attorney representing an accused is encouraged to work directly with the Office of the General Counsel.
8. The investigators should explain the procedures of the hearing in full detail to each witness and the accused. They should explain to the accused the importance of honesty in the proceedings and inform him or her that he or she will be called on to enter a plea of guilt or innocence. The investigators will also inform each as to the place and time of the hearing; however, the accused student is responsible for arranging the attendance of his or her character witness. The hearing should not be held earlier than seventy-two hours after the investigators initially have met with the accused unless an earlier time is agreed to by the accused.
9. The investigators are to arrange any details necessary for conducting the hearing, such as reserving rooms where the witnesses and the accused may be placed during the hearing.
10. The investigators will assemble the evidence and testimony in a concise, logical report. At least twenty-four hours before the hearing, the accused student will be presented with a copy of the investigators' report so that he or she may comment at the hearing on any corrections or clarifications the accused student feels are necessary or appropriate.
11. The investigators will provide the investigative report to the Chair of the Honor Council, who will determine whether sufficient evidence exists to warrant a hearing by the Council.

Pre-hearing

A five-member hearing panel (consisting of the Chair and four members appointed by the Chair) will hear the evidence in the case. The hearing panel conducts a pre-hearing to determine whether there is sufficient evidence to justify conducting a hearing. As a general policy, The Honor Council will proceed with the hearing unless the preliminary investigation indicates clearly that no substantive basis for doing so exists. The accused student will be present during the pre-hearing; the accused student and the investigators will then leave the hearing room while the panel votes on whether to proceed.

1. Presentation of investigator's report.
 - a. Investigators are sworn in by the Chair.
 - b. Evidence is presented: the interviews with witnesses are reported briefly and impartially; the material evidence is presented and explained without opinion.
 - c. The investigators read the statement of charges issued to the accused and any statement written by the accused.
 - d. The Honor Council may question the investigators. At no time do the investigators express their opinion(s) concerning the guilt or innocence of the accused.

2. Determination whether to proceed to hearing. By simple majority vote, the Honor Council decides whether or not there is sufficient evidence to conduct a hearing.

Hearing

1. Testimony. The accused student is allowed to be present during the presentation of all testimony. If the accuser and witnesses are to testify in person (as opposed to through written documents), they will appear separately and await their appearances alone. When called, each (with the exception of the character witness) is sworn in by the Chair.

a. Accuser. If the accuser testifies in person, the Chair will invite a general account of the events in question. Then the Honor Council may direct its questions to the accuser. The investigators may question the accuser, waiting until the Honor Council has concluded its questioning, to clarify points that may have been obscured. In the case of the accuser's absence, the Honor Council will proceed to the testimony of the witness(es) and/or the accused student.

b. Material Witnesses. First, the Chair invites a general account of the events in question. Then the Honor Council may direct its questions to the witness. The investigators may question material witnesses, waiting until the Honor Council has concluded its questioning, to clarify points that may have been obscured.

c. Character Witness. One character witness may provide a statement concerning the background of the accused. A character witness is not allowed to testify or express an opinion concerning the alleged offense. Discretion will be exercised to avoid questions that a character witness is not allowed to answer. If a character witness is not able to be present, he/she may submit a one page written document concerning background of the accused.

d. Accused Student. The Chair presents to the accused the charges and asks if he or she is familiar with the charges, the evidence, and the possible penalties if found guilty. The accused student enters his or her plea of guilt or innocence. The Chair asks the accused to state his or her account of the events in question. At this time, discrepancies in testimony, contradictions, and specific charges are brought forth. The Chair should detail the facts and charges in light of the testimony that has been introduced in support of the charges. The investigators may question the accused, waiting until the Honor Council has concluded its questioning, to clarify points that may have been obscured.

2. Recall. Witnesses may be recalled if the Honor Council so desires.

3. Deliberations Regarding Guilt. When the Honor Council is satisfied that all pertinent testimony has been received, the accused student, the student adviser, and the investigators leave the hearing room so that the panel may deliberate. The panel will proceed to discuss and decide the question of guilt or innocence. The proof that a person is guilty of a charge must be clear and convincing to the Honor Council. A simple majority must vote "guilty" to find the accused guilty. Investigators do not vote.

4. Deliberations Regarding Penalty. If the accused is found guilty, the Honor Council determines a fitting penalty based upon (a) the flagrancy of the violation, (b) premeditation involved in the offense, (c) the truthfulness of the accused throughout the investigation and the hearing, and (d) whether the accused intended to violate the Honor Code, if relevant. The first three factors may be ranked on a scale of low, medium, or high. The intent to gain an unfair advantage is not ranked, but only determined to be present or absent.

When asserting that a lesser penalty is appropriate due to lack of intent to gain an unfair advantage, the student will bear the burden of demonstrating that the violation of the Code was

not intentional. The panel will take into account the circumstances surrounding the incident and whether they are consistent with the student's testimony claiming lack of intent.

When the absence of intent is based on ignorance of the applicable rules or standards, such as a lack of understanding of plagiarism or citation rules or the student's failure to obtain a clear definition of the application of the Honor Code from the professor, the panel should also consider the degree of fault on the part of the student when determining the appropriate sanction. If the student's ignorance was unreasonable, a penalty lower than the presumptive sanction should not be approved.

The assignment of a penalty must be approved by a vote of the panel members. In rare circumstances, the panel may suspend the presumptive penalty; suspension of the penalty must be approved by a unanimous vote of panel members. The specific penalty chosen is limited to one of the following alternatives: (1) failure of the work involved. The work may not be repeated, (2) failure in the course involved. A vote of two-thirds of the members of the Hearing Committee will be required to administer this penalty. The course may be repeated. However, course offerings will not be altered, (3) suspension from the School of Nursing graduate program for a stated period not to exceed two semesters from the end of the semester in which the student was convicted of the violation. For example, a student convicted of a violation in the spring of his or her first year in residence and suspended one semester would be eligible for return in the fall following a summer semester suspension; however, course offerings will not be altered to meet individual requirements. The Hearing Committee may use its own discretion in setting the dates of the suspension. A grade of F will be administered automatically to the student's record. The penalty of suspension requires a vote of two-thirds of the members of the Hearing Committee, (4) in the case of a student convicted of providing false information at an Honor Council hearing or to an Honor Council investigator in either verbal or written form that student may be suspended for up to three semesters from the end of the semester in which he or she was convicted. A vote of two-thirds of the members of the Hearing Committee is required to impose this penalty. Under no circumstances can this penalty be suspended.

If, at the discretion of the Honor Council Chair, mitigating circumstances exist with regard to the commission of the violation in question, then the Chair may introduce those circumstances to be considered in the discussion of penalty. Such circumstances may not relate to the possible ramifications of the panel's decision.

5. Decision. The accused, student adviser, and investigators are brought back into the hearing room for presentation of the Honor Council's decision or notified by telephone if that is the preference of the accused. After stating the decision, the Chair (and others) may talk with the accused. At this time it should also be explained to the accused that he or she has the right of appeal.

After the Hearing

1. At the conclusion of the hearing, the Honor Council Chair will gather all the material evidence, investigative reports, notes, and other records of the investigation and hearing and place them on file in the Office of Vanderbilt University School of Nursing Faculty Advisor.

2. If the accused is found guilty or pleads guilty, written notice of the decision is sent to the following parties: (a) the accused, (b) the dean of the school in which he or she is enrolled, (c) the registrar of the school in which he or she is enrolled, (d) the University registrar and assistant registrar, and (e) other relevant University administrators when suspension or expulsion from the University is involved. A copy of the notice also will be placed in the Honor Council files.

3. A summary of the proceedings will then be prepared by the Secretary of the Honor Council or his/her designee.

4. The accused student may file an appeal from the hearing decision with the Honor Council adviser or the adviser's designee, but must do so within ten class or exam days of the hearing date or within two calendar weeks if school is not in session for ten days after notification. Requests for extensions of time must be submitted to the Honor Council Adviser prior to the end of this time

period. The appeal petition will be sent to the Chair of the Appellate Review Board who will determine if there are sufficient grounds for an appeal based on the criteria delimited in the appeal procedures. If the Chair affirms that there is sufficient reason for an appeal, the student's petition is sent to the Honor Council Chair who will draft a response to the student's appeal upon receipt of the appeal from the Honor Council adviser's office. This response will be sent to the accused student for review and additional written comment or reply if he or she wishes. The appeal, the Honor Council response, the student's reply or additional comments, and copies of all appropriate evidence are then sent to the Appellate Review Board. (For more information on grounds for appeal and the procedures of the Appellate Review Board, see the discussion of "Appeals" in Chapter 7 of the Undergraduate Student Handbook.)

5. Records of Honor Council proceedings and investigations are maintained by the Vanderbilt University School of Nursing Honor Council Adviser. Records of convictions and penalties will not be released outside the University absent a written release from the convicted student or unless otherwise required by law in accordance with the Family Education Rights and Privacy Act (FERPA). However, students should be aware that they may be required to sign such a waiver when applying to graduate or professional schools or in the course of any governmental background check. If a student receives failure in the course as a sanction, the student may retake the course (in accordance with the rules of the student's school or college) and replace the failure in his or her GPA. However, the original failure will continue to appear on the student's transcript (although nothing will appear on the transcript indicating that the failure was attributable to an Honor Council conviction).

Withdrawal from the University Before Hearing If a student who has been reported for a suspected violation of the Honor Code withdraws from the University before a hearing has been **conducted, that fact will be recorded by the Honor Council. A letter will be sent to the accused** stating that he or she is suspected of an Honor Code violation, that an investigation has been or will be conducted, and that a hearing may be held.

The accused may respond in one of three ways: return to the campus for a hearing, waive the right to give testimony personally, thereby acknowledging that the hearing may proceed in his or her absence, or waive the right to appear and send a written, signed statement to be presented on his or her behalf at the hearing. Failure by the accused to respond will be considered a waiver of the right to appear.

During the time prior to the hearing, a notation will be placed on the transcript of the accused stating that an Honor Council case is pending. A letter will also be sent to the University registrar and to the School of Nursing registrar indicating that an Honor Council case is pending. If the accused attempts to re-enroll before the case is heard, the registrar will notify the Chair of the Honor Council. The case must be resolved before the accused may re-enroll.

If a case cannot be heard before the end of the grading period, the instructor will submit a grade of "I" until the Honor Council can act on the matter. A notation will be placed on the transcript of the accused stating that an Honor Council case is pending.

Discretion and Disqualification of Council Members

1. During the investigation and throughout the entire course of the Honor Council's proceedings, Honor Council members must express no opinion concerning the offense to witnesses, the accused, or members of the community at large.
2. Council members and investigators may not participate in cases where their relationship with the accused, the accuser, or a material witness raises a reasonable inference of prejudice on their part. Examples of such relationships include close friendship, kinship, Greek, club or other organizational affiliation, or evidence of past prejudice.
3. Council members are not allowed to serve as character witnesses in any cases.

CONDUCT COUNCIL

The University's Graduate Student Conduct Council has original jurisdiction in all cases of non-academic misconduct involving graduate and professional students.

The Conduct Council of the Vanderbilt School of Nursing is charged with addressing issues or concerns of serious misconduct of a non-academic nature of VUSN students. The Conduct Council will review cases on an individual basis, and students in question will be notified in advance of a hearing. There will be 5 voting members of the council; the Chair of the School Life Committee will act as Chair of the committee. The Director of Student Affairs, 1 appointed faculty, 1 elected first-year student and 1 elected second-year student will make up the council. Each will serve a one-year appointment, except the Director of Student Affairs who will serve as long as his or her appointment.

CODE FOR NURSES

The School of Nursing adheres to the American Nurses Association Code for Nurses which reads as follows:

PREAMBLE

The Code for Nurses is based on belief about the nature of individuals, nursing, health, and society. Recipients and providers of nursing services are viewed as individuals and groups who possess basic rights and responsibilities, and whose values and circumstances command respect at all times. Nursing encompasses the promotion and restoration of health, the prevention of illness, and the alleviation of suffering. The statements of the Code and their interpretation provide guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Source: Code of Ethics for Nurses, ANA House of Delegates meeting, June 30, 2001, Washington, DC

CONFIDENTIALTY AND PRIVACY OF PATIENT INFORMATION

Trust and confidentiality are at the heart of the caregiver/patient relationship. The ANA Code for Nurses requires students to strive to protect the rights of patients – and one of their essential rights is the right to privacy and to have information about them kept confidential. In addition to professional codes, all health care organization will have policies regarding confidentiality that reflect ethical standards, as well as state and federal laws. Recent federal regulations are bringing a new measure of uniformity to confidentiality practices across the healthcare industry.

In 1996, Congress passed the Health Insurance Portability and Accountability Act (HIPAA). Portions of the legislation have generated privacy regulations that will significantly impact all types of healthcare providers. These regulations represent the first comprehensive medical privacy standards established at the federal level. Generally, they protect patient confidentiality and focus on the use and disclosure of individually identifiable health information. The new rules increase consumer control of their medical records, restrict the use and disclosure of patient information, establish accountability for the protection of patient data by providers and their business partners, set forth sanctions for noncompliance, and mandate an administrative infrastructure to implement and monitor these policies. A [summary](#) of these rules can be found at http://www.mc.vanderbilt.edu/HIPAA/Nursing_files/frame.htm.

The HIPAA regulations, and Vanderbilt University Medical Center's (VUMC) core confidentiality policies (Hospital Operations Policy [10-17](#) and [10-52](#)) protect all individually identifiable health in any form (paper, verbal, electronic). Students are therefore required to protect the confidentiality of any information related to the provision of care that can be linked to a patient (clinical records, billing records, dates of service, etc.). A key principle mandated by HIPAA and VUMC policy is that clinicians and staff should only use the minimum amount of patient information that is necessary to carry out their duties. Essentially, all patient information should only be accessed by authorized individuals, and be used or disclosed on a "need to know" basis.

VUMC has refined all of its policies and procedures regarding patient confidentiality to reflect the core concepts and requirements of the HIPAA privacy regulations. A complete list of VUMC privacy policies can be found at the [HIPAA Privacy web site](#):
<http://www.mc.vanderbilt.edu/root/vumc.php?site=hipaaprivacy&doc=1538>

Violations of these policies while training or practicing at VUMC will result in disciplinary action (see VUMC Hospital Operations Policy [10-17](#)). Additionally, under HIPAA, individuals can incur federal fines up to \$250,000 and be imprisoned up to 10 years for misusing protected patient information for commercial advantage or malicious harm.

HIPAA privacy requirements will not significantly alter how patient information can be used or disclosed for treatment. The regulations also allow the use of patient information for training purposes. Any other uses, however, particularly research, may require patient authorization or other approval protocols. If you have any questions regarding appropriate uses and disclosures of patient information, you can contact the VUMC Privacy Office at (615) 936-3594. Additional information on the HIPAA regulations can be found at [VUMC's HIPAA web site](#):
<http://www.mc.vanderbilt.edu/HIPAA> or by calling the Privacy Office at (615) 936-3594.

SAFETY TRAINING (OSHA)

All students enrolled at Vanderbilt University School of Nursing must attend a Safety Training Session annually. The Safety Training session covers at least the following information:

1. Blood and body fluid precautions
2. Respirator fit test
3. Fire Safety
4. Right to know about hazardous chemicals in the workplace

POLICY ON EXPOSURE TO BLOOD AND BODY FLUIDS - WHAT YOU SHOULD DO:

If a student has an exposure to blood or body fluids (i.e. a needle stick, splash to eyes or mouth, or contact with non-intact skin) during a clinical rotation, these are the steps that should be taken:

+ STEP 1

Immediate First Aid at the Work Site

- Wash the exposed area immediately with soap and water.
- Flush eyes or mouth with tap water for 15 minutes.
- Remove contacts immediately if eyes are exposed.
- Obtain the name, medical record number, and location of the patient source of the exposure. You will give this important information to the Employee Health Service practitioner at the clinical agency.
- Contact your clinical instructor/supervisor **immediately**.

+ STEP 2

Important Notification and Documentation Procedure

ON CAMPUS:

- Report, in person, immediately to the Occupational Health Services (OHS) Monday-Friday, 7:30 am - 4:00 pm, 6th Floor of the Medical Arts Building (MAB).
- When the Occupational Health Service is closed, report immediately to the Emergency Department for the initial assessment and treatment. All exposed students will be referred to the OHS for further evaluation and/or treatment on the next OHS workday. No appointment is necessary. **It is imperative that Occupational Health Service is also notified by the exposed student as soon as possible, by calling (615) 936-0955 to report the exposure.**
- Notify your clinical faculty member who must send a First Report of Injury Form to the Claims/Risk Management Office within 48 hours.

OFF CAMPUS:

- Should an exposure occur off campus, immediately complete Step 1. Follow the agency/facility protocol for OSHA bloodborne pathogen emergency treatment.
- Within 2 hours of exposure, contact Vanderbilt Occupational Health Services at (615) 936-0955 (7:30 am - 4:00 pm Monday-Friday) for further instructions and follow-up care. If after hours, contact Vanderbilt University Medical Center Emergency Room at (615) 322-3391.
- Notify your clinical supervisor and clinical course coordinator **immediately**.

+ STEP 3

Assessment and Treatment of Your Exposure

The Occupational Health Service and/or the Emergency Department will...

- Document and assess your exposure.
Administer Immune Globulin, Hepatitis B vaccine, Tetanus booster, Hepatitis B Immune Globulin and/or AZT (Zidovudine) if appropriate.
Order screening tests for Hepatitis B, HIV, or Hepatitis C antibodies, or other test as appropriate.
- Order screening tests on the source for Hepatitis B, HIV and, if appropriate, other pathogens.
- Follow-up on all lab studies and advise you of the results and the need for any further treatment. Students will follow all of Step 3. Students are not eligible for worker's compensation.

OCCUPATIONAL EXPOSURE ASSESSMENT FEE

All part-time and full-time students pay an occupational exposure fee of \$40 annually. Any needed tests, medications, and follow-up care from any blood and body fluid exposure will be provided by VUMC Employee Health at no charge to the student. If charges are incurred from a hospital other than Vanderbilt, the student should bring the invoice(s) to the Director of Student Affairs for payment. The student should not pay the invoices directly.

VANDERBILT UNIVERSITY SCHOOL OF NURSING: OTHER POLICIES

ALCOHOL, CONTROLLED SUBSTANCE, and SMOKING POLICY

Students are not allowed to attend class or clinical practice under the influence of alcohol or controlled substances. Students suspected of using such substances will be asked to submit to voluntary urine screening as a condition of progression. Additional information on student impairment may be found in the University Student Handbook on policies concerning alcohol and controlled substances. The Medical Center of Vanderbilt University does not allow smoking on any of its property. As part of the Medical Center, the School of Nursing adheres to this policy.

DRESS CODE

In order to promote a professional work environment, all students and faculty are required to adhere to the VUSN Dress Code policy. Within clinical settings (the Hospital, Clinic, etc), faculty and staff may be required to adhere to additional appearance standards or policies.

Procedure:

1. Apparel must be clean, neat, and in good condition.
2. Persons should be clean, maintaining appropriate level of personal hygiene.
3. The following apparel is considered inappropriate:
4. Denim jeans
5. Torn, ripped, or frayed clothing
6. Tight, sheer, or revealing clothing
7. Shorts, unless they are business casual and accompanied by a jacket or vest
8. Off the shoulder blouses, sweaters or dresses; any blouse, sweater, shirt that does not cover the entire midriff area
9. Halter tops, crop tops, or spaghetti strap shirts
10. Sports attire (jogging suits, sweat pants, or lycra leggings)
11. Hats or caps worn in the building, unless for an established religious custom
12. Visible body piercing with the exception of ears

Violations of the Professional Dress policy should be reported to the person's supervisor. Disciplinary action, including Performance Improvement Counseling may be taken for violation of the policy.

CHILDREN IN THE SCHOOL

Children are restricted from the School of Nursing except in unusual circumstances. Children should not accompany faculty, staff or students to the School unless under exceptional or emergency circumstances. Any child brought to the School must be supervised at all times, by a parent or guardian. If a child is disruptive, the responsible parent/guardian will be asked to remove the child from the building. Children are not permitted in the Media Center, skills lab, or computer labs. Students must obtain permission from the Course Coordinator, appropriate faculty, or class lecturer prior to bringing children to class. Frequent violators of this policy will be subject to disciplinary action.

INCLEMENT WEATHER POLICY FOR THE SCHOOL OF NURSING

The School has established an inclement weather policy to provide uniformity for students, faculty and staff regarding the closure of the School due to severe weather conditions.

Procedure:

1. If the University School of Nashville closes for the day, then School of Nursing classes are canceled for the day.
2. The decision to cancel clinicals will be made by the faculty member responsible for the clinical. Faculty will communicate with students the status of the clinical in one of the following manners: voice mail message left on the faculty member's phone, phone tree system, or personal phone call to each student by the faculty member.
3. If the University School of Nashville delays opening, then School of Nursing classes will be delayed.
For example, The University School of Nashville announces that it will open two hours late. With the premise that classes begin at 8:00am, classes normally scheduled from 8-10MSN will not meet: classes meeting from 9-11MSN, will meet from 10-11MSN, thus absorbing the two hour delay. All classes meeting thereafter on that day will not be affected.
4. Canceled classes will be rescheduled at the discretion of the faculty for that course.
5. Instructions regarding the cancellation of classes will be placed on the School of Nursing hotline.
6. Faculty, staff and students are expected to call the hotline (615) 322-8876 to check the status of classes.
7. Although classes are canceled or delayed, the School remains open and faculty and staff are expected to come to work using their discretion regarding travel.
8. According to the Vanderbilt University Inclement Weather policy, personal or vacation time must be utilized if a staff member chooses not to come to work.

LICENSURE AND CERTIFICATION

REGISTERED NURSE (R.N.) LICENSURE

Students are eligible to apply to the National Council on Licensure Examination (NCLEX) to become a registered Nurse (RN) upon meeting the requirements specified by the Tennessee State Board of Nursing and upon recommendation by the faculty and the Dean. The following requirements must be met: (a) completion of the Pre-Specialty portion of the curriculum and (b) good academic standing (semester and cumulative grade point average of 3.0 or above), and (c) no grade below a C in a didactic course and no grade below a B in a clinical course, and no Incomplete grades. Students who are ineligible to take the NCLEX-RN after completing the appropriate sequence of courses will not be allowed to register for a course with a clinical component.

Students who are not Registered Nurses are required to take examinations specified by the Associate Dean to prepare for the NCLEX. Students will be billed for the examinations through their student accounts. Generally, an assessment test is administered to full-time students after completion of Nursing 237.

Students who are not successful on the first writing of the NCLEX will be withdrawn from courses with a clinical component. Once an RN license is obtained, the student may enroll in courses with a clinical component. The program of study for full-time students will be altered because of the delay in being able to participate in clinical courses. An additional semester or semesters will be required to complete clinical courses.

MEMO REPORTING NCLEX RESULTS

Students must notify their clinical faculty of their NCLEX results within 48 hours of receiving results and must turn in a copy of their RN Licensure to the Clinical Placement Office. Students who have failed the NCLEX will not be allowed to participate in any clinical activities until after they have successfully passed the NCLEX. Failure to notify the clinical instructor and Program Director of failure of the NCLEX will result in immediate dismissal from the school. Students must make an appointment with the Associate Dean of Academic Affairs and must submit a plan of study for preparation for the NCLEX second taking. Students must make contact for an appointment with the Associate Dean within a week of receiving results.

Students who fail the NCLEX for the second time will be withdrawn from all classes, must take a leave of absence, and will not be allowed to register until they have successfully completed the NCLEX.

PREPARATION FOR THE NCLEX

Pre-Specialty students are encouraged to complete the following activities in preparation for the NCLEX:

1. **Review your individual results of the HESI assessment test.** Students scoring less than an acceptable number on this assessment test are considered at high “risk” for not passing NCLEX on the first writing and will be required to re-take the assessment test.
2. **Register for a review course.** VUSN hosts a review course, generally offered through Kaplan and Associates. The four-day review course is based on the actual NCLEX Test plan and is taught by nursing practitioners/educators with special expertise in
3. Cost is \$359. Price includes computer software and home study materials. For more information, contact Kaplan at 2404 West End Avenue, Suite 201, Nashville, TN 37203, (615) 321-5199.

5. Assess how you study best for a major cumulative exam. Some students find it helpful to form study groups, purchase audio or videotapes or individualized computer software, or even use NCLEX review flash cards. Most students find that using a combination of strategies helps them feel confident about passing the NCLEX on the first writing.
6. Assess your level of test anxiety. If you have experienced test anxiety when taking standardized tests in the past or during nursing tests, please schedule an appointment with the Counseling Center in August prior to taking the NCLEX. The Pre-Specialty curriculum gives students the theoretical knowledge necessary to be successful on the NCLEX; however, it is each student's responsibility to determine his/her mastery of the information and appropriately prepare to take the NCLEX.

Each summer, a session is held by the Senior Associate Dean for Academics for students who anticipate taking the NCLEX during the fall semester. This session reviews student eligibility for taking the NCLEX, advises students regarding preparation, and provides students with all necessary forms for registering for NCLEX.

The NCLEX is administered in Nashville at the Pearson Professional Center, Riverview Office Bldg., 545 Mainstream Drive, Suite 410, Nashville, TN 37228 (Phone (615) 255-8672).

Students who are not successful on the first writing of the NCLEX-RN will be withdrawn from courses with a clinical component. Once an RN license is obtained, the student may enroll in courses with a clinical component. Progress in the curriculum will be altered with graduation date delayed. **Students entering in the fall of 2008 must take the NCLEX and receive their RN licenses by October 15, 2009.**

OUT OF STATE RN LICENSURE

Student wishing to obtain an RN license in a state other than Tennessee will need to consult the State Board of Nursing in that state each year. The American Journal of Nursing publishes a directory of all State Boards of Nursing and their addresses in their April Issue. The American Journal of Nursing is available in the Eskind Biomedical Library. Students licensed in Tennessee are also listed in a number of other states per the Compact State Agreement. Please see <http://health.state.tn.us/Boards/Nursing/faq.htm#> for a list of states that are part of the agreement.

CERTIFICATION PROCESS

CERTIFICATION

Certification is offered through several professional nursing organizations, including the American Nurses' Association. The ANA established the ANA Certification Program in 1973 to provide tangible recognition of professional achievement in a defined functional or clinical area of nursing. The American Nurses Credentialing Center (ANCC) was established by the ANA as a separately incorporated center through which ANA would offer its own credentialing programs. Board certification is reserved for those nurses who have met requirements for clinical or functional practice in a specialized field, pursued education beyond basic nursing preparation (MSN degree), and received the endorsement of their peers. After meeting these criteria, nurses take certification examinations based on nationally recognized standards of nursing practice to demonstrate their knowledge, skills, and abilities within the defined specialty.

As of August 11, 2004, graduates cannot practice as an Advanced Practice RN until the ANCC/AANP has issued a certification number and the graduate has received an APRN license.

HOW TO APPLY TO TAKE THE ANCC CERTIFICATION EXAMS

You may obtain a General Testing Information Booklet by contacting:

<http://www.nursecredentialing.org/cert/PDFs/ExamHandbook.pdf>

Certification site: <http://www.nursecredentialing.org/cert/index.htm>)

Further information may be obtained through www.nursecredentialing.org

You must submit the following to complete your application:

1. Application form for ANCC Initial Certification
2. RN licensure section (included in application packet) and copy of License
3. Signed Statement of Understanding (included in application)
4. Official Vanderbilt University transcript
5. Validation of Nurse Practitioner Education Program Form (included in the application and completed by your Program Director)
6. Check for the exam fee

REGISTRATION FEES FOR THE EXAM:

For information and specific fees, go to:
<http://www.nursecredentialing.org> and search “exam fees”

The Certification Exams are now offered through a testing system that is a nationwide network of over 200 test centers operated by the NASD. The computerized test-system features state-of-the-art hardware and software. A list of certification testing centers with addresses and telephone numbers will be sent with your enrollment confirmation form. You may schedule your exam when it is convenient for you.

For further information, please contact:

ANCC
8515 Georgia Avenue, Suite 400
Silver Spring, MD 20910-3492
1-800-284-2378

The **National Certification Corporation (NCC)** certifies Women’s Health Care Nurse Practitioners (OB/GYN Nurse Practitioner) and Neonatal Intensive Care Nurse Practitioners. This exam certifies for excellence in a woman’s health and neonatal related areas. For further information on certification in these specialty areas, contact:

National Certification Corporation
P.O. Box 11082
Chicago, IL 60611-0082
(312) 951-0207; 1-800-367-5613 (fax –on-demand)

For more information contact: <http://www.nccnet.org>

The **Oncology Nursing Society** offers certification in the practice of oncology nursing on both a basic and advanced level. For further information on certification in this specialty area contact:

Oncology Nursing Certification Corporation
125 Enterprise Drive
Pittsburgh, PA 15275
(412) 859-6104 Toll free: (877) 769-ONCC (US and Canada only)

For more information, contact <http://www.oncc.org>

The **American College of Nurse-Midwives** offers certification for nurse-midwives. For further information on certification in this specialty area contact:

American College of Nurse-Midwives
8403 Colesville Road, Suite 1550

Silver Springs, MD 20910

Phone: (240) 485-1800

Fax: (240) 485-1818

For more information, contact <http://www.acnm.org> or <http://www.midwife.org>

VANDERBILT UNIVERSITY SCHOOL OF NURSING: PROGRAMS OFFERED

MISSION STATEMENT and SHORT HISTORY

As one of the University's professional schools, the mission of the School of Nursing is to develop, structure, and communicate the discipline of nursing by its commitment to the conduct of inquiry, research, scholarship, education of students, and the practice of professional nursing.

The Vanderbilt University School of Nursing opened in 1909, offering a three-year diploma program in nursing. The first Bachelor of Science degree was awarded in 1936, and first Masters degree in nursing in 1958. The School of Nursing is one of the nation's first nursing programs to incorporate nursing into a liberal arts degree. Having phased out its undergraduate degree program in 1989, the School now offers a curriculum that enables pre-specialty students from diverse backgrounds to move into the master's level study and prepare for careers in advanced practice nursing. Currently, "U.S. News and World Report" ranks the Vanderbilt School of Nursing in the Top 20 Schools of Nursing in the country.

ACCREDITATION

The Vanderbilt University School of Nursing is approved by the Tennessee Board of Nursing. It was a charter member of the Association of Collegiate Schools of Nursing, which later was incorporated into the National League for Nursing (NLN). The MSN program is accredited by the National League for Nursing Accreditation Commission (NLNAC), 61 Broadway, 33rd floor, New York, New York 10006.

Philosophy of the School

The School of Nursing is committed to freedom on inquiry into the national, social, and human orders of existence, and to stating the conclusions of that inquiry. The School of Nursing fosters excellence in both scholarship and service; a liberal education must concern the whole person. The curriculum requires both liberal arts and professional courses.

The central concepts of our profession are person, environment, health, and nursing. These four concepts interact and serve as the basis for the practice of nursing.

Each person is unique, with intrinsic worth and dignity. Human beings are whole persons, with interacting and interdependent physical structures, minds, and spirits. The environment consists of all conditions, circumstances, and influences that exist outside the boundaries of one's social system. An intimate relationship exists between the constantly changing environment and the person. The environment in which we live determines, to a degree, lifestyle and state of health. Development of the individual occurs throughout life within a pluralistic and culturally diverse society.

Health is a dynamic state of being in which the developmental and behavioral potential of an individual is realized to the fullest extent possible. Individuals have the right to pursue that level of health perceived by them to be optimal, taking into account their social and cultural definition of health. The level of health that individuals can attain is directly influenced by the level of health of the families and communities of which they are a part.

Nursing is a professional discipline that seeks to understand phenomena and predict circumstances that affect the health of individuals, families, groups, and communities. The discipline of nursing encompasses science, ethics, politics, and the heritage of nursing. The central focus of the discipline is the diagnosis and treatment of individuals, families, and groups as they respond to actual or potential health problems. The practice of nursing is an art and a science, used to help individuals improve their health potential.

The profession of nursing builds on a liberal education, and a university provides the best possible environment for this kind of education. A liberal education includes fine arts and humanities as well as social, biological, and physical sciences. The synthesis of knowledge from these disciplines, as well as from nursing, will enhance the ability of nurses to understand self, relationships with others, the nature of communities, other cultures, the physical world, current issues, and human values.

The study of diverse disciplines contributes to the ability to think analytically, reason logically, and communicate effectively. Students are expected to continue growing in their intellectual and communication skills, using their liberal education to deepen their understanding of nursing and health. University-wide interdisciplinary activities are actively sought for the intellectual exchange and stimulation they provide.

The purpose of the graduate education in nursing is to prepare students for advanced practice roles, including nurse midwife, nurse practitioner, and nurse manager. At the master's level, graduate study provides the opportunity to in-depth theoretical knowledge, the basis for advanced clinical practice. Students acquire research skills and a deeper knowledge of their nursing specialty.

Graduate education provides students the knowledge and skills for planning and initiating change in a health care system. For potential members of interdisciplinary health care management teams, the focus is on advanced patient care skills that will provide leadership and will influence nursing organizations within a variety of health care settings. It is acknowledged that preparation for the nurse educator role requires education beyond the master's degree.

The first-professional degree in nursing at Vanderbilt is specialty-related and offered on the graduate level. The increase in knowledge and scope of nursing responsibilities, as well as changes in roles, functions, and practice settings, requires a post-baccalaureate nursing education that is built on a rich undergraduate liberal education base and a baccalaureate in nursing or its equivalent.

The nursing program leading to the M.S.N. at Vanderbilt constitutes an arena for excellence in nursing practice, as well as a forum for discussion and analysis of issues that affect health care, consumers, the nursing profession, and society. The program is based on a variety of cognitive styles, life experiences, and professional backgrounds, and its flexibility allows all students to achieve the same goals through different options.

DOCTORAL STUDIES

The D.N.P. (Doctorate in Nursing Practice): The DNP program in the School of Nursing prepares practice scholars as leaders in translating evidence-based knowledge into clinical practice, improving health care outcomes, and strengthening nursing management and education within public and private organizations. Successful applicants to the program are those whose previous academic performance, written goal and practice inquiry statements and letters of recommendation match the School's philosophy and faculty expertise. Nurses prepared in practice doctoral programs have a blend of clinical, organizational, economic, and leadership skills to enable them to critique nursing and other clinical scientific findings and design programs of care delivery that are locally acceptable, economically feasible, and have significant impact on health care outcomes. Dr. Donna McArthur is the director of the D.N.P. program.

The Ph.D. in Nursing Science offered by the Graduate School: This program is designed for individuals who hold graduate degrees in nursing and wish to pursue scientific careers in nursing. Areas of concentration in the doctoral program include the study of individual, family, and community responses to health and illness across the life span and the outcomes of care delivery practice. These areas of study are reflective of the research interests and expertise of the School of Nursing faculty members and the resources available in the Medical Center and the University. Drs. Ann Minnick and Linda Norman are the co-directors of the Ph.D. program.

VANDERBILT UNIVERSITY SCHOOL OF NURSING: CALENDAR

The official calendar of the School of Nursing is printed at the front of the *VUMC Bulletin*. A detailed calendar for each semester is distributed during the pre-registration period. Students are expected to be familiar with the dates and to conform to them. *The Vanderbilt Register*, issued weekly by the Office of News and Public Affairs, contains notices of all events and announcements pertaining to the University community. It is the responsibility of the student to keep informed of any event or announcement applicable to the School of Nursing. Failure to know of a required event is not an excuse for non-attendance.

UNIVERSITY SCHOOL OF NURSING: BUILDINGS

MARY RAGLAND GODCHAUX HALL

Godchaux Hall (built in 1925) and the Godchaux Annex (built in 1971) currently house faculty and staff offices, conference space, research offices, classrooms, and lab space used by the School of Nursing.

PATRICIA CHAMPION FRIST HALL

The newest addition to the Vanderbilt School of Nursing is Frist Hall (1998). Frist Hall houses teaching classrooms/laboratories, faculty offices, a student lounge honoring the late Dorothy Goldstein, former chair of the Julia Hereford Society, and an entrance accessible for persons with disabilities. It also includes the Sarah Frances Mullins Russell classroom, a 75-seat, state-of-the-art, interactive teaching center/classroom, and the Frist Nursing Informatics Center.

LOCATION OF OFFICES

Dean of the School of Nursing	Colleen Conway-Welch	110 Godchaux
Senior Associate Dean for Academics	Linda Norman	215 Godchaux
Senior Associate Dean for Practice	Bonnie Pilon	224 Godchaux
Senior Associate Dean for Research	Ann Minnick	415 Godchaux
Sr. Assoc. Dean for Educational Informatics	Betsy Weiner	260 Frist Hall
Assistant Dean for Administration	Becky Keck	105 Godchaux
Director of Enrollment Management	Paddy Peerman	210 Godchaux
Frist Nursing Informatics Center	Jerry Murley, Director	270 Frist Hall
Center for Research Development and Scholarship	Ann Minnick	415 Godchaux
Office of Alumni and Development	Wendy O'Neil	2525 West End
Office of Clinical Placement	Suzanne Baird, Director	213 Godchaux
Office of Fin. Aid for SON Students	Kristie Smith	212 Godchaux
Office of Student Affairs	Sarah Ramsey, Director	217 Godchaux

Most Faculty offices are located on the 2nd and 3rd floors of Frist Hall, and the 2nd through 6th floors of Godchaux Hall.

ROOM RESERVATIONS

Students may reserve space for meetings in Godchaux Hall, the Annex, and Frist Hall by

contacting Ellen Smogur via e-mail at ellen.smogur@vanderbilt.edu or at (615) 322-4400.

CENTER FOR RESEARCH DEVELOPMENT AND SCHOLARSHIP (CRDS)

Housed on the fourth floor of Godchaux Hall, the CRDS provides research consultation, support, and resources for scholarly and research projects. CRDS assists with grant proposal development, Institutional Review Board application, paper and poster presentation, database management, instrument development, use of computers, literature searches, reference retrieval, and manuscript preparation. CRDS resources are available to all School of Nursing investigators.

WHERE YOUR CLASSROOMS ARE LOCATED

The majority of School of Nursing classes are in the following classrooms:

Godchaux Hall Nursing Annex (NA): 155, 161, 165, 167(all large lecture halls), 160, 162, 164, 166 (small classrooms). Godchaux Hall room 317, and conference rooms 201, 401 and 601 are also used for classroom seminars.

Frist Hall (FH): 140, 144, 250

(Note: Room 144 is set up as a Health Assessment Lab during the Fall semester and as a classroom in the Spring and Summer semesters.)

VENDING MACHINES

Vending machines are located in the lobby alcove of the Nursing Annex.

FRIST NURSING INFORMATICS CENTER

These facilities are located on the second floor of Frist Hall. See Vanderbilt University School of Nursing: Computing Services.

VANDERBILT UNIVERSITY SCHOOL OF NURSING: OTHER GENERAL INFORMATION

CHANGE OF ADDRESS and TELEPHONE NUMBER

Students who change their local or permanent mailing address or telephone number are expected to notify the School of Nursing Registrar (210 Godchaux Hall) immediately. Candidates for degrees who are not in residence should keep the Nursing School Registrar informed of their current mailing address and telephone number. You may change your address **online**. Go to the Vanderbilt University home page. Click “students,” then “address change,” and make your changes. You will need your VUNet ID and E-password or a Change of Address form is available in the VUSN Program Coordinator for the Office of the Registrar, Pat Seitz (216 Godchaux Hall). You may also find the form online at <http://www.registrar.vanderbilt.edu/academicrec/address.htm>

LOST AND FOUND

For items that have been lost or found in the School of Nursing facilities, please see the School of Nursing receptionist, Ellen Smogur.

COMMUNICATION AT VUSN

Contacting a member of the Faculty: Students are encouraged to stay in close contact with their faculty advisors and individual faculty. The faculty are available to help with concerns relating to course content, examinations, and writing assignments. Faculty are eager to be of assistance to students but are also involved in teaching, research and practice. Therefore, it is important that students make an appointment to see a faculty member. We suggest that you use e-mail or voice mail to arrange a time to see a faculty member. Please do not plan to just drop by.

Emergency Phone Calls: Please remember to give your families, day cares and babysitters your schedule each semester so that they will know where you are each day and a phone number where you can be reached. If there is an emergency and a family member tries to call you by calling the School of Nursing receptionist, she will have to make a number of internal calls to find out your schedule and determine whether you are in class or in clinical. She will then have to make several more calls to reach you at your clinical site. All of these calls can take a lot of time and this system is not advisable in an emergency situation. If you have small children, you might want to consider investing in a pager or a cell phone equipped with a vibrating ringer. In any case, it is of utmost importance that you be diligent in informing caregivers where you are each day of the week.

E-mail: All full-time faculty, staff, and students can be reached via e-mail from any computer terminal in the Frist Nursing Informatics Center or through internet access. It is expected that students check e-mail frequently and use e-mail to communicate with faculty. E-mail is the preferred way for faculty and staff to contact students.

Voice Mail: Most faculty and staff are on the Vanderbilt Voice Mail System. If the person you are trying to contact does not answer the phone after five rings, the voice mail system will automatically pick up your call, and you can leave a message 24 hours a day.

VUSN Hotline: Students may access the Hotline by calling 322-VUSN. The Hotline has information regarding VUSN special events, FNIC hours, inclement weather and other class information from faculty members. The Hotline can be accessed 24 hours a day.

Student Mailboxes: Student mailboxes are located in the Student Lounge. These mailboxes are for internal use only and are reserved for memos and messages to students from the school administration as well as correspondence from faculty members to students. Please do not use these mailboxes for personal correspondence from family or friends.

Faculty/Staff Mailboxes: Mailboxes for faculty and staff are located in the mailroom behind the receptionist's desk (Room 150B Nursing Annex).

Student Bulletin Boards: A bulletin board in the Annex Lobby is reserved for use by student organizations. It is to be used for information related to the School of Nursing and not for posting housing notices, pets for adoption, job listings, etc. Housing notices are posted on the bulletin board in the Admissions Office suite on the second floor of Godchaux Hall. Notices should be taken to Cheryl Feldner in the Admissions Office for posting.

LIBRARY COPIER FOR STUDENT USE

Cards for use in copiers in the Eskind Library may be purchased and credited at the Eskind Biomedical Library.

COMMODORE CARD

The Commodore Card is more than your student ID. It is used for making cash-free purchases at all campus locations that accept the Commodore Card as a method of payment, including dining halls, Varsity Markets, VU Meal Plans, Bookstores, vending, laundry, copy machines, Student Health, and a variety of other University locations. You will also use your Commodore Card for access into residence halls, academic buildings, the libraries, as well as sporting events. Students may put money on their Commodore Card at <http://www.Vanderbilt.edu/Commodorecard> or by visiting the Commodore Card Office located in the Sarratt Student Center, Room 184. Use of this non-transferable card is restricted to the person whose picture and signature are on the card. If you have any questions regarding the Commodore card, please call (615) 322-2273.

PARKING

Distance students who will only be on campus during the required face-to-face block sessions and need a parking space have the following options:

- Use the coin boxes located at Wesley Place Garage (2043 Scarritt Place) or Terrace Place Garage (21st & Terrace Avenue). Daily coin box rate is \$8.00/day. The most convenient garage would be Wesley Place Garage as it is located across the street from the School of Nursing. Students will not be able to receive a receipt at the garage when using the coin boxes. Additional assistance or questions should be directed to Central Parking in Nashville at (615) 259-3898.
- Use the parking lot at Greer Stadium which is free for 'temporary' students (e.g., distance students). It is located in Nashville and a free shuttle bus to Vanderbilt is provided every 15 minutes between 5:00 a.m. – 10 p.m. The shuttle will drop off at MRB III which is right next door to VUSN.

HEALTH INSURANCE

All Vanderbilt students are required to have accident/illness insurance coverage acceptable to the University. Graduate and Professional students registered in degree programs of four or more credits or who are actively enrolled in research courses that are designated by VU as full-time enrollment, are automatically enrolled and billed for the student injury and sickness insurance plan.

If students are covered by their own health insurance, they may waive the University insurance coverage. Students may waive insurance coverage at www.gallagherkoster.com. Your student ID number is your social security number. Please note this process is not applicable to international students. They will be referred to the International Student and Scholar Service in order to waive their insurance. If you have questions about insurance fees, please feel free to contact:

Pamela J. Canady, Assistant Manager
Vanderbilt University Office of Student Accounts
Phone: (615) 322-4092 or 1-800-288-1144
Fax: (615) 343-8511

Students who are not participating in the University-sponsored health plan need to keep a copy of their health insurance card or the name, address, group, and policy number of their insurance coverage with them. For more information about insurance coverage, call Cindy Spurlock, Insurance Liaison at Student Health at (615) 343-4688.

VANDERBILT UNIVERSITY SCHOOL OF NURSING: STUDENT ORGANIZATIONS

GRADUATE/PROFESSIONAL NURSING COUNCIL

The purpose of the Graduate/Professional Nursing Council is to serve as a liaison between graduate and professional students, faculty and administration in the Vanderbilt University School of Nursing and the general university community. The Council provides a framework for vocalization of graduate and Pre-Specialty students' needs, serves as representatives for graduate and Pre-Specialty students, procures representatives to delegated VUSN and University committees, and promotes social interaction within and outside VUSN.

The membership of the Council is composed of voting student representatives currently enrolled at VUSN. The representation will be composed of 10 members and 2 alternates from the Pre-Specialty year (9 Pre-Specialty and 1 Pre-Specialty RN), and 10 members and 2 alternates from the graduate year. The Graduate Council solicits members through a self-nomination process. Interested students are encouraged to complete a self-nomination form, which is given to all new students at Orientation. Graduate-year representatives must have completed all Pre-Specialty courses prior to election. Each representative serves a one-year term (September – August).

If representatives are absent from more than two Council meetings without legitimate and/or unforeseen cause, they will be removed from the Council.

SIGMA THETA TAU INTERNATIONAL

The Iota chapter of Sigma Theta Tau International, the honor society of nursing, was installed at Vanderbilt University on June 3, 1953. Sigma Theta Tau International is a professional organization rather than social, and its purpose and functions may be compared to other honor societies. Sigma Theta Tau International is a member of the Association of College Honor Societies. Election to membership in the society is limited to students who have shown marked qualities of character, leadership, and ability in nursing and who have maintained a high scholastic average. Students in the Specialty MSN program are eligible for membership after having completed ¼ of the required graduate curriculum.

The Iota chapter has a call for new members once each year. Application deadlines vary each year but generally occur early in the Spring Semester. For further information regarding Iota Chapter, refer to the webpage at <http://www.mc.vanderbilt.edu/nursing/organizations/STT>

INTERNATIONAL HEALTH COALITION

The International Health Coalition is a student group comprised mostly of VUSN students and faculty. The group sponsors speakers on topics related to international and intercultural health issues, health care delivery to under-served areas, and other related topics of interest. Participation is free and open to all students and faculty. This is a good placed to meet and exchange information with others who have similar interests, learn about working in an international or intercultural setting, and hear some great speakers.

BLACK STUDENT NURSES ORGANIZATION

In the early 1990s, the Black Student Nurses Organization (BSNO) was founded by a group of Vanderbilt University School of Nursing African-American students. The students felt a need for an organization that focused on the socio-cultural needs of African-American nursing students. BSNO also focused on mentoring of the first-year nursing students by the second-year students. A host of activities were held during the year to assist students with exploring the roles of advanced practice nurses in the health work force. Since that time, the BSNO has served as a resource network for many students. In 2005, several of the BSNO members became charter members of the Nashville Chapter of the National Black Nurses Association. By this professional affiliation, the BSNO will continue to make local and national contributions to nursing.

DIRECTORY

Admissions	Paddy Peerman	322-3802
Alumni/Development	Wendy O'Neil	322-8851
Asst. Dean for Administration	Rebecca Keck	322-1177
Bookstore – Rand Hall		322-2294
Bookstore – Light Hall		322-3348
Campus Events		322-2525
Career Center	Laura Watt, Career Advisor	322-1955
Center for Research Development and Scholarship		322-6184
Child and Family Center		322-8076
Commencement	Sarah Ramsey, Student Affairs	343-3334
Card, The Vanderbilt	Amy Smartt, Director	322-2273
Counseling Services	Nicholas Sieveking, Director	322-2571
Dean's Office	Debbie Hill, Admin. Assistant	322-3368
Director of Enrollment Mgmt.	Paddy Peerman	322-3802
Directory Information		322-7311
Disability Services	Sara Ezell, Coordinator	322-4703
Financial Aid (VUSN)	Kristie Smith	322-8986
Frist Nursing Informatics Center	Jerry Murley, Director	343-3300
	Carla Beals, Manager, Graphics	936-1548
	Mazo Freeman, Admin. Assistant	343-3950
	John DeVinney LAN Tech	343-2724; page 491-2724
	Scott Loerch, LAN Tech	343-5623; page 491-2547
	Ryan McNew, LAN Manager	343-3046; page 613-3143
	John Norfleet, Programmer	343-3655
	Jimmy Self, Media Technician	343-0158; page 491-2843
	Clay Sturgeon, Media Tech. Spec.	343-3332; page 491-2887
Graduate Council	Sarah Ramsey, Advisor	343-3334
Graduate School	William Smith, Acting Dean	343-2727
Honor Code/Council	Paddy Peerman, Advisor	322-3802
Honor Society	"See Sigma Theta Tau"	
Housing	Mark Bandas, Dean	322-2591
International Services	John Robinson, Director	322-2753
Libraries	"see Library section of Handbook"	
Lockers	Dawn Pemberton	343-3290
Office of Student Affairs	Sarah Ramsey, Director	343-3334
Opportunity Development Center	Patricia Pierce, Director	322-4705
Parking	Gary Streaty, Director	936-0686
Registrar (University)	Gail Lance/Gary Gibson	322-7701
Religious Information	University Chaplain	322-2457
Sarratt Student Center		322-2471
School of Nursing Receptionist	Ellen Smogur	322-4400
Security/Safety		322-2745
Senior Assoc. Dean for Academics	Linda Norman	322-3804
Senior Assoc. Dean for Informatics	Betsy Weiner	322-4639
Senior Assoc. Dean for Practice	Bonnie Pilon	322-4340
Senior Assoc. Dean for Research	Ann Minnick	343-2998
Sigma Theta Tau	Patricia Trangenstein, President	343-3246
Student Accounts	Patsy Hudson, Manager	322-6693;
Student Health	Dr. John Greene, Director	322-2427
Vine Hill Clinic		292-9770
Women's Center		322-4843