The University of Tennessee
College of Nursing
Graduate Student Handbook
MSN
Academic Year
2017-2018
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Welcome from the MSN Program Chair

WELCOME to the 2017-2018 academic year in the College of Nursing! The College of Nursing has a proud history of providing quality advanced nursing education since 1976. I congratulate each of you on your academic achievements and your acceptance to the program. Best wishes for your academic and professional success.

Sadie P. Hutson, PhD, RN, WHNP, BC
Interim Assistant Dean, Graduate Programs | Associate Professor
shutson@utk.edu
(865) 974-7585

Special Notes

From the College of Nursing

In order to protect the public, drug screening (including alcohol) may be required for nursing students.

From The University of Tennessee

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in provision of educational programs and services or employment and benefits. This policy extends to both employment by and admission to the University.

The University of Tennessee does not discriminate on the basis of race, sex, or disability in the educational programs and activities, pursuant to the requirements of the Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA, or the Age Discrimination in Employment Act (ADEA) or any other about referenced policies should be directed to the Office of Diversity Resources & Educational Services (DRES), 2110 Terrace Avenue, Knoxville, Tennessee 37996-3558; or telephone (865) 974-2498 (TTY available). Request for accommodation of a disability should be directed to the ADA Coordinator at the Office of Human Resources Management, 600 Henley Street, Knoxville Tennessee 37996-4125.
Introductions

Graduate School Introductions
“In order to serve the mission and vision of the graduate School and preserve the integrity of the Graduate Programs at The University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students. Based on Best Practices offered by the Council of Graduate School, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated. The department Graduate handbook does not deviate from established Graduate School Policies noted in the Graduate Catalog, but rather provides that specific ways in which those policies are carried out.”

http://catalog.utk.edu/index.php

Purpose of the handbook
This handbook offers specific information about the MSN program and supplements information in the University of Tennessee graduate catalog. The graduate catalog serves as the primary document for the University graduate program policies and is available online at http://gradschool.utk.edu/ Graduate students are required to be familiar with the information in this handbook, catalog and Hilltopics. http://hilltopics.utk.edu/ Other University publications such as Graduate School News and UT’s Thesis and Dissertation Manual provide additional information. Students are expected to be aware of and satisfy all regulations governing their work and study at the University. Students must satisfy all University regulations in a timely fashion. Information on the appeals procedure is available on the Graduate School website. http://gradschool.utk.edu/GraduateCouncil/AppComm.shtml

You will be referred to the other publications of the University, including Hilltopics, and the Graduate Assistant Handbook, for additional information. If you have further questions, check with your advisor.

Graduate Studies in the College of Nursing
Dr. Sadie P. Hutson, CON Interim Assistant Dean & Director of Graduate Studies, is responsible for the overall administration of the graduate programs [MSN, DNP, PhD] and also serves as the contact person with the Graduate School. As Chair of the MSN Program, Dr. Hutson has operational oversight for the Program. The Associate Dean of Academic Affairs, Dr. Mary Gunther retains authority and responsibility for Graduate Teaching Assistants. Faculty who teach in the MSN program meet regularly as the “MSN Faculty” to discuss curricular and operational aspects of the program. In turn, the MSN Faculty submit recommendations for curricular change to the Graduate Curriculum Committee of the college. Administrative issues are dealt with at the appropriate level- Dr. Hutson as Chair of the MSN program, Dr. Gunther as the Associate Dean or at the Dean’s level. Dr. Hutson can be reached at shutson@utk.edu or 865-974-7585.

Concentration Coordinators serve as the MSN Admissions Committee. Coordinators also serve as faculty advisors to students once they are admitted. (See section on advisement). Ms. Lucie Phillips provides administrative support to the graduate programs. Contact Ms. Phillips at lphill41@utk.edu or 865-974-7553.
Vision, Mission, Values, and Philosophy of the College of Nursing

Vision

Mission
We are catalysts for optimizing health through nurse-led care by integrating education, practice, research, and technology. We define health broadly and impact it by addressing policy and social issues through advocacy and leadership. Fueled by our commitment to communities, families, and individuals, we seek partnerships to create innovative solutions that improve health for all.

Values

<table>
<thead>
<tr>
<th>Valuing All</th>
<th>Originality</th>
<th>Leading with Integrity</th>
<th>Seeking Knowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>We value diversity and inclusiveness.</td>
<td>We value innovative solutions to complex health issues.</td>
<td>We value exceptional leadership.</td>
<td>We value a spirit of inquiry.</td>
</tr>
</tbody>
</table>

Philosophy
Excellence in generation and communication of nursing knowledge is the responsibility of both faculty and students engaged in reciprocal teaching-learning process. This process is enhanced by responding to the unique learning needs of a diverse student population in an environment that facilitates critical thinking, self-awareness, communication, reflection, and action in providing health care and improving quality of life. As a College of Nursing within a land-grant research-intensive university, we conduct research to develop evidence-based interventions and the professional skills necessary to apply them in a variety of health contexts as well as evaluation of practice and translation of research. Our curriculum is based on the metaparadigmatic concepts of person, environments, and health as the focus of nursing practice and knowledge development.

Person, as individuals, families, groups, and communities are the focus of nursing care and have the right to have subsistence needs met and to access comprehensive healthcare in a climate of dignity and respect. Persona are biopsychosocial and thus are complex, creative, and relational. They are genetically, socially, spiritually, and politically diverse. Nurses value equality and equity, emphasizing the needs of vulnerable populations realizing that all person experience vulnerability when health is challenged.

Environment includes the totality of physical, social, cultural, institutional, and political structures and conditions that influence human existence, health, development, and empowerment. Persona cannot be understood apart from their environments. Excellence in healthcare demands that we promote, maintain, and restore health through environmentally based practice, setting the conditions for healing, the ecology for sustainable health, and the climate for belongingness, support, and respect.
Health is defined as a series of transitions occurring in development, illness, recovery, wellness, social relationships, life challenges, and death. We focus on actual or potential health problems and strengths to improve the well-being of persons as defined by mutual dialogue with them. Health is a human right, enabling individuals to realize their maximum potential for self-determination and interpersonal, family, communal relationships, and meaningful work. Health encompasses central elements of growth, development, and integrity throughout the life span.

Nursing is a practice discipline, defined as the diagnosis and treatment of human responses to actual or potential health problems and needs of individuals, families, groups, and communities. Nurses strive for holistic, accessible, high-quality, cost-effective, and ethical healthcare. Nurses interact with other healthcare professionals and community partners to create optimal climates for healing, wellness, and quality of life in changing systems of healthcare. As nurses, we hold that health is influenced by local and global economic forces, cultural change, technological advances, and scientific discoveries. Nursing is ultimately responsible to maintain and improve health through practice, organization, leadership, scholarship, policy, and advocacy. The public trust in nursing mandates that, above all, the nursing profession is accountable for ethical protection of individuals and the public from health risks and threats to personal integrity or dignity.

Revised August 2013

College of Nursing Administration

Dean

Executive Associate Dean for Academic Affairs

Associate Dean Research & Evaluation

Assistant Dean, Undergraduate Studies

Interim Assistant Dean & Director of Graduate Studies | Chair MSN Program

Chair of DNP Program

Chair of PhD Program

Dr. Victoria Niederhauser

Dr. Mary Gunther

Dr. Tami Wyatt

Dr. Shelia Swift

Dr. Sadie Hutson

Dr. Sharon Davis

Dr. Sandra Thomas
Graduate students in nursing are responsible to meet both coursework and policy conditions in the College of Nursing as well as all University regulations in a timely fashion. Students need to be vigilant in reviewing the University academic calendar frequently, as well as the Graduate School homepage, to meet all key deadlines. While there may be email reminders sent through the MSN community site, it remains the student’s responsibility to adhere to these deadlines.

Admission Requirements, Application Procedure and Acceptance
The MSN Program offers the concentrations of: Nursing Administration, Adult Gerontology Health Nursing, Family Nurse Practitioner, Mental Health Nurse Practitioner, Pediatric Nurse Practitioner (Primary & Acute), and Nurse Anesthesia.

Students in the MSN Program can select either a thesis or non-thesis option. Students selecting the non-thesis option complete three (3) hours of N582 and take a Comprehensive Examination. Students selecting the thesis option complete six (6) hours of N500 and the defense of their thesis meets the requirement for the comprehensive exam except the clinical case study. The thesis must be prepared according to the most recent UT’s Guide to the preparation of Thesis and Dissertations, available online at http://web.utk.edu/%7ethesis/thesisresources.shtml. Those students completing a thesis must register for N500 during the semester in which the thesis is accepted by the Graduate School. The thesis is submitted online. Students must have either a BSN or MS to be admitted to the program.

Applicants accepting offer of admission to a graduate program in the College of Nursing will be required to reserve their seat by paying a non-refundable seat fee of $250 (MSN), $2000 (CRNA), or $250 (DNP & PhD), by the deadline in the offer of admissions letter. This fee must be submitted to the Office of Student Service as a certified check or money order. No seat fee can be reduced, waived, deferred, or refunded.

In the event a student declines an offer of admission, the seat fee will be forfeited. The College of Nursing does not offer deferred enrollment. Students declining must reapply in order to be considered for future admission.

MSN Program for BSN Graduates
BSN graduates are admitted on a full-time or part-time basis. Full-time students follow the program of studies for those with a BSN degree outlined in this handbook. Students admitted on a part-time basis develop a part-time plan of study with their advisor. Any changes in the student’s program must be approved by the student’s advisor, and the Chair of the MSN Program.

Post-MSN Certificate Students
Post-MSN Certificate students are generally admitted on a full-time basis. A master’s degree in nursing is required for admission. Certificates are offered in all concentrations and in nursing education. Certificates are described in more detail under each concentration. In order for the certificate to be entered on the student’s transcript the student must file a Completion of Certificate form. The form can be located at http://gradschool.utk.edu/gradforms.shtml.
The Graduate School awards the certificate by MSN Concentration. An additional certificate can be issued by the College of Nursing for concentrations offering more than one specialty area. Post-Master’s Interdisciplinary Certificate students are generally admitted on a full-time basis. A Master’s degree in nursing is not required for admission. Interdisciplinary Certificates are offered in Health Policy.

Admission Requirements

1. Meet requirements for admission to the Graduate School
2. Have a minimum cumulative graduate grade-point average of 3.0 on a 4.0 scale for previous college work. Previous coursework is acceptable only if completed at a regionally accredited University and accredited by either the National league for Nursing Accrediting Commission or the Collegiate commission on Nursing Education. Refer directly to the UT Graduate School for information about regional accreditation.
3. Have successfully completed a basic graduate level statistics course prior to enrollment in the master’s level nursing courses.
4. Have achieved a competitive score on the verbal and quantitative portions of the Graduate Record Examination, only if undergraduate GPA is below a 3.3. If undergraduate GPA is 3.3 or above, then applicants are exempt from the GRE requirement.
5. Submit three (3) College of Nursing rating forms from college level instructors and/or nurses and administrators who have supervised applicant’s professional or educational work.
6. Submit an essay describing personal and professional aspirations.
7. Submit on-line application to the Graduate School including academic transcript(s), Graduate Record Examination [GRE] scores, MSN Supplemental Application Data Form, and essay prior to February 1 for admission in fall semester. Applicants will receive an email regarding completion of College of Nursing Rating Forms, which need to be submitted directly to the College of Nursing prior to February 1.

Post-MSN certificate applicants complete the same requirements by October 1 for admission in spring semester, with these exceptions:

- GRE Scores are not required; and
- Only two (2) rating forms are required.

*NOTE TO NURSE ANESTHESIA CONCENTRATION APPLICANTS: There are additional application requirements and different application deadline for the Nurse Anesthesia Concentration. Please contact the CRNA program office at 865-305-7762 or contact Ms. Alisa Canupp acanupp@utmck.edu for details. Requirements can also be found online at [http://gsm.utmck.edu/anesthesiology/nurseanes.cfm](http://gsm.utmck.edu/anesthesiology/nurseanes.cfm)

Cardiopulmonary Resuscitation (CPR) Course

A copy of your CPR card must be submitted to the College’s third party immunization/health records tracker [CastleBranch]. Students who do not show proof of certification will not be allowed to continue their clinical coursework. This requirement must be completed before the start of classes.

CPR courses are offered regularly in most communities by the American Red Cross (CPR for Professional Course). The American Heart Association (CPR for Healthcare Providers Course) local hospital or by the UTK College of Nursing. These agencies should be contacted for information such as dates, times, and cost. Courses taken must include a cognitive and skills evaluation. Information received by the College of Nursing about CPR courses can be obtained from the student services office. The American Heart Association offers two-year certification courses.
Clinical Experiences
All students will work with preceptors during their clinical experiences. Preceptors must meet criteria established by the UTK College of Nursing and be approved by the concentration coordinators. Students may NOT begin clinical experiences with a preceptor before obtaining approval from the Administrative Assistant to the Graduate Programs Ms. Lucie Phillips at 865-974-7553 or lphill41@utk.edu. Approval granted from Ms. Phillips indicates all training and paperwork has been completed by the preceptor.

Financial Support for Graduate Students
Financial support for graduate students comes in many different forms: traineeships, assistantships, fellowships, scholarship, loans, and employment.

**Traineeships:** Nursing graduate students are eligible to apply for federal traineeship monies, which assist with the cost of tuition and fees.

**Assistantships:** These are awards that support administrative work in a college/department (“Graduate Assistantship” or GA), teaching (“Graduate Teaching Assistantship” or GTA), and (“Graduate Research Assistantship” or GRA). An assistantship provides tuition/fee waiver and a monthly stipend. See http://gradschool.utk.edu for further information.

**Fellowships:** These awards are typically from the Graduate School and are competitive in nature. A fellowship usually provides a tuition/fee waiver and a monthly stipend. Some also require the department or college to provide an assistantship on top of the fellowship. See http://gradschool.utk.edu for further information.

**Scholarships:** The College of Nursing provides scholarships each year to selected student who apply and meet specific eligibility criteria. CON Scholarships assist students in meeting their tuition/fee needs. Examples of these scholarships are provided below. Additional information is available on the CON website.

**Loans:** Due to the current nursing shortage, there are special loan programs available for nurses pursuing graduate education; i.e., the federal Nursing Faculty Loan Program (NFLP) and the state TSAC program. Nursing education students may also be eligible for subsidized or unsubsidized educational loans. To determine eligibility, students must submit a FAFSA and apply through the University Office of Financial Aid. Students may also pursue personal loans.

**Employment:** Many graduate students hold outside employment while pursuing graduate studies. Some employers offer tuition assistance. **If a student needs to continue fulltime employment while in graduate studies, part-time study is highly recommended.** See Table 1 for more details regarding these types of funding.

**Travel Awards:** These awards are available from the Graduate School for research presentations. Further information, including the deadline for applications, may be found in Appendix F.
Selected Scholarship for Graduate Students in the College of Nursing

**Dyer Award**
Applicants must be a native East Tennessean or plan to work in East Tennessee for a minimum of 3 years after graduation, be enrolled in MSN or PhD program, and demonstrate successful academic performance and/or financial need (in the broadest sense). Applicants complete only the College of Nursing application (available on the CON website) and return to the chair of the scholarship and awards committee.

**Artie Ruth Reilly Scholarship**
Applicant must be female, from the Appalachian region, and admitted as a full-time degree-seeking student. The scholarship is a three-year award, renewable upon annual reapplication as long as an overall B average is maintained. The scholarship pays full tuition and fees. Both financial need and academic promise are considered in awarding this scholarship.

**Sylvia Hart Scholarship Endowment**
Applicants must be a full-time nursing student who has demonstrated the following: BSN- 3.2 GPA with 90 semester hours completed; all junior level nursing courses complete with “B” or higher. MSN -3.5 GPA with 12 graduate credit hours completed with a grade “B” or higher in each course. PhD -3.75 GPA with 18 post masters credit hours completed with a grade “B” or higher in each course. The student must submit a letter of application for the scholarship that includes a statement of personal philosophy of nursing, career aspirations and hope, and dreams for the nursing profession. These statements will be compared within, but not across program levels, to determine the recipients (Undergraduate, graduate and PhD).

**Army and Air Force ROTC Nursing Scholarships**
Army ROTC Nursing Scholarships and Air Force ROTC Nursing Scholarships are available through the University of Tennessee ROTC Programs. For more information contact Army ROTC, Hoskins Library 1400 Cumberland Ave, phone 865-974-4512 or Air Force ROTC, Hoskins Library, room 204 1400 Cumberland Ave, phone 865-974-3041 or email at afrotc@utk.edu.
National Health Service Corps Scholarship Program

**Family Nurse Practitioners:**
Students dedicated to practicing primary care in health professional shortage areas (HPSAs) can compete for educational scholarships. In return for this scholarship support, they must agree to practice in communities across the nation with the greatest need.

Upon completion of training, NHSC Scholars agree to practice in underserved areas.

The NHSC’s Scholarship Program provides deserving primary healthcare students with full payment for up to 4 years of:

1. Tuition and fees (payments exempt from Federal tax)
2. Reasonable educational expenses, such as books, supplies, and equipment (payment exempt from Federal tax)
3. A monthly stipend throughout the scholarship period

Students must submit an NHSC scholarship application, which they can acquire online at [http://nhsc.hrsa.gov/scholarships/index.html](http://nhsc.hrsa.gov/scholarships/index.html). The deadline is typically mid-July.

**All Primary Care Nurse Practitioners and Mental Health Nurse Practitioners:**

CHEERS (Community Health Educational Experiences for Residents and Students) is a funded program through the Tennessee Rural Partnership. The goal of the program is to encourage rural practice rotations to provide primary care in the state of Tennessee. The program focuses on the pipeline approach of reaching out to students and residents to cultivate an interest in practicing in rural or underserved areas. For additional information about the program, please visit [http://www.nchn.org/blog-spot/cheers-a-tennessee-rural-partnership-program.html](http://www.nchn.org/blog-spot/cheers-a-tennessee-rural-partnership-program.html) or contact Mary Ann Watson, Network Director, at maryann.watson@tnrp.org

National Health Service Corps Loan Repayment Program:
The NHSC Loan Repayment Program (LRP) gives fully trained health professionals who are dedicated to serving the underserved and have qualifying educational loans, the opportunity to compete for repayment of those loans if they agree to serve in a health professional shortage area (HPSA). You can prepare for this process while still in the MSN Program. More details can be obtained by visiting their website at [http://nhsc.hrsa.gov/loanrepayments/](http://nhsc.hrsa.gov/loanrepayments/)
Table 1: Potential Sources of Funding for Graduate Students

<table>
<thead>
<tr>
<th>Entity</th>
<th>Source and Type of Funds</th>
<th>Eligibility*</th>
<th>Process and Deadline for Applications</th>
<th>Other Information**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennessee Student Assistance Corporation (TSAC) Graduate Nursing Loan-Forgiveness Program</td>
<td>State monies. Loan program with forgiveness.</td>
<td>Enrolled in graduate nursing program – MSN or PhD and pursuing preparation as a nursing faculty. For TN residents.</td>
<td>March 1 deadline.</td>
<td>See <a href="http://www.tn.gov/CollegePays/">http://www.tn.gov/CollegePays/</a></td>
</tr>
<tr>
<td>College of Nursing scholarships</td>
<td>Donors</td>
<td>Enrolled in a degree-granting program in the UT College of Nursing</td>
<td>Apply by April 1 of each year. Students complete one application and are considered for various scholarships for which they are eligible.</td>
<td>See UT CON website under &lt;Current Students&gt;</td>
</tr>
<tr>
<td>Graduate Teaching Assistantship (GTA)</td>
<td>Tuition and fee waiver Stipend of $1500/month</td>
<td>Enrolled in a graduate program in UT College of Nursing</td>
<td>Apply by March 1 to the Associate Dean for Academic Affairs in the College of Nursing. Provide a statement of interest and cv or resume.</td>
<td>The college’s needs for GTAs is dependent on undergraduate teaching needs. To be eligible for a GTA the student needs current expertise in a specific clinical area. Preference given to doctoral students.</td>
</tr>
<tr>
<td>Graduate Research Assistantship (GRA)</td>
<td>Tuition and fees, and stipend (rate varies) paid by the professor’s grant</td>
<td>Enrolled in a graduate program in UT College of Nursing</td>
<td>Apply to faculty members with grants. Vacancies in these positions are announced when available.</td>
<td>In order to support a graduate student at the level of tuition/fees/stipend, the grant is usually large and federal in nature.</td>
</tr>
<tr>
<td>UT Graduate School Fellowships</td>
<td>Usually pays tuition and fees. Sometimes accompanied by an assistantship.</td>
<td>Admitted to a UT graduate program</td>
<td>See UT Graduate School website for various fellowships’ requirements</td>
<td>See <a href="http://gradstudies.utk.edu/fellowships.shtml">http://gradstudies.utk.edu/fellowships.shtml</a></td>
</tr>
<tr>
<td>Employer funding</td>
<td>Depends on employer – may be tuition reimbursement.</td>
<td>Varies</td>
<td>Check with HR department of your employer</td>
<td></td>
</tr>
<tr>
<td>Self-funding</td>
<td>Funds from student’s own resources – savings, personal loans, etc.</td>
<td>Varies</td>
<td>Varies. Need to complete FAFSA to be considered for any loan programs administered through UTK Office of Financial Aid</td>
<td>See <a href="http://web.utk.edu/~finaid/">http://web.utk.edu/~finaid/</a></td>
</tr>
<tr>
<td>PeaceCorps Coverdell Fellows Program</td>
<td>Tuition and fees. Internship required.</td>
<td>Peace Corps Volunteer</td>
<td>Varies</td>
<td>See <a href="https://nursing.utk.edu/students/Pages/Coverdell.aspx">https://nursing.utk.edu/students/Pages/Coverdell.aspx</a></td>
</tr>
</tbody>
</table>

* Major eligibility criteria are listed. Additional criteria are listed in the request for applications.

** Whenever applying for any form of financial aid or conducting any business as a student of UT, students must use their utk email.

*** Dependent on federal funding; to be eligible students must be pursuing preparation for primary care NP roles.

Graduate Students/Sources of funding for graduate students (updated 4-30-13)
Academic Common Market
An agreement among Southern states for sharing graduate programs allows legal residents of some states to enroll in certain programs at UT Knoxville on an In-State Tuition basis. Additional information may be obtained from the Admissions Specialist in the Office of Graduate Admissions and Records (865)974-3251.

Payment of Tuition and Fees
VolXpress statements are delivered electronically. Students receive an email at their University of Tennessee email address indicating their e-VolXpress statement is available for viewing. The email will include the website address where the student may view the statement. The VolXpress e-statement reflects the charges and credits applied to the students’ account as of the date the statement was created (refer to the date on the statement). Students can print a copy of the VolXpress e-statement or forward the statement to their parents or a third-party. Failure to view a statement does not relieve the student of their obligation to meet the published due date.
Since the VolXpress e-statements are created on a particular date (refer to the date on the statement), the TOTAL DUE may or may not reflect the students' current balance. This depends on whether or not transactions have taken place on the account. Only one e-statement will be available regardless of changes made to the account. To view the most current student account information (subsequent charges and payments), the student can log into https://cpo.utk.edu. If you have questions, please contact the bursar’s office at 865-974-4495 or via email at bursar@utk.edu.

Registration and Advising
Registration
1. Deadlines for registration for each academic semester are posted on the University website https://utk.edu
2. Please register by logging onto MyUTK, https://myutk.edu supply your net ID and password. A downloadable guide is available for students who need assistance registering. The guide can be found at http://registrar.utk.edu/bannermyutk.html question should be directed to 865-974-4471. It is the students’ responsibility to register for the correct courses and course sections.
3. When registering for a course, all prerequisites and corequisites must be met (see course descriptions in the Graduate Catalog for prerequisites and corequisites). If a corequisite to a course is dropped, the course requiring the corequisite must also be dropped.
4. Prior to enrollment in the degree program, students must submit using the College designated agency:
   a) Physical Examination form (available from the CON Student services office)
   b) Completion of current 2-person cardiopulmonary resuscitation (CPR) course
   c) Current health insurance
   d) All students must be licensed as a Registered Nurse. If applicable, Advanced Practice Nurses should submit a copy of their APRN license. Each student must
provide a copy of their current license. Expiration date must be visible. Licensure in Tennessee is strongly encouraged.

e) Proof of drug screen
f) Complete background check
g) All immunization documentation up-to-date. NOTE: Declination waivers for certain immunization requirements are available from the CON Student services office upon request.

5. Full-time students are expected to follow the appropriate program of study in this handbook and register for classes accordingly. Students need to register for courses in the semesters indicated on their programs of studies as courses may not be offered in other semesters, which may delay the students’ graduation date. Any changes to the students program of study must be approved by the students’ advisor. Part-time students must develop and academic plan of study with their advisor; any changes in this plan must be approved by the advisor. A copy of this part-time plan is placed in the students file.

Advising
Each student’s concentration coordinator serves as the advisor for the MSN coursework. Part-time students develop an Academic Plan with their advisor that is files in the students’ record, and full-time students follow the program of study originally outlined in this handbook. Students discuss things such as selection of thesis or non-thesis option, program of studies, and transfer credit (if applicable) with their advisor.

Administrative Issues
1. **Contacting students:** The student’s UT email address is the official contact method for students. Check the college’s website under “current/prospective students” for announcements. All students are registered on the MSN students site. Students must keep contact information current with the college’s student services office (room 203), in addition to formal changes made via MyUTK regarding name change, phone number, and mailing address.

2. **Transfer Course Credit:** Courses to be transferred for course equivalency must be approved by the student’s advisor, chair of the MSN program and the graduate school. Transfer course policies are found in the current UT graduate catalog.

   http://catalog.utk.edu/content.php?catoid=12&navoid=1061#transfer_credits

   Transfer courses MUST be listed on the students Admission to Candidacy Application.

3. **Waived Course Credit:** Occasionally courses may be waived in the MSN program. For example, students who have completed a previous graduate level research course may petition with the Chair of the MSN program to waive N501 Nursing Research. The student must provide documentation of course content (e.g., course description, course syllabus). If a course is waived, it MUST be listed on the student’s Admission to Candidacy Application. In addition, a memo must be sent with the application verifying that permission has been granted to waive the course(s) and the student will be allowed to graduate with fewer credit hours. Students are responsible for obtaining this memo from the Chair of the MSN program.

4. **Leave of Absence (LOA):** A student who wishes to withdraw from the program for up to two years must submit a Request for Leave of Absence form. All graduate students’ leave of absence requests are reviewed and granted by the Graduate school on a case by case basis. If the leave of absence requested is longer than one semester, the student must
reapply to the Graduate School and to the College of Nursing by the published deadlines. Please carefully review the Leave of Absence policy in the Graduate School’s Academic Policies and Requirements for Graduate Students.

5. **Change of Concentration**: The student must submit a petition for Change of Concentration (see Appendix G). The petition must be approved by the present Concentration Coordinator, the proposed Concentration Coordinator and the Chair of the MSN program. The Chair of the MSN Program will notify the student of the decision. A copy of the completed form is given to the student and a copy placed in the student’s file. *[If the involved coordinators cannot agree, the petition is forwarded to the MSN Admission Committee for review]*. Once the concentration change has been approved at the College level, the student must submit a formal Change of Program Application to the Graduate School. The Graduate School awards the degree by MSN Concentration and this must be correct on student transcripts when applying for national certification. Students currently enrolled in a Graduate program and wish to change programs must follow directions here: [http://graduateadmissions.utk.edu/apply.shtml](http://graduateadmissions.utk.edu/apply.shtml).

6. **Change from Full-Time or Part-Time Study**: The student must submit a request form (Appendix G) and it must be approved.

7. **Request for More Than Maximum Semester Hours**: If a student wishes to take more than 15 hours during fall and spring semesters or 12 hours in summer semester, the Associate Dean for Academic Affairs at the College of Nursing and the Dean in the Office of Graduate Admissions must approve the schedule.

8. **Independent Study**: Courses taken by Independent Study (N593) must be approved by the student’s advisor, student, and the faculty member teaching the course. A copy of the completed form is put in the student’s file by the supervising faculty member. The form can be found on the MSN student community site and in Appendix G of this handbook.

9. **Late Withdrawals from Classes**: Students are encouraged to meet the withdrawal deadlines as outlined in the calendar for each semester. Requests for all late withdrawals from courses must be submitted to the faculty member, Assistant Dean & Director of Graduate Studies, and the Associate Dean of the Graduate School. Requests for withdrawal forms are available from the Graduate School. Forms can be found on the UTK Graduate School website: [http://gradschool.utk.edu/forms/LateRegRequest.pdf](http://gradschool.utk.edu/forms/LateRegRequest.pdf)

10. **Withdrawal from the University**: If a student withdraws from the University, and later seeks re-entry, he/she must re-apply for admission to the College of Nursing. Readmission to the program is not automatic. This process begins in the Graduate School Admissions office [http://graduateadmissions.utk.edu/apply.shtml](http://graduateadmissions.utk.edu/apply.shtml)

11. **Interruption in coursework**: Graduate students at UT Knoxville with an interruption in enrollment must seek readmission. An interruption in enrollment is defined as:
   a) Completion of a graduate degree without graduate enrollment in semester following graduation.
   b) Interruption of enrollment for at least one semester when last enrolled as a graduate student.
   c) Withdrawal from the university when last enrolled as a graduate student.
   To seek readmission, student must submit a readmission application to the office of graduate admission. The application is located on the Graduate School website: [http://graduateadmissions.utk.edu/forms.shtml](http://graduateadmissions.utk.edu/forms.shtml)
Degree Requirement Specific to the MSN Program

The MSN program offers the MSN degree, MSN degree with a minor, and post-MSN certificates. To be eligible for the post-master’s certificate the student must have an earned Master’s in Nursing degree. The MSN program is accredited by the American Association of Colleges of Nursing (AACN).

Purpose and Outcomes

The purpose of the Master’s program is to prepare leaders, managers, and practitioners who facilitate achievement of optimal health in the dynamic healthcare system. The program prepares advanced practice nurses for careers in adult gerontology health nursing, pediatric nursing, nurse anesthesia, family nursing, and psychiatric mental health nursing as well as role preparation as nurse practitioners, nurse anesthetists, clinical nurse specialists, or nurse administrators. Students can study to become nurse practitioners, clinical nurse specialists, or nursing administrators. Advanced practice nursing involves the delivery of care, management of resources, interdisciplinary collaboration, and application of technology, information systems, knowledge, and critical thinking. Graduates of the program are expected to:

- Provide advanced nursing care in a variety of healthcare settings
- Utilize theoretical knowledge to guide advanced practice nursing
- Collaborate in research activities and use knowledge gained from research in advanced practice nursing
- Evaluate health polices and economics related to the delivery of healthcare
- Assume roles as leaders and collaborators with other professionals and communities in planning, providing, and evaluating healthcare

Time in Program

Candidates have SIX (6) calendar years to complete the degree starting at the beginning of the semester of the first course counted toward the degree. Courses toward the master’s degree must be taken within six (6) calendar years prior to graduation.
Program Options

**MSN Program Concentrations**

- Family Nurse Practitioner
- Psychiatric Mental Health Nursing
- Pediatric (Primary and/or Acute) Nurse Practitioner
- Nursing Administration
- Nurse Anesthesia

**Post-MSN Certificates**

- Family Nurse Practitioner
- Psychiatric Mental Health Nursing
- Pediatric (Primary and/or Acute) Nurse Practitioner
- Nursing Administration
- Nurse Anesthesia

**Interdisciplinary Graduate Certificates**

- Health Policy

**Nursing Minors**

- Education
- Statistics

The program of study for each concentration is available at the College of Nursing website [https://nursing.utk.edu/academic_programs/pages/msn.aspx](https://nursing.utk.edu/academic_programs/pages/msn.aspx)
Family Nurse Practitioner

The Family Nurse Practitioner (FNP) concentration prepares graduates for advanced practice in delivering primary care to individuals across the lifespan. Classroom experiences (both lecture and group conferences) as well as clinical experiences with preceptors offer opportunities for students to develop clinical knowledge and reasoning skills that allow them to provide quality care to individuals of all ages and with a variety of conditions.

The concentration courses (N570, N571, N572, & N573) build upon and expand concepts from the core courses of the curriculum and the previous life and academic experiences of the students. Course requirements encourage and facilitate examination and application of current research in the delivery of primary care. Students are expected to base their holistic, advanced nursing practice on theories from the biological, sociological and nursing sciences.

A large number of community professionals, both nurse practitioners and physicians, volunteer their time as preceptors and allow FNP students access to patients in their clinical sites. Individual interests, types of practice, and teaching styles of the preceptors provide choices for the best match of students and preceptors. In addition to close faculty involvement and mentoring of students, the FNP faculty also may practice in local community primary care sites.

Graduates are prepared to write for the Family Nurse Practitioner Certification Examination by the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP) upon completion of the program. Graduates from the program are employed in multiple areas from community health centers/agencies, health departments, physician’s offices, industrial settings, to specialty practices. The varied preparation of the Family Nurse Practitioner allows graduates the opportunity to explore and take advantage of new and emerging areas of advanced practice nursing.

Post-Master’s Certificate in Family Nurse Practitioner

The College of Nursing offers a post-master’s certificate program for nurses to develop additional knowledge and skill as a family nurse practitioner. A master’s degree in nursing is required for admission.

Required courses will vary depending on the student’s academic record, clinical experience, and objectives. If applicants have not completed MSN level advanced health/physical assessment, advanced pharmacology and advanced pathophysiology they will need to complete these courses as part of the post-MSN certificate. Additional courses can be required by the college. Minimally, course requirements are N570, N571, N572 & N573. Students must complete a minimum of 19 credits. Typically students complete 19-28 hours of course credit.

The student must file a Completion of Certificate Program form (http://gradschool.utk.edu/gradforms.shtml) with the Graduate School for the certificate to be noted on the student’s transcript. The Graduate School awards the certificate by MSN Concentration. An additional certificate can be issued by the College of Nursing for Concentrations offering more than one specialty area.

Psychiatric Mental Health Nursing

The concentration in Psychiatric Mental Health Nursing prepares students to become advanced practice nurses in the psychiatric mental health field. Classroom lectures and clinical conferences focus on theories related to the etiology, presentation, assessment and nursing care of persons with both acute and chronic mental health problems. In addition, students examine theories related to the trajectory of illness, psychological development, family dynamics and primary prevention. In clinical practica, students work with preceptors to develop clinical reasoning, patient...
assessment and patient management skills. Individual supervision hours provide the opportunity to expand self-awareness as it relates to the appropriate use of the self in the psychotherapeutic relationship.

The concentration courses (N519, N560 & N561) build on the core curriculum for advanced practice. The use of current research from psychiatric mental health nursing and allied disciplines supports and promotes evidence-based practice. Both somatic and non-somatic treatment modalities are taught including collaborative psychopharmacological management; individual, group and family level interventions; crisis and time-limited therapies; as well as consultative and case management roles.

Clinical practica are individualized to meet the needs and clinical interests of the student. Sites may include, but are not limited to, community mental health centers, in-patient psychiatric facilities, special education settings, home health agencies, private practices, drug and alcohol treatment facilities or agencies, and community residential facilities.

Upon completion of the program, graduates may seek national certification by the American Nurses Credentialing Center (ANCC) and be designated Clinical Nurse Specialists (CNS) or Psychiatric Mental Health Nurse Practitioner (PMHNP). In most states, including Tennessee, certified CNS and PMHNP may apply for prescriptive privileges as a complement to their well-established roles as nurse specialists. Students interested in pursuing the PMHNP option should discuss their plan of study with the concentration coordinator, Dr. Lora Beebe.

Changes in the health care environment have made advanced practice psychiatric mental health nurses quite marketable. Recent graduates are all employed in their field and practice in a wide variety of settings with clients who range across the life span. The flexibility of the skills encompassed in this curriculum allow graduates to take advantage of new and emerging roles in the provision of services to persons with mental illness.

Post-Master’s Certificate in Psychiatric Mental Health Nursing

The College of Nursing offers a post-master’s certificate program for nurses to develop additional knowledge and skill in psychiatric mental health nursing. A master’s degree in nursing is required for admission.

Required courses will vary depending on the student’s academic record, clinical experience, and objectives. If applicants have not completed MSN level advanced health/physical assessment, advanced pharmacology and advanced pathophysiology they will need to complete these courses as part of the post-MSN certificate. Course requirements are N519, N560, & N561, plus additional courses as required by the college. Students must complete a minimum of 16 credits. Typically students complete 16-25 hours of course credit.

The student must file a Completion of Certificate Program form with the Graduate School for the certificate to be noted on the student’s transcript. The Graduate School awards the certificate by MSN Concentration. An additional certificate can be issued by the College of Nursing for Concentrations offering more than one specialty area. (http://gradschool.utk.edu/gradforms.shtml)
conditions in women, infants, neonates and children. Students examine and apply theories pertinent to enhancing parents’ child-rearing experience and to promote wellness in children across the life cycle. The use of current research from nursing and closely allied disciplines supports and promotes evidence-based practice in the care of infants and children from conception to death. Concentration courses and practicum build on the core curriculum for advanced practice, and provide students with classroom and clinical experiences under preceptor supervision.

Clinical practica are individualized to meet the needs and clinical interests of students preparing for roles as advanced practitioners in pediatrics. Primary care students focus on health teaching, counseling, and managing common health problems of individuals in primary/ambulatory settings. Acute care courses emphasize caring for chronically ill children and acutely ill children emphasizing appropriate responses to rapidly changing clinical conditions to include the management of emerging health crises, organ dysfunction and failure.

Community professionals, both nurse practitioner and physicians, volunteer their time as preceptors and allow students’ access to patients in their clinical sites. Individual interests, types of practice, and teaching styles of the preceptors provide choices for the best match of students and preceptors. In addition to faculty teaching and mentoring students, they may also practice in local community sites; including school based health centers, as well as hospitals. Graduates are eligible to pursue national certification by the American Nurses Credentialing Center (ANCC) or Pediatric Nursing Certification Board (PNCB), as pediatric nurse practitioners in primary care. Graduates are also eligible to pursue national certification by the Pediatric Nursing Certification Board (PNCB) as pediatric nurse practitioners in acute care if additional courses are completed.

Post- Master’s Certificate in Pediatric Nurse Practitioner

The College of Nursing offers a post-master’s certificate program for nurses to develop additional knowledge and skill in the Nursing of Pediatrics. A master’s degree in nursing is required for admission.

The required courses will vary depending on the student’s academic record, clinical experience, and objectives. If applicants have not completed MSN level advanced health/physical assessment, advanced pharmacology and advanced pathophysiology they will need to complete these courses as part of the post-MSN certificate. Certificate requirements include the clinical and clinical didactic courses in the Concentration. Additional courses may be determined by the college. Students must complete a minimum of 17 credits. Typically students complete 17-29 hours of course credit.

The student must file a Completion of Certificate Program form with the Graduate School for the certificate to be noted on the student’s transcript. The Graduate School awards the certificate by MSN Concentration. An additional certificate can be issued by the College of Nursing for Concentrations offering more than one specialty area. (http://gradschool.utk.edu/gradforms.shtml)

Nursing Administration

The concentration in nursing administration is advanced study to prepare students for positions at all three managerial levels, but especially for beginning and middle management in a variety of health care settings. Nursing administration has long been a vital component of the health care delivery system. Nurse managers establish and manage departments that provide high quality health care and at the same time support the professional nurse in the delivery of that care. Such factors as prospective payment systems, alternative health care delivery systems, cost containment, and increased competition have made the challenge to nurse administrators at all levels even more complex and exciting.

The concentration courses (N590-N591) build upon and expand concepts from the core courses of the curriculum. Students explore, analyze, and apply selected organizational, management, and leadership theories and financial principles to the delivery of nursing services. They also study the structures, functions,
and adaptive processes of health care organizations. The use of human and financial resources, conflict resolution, and organizational development are analyzed with application to the various management levels. In addition to the required nursing courses, students take electives that strengthen their understanding of concepts applied in the business world. Examples include but are not limited to organizational behavior, marketing principles, principles of health care finances, and health/nursing policy and planning. In the clinical component of the concentration, students observe and work with a nurse who has a Master's degree in nursing and who functions primarily in a nursing management role.

Graduates are employed as nurse managers or directors of nursing in acute care in-patient settings, emergency rooms, women's centers, mental health agencies, long term care settings, and as faculty in schools of nursing. Additional clinical practice will make the graduate eligible to pursue certification in Nursing Administration, Basic through the American Nurses Credentialing Center (ANCC).

Post-Master’s Certificate in Nursing Administration

The College of Nursing offers a post-master’s certificate program for nurses to develop additional knowledge and skill in nursing administration. A master’s degree in nursing is required for admission.

Course requirements are N590 & N591, plus additional courses as determined by the college. The total hours will vary depending on the student’s academic record, clinical experience and objectives. Students must complete a minimum of 12 credits. Typically students complete 12-21 hours of course credit.

The student must file a Completion of Certificate Program form with the Graduate School for the certificate to be noted on the student’s transcript. The Graduate School awards the certificate by MSN Concentration. An additional certificate can be issued by the College of Nursing for Concentrations offering more than one specialty area. (http://gradschool.utk.edu/gradforms.shtml)
The Nurse Anesthesia concentration offers an intense academic and comprehensive clinical curriculum that provides the graduate student with an advanced scientific knowledge base, research experience and a comprehensive array of clinical skills that hallmark the standard of care in anesthesia practice. Nurse anesthesia graduates are academically and clinically prepared to provide quality anesthesia care to meet the health care needs of the community and its diverse population. Upon completion of all clinical and academic requirements, the graduate will be eligible to take the national certification examination given by the Council on Certification of Nurse Anesthetists. Applicants to the program must have a minimum of one year registered nursing experience in critical care nursing to be considered for admission.

The concentration courses (N506, N516-N518, N522-526, N544-N549, N583) build upon the core curriculum for advanced practice. Students in the Nurse Anesthesia concentration are exposed to all clinical specialty areas including cardiothoracic, neurosurgical, genitourinary, gynecologic, head and neck, plastic, orthopedic, trauma, obstetric, pediatric and outpatient procedures. Students will have at their disposal the most sophisticated anesthesia equipment and be responsible for administration and management for all regional techniques and modalities of invasive monitoring under the guidance of expert CRNA and physician anesthesiologist faculty. At graduation, students must have provided anesthesia for a minimum of 550 cases and are expected to manage all aspects of perioperative care that will prepare them to be a valued member of the anesthesia care team and capable of exercising independent clinical judgments.

The escalating numbers of healthcare procedures requiring anesthesia have increased the need for CRNAs, and the demand for services exceeds the available number of anesthesia providers. There has been a decline in anesthesiology resident positions and an increase in office-based surgery or surgery in places other than a hospital. This has been a driving force behind an increased need for CRNAs. Additionally, managed care is constantly pursuing cost-cutting efforts, and its coverage plans recognize CRNAs for providing high-quality anesthesia care with reduced expense to patients and insurance companies. The cost-efficiency of CRNAs helps to keep escalating medical costs down. Consequently, graduates of the Nurse Anesthesia concentration have numerous opportunities for general or specialty practice throughout the United States.

Post-Master’s Certificate in Nurse Anesthesia
The College of Nursing has a post-master’s certificate program for nurses to develop specialized knowledge and skill in nurse anesthesia. A master’s degree in nursing is required for admission.

The required courses will vary depending on the student’s academic record, clinical experience, and objectives. If applicants have not completed MSN level advanced health/physical assessment, advanced pharmacology and advanced pathophysiology they will need to complete these courses as part of the post-MSN certificate. Minimally, course requirements will be N506, N516-518, N522-526, N544-549 and N583. Additional courses can be determined by the college. All clinical practice courses are required.

The student must file a Completion of Certificate Program form with the Graduate School for the certificate to be noted on the student’s transcript. The Graduate School awards the certificate by MSN Concentration. An additional certificate can be issued by the College of Nursing for Concentrations offering more than one specialty area. (http://gradschool.utk.edu/gradforms.shtml)
## Post-Master’s Certificate in Nursing Education

The College of Nursing offers a post-master’s certificate program for nurses who desire to develop specialized knowledge and skill in nursing education. A master’s degree in nursing is required for admission. The certificate requires 12 hours of course work. Course requirements are N566 *Education Principles and Strategies* and N565 *Nursing Education Practicum* in addition to 6 hours of education classes in the College of Education, Health and Human Sciences (CEHHS). Please consult with your academic advisor about the specific CEHHS courses that can be taken in the minor.

The student must file a *Completion of Certificate Program* form with the Graduate School for the certificate to be noted on the student’s transcript. The Graduate School awards the certificate by MSN Concentration. An additional certificate can be issued by the College of Nursing for Concentrations offering more than one specialty area. ([http://gradschool.utk.edu/gradforms.shtml](http://gradschool.utk.edu/gradforms.shtml))

## Interdisciplinary Graduate Certificate Programs

The College of Nursing has one interdisciplinary graduate certificate program for students to develop specialized knowledge and skill in the specialty concentrations listed below. **A master’s degree in nursing is not required for admission.**

The College of Nursing and the Department of Public Health offer an interdisciplinary graduate certificate in health policy for graduate students from all disciplines with an interest in issues related to health and health care. The aim of the program is to prepare leaders, practitioners, researchers, and educators from nursing, public health, and other disciplines to be active in all aspects of policymaking. Course experiences will foster the examination and application of current policy research and the development of skills related to policy analysis, research, program evaluation, and advocacy.

**Requirements:** A minimum of four courses will be required for the certificate:

1. **Nursing 612: Health and Policy/Planning** - 3 hours
2. **Public Health 520: Public Health Policy and Administration** - 3 hours
3. **Preceptorship in Health Policy (e.g., Nursing 614 - Preceptorship in Health Policy; Public Health 589-Internship; or similar approved course)** - 3 hours minimum; students must complete a preceptorship arranged with a faculty member, health agency, or other organization involved in health policy programs. Under the supervision of a faculty member and in collaboration with a preceptor, the student will design and implement a specific project. The student is responsible for defining objectives, outlining deliverables, and selecting an evaluation method for the preceptorship experience. In addition, the student must submit Progress Reports on a bi-weekly basis to the faculty advisor and will complete a Final Report or reflective paper in order to receive credit for the preceptorship.
4. **Elective(s)** - 3 hours minimum; selected in consultation with departmental advisor

*Certificate candidates must currently be admitted to a graduate program at the university or hold a terminal degree and be a graduate student in good standing and comply with all other applicable academic policies. Total hours may vary based on the student’s academic record, experiences, and objectives. Each student will be assigned a departmental advisor while enrolled in the certificate program.*
### MSN Minors

Students enrolled in the MSN program can elect to complete minors in education and statistics. Information on the minors is available in this handbook, in The University of Tennessee, Knoxville *Graduate Catalog* and at [http://nursing.utk.edu](http://nursing.utk.edu).

In order for the minor to be recorded on the student’s transcript it must be declared on the student’s *Graduate Application*. This form can be found at [http://gradstudies.utk.edu/gradforms.shtml/](http://gradstudies.utk.edu/gradforms.shtml/).

#### Education

Education: The minor requires 12 hours of course work. Requirements are N566 *Education Principles and Strategies* and N565 *Nursing Education Practicum* in addition to 6 hours of education classes in the College of Education, Health and Human Sciences (CEHHS). Please consult with Dr. Mary Gunther at (865) 974-7589 or mgunther@utk.edu about the minor and specific CEHHS courses that can be taken in the minor.

#### Statistics

Statistics: The minor requires 9 hours of course work. The student needs to complete 9 hours of approved statistics courses, with 6 of those hours as an approved statistics sequence. N511 Statistical Applications to Nursing Research is not an approved course for the IGSP curriculum. A list of approved statistics courses is on the Intercollegiate Graduate Statistics Program (IGSP) website. An additional option through IGSP is the completion of a Master of Science degree in statistics concurrently with the MSN degree. For additional information on the minor in statistics refer to the IGSP webpage ([http://bus.utk.edu/stat/igsp/index.htm](http://bus.utk.edu/stat/igsp/index.htm)) or contact Dr. Lisa Lindley at (865) 974-0653 or llindley@utk.edu.
### NURSING ADMINISTRATION

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### ADULT-GERONTOLOGY NURSING*

**Adult/Gerontology Clinical Nurse Specialist**

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576 **FALL III** 7

### FAMILY NURSE PRACTITIONER

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### PEDIATRIC NURSING (PRIMARY & ACUTE)

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550 Women & Children I 2

AC* **SPRING II**

541 Care of the Child with a Complex Acute Illness

527 Clin Experience in Children’s Health 7

* Acute Track requires all 5 semesters.
### PSYCHIATRIC MENTAL HEALTH NURSING

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**Note:** Your actual plan of study and sequencing of coursework will be determined by mutual agreement of your academic advisor at the time you matriculate in the concentration.

### NURSE ANESTHESIA**

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<td>517 Adv Patho Resp/ Renal</td>
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<td>583 Directed Clinical Practice</td>
<td>9</td>
</tr>
<tr>
<td>549 Clinical Anesthesia Practicum VI</td>
<td>10</td>
<td>*(and N500 w/ Thesis Option)</td>
<td>12</td>
</tr>
</tbody>
</table>

*CNS Program is offered part-time only.

**Your actual plan of study and sequencing of coursework will be determined by mutual agreement of your academic advisor at the time you matriculate in the concentration.
Clinical Practice

Clinical Course Fees:
It is the policy of the University of Tennessee that special course fees may be imposed in specific courses for use of special equipment, materials or other specific University resources. Due to the cost of clinical instruction, a clinical course fee is assessed for every clinical/laboratory course in nursing at both the undergraduate and graduate levels. These course fees are added to the student’s fees each semester.

Health and Wellness Directives

The College of Nursing has identified specific health care requirements for all students enrolled within the College. These requirements are based on current CDC recommendations, hospital and clinic policies, and College directives.

For more information about student responsibility for maintaining and updating health records, refer to the student program handbook found on the web.

To protect the public and health care professionals, Knoxville area health care facilities require annual background checks and drug screening of all new employees and student health professionals who use their facilities. The College of Nursing uses an outside vendor, CastleBranch (CB), www.castlebranch.com, to conduct student background checks and to compile results of other requirements such as drug testing, CPR, personal health insurance and immunization records.

Keep in mind it is the responsibility of each student to ensure all immunizations and certificates are kept up-to-date. During summer and throughout the year, student health records are randomly audited for compliance. Failure to pass will result in being pulled from all nursing courses. Please ensure your documentation remains current. Specific directions for how to obtain and submit the required documentation may be found on the CastleBranch website.

To begin, go to the CastleBranch website and type in the package code provided on the attached CastleBranch instruction sheet; the instructions for submission of all documentation is provided. ALL nursing students admitted to a clinical degree program in the College of Nursing must complete a CastleBranch (CB) and drug screen prior to enrollment in the program and annually until graduation.

The costs of the background check, drug screens, insurance and immunizations are the responsibility of the student. **ALL DOCUMENTATION MUST BE SUBMITTED BY THE ESTABLISHED DEADLINE.**

Criminal Background Checks:
To enhance patient safety and protect the public, all nursing students must undergo annual criminal background checks.
Drug Testing:

To enhance patient safety and protect the public, all nursing students must undergo annual drug testing. When you register on CastleBranch, the agency will email you specific instructions about completing this test (approved locations and drug test form). College of Nursing administration reserves the right to randomly drug screen. Please refer to the SUBSTANCE ABUSE and DRUG/ALCOHOL TESTING POLICY.

Physical Examination:

The College of Nursing physical exam form must be completed and signed by a healthcare provider. Student must be cleared physically and emotionally to provide safe nursing care.

CPR Requirements:

Students are required to be trained in CPR prior to enrolling in degree programs or post-master certificate programs. A copy of your CPR card must be submitted. CPR training must be obtained through the American Heart Association Health Care Provider (BLS) course including CPR/AED. Expiration date must be visible.

RN and APRN Licensure (if applicable):

All DNP, MSN & RN to BSN students must be licensed as a Registered Nurse. If applicable, Advanced Practice Nurses should submit a copy of their APRN license. Each student must provide a copy of their current license. Expiration date must be visible.

Immunization Records:

In keeping with the policy of the College of Nursing, you will need to submit documented immunization records. All students in the College are required to give proof of immunizations; proof is defined as official medical records (e.g. State Health Department record). Students are required to give proof that they have had the following:

1. **Two MMR vaccines:** Documentation of 2 MMR vaccines given after 12 months of age or positive antibody titers for rubella and rubeola showing immunity. Please note that in order to document immunity to rubeola “Red measles”, you will need to provide evidence of dates of childhood immunization. Any student who tests non-immune must attach evidence of a recent rubella (or MMR) immunization. Precautions for rubella immunization: pregnancy; history of anaphylactic reaction following receipt of neomycin; immunosuppression.

2. **Hepatitis B series:** The series of three Hepatitis B injections are typically around $50
each and take six months to complete. **Titers are not accepted by the College.** A declination waiver from College is available upon request. If you begin the six month series, you must upload documentation after each injection, specifically listing the date for the next dose.

3. **Varicella titer:** Documentation of 2 Varicella vaccinations or positive antibody titer (lab report required). Varicella immunizations are required for any student who tests non-immune. Simply providing date of childhood disease is not sufficient. Declination of vaccination requires submission of titer. If student has negative antibody titer (upload documentation), then submit evidence of vaccination or Waiver.

4. **Tdap (tetanus, diphtheria, and a cellular pertussis):** There must be documentation of a single dose of Tdap in adulthood. A declination waiver from College is available upon request.

5. **Annual TB skin test:** You are required to submit a documented negative 2 step TB skin test upon admission to the College of Nursing. Each subsequent year every student is required to submit an annual negative one step TB skin test. If the results are positive, students must submit a documented cleared Chest X-Ray. The multi-puncture skin test for tuberculosis is not acceptable.

6. **Annual Flu vaccine:** Although not required at this time, it is expected that all students provide yearly documentation of Flu (Influenza) vaccine. This documentation is a Fall term requirement that must be submitted to CB by **October 8th.** This documentation may also be requested by the healthcare facility to which a student is assigned for clinicals; please add to your personal health records/documentation.

**Declination / Waiver information**

Students who cannot receive or refuse to obtain vaccinations must sign a declination form (available from the College of Nursing Student Services Office). Declination waivers must be signed and approved prior to being uploaded to www.castlebranch.com and then a hard copy must be mailed to the College of Nursing, Student Services Office. The waiver will be placed with the student’s records. **Waivers are granted only for legitimate reasons.** To be granted a Waiver due to medical reasons, students will be required to obtain a signed letter from their physician documenting the medical reason. **NOTE: Waivers will not be granted as a way to reduce student costs. Waivers will not be granted simply because the student’s personal healthcare provider deems the vaccination nonessential.** Keep in mind that the health status requirements listed above reflect the College Nursing student standards; our clinical academic requirements are strictly enforced.
Waivers procedure:

Submit Declination Request – Submit a request and a copy of titer (for Varicella Waiver only) to CON Health and Wellness Committee by emailing Karen Messing at kmessing@utk.edu or Karen Lasater at klasater@utk.edu. If declination request is approved, the Committee will email a waiver to the student.

Sign & Submit Waiver Form - After signing the waiver form all authorized documentation must be bundled together and then uploaded to www.castlebranch.com. Hard copies must be mailed to the CON Student Services office. Documentation includes, but is not limited to: copy of original titer, signed letter from healthcare provider documenting legitimate medical reason, formal declination request, any email communication with the Health and Wellness committee, and signed Waiver.

Waivers available:

HEPATITIS B VACCINATION - It is understood that by refusing this vaccine there is a continued risk of acquiring Hepatitis B, a serious liver disease, which can lead can lead to cirrhosis, cancer of the liver, or even death.

INFLUENZA ‘FLU’ VACCINATION – It is understood that by refusing to take the influenza/flu vaccine, I am at risk of contracting this disease and spreading the virus to my patients. By refusing this vaccination, I acknowledge that I will be held accountable to the rules and regulations of the healthcare facility to which I will be assigned.

TDAP VACCINATION – It is understood that by refusing to take the Tetanus Diphtheria-Pertussis/Tdap vaccine, I am at risk of contracting these diseases and spreading it to my patients and family. By refusing this vaccination, I acknowledge that I will be held accountable to the rules and regulations of the healthcare facility to which I will be assigned.

VARICELLA VACCINATION – It is understood that by refusing to take the Varicella vaccine, I am at risk of contracting these diseases and spreading it to my patients and family. By refusing this vaccination, I acknowledge that I will be held accountable to the rules and regulations of the healthcare facility to which I will be assigned.

Health and Wellness Student Health Insurance

The College of Nursing requires that all students carry personal health insurance. Students must either present evidence of current coverage or enroll in a health insurance program. Students must show evidence of current coverage. Student group insurance is available through the university. For more information about the student health insurance available through the university contact Student Health Services (865-974-2251). This insurance may
be purchased during a designated period at the beginning of each semester

Questions:
Please feel free to contact the CON Student Services Office or the CON Health and Wellness Committee:

UT College of Nursing – Student Services
1200 Volunteer Blvd.,
Knoxville, TN 37996
(865) 974-7606 / (865) 974-3569 fax
CONadvising@utk.edu

Student Professional Liability Insurance
All nursing students (full time, part time, clinical and non-clinical) must have student professional liability insurance to participate in clinical placements and any nursing courses. Student Professional Liability Insurance coverage is limited to clinical laboratory experiences (all locations on and off campus) that are a component of nursing courses planned and supervised by faculty and does not cover student employment in clinical facilities. (RNs with RN Professional Liability Insurance must still purchase student liability insurance.) The University, under its Liability Insurance Program, will provide the necessary coverage at the lowest possible cost. The cost of student professional liability insurance is automatically charged to students’ accounts once a year. For the 2016-2017 academic year, student professional liability insurance is $20.

Description of Coverage
1. Covers liability of students and/or faculty members for the actions of the students while they are engaged in a University of Tennessee directed educational activity relating to their professional field.
2. Covers all locations on and off campus.
3. Limits of Liability: $1,000,000 per claim and $6,000,000 per annual aggregate per student.
4. Insurance Company: Granite State Insurance Company
5. Dates: June 1st, 2016 to May 31st, 2017
6. No individual policies will be issued. This office, upon request by the host location (practice site), will provide Certificates of Insurance evidencing the existing insurance. Send requests to Ann Tallent, Office of Risk Management, with any attachments to achappel@tennessee.edu.
7. Very Important: In the event that you are contacted by a law firm representing a patient/client/facility, please notify the Office of Risk Management immediately.

Students must have liability insurance to participate in clinical placements and any nursing courses. The cost of student professional liability insurance is automatically charged to students’ accounts.
Incident Report and Medication Error Report

Students build knowledge and skill in the practice of nursing in clinical practice settings under the instruction and guidance of nursing faculty. Clinical experiences include participation in the nursing care of patients/clients being served by healthcare agencies. As in all learning situations, occasional errors occur. To protect the legal/ethical rights or patients/clients and to facilitate learning, documentation of the conditions under which errors occur is required. To ensure proper documentation the student and faculty work together in the following procedure.

Upon recognition of a clinical error, the student, under supervision of the instructor and preceptor, must complete an incident report as required by the agency using the agency’s incident report form. This report is signed by the student and faculty member. For medication errors, a college of nursing medication error report is completed by the student and signed by both the student and faculty member (see Appendix G).

The faculty member will make copies of the incident report and/or medicine error report, immediately submit a copy to the coordinator of the course, and provide the student with a copy to retain for his/her own records. The faculty member will assume responsibility that the agency form is submitted to the appropriate persons.

The student must contact the course coordinator within twenty-four (24) hours of the incident to make an appointment to discuss the error and its implications.

Following the student’s appointment, the course coordinator submits the completed medicine error report to the Chair of the MSN Program.

After discussion of the incident, disciplinary action, if appropriate, will be taken at the discretion of the Chair of the MSN Program in collaboration with faculty involved and will be communicated to the student, faculty member, course coordinator, and the Dean.

Unsafe Clinical Performance

A primary responsibility of faculty is to ensure the physical and emotional safety of clients under the care of nursing students. If a student’s behavior is assessed to be unsafe, potentially or actually jeopardizing a client’s welfare, the student may be dismissed from the clinical area immediately. This behavior may be related to factors such as physical or mental health problems, use of chemicals, knowledge deficits, problem solving skill deficits, or anxiety.

The faculty will advise the student about the unsafe clinical performance, document the behavior using the Unsafe Clinical Performance form (see Appendix G), notify the course coordinator of the situation, and refer the student to appropriate resources for evaluation and/or assistance if needed. The student will meet the course coordinator regarding the unsafe performance. All faculty documentation and any written reports from the referral resources will be submitted to the Dean (or designee) of the College of Nursing.

The Dean (or designee) of the College of Nursing will make the final decision regarding the student’s continuation in the clinical rotation. The decision, including any conditions regarding return to the clinical area, must be made and communicated to the student within two weeks. As noted in the university undergraduate and graduate catalogues, a student may receive an
unsatisfactory grade in clinical due to unsafe clinical performance. Decisions regarding dismissal or suspension from the clinical area which result in a course failure can be appealed by the student. This appeal procedure is delineated in The University of Tennessee Hilltopics.

The College of Nursing reserves the right to allow re-admittance to the clinical area only if the recommended remedial actions have been accomplished by the student.

**Clinical Absence and Tardiness**

Attendance at all scheduled clinical laboratory experiences is mandatory. Consequences for a missed clinical experience will be determined by the faculty. Each case is evaluated on an individual basis considering such factors as: previous patterns of reliability and responsibility demonstrated by the student, availability of faculty, and reason for absence.

Punctuality is expected. When a student is tardy for any scheduled clinical experience, appropriate action will be determined by the faculty and might consist of dismissal from the clinical site for that day and/or an additional assignment to insure opportunity to meet clinical objectives.

Repeated unexcused tardiness and/or absence from scheduled clinical laboratory experiences will result in a clinical failure and possible dismissal from the College of Nursing.

If illness or other condition occurs and prevents participation in a scheduled clinical laboratory, it is the student’s responsibility to follow course guidelines for notifying the faculty and the agency. Consequences for a missed clinical lab will be determined by the faculty who will evaluate each case on an individual basis. Faculty will make the final determination for when a student is ready to re-enter clinical.

A student with a communicable condition should not participate in a scheduled clinical laboratory where risk of exposing others exists. Follow course guidelines for notifying faculty and the agency. If treatment is indicated, the student should follow-up with recommendations from a health care provider. Consequences for a missed clinical lab will be determined by the faculty who will evaluate each case on an individual basis. Faculty will make the final determination for when a student is ready to re-enter clinical.

**Student Health Policies**

Students must be physically, emotionally, and cognitively able to meet the requirements of clinical practice without threat to themselves or others. Students with disabilities are encouraged to contact the Office of Disability Services (DS) at 191 Hoskins Library or call 865-974-6087. Disability Services seeks to eliminate the barriers that students with disabilities encounter and to work with them to achieve and maintain autonomy. Recent documentation of a disability from an attending physician or psychologist is required. Faculty of the CON will work in concert with DS and students with documented disabilities to provide reasonable accommodations to facilitate success.

Responsibility for policy related to health clearance rests with the Health and Welfare Committee. All questions related to this requirement should be referred to the Graduate Administrative Assistant, Lucie Phillips, or the Director of Student Services, Ms. Lori Hunter. All
documentation must be submitted to the College’s third-party agency, Certified Background. Students are required to keep all health documentation and immunization records updated. Failure to keep records updated is deemed non-compliance and will result in being dropped from all nursing courses immediately.

**Physical Examination Form:** Faculty views maintenance of health as the responsibility of the individual. Completion of a Physical Examination Form is required of each nursing student prior to enrollment in clinical nursing courses. These forms are available from the Student Services Office, College of Nursing Room 203. Faculty views maintenance of health as the responsibility of the individual. Forms must be submitted using the College designated agency prior to enrollment in the degree program.

**Student Health Insurance:** The College of Nursing requires that all students enrolled in the College of Nursing course carry personal health insurance. Students must show evidence of current coverage. Student group insurance is available through the university. Contact Student Health Services (974-2251). This insurance may be purchased during a designated period at the beginning of each semester.

**Required Vaccination/Proof of Immunity/TB Test:** Evidence of rubella and rubeola immunity, hepatitis B vaccine, varicella immunity or vaccine, negative PPD tuberculosis skin test (or chest X-ray, if indicated), Tdap and flu must be presented prior to beginning clinical nursing courses. Students who choose not to obtain the hepatitis B virus, Tdap, or flu vaccination must sign a Refusal/Waiver Form and submit it to the College designated agency prior to enrollment in the degree program so the College will be in compliance with OSHA requirements. The form is available from the Student Services Office (see Appendix E). After complying with the initial requirement of a PPD skin test, evidence of a yearly PPD skin test (or chest X-ray, if appropriate) must be submitted to the College’s third-party agency, Certified Background. This is a CDC recommendation for all health care workers.

**Meningitis Vaccine:** The Centers for Disease Control recommends that students living in dormitory conditions consider vaccination against meningococcal disease. The vaccine protects against 4 out of the 5 strains of the disease which comprise nearly 70% of meningococcal meningitis on college campuses. College of Nursing students living in a dorm are advised to discuss the benefits and risks of vaccination with their health care provider and to make a personal decision about whether or not to be vaccinated. Up to date information about CDC recommendations can be obtained in at the CDC web site (www.cdc.gov). Students who wish to receive this vaccination can obtain it at the Student Health Center for approximately $70.00. Students should call in advance for an appointment.

**Students with Communicable Conditions:** A student with a communicable condition should not participate in a scheduled clinical laboratory where risk of exposing others exists. Follow course guidelines for notifying the faculty and the agency. If treatment is indicated, the student should follow up with recommendations from a health care provider. Consequences for a missed clinical lab will be determined by the faculty who will evaluate each case on an individual basis. Faculty will make the final determination for when a student is ready to re-enter clinical. (See policy re: Clinical Absence & Tardiness).
**Latex Allergy:** The incidence of latex allergy among healthcare workers is approximately 10% and may be rising. Any student who has or who develops a latex allergy while enrolled in the College of Nursing should notify the course faculty who may have that student in a clinical/lab situation where latex exposure may occur. It is the student’s responsibility to obtain a personal supply of latex-free gloves to have with them in clinical/lab experiences. The College of Nursing will stock a limited supply of latex-free gloves for student use.

**Exposure to Communicable Disease During Student Clinical Placement:** Students injured or exposed to certain communicable diseases during clinical practice should follow appropriate College of Nursing protocols and file appropriate forms.

**Student Uniforms in MSN Clinical Courses**
Professional attire is expected; and a lab coat is to be worn. Lab coats should be knee-length, white, and of good quality. Lab coats may be purchased at the University Center Book and Supply Store, online at Dove Professional Attire (www.doveapparel.com), or at a local uniform store.

A UT nursing photo ID badge must be on the lab coat whenever the student is in any clinical setting. This is not the same thing as the UT VolCard, which all UT students are required to have. (The VolCard is the student picture ID card received prior to the beginning of first semester; the VolCard lists campus ID number and is for the use of various University facilities and programs on campus).

During clinical learning, the College of Nursing will issue a Nursing Student Badge, using the same VolCard photo. The Nursing Badge will have the following information: photo, first name, last name, nursing student.

Initial issuing of Nursing Student Badge is free of charge to students. However, if the badge is lost, the replacement cost is charged to the student ($30). Checks should be made payable to the University of Tennessee and must be given to Phyllis King, College of Nursing Associate Dean Assistant. If the badge is damaged (e.g. sun damage), replacement cost is free.

These exposure protocols are as described next in this handbook.

**Exposure/Occurrence Protocols**

**Post Exposure to Blood Borne Communicable Disease Protocol**

This protocol is specific to UT, College of Nursing, and is consistent with the following directives:


Faculty and students must report contact with potentially infectious material by:
   a) breakage of intact skin (puncture or cut),
   b) splash into eyes or mouth, or
   c) exposure of non-intact skin.
Potentially infectious materials include: blood and blood products, semen, vaginal secretions, other body fluids containing visible blood, other normally sterile body fluids (cerebrospinal, synovial, peritoneal, pericardial, amniotic), tissues and organs other than skin.

The following are not considered infectious for blood borne pathogens, but may contain other infectious agents: feces, nasal secretions, sputum, sweat, tears, urine, vomitus, and saliva. Any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids should be considered infectious. The reporting process must be adhered to regardless of age of patient or known HIV or hepatitis B status of patient, student, or faculty involved in the exposure.

**Student Responsibilities:**
The student must notify the supervising faculty member promptly.

The student must make an immediate report of the incident to the appropriate individuals within the agency in which the accident occurred and complete any records required by agency policy.

The student may receive immediate testing/treatment at the University of Tennessee Emergency Room (UTMCER), if offered, or report immediately by phone to the physician staff of Student Health Services (or UTMCER if after 4:30 p.m.). Immediate reporting will allow initiation of the process of appropriate follow-up of possible exposure to blood borne pathogens, as well as provide for timely administration of appropriate therapy in the event of known HIV/Hepatitis B or other infectious exposure.

The student and faculty together must within 72 hours of the incident complete the College of Nursing Post Exposure Incident Form for Blood Borne Communicable Diseases. This form contains a refusal for follow-up waiver on the back (see Appendix G).

The student will have financial responsibility for testing and any ensuing treatment.

**Faculty Responsibility:**
The supervising faculty member will assist the student in the above reports and clarify the student's understanding of the recommendations of the agency's treating personnel, the University's Student Health Services, or the UTMC-ER physician.

The supervising faculty member will make the course coordinator aware of the incident and will file the CON Post Exposure Incident Form for Blood Borne Communicable Diseases with the CON Health/Safety Policy Officer.

The Health/Safety Policy Officer will provide the student with a copy of the completed form and will file the report for OSHA and campus compliance.

**Post Exposure to Tuberculosis Protocol**

**Student Responsibilities:**
The student must notify the supervising faculty member of a confirmed exposure to tuberculosis.
The student must report the exposure incident to the appropriate individuals within the agency.

A PPD skin test should be obtained for baseline data (provided the student had a previous negative skin test). If the agency does not provide this service for the student, the student may go to the University Student Health Service where the testing is available free of charge. PPD testing is also done at the local health department, but there is a $5 testing fee for those over the age of 21 years. If PPD testing is done at the health department, the reading must also be done there. They will not accept a reading report from anyone else.

A repeat PPD should be done three (3) months later. If the PPD is positive, a chest x-ray should be taken. At this time a decision will be made regarding prophylactic medication and appropriate medical follow-up. The health department provides x-rays free of charge. If the student has a current positive PPD, he/she should not have a PPD done, but wait 3 months and have a chest x-ray.

The student will complete a College of Nursing Post Exposure to Tuberculosis form at the time of exposure (see Appendix G).

The student assumes financial responsibility for testing and any ensuing treatment.

**Faculty Responsibilities:**
The supervising faculty member will assist the student in obtaining the necessary testing and clarify the student’s understanding of the recommendations for follow-up.

The supervising faculty member will inform the course coordinator of the incident and file the completed Post Exposure to Tuberculosis form with the Health/Safety Policy Officer. The student is to receive a copy of the form for reference in obtaining 3 month follow-up care.

The chair of the Health/Safety Policy Officer will keep a record of all such exposures.

**Post Occurrence Protocol for an Incident Other than a Blood Borne Communicable Disease or Tuberculosis**

**Student Responsibilities:**
The student must notify the supervising faculty member promptly.

The student must make an immediate report of the incident to the appropriate individuals within the agency and complete any records required by agency policy.

The student may receive immediate treatment at the agency if offered OR report immediately by phone to the physician staff of student Health Services (or UTMCEER if after 4:30 p.m.).

The student and faculty together must complete the College of Nursing Post Occurrence Form (see Appendix G) within 72 hours of the incident.
The student will have financial responsibility for any ensuing treatment.

**Faculty Responsibilities:**
The supervising faculty member will assist the student in the above reports and clarify the student’s understanding of the recommendations of the agency’s treating personnel, the university Student Health Services or the UTM CER physician.

The supervising faculty member will report the incident to the course coordinator and will file the CON Post Occurrence Form with the College’s Health/Safety Policy Officer.

The Health/Safety Policy Officer will provide the student with a copy of the completed form and will file the report for OSHA and campus compliance.

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**Master’s Committee**

Committee Selection: A three (3) member committee composed of the student’s Concentration Coordinator (major professor & committee chair) and two other faculty members whom are doctorally prepared at the rank of assistant professor or above and currently teaching in the graduate program should be formed as early as possible after the student has completed 9 hours in the MSN program with a GPA of 3.0 or higher.

If the student has a minor, one member of the committee must be from the minor department. The committee members are listed on the student’s Admission to Candidacy Application, which is located at [http://gradschool.utk.edu/gradforms.shtml](http://gradschool.utk.edu/gradforms.shtml)

At the College of Nursing, the committee is usually selected during the student’s first MSN clinical concentration semester.

The committee has responsibility of:

a. Approving the student’s Program of Study.
b. Ensuring fulfillment of degree requirements.
c. For thesis students--providing thesis guidance, approving the thesis, and planning, conducting and evaluating the final examination.
d. For non-thesis students--preparing, administering, and evaluating the Comprehensive Examination.
Examinations

Admission to Candidacy
Admission to candidacy for the MSN indicates agreement among the Master’s Committee members that the student has demonstrated acceptable graduate work and that satisfactory progress has been made toward the degree.

The Admission to Candidacy Application form (http://gradschool.utk.edu/gradforms.shtml) can be submitted after completion of at least nine (9) hours of MSN coursework with a 3.0 or higher GPA. The application is signed by all the members of the student’s Master’s Committee. All courses toward the degree, including transfer coursework and courses that have been waived, are listed on the application.

Courses are listed in chronological order, from the earliest course taken to the most recent course taken. A memo from the Chair of the MSN Program or Associate Dean for Academic Affairs must accompany the application if any courses have been waived.

N511 Statistical Applications to Nursing Research is not listed on the form because it is a prerequisite for admission to the program.

The student submits the completed application to the Office of the University Registrar (Room 209, Student Services Building) for approval. The application must be submitted no later than the last day of classes in the semester preceding the semester the student plans to graduate (e.g. submit the last day of fall semester for spring semester graduation). If you are graduating in the fall it is advisable to submit the application before the end of spring semester since many faculty are not available during the summer months.

The original form is to be submitted to the Assistant Dean & Director of Graduate Studies, Dr. Sadie Hutson. Once signed by the Assistant Dean & Director of Graduate Studies, it is the student’s responsibility to submit the form with original signatures to the Graduate School.

If any changes in the student’s program of study are made after the application is submitted the student must submit a Revision to Master’s/Ed.S Candidacy Form with copies distributed as described above. http://gradschool.utk.edu/gradforms.shtml
Comprehensive Final Examination MSN Degree Candidates

A Comprehensive Examination is required as part of all Master's degree programs at UT. The examination is conducted during the term the student graduates and is usually held about mid-term of the semester. The Comprehensive Final Examination is further discussed in the UT Graduate Catalog.

The responsibility for determining examination results rests with the student’s committee. Examination results will be reported to the Graduate School as pass or fail. It is the responsibility of the Chair of the student’s committee to inform students in writing about the results of the examination.

Students who fail the comprehensive examination may repeat it once. Students may not apply for re-examination until the following semester. Students must be registered during the semester they graduate. The result of the second examination is final.

1. Comprehensive Examination for Thesis Students: An oral defense of the student’s thesis along with responding to a case study question serves as the comprehensive examination. A thesis candidate must pass an oral defense of the thesis. The oral defense, which is concerned with course work and the thesis, measures the candidate's ability to integrate material in the major and related fields, including the work presented in the thesis. The final draft of the thesis must be distributed to all committee members at least two weeks prior to the date of the oral defense. The thesis is submitted online.

2. Comprehensive Examination for Non-Thesis Students: Each non-thesis student must pass a final written examination. The examination is not merely a test over course work, but a measure of the student’s ability to integrate material in the major and related fields. Students who receive a grade of “orals required” on the exam will be scheduled to have an oral examination in addition to the written exam. The oral exam will consist of further questions about topics included in the written examination as well as other questions related to the student’s program of study. All non-thesis candidates take the exam on the same day unless prior permission is granted by the Chair of the Master's Program. Students take the exam by computer. Additional information is provided to students in the semester they are scheduled to take the Comprehensive Final Examination.

3. Comprehensive Exam for Post MSN Certificate Students: Post MSN students are required to take and pass the case study question on the comprehensive exam. This case study exam will be taken in the final term of clinical concentration course work. Only two committee members are required for Post MSN certificate students.

4. The examination for the BSN-to-DNP student consists only of the clinical question, in which a plan of care must be developed in response to a hypothetical clinical case. The examination for the BSN-to-DNP student does not include questions about theory, research, or health policy because the DNP Comprehensive Examination at the time of the Capstone Project Proposal Presentation will cover these topics.
5. **Comprehensive Exam for Students Enrolled in Hybrid/Distance Programs:** Students enrolled in hybrid/distance programs will arrange a proctor for their comprehensive exam from acceptable proctors per the University of Tennessee Proctor Form. Faculty will remind all distance students via email announcement, that the UT honor code prohibits sharing of any information about this or any exam. Students will adhere to the following:

   a. Students will advise faculty of their proctor’s name, physical address, email address and telephone number one month after the start of classes in the semester their comprehensive exams are taken.

   b. Faculty will send the University of Tennessee Proctor Form to proctors with instructions to complete and return 6 weeks after the start of classes in the semester comprehensive exams are taken (email acceptable).

   c. The student is required to take the comprehensive exam on the same day as those who are on campus. Please notify Dr. Sadie Hutson shutson.utk.edu if there is some circumstance that prevents this from happening and it will be reviewed on a case-by-case basis.

   d. Should orals be required, the student will arrange a proctor while answering questions via teleconferencing.
Master’s Thesis (N500) & Scholarly in Nursing Practice (N582)

The following information is a supplement to the clearly specified rules and guidelines regarding a thesis provided in the UT thesis manual, Guide to the preparation of theses and dissertation. Please also refer to “Studies Involving Human Subjects” and “Procedures for Review of Studies Involving Human Subjects” in this handbook.

It is important to distinguish between N500 and N582. N500 involves the student completing a thesis, which is submitted online. A thesis is the formal report of scholarly research done by the student and conducted over 2 academic semesters (9 months). It requires 6 graduate credits (2 semesters of N500)--and becomes part of the University of Tennessee’s ETD collection on TRACE. http://web.utk.edu/~thesis/

All thesis/dissertations are posted on Trace, the Tennessee Research and Creative Exchange. For more information, visit http://trace.tennessee.edu/about.html. An Electronic Thesis or Dissertation (ETD) is just like a traditional thesis or dissertation, but instead of being printed and bound, it is accepted and stored in a format simultaneously suitable for electronic archives and worldwide retrieval. The University of Tennessee accepts and stores ETDs in Portable Document Format, or PDFs. An electronic copy of the thesis/dissertation (prepared according to the regulations in the most recent Guide to the Preparation of Theses and Dissertations, must be submitted to and accepted by the Graduate School on behalf of the Graduate Council.

N582 is an opportunity for a student to work with a faculty member on ongoing research. N582 involves a formal scholarly activity conducted during 1 academic semester, earning 3 graduate credits, and focuses on advanced practice.

Choice of thesis (N500), or supervised scholarly research project (N582) should be based on several considerations, including (1) your interest in doing original research; (2) your writing skill; (3) your computer skill (or willingness to develop this); (4) your professional goals; (5) your time frame; and (6) your ability to discipline yourself to work fairly autonomously (important for thesis).

If you choose N582, the course instructor(s) will align the student with projects across campus and with partnering entities to work on various research projects. The course instructor(s) will be the liaison between students and researchers. All students will be required to complete their 120 hours of work in the semester for which they are enrolled in N582.
If you choose thesis (N500), you need to keep in mind the sequence of events below:

1. The first step, having taken N501 and developed a proposal, is to gain the interest of 3 nursing faculty--and any additional faculty member outside the college you may wish to add--who will serve as your thesis committee. This is usually accomplished by sharing your written proposal and having informal conversations.

2. Next is the scheduling of a formal thesis proposal meeting, wherein you obtain the feedback of all members of the committee about your proposed research plans. Very often, significant revisions and modifications of the proposal take place at this meeting.

3. Having received committee approval, you now submit your study for Human Subject Review within the College of Nursing and then to the larger University committee, if appropriate. Please allow one month or longer for your study to be processed. Please contact Diane Carr (dcarr9@utk.edu) for directions on submitting your study, the review process and the system used for review of research studies. You should start early to obtain these permissions. If your research involves a nursing intervention wherein there may be risk (even slight) to participants, your study will go to the full 20-member university committee for review. A full review is also required for any project-- even if there is no foreseeable risk-- involving pregnant women, minors, HIV/AIDS patients, mentally ill or impaired individuals, prisoners, and certain other vulnerable groups and for qualitative studies.

4. Once you have received a letter from the Coordinator of Compliances stating that your study has been approved, you may begin data collection. Data collection for a Master's thesis ordinarily should take place during one semester; the summer term is optimal for some students. However, delays can occur-- especially if you are dependent upon other people to assist with aspects of the data collection. Plan carefully so that you are ready to start when your approval letter comes, and have a contingency plan should anything go awry. For example, make arrangements to use an additional hospital in case you do not obtain an adequate response from one of the original sites.

5. It is vitally important that you keep your chairperson informed regarding the data collection. He/she needs to know things such as, if you are not able to recruit as many subjects as planned or if there are problems arising with procedures. It is the student's responsibility to keep in touch with the chair.

6. A plan for statistical analyses of the data should be clearly formulated at the thesis proposal meeting before data are collected. The University provides five hours of free statistical consultation services to graduate students. The student may wish to add a person with statistical expertise to the thesis committee if the analyses are complicated.

7. If the data analyses require use of the main-frame computer, a computer account must be opened. This process takes about 10 days. Learning to use the computer for data analysis involves availing yourself of the free courses about using UNIX and learning to use SAS or SPSS software (There is not sufficient time in one semester to do a project, learn the computer, and write up the report).
8. Perhaps the hardest part for many students is the write up of the thesis. The best advice is to prepare chapters 1, 2, and 3 of the thesis as soon after the proposal meeting as possible. Circulate drafts of these chapters to all members of the committee, and revise early and often. Then, write the results and implications (Ch. 4 and 5) after you have analyzed the data. Your committee will give you helpful feedback for revisions; incorporate their suggestions. Allow time for faculty to read and edit your work. Do not expect overnight turnaround. Plan to give committee members 2 weeks to read the material before scheduled meetings.

9. Some students would be well served by obtaining the services of an editor or even a good friend who will candidly say, "I don't know what this means" or "This is too much in one sentence."

10. Work with the University's Thesis Consultant. The services are free and provide a wealth of expertise regarding formatting tables, preparing figures, and other matters, like checking your margins and headings in advance if you are typing your own thesis. The Guide to the Preparation of Thesis and Dissertations (http://web.utk.edu/~thesis/Guide.shtml) provides the correct format for theses or dissertations. Workshops are held periodically throughout the academic year. The date for each workshop is announced on the Graduate School website (http://web.utk.edu/~thesis/Guide.shtml).

11. Scheduling your defense meeting should be a mutual decision between student and faculty chairperson. A complete copy of the thesis must be available for review by all committee members at least two weeks prior to the defense meeting. If the student cannot meet this deadline, the meeting will be postponed.

12. The Graduate School News, distributed each semester, contains all of the Official University dates for including thesis defense meetings and submission of the thesis to the Graduate School. Obtain a copy and adhere to its deadlines.

13. An electronic copy of the thesis/dissertation (prepared according to the regulations in the most recent Guide to the Preparation of Theses and Dissertations, must be submitted to and accepted by the Graduate School on behalf of the Graduate Council. Each thesis/dissertation must be accompanied by one original approval sheet (not a photocopy). The approval sheet must have the original signatures of all members of the masters committee. The approval sheet reflects the final format for submission. The approval sheet certifies to The Graduate School the committee members have examined the final copy and found that its form and content demonstrate scholarly excellence. http://web.utk.edu/~thesis/ETDApprovalForm.pdf
Standards, Problems and Appeals

Academic Integrity
Academic Integrity is a responsibility of all members of the academic community. An essential feature of The University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. The honor statement to which students at The University of Tennessee are required to affirm is: As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.

Students are expected to sign an acknowledgement form indicating knowledge of and commitment to academic integrity (see Appendix G) the student handbook, Hilltopics (http://dos.utk.edu/publications/hilltopics/index.html), published and distributed annually, contains the statement of The University of Tennessee standards of conduct and all discipline regulations and procedures, including procedures to be used in cases of alleged academic dishonesty of plagiarism. (See appendix B for more detailed discussion of Plagiarism). All allegations involving student discipline, academic cheating, or plagiarism, or violations of the Code of Ethics will be handled through the procedures outlined in Hilltopics. Student rights and appeal procedures are also specified in Hilltopics.

Code of Ethics
In accordance with their stated philosophy, the faculty and students of The University of Tennessee, College of Nursing, believe that nursing has as its central focus human beings, society, and wellness. To best function as faculty and students in the promotion of wellness, prevention of illness, and care and rehabilitation of the sick, high ethical and professional standards must be maintained by those associated with the College of Nursing. These standards shall apply to the delivery of responsible nursing care, to faculty and student relationships, and to the maintenance of conduct that in no way detracts from the image of the profession or reputation of the College.

For this purpose, the UT College of Nursing Code of Ethics was developed using the American Nurses’ Association Code of Ethics for Nurses with Interpretive Statements (2001) as a guideline. Faculty, students and staff are equally responsible for adherence to the Code and are accountable for all acts in violation of it.

The need for health care is universal, transcending all national, ethnic, racial, religious, cultural, political, educational, economic, developmental, personality, role, and sexual differences. Nursing care is delivered without prejudicial behavior. Individual value systems and life-styles of the client should be considered in the planning of health care with and for each client.

The nurse's concern for human dignity and the provision of quality nursing care shall not be limited by personal attitudes or beliefs. If ethically opposed to interventions in a particular case because of the procedures to be used, the nurse is justified in refusing to participate. Such refusals should be made known in advance and in time for other appropriate arrangements to be made for the client’s nursing care. If the nurse becomes involved in such a case and the client’s life is in jeopardy, the nurse is obliged to provide for the client’s safety, to avoid
abandonment, and to withdraw only when assured that alternative sources of nursing care are available to the client (ANA Code for Nurses, p. 7, 1985). “The nurse’s primary commitment is to the patient, whether an individual, family, group or community.” (ANA, 2008)

It is the responsibility of the student to communicate his/her needs, concerns, and changes in health status to the faculty in a professional manner. In making assignments, faculty are committed to being sensitive to these factors.

The right to privacy of students, faculty, staff, patients, families, and other health professionals should be judiciously protected by those associated with the College of Nursing. When knowledge gained in confidence is relevant or essential to others, professional judgment shall be used in sharing it.

It is the responsibility of all those who have access to confidential information to see that such information is accessible only to those directly concerned with the individual. When an authorized person wishes to use a client’s record for research or non-clinical purposes in such a way that the individual may be identified, the client’s written consent must first be obtained.

All faculty and students automatically assume responsibility and accountability for their individual and group professional judgments and actions. The individual shall develop and maintain collective competence commensurate with his/her level of preparation and responsibility.

In the role of client advocate, the nurse acts to safeguard the client and the public. When health care and safety may be adversely affected by the practice of any person, responsible action may include but is not limited to:

1. Reporting to appropriate persons, student, faculty, or staff behavior that could adversely affect the client (including but not limited to alcohol or drug abuse).
2. Questioning a potentially harmful medical or nursing order.
3. Seeking testing for potentially infectious disease if participating in personal behaviors or professional activities that place the individual at risk.
4. Withdrawing from professional activities that pose an identifiable risk of transmission of infection from the individual to the patient (according to CDC guidelines in effect at the time of the activity).

The faculty, students, and professional staff in the College of Nursing shall avoid any conduct that would bring disrepute and disgrace to the students, faculty, college, or nursing profession, or that would adversely affect the teaching/learning environment. Such conduct may include, but is not limited to:

1. Commission of a misdemeanor or felony.
2. Fraud or deceit in filing and application.
3. Pilfering clinical or academic materials.
4. Acts which violate the accepted social norms regarding conduct of one person toward another. Social norms refer to the laws, written or unwritten, which protects the individual from unwanted acts or another, such as lying, slander, or gossip.
Every nursing student and faculty has the responsibility to promote the highest standards of academic honesty, which should include whatever kind of personal intervention necessary to eliminate dishonest conduct. Specific guidelines for university policy regarding penalties for academic dishonesty are outlined in the current issue of Hilltopics.

References:

Social Media Guidelines
The proliferation of new technology platforms for social media necessitates guidelines as we integrate these new technologies into our lives. Social media can provide a number of benefits. It can be used for professional networking; educating patients, family members, and even other healthcare professionals; and communication. With appropriate approval of the IRB, content and meaning of social media communications may also be used in research. In addition, nurses frequently use blogs, forums, and social networking sites to share experiences and methods. These are useful outlets for expressing emotions as well as seeking and receiving support.

However, these services must be used within the confines of the healthcare and nursing industry standards, specifically in regards to confidentiality and privacy (HIPAA). Employers often conduct web searches on job candidates, and the information they find can impact their decision to extend employment offers. Even ostensibly private posts and online activity can be uncovered with simple search engine queries.

Therefore, prudent and professional use of social media is imperative to your role as a student at the University of Tennessee Knoxville (UTK) College of Nursing (CON). As a member of the UTK CON community you have a duty to protect the reputation of your school, your classmates, your patients, and yourself.

The UTK CON upholds the American Nurses’ Association Principles for Social Networking (2011). Content in brackets reflects University of Tennessee specific language.

1. Nurses must not transmit or place online individually identifiable patient [instructor, classmate, or College of Nursing official] information.
2. Nurses must observe ethically prescribed professional patient-nurse [instructor-student, student-student, UT representative-student] boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s [faculty, classmate, representative of UT] privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

In addition, the American Nurses’ Association offers “6 Tips to Avoid Problems”
1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship. Do not share or post information or photos gained through faculty-student, student-student or UT representative-student relationships unless permission granted.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients [faculty, UT representatives] blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or co-workers, [faculty, students, UT representatives] even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Violations of social media guidelines should be reported to course faculty and/or programs chairs for investigation. Violations may result in sanctions up to and including dismissal from the nursing program. In addition, violations of HIPAA may result in federal prosecution, fines, and imprisonment.

References:
Academic Standards & Procedures

1. **Required GPA:** Students must attain a grade of B or better in graduate clinical courses including N583 Directed Clinical Practice, N504 Advanced Health/Physical Assessment and all concentration clinical courses. A student who received a final grade below a B in a course with a clinical component will be dismissed from the program. **Students are expected to maintain a 3.0 GPA in graduate coursework.** A student who does not maintain a 3.0 GPA will be placed on academic probation (see #3 Academic Probation). **Graduate students are not permitted to repeat a course, repeat an exam, or to do additional work for the purpose of raising a grade already received.**

2. **Grading Scale:** there is a standard grading scale for all MSN Classes:

<table>
<thead>
<tr>
<th>Alpha</th>
<th>Numeric</th>
<th>Graduate School GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
<td>4 quality points; superior</td>
</tr>
<tr>
<td>A-</td>
<td>90-91</td>
<td>3.7 quality points; very good</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
<td>3.3 quality points; above satisfactory</td>
</tr>
<tr>
<td>B</td>
<td>83-87</td>
<td>3 quality points; satisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7 quality points; less than satisfactory</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
<td>2.3 quality points; below performance</td>
</tr>
<tr>
<td>C</td>
<td>75-77</td>
<td>2 quality points; below standard expected</td>
</tr>
<tr>
<td>D</td>
<td>67-74</td>
<td>1 quality point; unsatisfactory performance</td>
</tr>
<tr>
<td>F</td>
<td>66 or less</td>
<td>0 quality points; extremely unsatisfactory</td>
</tr>
</tbody>
</table>

3. **Academic Probation:** A student whose cumulative GPA drops below a 3.0 as a result of earning grades of C in courses, other than clinical courses in which a B is required, will be placed on academic probation.

A student will be allowed to continue in graduate study while on academic probation as long as each semester’s grade point average is 3.0 or better and the grade for clinical concentration coursework is at least a 3.0. If a student on academic probation does not attain a subsequent semester GPA of 3.0 or better, the student will be terminated by the Graduate School. Students must have a 3.0 or higher GPA to graduate.

4. **Clinical Performance:** If the clinical performance of the student is unsatisfactory, the student will receive a grade of “F” for the course.

5. **Academic Dismissal:** **No required nursing course may be repeated.** If a student achieves a final grade of less than a B in a graduate clinical course (see section on Required GPA), the student will be dismissed from the program. One grade of “D” or “F” in a non-clinical course will result in the student’s dismissal from the program. If the clinical performance of any student is characterized by unethical, unprofessional, unsafe behavior, or any behavior that places the client in jeopardy, the student will be dismissed from the program. A student on Academic Probation will be dismissed from the University and College of Nursing if a 3.0 GPA is not maintained.
6. **Mandatory Attendance at the First Session of a Nursing Class:** Attendance at the first session of all nursing classes is mandatory. Students may be dropped from a class if they do not attend the first session.

7. **Grades for Missed Assignments, Quizzes & Exams and Missed Classes:** In the absence of an immediate and acceptable explanation for missing any scheduled assignments, quizzes or examinations, a grade of zero will be recorded. Opportunities to submit assignments or take quizzes or exams at other than scheduled times are at the discretion of the faculty. Students are responsible for all material presented in their absence and for meeting all course requirements.

8. **Incomplete Grades:** If a student receives an Incomplete ("I") in a nursing course, the "I" must be removed prior to enrolling in any course for which the course is a prerequisite. An "I" is a temporary grade indicating the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to fulfill all requirements. An "I" is not given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for removal. If the "I" is not removed within 2 semesters (excluding summer), by the last day of classes of the 2nd semester (excluding summer) the grade is automatically changed to an F by the university. No student may graduate with an "I" on their record.

**Student/Client Audiotapes, Videotapes, & Photographs**

**Whenever an interaction with a client is to be recorded:**
1. The faculty member will determine if recorded interactions are consistent with the policies of the institution where the recording will occur.

2. Student and faculty will adhere to institutional policy.

3. Strict confidentiality will be maintained.

4. The purpose of the recording will be explained to the client.

5. The client will be informed that he/she may decline from being recorded, before or during said recording, without consequences.

6. In cases where clients are not associated with an agency, written informed consent from the client will be obtained and retained on file in the Dean’s office.

**Whenever Photographs of clients or others are taken:**
1. A nursing faculty or professional staff member will determine if the proposed photography activities are consistent with the policies of the institution, if appropriate.

2. Students and faculty will adhere to institutional policy.
3. The intended use of the photographs will be explained to the client(s).

4. Informed consent forms will be signed by individuals being photographed and will be retained on file in the Dean's office.

**Studies involving Human Subjects**

All MSN students must complete Protection of Human Subjects training. Information is available on the College website under The College of Nursing Office of Research Administration. Certificates verifying completion will be kept on file. All research conducted by UT faculty and students on human subjects for the purpose of dissemination of findings must be reviewed according to federal guidelines.

The process begins with pre-IRB forms and submission through iMedRIS (see College of Nursing - Center for Health Science Research Center website) that is reviewed by an internal committee. The internal committee is charged with review of the scientific merit of the proposed research as well as the protection of subject rights. Review of your study is conducted independently by two faculty reviewers, followed by discussion. Following review within the College, your study is forwarded to the Coordinator of Compliances. Exempt studies are usually approved within a week; other reviews may require review of the full 20 member Institutional Review Board. Please allow sufficient time for review when you plan your research. Research involving subjects deemed to be "vulnerable," such as persons with acute or chronic illnesses, cognitive impairments, or stigmatized conditions such as AIDS, almost always requires review by the full IRB. Please refer to the procedure for reviewing studies involving human subjects.

The Coordinator of Compliances does not review studies that are conducted solely to meet class requirements. These projects are supervised by the faculty assigned to teach the course. All of the ethical principles for using human subjects in research do apply to class projects, including, but not limited to, full explanation of the research, and preservation of subject confidentiality.

Before collecting data in an institution or reviewing patient records, permission must be obtained from the appropriate persons (agency director, for example). No data should be collected for any class project before the project has been approved by the faculty.

Reviews by the Human Subjects committee will not occur until after students have had a proposal meeting with their full committee.

Data collected while enrolled in N582 (Supervised Research) is under the direction and guidance of a faculty member who has received prior study approval. Collecting data in international settings requires human subject approval.

**Procedures for Review of Studies Involving Human Subjects**

( Including N500 & N582)

1. The College of Nursing Human Subjects Committee reviews all research proposed by faculty and students. To ensure timely review of proposals, faculty and students should submit forms at least **one month prior** to the proposed starting date.
2. All students submitting proposals for human subjects protection for studies should refer to the College of Nursing’s Office of Research Administration for procedures to submit IRB forms.

3. No project may begin until the University's Institutional Review Board has taken final action and the principal investigator has been notified of this via iMedRIS.

**Terminating an Approved Study Involving Human Subjects**

1. Complete appropriate section in iMedRIS

2. Have the Associate Dean for Research sign off in iMedRIS

**Release of Information**

The Family Rights and Privacy Act, 1974, Code of Federal Regulations 99.1, through the "Buckley Amendment," supported by Tennessee Statute Title 15-305, Sub (2), applies to the dissemination of student information. Strict obligations are set forth to ensure control of all student data.

It is the policy of The University of Tennessee, College of Nursing to meet both the letter as well as the spirit, of the law. To achieve this goal, the following UT, College of Nursing form has been developed.

The Authorization for Release of Information* form (see Appendix E) must be completed by the student before any information is released by the College of Nursing. The student may designate a UT, College of Nursing faculty member or members to provide requested information. The release form is available in the College of Nursing Student Services Office, Room 203.
Student Conduct
Reasons for Dismissal or Remedial Action:
Public Acts of Tennessee
Expectations of student conduct are based on the Rules of the University of Tennessee as promulgated by the Legislature as follows:

Chapter 1720-4-8
Maintenance of Ethical and Professional Standards- Nursing

Table of Contents
1720-4-8-01 Introduction
1720-4-8-02 Reasons for Suspension or Remedial Action

1720-4-8-01 Introduction
Failure to maintain the high ethical and professional standards of the nursing profession may subject a student in the College of Nursing to permanent dismissal or other appropriate remedial action by the University.

Authority: Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, and Public Acts of Tennessee, 1807. Chapter 64, Administrative History:

1720-4-8-02 Reasons for Dismissal or Remedial Action
1. A student enrolled in the College of Nursing is subject to disciplinary action up to and including permanent dismissal for engaging in the following acts of misconduct:
   • Commission of any offense classified as a felony by Tennessee’s criminal statutes or by Federal criminal statutes.
   • Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious.
   • Plagiarism, falsification of records, or other act which substantially impugns the integrity of the student.
   • Violation of the Standards of Conduct listed in Section 1720-4-3-03(1).
   • Other unprofessional or unethical conduct which would bring disrepute or disgrace upon student or profession or which would tent to substantially reduce or eliminate the student’s ability to effectively practice his/her profession.

2. A student applying for admission to the College of Nursing shall also be subject to the above provisions and may be denied admission on the basis of his or her failure to maintain the aforementioned ethical and professional standards.

Alleged Code of Ethics Violations and Alleged Academic Dishonesty or Plagiarism

1. A student accused of violating the College’s Code of Ethics, academic dishonesty, or plagiarism will be notified in writing by the faculty member reporting the incident. The letter will be signed by the faculty member and by the Dean. The letter will describe the incident and the professional penalty to be imposed. A copy of the letter will be sent to the Office of Student Conduct & Community Standards at student.utk.edu. Contact phone is (865) 974-3171.

2. For more detailed information on plagiarism see Appendix B. The student has the right to appeal the alleged violation or penalty by following the timeline and procedures outlined in the current issue of Hilltopics.

Emergent Situations
An emergent situation is one which could result in harm to either the person making the evaluation or to the person(s) being evaluated. This type of situation will be handled in the following manner:

- The individual making the assessment of an emergent situation will attempt to have the assessment confirmed by one of the following: a College of Nursing faculty member, a College of Nursing staff member, a member of the Department of Safety and Security, and/or an emergency services dispatch operator from E-911.
- The individual making the assessment will implement whatever intervention is felt to be the least invasive/intrusive, but which provides safety for all concerned.
- The individual making this decision will be responsible to report the action to the course coordinator, program chair, and the associate dean (if a student) or immediate superior (if a faculty member or staff member) as soon as the situation under action allows.
- Student situations of an emergent nature must be reported to the University Office of Judicial Affairs by the Associate Dean for Academic Affairs and/or the Dean.
Appeal Procedure

Grievance Process

Students, faculty, and staff are bound by administrative policies that detail procedures to be followed in the event that individual parties cannot resolve matters in mutually acceptable fashion. These procedures and descriptions appear in multiple official University publications and all parties are expected and bound to have an adequate familiarization and understanding of these publications and their content.

These policies and procedures govern actions in both formal and informal proceedings involving agents of the university (including students). Examples of University documents that contain such materials include, but are not limited to, Hilltopics, the College of Nursing Graduate Student Handbooks, faculty handbooks, and departmental policies. Information pertaining to allegations of violations of existing rules and/or regulations of The University of Tennessee is published in Hilltopics.

The appeals procedure and the Graduate Assistant Handbook are available at the Graduate School website http://gradschool.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf

For simplicity and clarity the following steps shall be followed by College of Nursing faculty, staff, and students when attempting to resolve a dispute or address an academic issue, a clinical issue, or a student’s mental or physical health concern that is not emergent in nature.

Step 1: Within 5 business days of a situation, either real or perceived, being identified that requires attention of a student, faculty member, or staff member, the individual with the dispute or issue will speak directly with the party involved (e.g., course faculty). If a mutually agreeable plan of action can be developed at this point, no further escalation is necessary. When each party satisfactorily fulfills all portions of the mutually agreed-upon plan, the situation is considered resolved. If a mutually agreeable plan of action cannot be reached, or if either party does not fulfill any portion of the mutually agreed-upon plan to the satisfaction of the other party, the situation will progress to Step # 2. If a mutually agreeable plan of action is reached, a written and signed copy of the plan will be given to the parties involved and a copy put in the student’s file.

Step 2: Within 5 business days, the student must submit a formal grievance request to the Executive Associate Dean of Academic Affairs and the involved faculty/staff identifying the grounds for appeal found on the Graduate School website and referenced in the Graduate catalog. The grievance request must include all documentation associated with the dispute and supporting the grounds for grievance. The faculty/staff involved in the grievance will submit all associated documentation to the Executive Associate Dean of Academic Affairs and the student within 5 business days of being notified of the grievance request by the student.

Step 3: Within 10 business days of receiving the Graduate Grievance Committee’s recommendation, the Dean will notify the student in writing of his/her decision and of the right to further appeal to the Graduate School.

ONLY grievances concerning grades and grievances concerning the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education may be appealed to the Graduate School (page 3 of graduate council appeals procedures).
General Policies

Substance Abuse Drug/Alcohol Testing Policy

Purpose of Drug/Alcohol Testing Policy

Nurses must conduct health care and educational activities fully in control of their manual dexterity and skills, mental faculties, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in a health care setting poses an unacceptable health and safety risk for patients and health care colleagues and undermines the public’s trust in the nursing profession. Preventing and/or detecting substance abuse is particularly critical for undergraduate students in the upper divisions and for graduate students in all programs, where students spend a considerable amount of time learning patient care in a variety of clinical settings.

Therefore, the following policy has been adopted to:

1. Protect the health and safety of patients and health care colleagues;
2. Preserve the public’s trust in the nursing profession;
3. Comply with the University’s agreements with affiliating clinical agencies; and
4. Maintain a drug-free workplace and academic environment and complement the University’s Drug-Free Campus and Workplace Policy and the University’s Student Code of Conduct.

Definitions of Terms Used in This Policy

The term “CON” means the University of Tennessee, Knoxville’s College of Nursing.

The term “drug testing” or “drug test” means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.

The term “Health Compliance Officer” means the Health Compliance Officer for the University of Tennessee, Knoxville’s College of Nursing.

The term “Health Care Provider” means a licensed Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), Nurse Practitioner (NP), or Physician’s Assistant (PA).

The term “illegal drug” means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with prescribed medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

The term “impaired” means that a person's mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired nursing student manifests deterioration in the level of function as compared to that previously observed, or the nursing student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness,
demeanor and attitudes as manifested in speech or actions. Impairment will include addiction to and/or physical dependence upon chemical substances.

The term “nursing student(s)” or “student” means any individual enrolled in the CON in pursuit of the BSN, MSN, DNP, or PhD in Nursing degree, including registered nurses (RN) and students taking courses via distance education, special students, or in post-graduate study, either alone or in combination with any other degree, regardless of the specific location of the student.

The term “positive,” with respect to drug testing, means the level identified by the Medical Review Officer in accordance with guidelines established for healthcare workers.

The term “reasonable suspicion” means that evidence which forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substance abuse. Facts which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

The term “substance abuse” means (i) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while on University or affiliated clinical agency premises or while participating in any University or affiliated clinical agency-sponsored or related activity, including any nursing-related course or clinical training activity; (ii) the illegal use of a legal drug; (iii) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any nursing student while: on University-controlled property; on the property of an affiliated clinical agency; and/or while participating in any University-sponsored or affiliated clinical agency-sponsored or related activity; and/or (iv) a nursing student's use of alcohol or any drug in such a way that the student's performance in any nursing course, including activities at any clinical agency, is impaired.

Policy Requirements

A. Drug and Alcohol Proscriptions and Duty to Notify College of Nursing about Drug/Alcohol Convictions

Substance abuse by nursing students is strictly prohibited and will result in disciplinary action, up to and including permanent dismissal from the CON.

In addition, a violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Such a violation may result in the student's dismissal from the CON. A nursing student who fails to notify the Health Compliance Officer about any such violation within five (5) days of a legal conviction, guilty plea, or plea of no contest for any such violation may be subject to dismissal from the CON.
**B. Student’s Agreement to Submit to Drug Testing upon Admission to College of Nursing Programs and to Submit to Subsequent Annual Drug Testing Arranged by the College of Nursing**

A student’s admission to the following CON programs is conditioned on the student taking a drug test and receiving results that are negative for the presence of illegal drugs:

1. Upper division of the BSN;
2. MSN;
3. DNP;
4. PhD;
5. RN to BSN; and
6. Certificate Programs

Upon receiving an offer of admission to one of the programs described above, a student shall submit a written authorization to the CON allowing CON vendor designated laboratory to conduct a drug test for the presence of illegal drugs and verify results through CertifiedBackground.com. The student shall agree to submit the drug test results to the Health Compliance Officer.

In addition, until graduation students in all clinical degrees and certificate programs shall submit to an annual drug screen using CON vendor for screenings. The CON reserves the right to random drug screen students for cause.

**C. Drug Testing by Affiliating Clinical Agencies**

In addition to the drug testing required by the CON, nursing students shall comply with an affiliating clinical agency's drug/alcohol testing policies (including but not limited to pre-employment or pre-clinical placement testing or when there is reasonable suspicion to believe that a student has engaged in substance abuse). The cost of all drug/alcohol testing required by affiliating clinical agencies shall be borne by the student or affiliating clinical agency, as determined by the affiliating clinical agency. Affiliated clinical agencies have the right to refuse any student for clinical placement based on concerns about that student’s ability to deliver safe treatment or care to patients.

**D. Reasonable Suspicion Drug Testing Requested by College of Nursing**

A nursing student who demonstrates behavioral changes reasonably suspected to be related to substance abuse may be required to submit to drug testing. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty member and/or a clinical agency. The nursing faculty member's/clinical agency’s request to drug test shall be documented (see Attachment A) and may be based on a variety of factors, including but not limited to:

1. Observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug;
2. Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance;
(3) information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional;

(4) substance abuse-related conviction by a court, or being found guilty of a substance abuse-related offense in another administrative or quasi-legal proceeding.

A request to drug test a nursing student shall be submitted to the Health Compliance Officer, who will determine whether there is a reasonable suspicion of the nursing student engaging in substance abuse.

The following procedures will be followed if the Health Compliance Officer determines that there is a reasonable suspicion of substance abuse:

(1) As soon as practicable, a drug test will be arranged by the CON, unless done in cooperation with the affiliating clinical agency. The test shall screen for the use of illegal drugs and/or for the use of any drugs which are reasonably suspected of being abused by the student.

(2) The cost of reasonable suspicion drug testing will be borne by CON student.

(3) The Health Compliance Officer will be notified of all test results.

(4) Until the Health Compliance Officer receives the drug test results, the student will not be allowed to participate in clinical activities.

Nothing in this section shall be construed to prohibit an affiliating clinical agency from conducting or ordering a drug test in accordance with the affiliating clinical agency’s policies and procedures.

E. Consequences Relating to Drug Tests

If a student tests positive for a prescribed drug, then the student must obtain a written statement from a qualified health care provider that the medication is prescribed and will not interfere with safe clinical practice.

If a student tests positive for an illegal drug or prescribed drug without a valid prescription then the nursing student will be deemed unable to meet the essential qualifications/functions of the nursing curriculum, will be dismissed from the CON (or not admitted to the CON), and will not be eligible for readmission if the student:

(1) Tests positive for substance abuse;

(2) Refuses or otherwise fails to submit to a drug test required under this policy; or

(3) Tampers with, contaminates, or switches a sample (or attempts to do any of those things).

The Health Compliance Officer will notify a student who has a drug test that is positive for substance abuse.

If a drug test is negative, that fact will be noted in the student’s record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease, the student will be released from further action, and the student will be permitted to make up clinical work, if any, that the student missed during the pendency of the drug test.
F. Appeals

If, after receiving a drug test that is positive for substance abuse, a student denies having engaged in substance abuse, then the student will be given the option of taking another drug test within twenty-four (24) hours of the notification to the student about the positive drug test. Student will be responsible for the cost of the repeat drug lab test. If the second drug test is also positive, then the student will be dismissed from the CON and will not be eligible for readmission to the CON. If the second drug test is negative, then the student will be permitted to continue in the CON.

If a student is dismissed from the CON because of a positive drug test, then the student may appeal that decision to the Dean of the College of Nursing. The student must submit a written appeal within 3 working days. The Dean of the CON will appoint a task force made up of the Student’s Program Chair and 2 additional faculty members to hear the appeal.

G. Confidentiality

All drug testing results will be treated by the CON as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate CON officials to perform their job functions (e.g., the CON’s Health Compliance Officer, appropriate CON program directors, the CON’s Director of Student Services, and course coordinators of the student’s clinical courses), disclosure is needed to protect the health and safety of others, or the student has consented in writing to the release of the information. The CON and the University shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic and disciplinary purposes and in connection with the defense of any student grievance and any claims filed by a student, or by his/her personal representative, in any court of law or with any state or federal administrative agency.
REPORT OF REASONABLE SUSPICION OF DRUG/ALCOHOL USE FORM

To be completed by the faculty member supervising the nursing student to be tested.

(1) Name and student identification number of student suspected of substance abuse as defined in policy: ________________________________________________

(2) Reasons why you suspect the student of substance abuse. (Be as specific as possible, including times and dates when incidents occurred or unusual behavior was observed, the identity of any particular substance suspected of abuse, if known, and the names and whereabouts of those witnessing the incidents/behavior.) [Staple additional comments/observations to this document]

NOTE: Some types of information that should be documented if observed or known includes but is not limited to: speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow); coordination (normal, swaying, staggering, lack of coordination, grasping for support); performance (unfair practices, unsatisfactory work); alertness (change in alertness, sleepy, confused); demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic); eyes (bloodshot, dilated); clothing (dirty, disheveled); odor of alcohol on breath); other observed actions or behaviors; unexplained absences or tardiness; whether student was found with drugs/alcohol or admitted to use of drugs/alcohol; whether other students or personnel have complained of student behavior and if so a list of witnesses to the behavior.

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

Based on the information above, it is my opinion that there is reasonable suspicion to believe that this student has engaged in substance abuse as defined in the CON Substance Abuse & Drug/Alcohol Testing Policy:

__________________________________________
Signature of Faculty Member

__________________________________________
Printed Name of Faculty Member

__________________________________________
Date
Policy on a Drug-Free Campus and Workplace

The following policy is excerpted from Hilltopics (http://dos.utk.edu/publications/hilltopics/index.html). Please refer to Hilltopics for the complete policy. In support of the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act of 1989, The University of Tennessee is notifying all students, faculty, and staff of the following University policy approved by the UT Board of Trustees on 21 June 1990.

It is the policy of The University of Tennessee to maintain a safe and healthful environment for its students and employees. Therefore, University policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on University property or during University activities. Violation of this policy is ground for disciplinary action up to and including immediate discharge for an employee and permanent dismissal for a student. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C. 841 39-6-401 et seq.). Local ordinances also provide various penalties for drug-and alcohol-related offenses. The University is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/alcohol abuse assistance or rehabilitation program.

Aside from any University policy considerations, the use of illicit drugs and/or the abuse of alcohol may be harmful to your health.

Individuals who are paid by The University of Tennessee from federal grants or contracts must notify the University of any Criminal Drug Status Conviction for a violation occurring in the workplace within five days after such conviction. The University is, in turn, required to inform the granting or contracting agency of such violation within ten days of the University's receipt of notification.

Employees and their families needing treatment information should call their local Personnel Office, Employee Assistance Program, or the State of Tennessee Employee Assistance Program (800-468-8369). Students needing treatment information should contact their campus Student Affairs Office, student health center, or counseling center. Approved Board of Trustees, 1990, Excerpted from Hilltopics

Fire and Smoking

1. If a student suspects a fire or smells smoke in the building, he/she should not hesitate to pull the fire alarm.
2. In the event of a fire alarm all occupants of the building should immediately evacuate the building through the nearest exit. Doors should be closed after all persons have exited. Occupants must use the stairs and not attempt to use the elevator.
3. No one should re-enter the building until instructed to do so by the fire safety or college administrative official.
4. For the health and safety of students and faculty, smoking is not permitted in the college of Nursing.
Inclement Weather
The University of Tennessee will remain open except in the most severe weather conditions. The Chancellor may officially close or suspend selected activities of the University because of these conditions. Campus and local radio and TV stations will be notified so that appropriate announcements can be made. If the University remains open, faculty and staff are expected to make every reasonable effort to maintain their regular work schedules, but are advised to avoid undue risks in traveling. If students are absent due to weather conditions, they are responsible for missed class work, and the instructor’s will provide a reasonable opportunity for students to make up missed work or exams. If the University is open and a clinical activity is canceled by a faculty member or preceptor due to severe weather, students will be notified by a prearranged mechanism (e.g., UT Alert).

Graduation
Graduation Application: Students must observe the deadline published by the Graduate School (available in the Office of Graduate Admission and Records and also online) for filing the Graduation Application, which is accessed through MyUTK under student records and apply to Graduate. The application deadline is approximately two weeks after classes begin for the term in which graduation is intended. If the student is completing a minor it must be declared on the Graduation Application. If the application deadline is not met the student’s graduation may be postponed. If the application is not filed the student will not graduate. Students are responsible for meeting all College and University deadlines for graduation.

Graduation Fee: Students pay a graduation fee the term in which they graduate.

Academic Attire: Academic attire is required for the University of Tennessee Commencement and Hooding ceremonies. Academic attire is rented through the UT Book and Supply Store. Arrangements to rent caps and gowns are made approximately one month prior to commencement.

University of Tennessee Hooding & Commencement: The University holds hooding and commencement ceremonies for Fall and Spring semesters. College of Nursing Students are encouraged to attend.

Certification
Students interested in seeking certification in their area of study after graduating from the Master’s Program are encouraged to discuss the various options with their academic advisor. The American Nurses Credentialing Center (ANCC) offers numerous certifications. Other organizations also certify. Check with your advisor for organizations offering certification in your area of study.

American Nurses Credentialing Center (ANCC)
Suite 100 West600 Maryland Avenue, S.W.
Washington, DC  20024-2571
1-800-272-4ANA http://www.nursingworld.org/ancc/
Contacting Faculty and Staff
Faculty and staff mailboxes are located in Room 338A. Please give materials to be placed in faculty mailboxes to one of the administrative staff (8am -5pm). Faculty can also be contacted by e-mail or phone.

It is important to remember that faculty are on 9 month appointments and generally not available during the summer. Administrative responsibilities are assumed by the Associate Dean for Academic Affairs and Assistant Dean of Graduate Studies during the summer. If you need to get information to/from faculty please do so during Fall and Spring semesters. Over the summer there may be long delays in hearing from or being able to contact faculty.

Sigma Theta Tau International Honor Society of Nursing
Sigma Theta Tau International is a professional nursing organization. Membership in Sigma Theta Tau is an honor conferred upon selected students in the undergraduate and graduate programs who have demonstrated excellence in their nursing programs.

Graduates of nursing programs who had good records as students and whose professional careers demonstrate commitment to the ideals and purpose of the profession and the honor society are also eligible for membership. The total membership includes students, graduates of the College, transfer members from other chapters, and nursing leaders from the community. The purposes of Sigma Theta Tau are to:
1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Strengthen commitment of the ideals and purposes of the profession.

Ceremonies, Conferences, Traditions, and Activities
College of Nursing Graduation* is an annual College of Nursing ceremony, which graduating students are awarded their hoods and/or pins. This is in addition to the University graduate hooding ceremony. The College of Nursing ceremony is traditionally scheduled the day before Commencement. Academic attire (cap and gown) are worn by graduating students and faculty. The College of Nursing has a pin that identifies graduates of the program. Purchase of the pin is optional. A list of those eligible to purchase the master’s pin is sent to the UT Book and Supply Store.

University Graduate Hooding is held Fall & Spring semesters for graduates from all colleges. Graduating nursing students are encouraged to participate in the University ceremony. Academic attire (cap and gown) are worn by graduating students and faculty.
Homecoming is a University celebration each Fall. Traditionally, students decorate the front window of the College of Nursing according to the Homecoming theme. Students are encouraged to participate in all Homecoming activities. The College of Nursing usually sponsors a program for College of Nursing alumni.

Sigma Theta Research Day is an event held each year to promote research. A keynote speaker highlights an aspect of nursing research, and community nurses, faculty, and graduate nursing students’ present research projects.

Mary Boynton Distinguished Nurse Lecture is a yearly event with distinguished nursing teacher(s) or researcher(s) that present to students, faculty and the community.

Nurses' Week, May 6-12, each year includes a variety of activities (May 12 is Florence Nightingale’s and Martha Rogers’ birthday). Please plan to participate in as many of the activities as you can!

Annual Research Camp is a multi-day, research-centered conference/ workshop hosted by the CON Center for Health Science Research.

**Other events are scheduled throughout the year. Please check course syllabus, bulletin boards, and the MSN Community Blackboard site for additional events.**

College of Nursing/University Facilities

Vending Machines and Dining
Vending machines are located in the lower lobby. University dining facilities near the College of Nursing are located in the University Center, Thompson Boling Arena, and Art and Architecture Building.

Graduate Student Reading Room
Graduate Student Lounge is located on the ground floor in Room 128. There is a refrigerator for student use. A bulletin board displays announcements and current employment opportunities.

Graduate Bulletin Board
Official bulletin boards are located on the first floor of the College of Nursing. One section of the bulletin board is marked “Graduate.” Students are responsible for reading and responding, if indicated, to all information posted on the graduate bulletin board. These boards are for official communication only [Non-official communications will be removed].
Faculty/Staff Mailboxes
Faculty and staff mailboxes are located in Room 338. Please give materials to be placed in faculty mailboxes to one of the administrative staff members. Faculty and staff mailboxes are accessible from 8:00 a.m. to 5:00 p.m.

Canvas Site for Program Communication
An Organization site “MSN Program” is maintained on the university learning management system site. Students will find important program announcements and information, the Student handbook, links to other on campus websites, and announcements about College of Nursing events posted there. Students are expected to review this site regularly, at least biweekly, to be certain that important information is not missed.

Writing Center
The Writing Center is located in Room 212 of Humanities and Social Sciences (HSS) on the UT campus (974-2611). It is designed to serve the needs of the academic community. Whether you are a student or a faculty member, whether you have nearly completed a document or are having trouble getting started, tutors can give you useful advice. Tutors can give you through every stage of the creation of your document, from generating ideas to planning and outlining, from revision on the structural level to revision on the sentence level, where you may be struggling with points of grammar or style. Tutors are either English Department instructors or graduate students pursuing M.A.s or PhDs in English. Most of them are specializing in rhetoric and composition. The center operates the Grammar Hotline (974-2611) during the open hours for persons who have questions that can be answered in less than five minutes. Tutors will not edit documents for you; their service is instructional.

For your use, the Center keeps a wide variety of composition textbooks, writing manuals, and dictionaries. You are also welcome to use one of their word processors. There are several computers, all of them connected to laser printers. You are asked to bring your own flash drives; and because they are not a computing center, you are asked to use these machines only if you are being tutored there. If you are not familiar with Microsoft Word, one of the tutors will get you started.

No appointments are necessary; just walk in and you will be assigned a tutor. Then, after your first tutorial, you can arrange to meet with your tutor on a regular basis, if you wish. Every three weeks or so, to acknowledge your work, we will send your instructor a report of your attendance.

Student Counseling Center
Students experiencing personal adjustment problems or crises may contact the Student Counseling Services Center at 900 Volunteer Boulevard by calling 974-2196. There are individual and group sessions available. All sessions are confidential. An advisor may recommend that a student seek counseling if personal crises negatively influence academic or professional performance.
Student Success Center
The Student Success Center’s Mission is to promote student learning and academic success. The Center is located at 1817 Melrose Avenue. Phone: 974-HELP (4357) FAX 974-2944. http://studentsuccess.utk.edu

Computer Labs on UT Campus

<table>
<thead>
<tr>
<th>Department</th>
<th>Room</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Department</td>
<td>Room 345</td>
<td>974-0947</td>
</tr>
<tr>
<td>Ayres Hall</td>
<td>Room 013</td>
<td></td>
</tr>
<tr>
<td>Career Services</td>
<td>Dunford Hall, Room 100</td>
<td></td>
</tr>
<tr>
<td>Hodges Library</td>
<td>The Commons Rooms, 220 &amp; 235</td>
<td></td>
</tr>
<tr>
<td>Hodges Library</td>
<td>Rooms G20 &amp; G21</td>
<td>974-0046 or 974-9067</td>
</tr>
<tr>
<td>Humanities</td>
<td>Rooms 201 &amp; 202</td>
<td></td>
</tr>
<tr>
<td>International House</td>
<td>Room 208</td>
<td></td>
</tr>
<tr>
<td>Nielsen Physics</td>
<td>Room 207</td>
<td></td>
</tr>
<tr>
<td>Perkins Hall</td>
<td>Rooms 208 &amp; 209</td>
<td>974-8903</td>
</tr>
<tr>
<td>Presidential Court</td>
<td>Room 113A</td>
<td>974-9589</td>
</tr>
</tbody>
</table>

Publications

Nursing Report is published annually for alumni and friends by the College of Nursing, Public Relations Committee. The publication is primarily devoted to report the state of the College and its alumni, students, and faculty. The Beacon, is a daily student publication distributed campus-wide.

E-mail/VolMail Accounts
Graduate students may obtain a University VolMail account for their personal e-mail or Internet communication.

VolMail is the UT email option for students. Volmail is hosted by Microsoft’s Live@EDU which allows for client access (i.e. Outlook), web access, and mobile access from smart phones or tablets. For more information, please see the UTK Office of Information Technology (OIT) website: https://oit.utk.edu/accounts/email/Pages/default.aspx.

Students are expected to use their university e-mail. E-mail is the official form of college and university communication with students. It is the student’s responsibility to have their university e-mail account available for communication with faculty.
Appendix A: Nurse Anesthesia Concentration

Developed: October 2000
University of Tennessee, Knoxville
College of Nursing
Nurse Anesthesia Concentration

History
The nurse Anesthesia Concentration in the College of Nursing at Knoxville was established in 2000. However, a nurse anesthesia educational program has been in continuous operation at our major clinical site since 1963. Students completing the program prior to 1992 were awarded a Certificate in Nurse Anesthesia from the University of Tennessee Memorial Hospital. In 1992, a graduate curriculum was initiated in concert with the University of Tennessee Memphis, College of Nursing, to award graduates a Master of Science in Nursing. The establishment of a new and autonomous program of nurse anesthesia educations, within the College of Nursing on the Knoxville Campus, was finalized in the Fall of 2000.

Goal
The goal of the Nurse Anesthesia Concentration is to prepare qualified registered nurse to become anesthesia practitioners with an advance scientific knowledge base and a comprehensive array of clinical skills. Graduate should be able to:

1. Competently prepare and deliver nurse anesthesia services throughout the spectrum of practice settings in order to meet the healthcare needs of the public.
2. Conduct independent study and research in support of advancement of the profession.
3. Participate in the clinical and didactic components of nurse anesthesia educational programs.
4. Assume professional leadership roles at the local, state, and national levels.

Clinical Sites
The major clinical site for the Nurse Anesthesia Concentration is the University of Tennessee Medical Center in Knoxville, which is a Level-I adult and pediatric trauma center offering a wide range of clinical experiences to student registered nurse anesthetists. Other clinical site affiliates include Ft. Sanders Regional Medical Center, Le Bonheur Children’s Hospital in Memphis, Parkwest Medical Center, and Methodist Medical Center of Oak Ridge. Additional clinical sites are currently being examined to provide additional clinical enrichment experiences for our students.

Curriculum
A typical “showcase” plan of study for the nurse anesthesia concentration, along with the course descriptions for each didactic and clinical offering, is presented on the following pages:
<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Semester I:</strong></td>
<td>N501 Advanced Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>N510 Theoretical Foundations of Nursing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>N507 Leadership &amp; Change in Dynamic Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>N582 Scholarly Inquiry **(or N500 Thesis Option)</td>
<td>3 (semester total hr. = 12)</td>
</tr>
<tr>
<td><strong>Mini-Term I:</strong></td>
<td>N504 Advance Health/Physical Assessment</td>
<td>3 (semester total hr. = 3)</td>
</tr>
<tr>
<td><strong>Summer Semester I:</strong></td>
<td>N524 Basic Principles of Anesthesia I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>N505 Advance Clinical Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>N522 Chemistry &amp; Physics for Nurse Anesthesia</td>
<td>3 (semester total hrs. = 9)</td>
</tr>
<tr>
<td><strong>Fall Semester I:</strong></td>
<td>N525 Basic Principles of Anesthesia II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>N526 Practice Issues: Nurse Anesthesia</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>N544 Clinical Nurse Anesthesia Practicum/Seminar I</td>
<td>4 (semester total hrs. = 9)</td>
</tr>
<tr>
<td><strong>Spring Semester II:</strong></td>
<td>N523 Advanced Principles of Anesthesia Practice</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>N545 Clinical Nurse Anesthesia Practicum/Seminar II</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Self-Evaluation Examination (see Exam)</td>
<td>0 (semester total hrs. = 10)</td>
</tr>
<tr>
<td><strong>Mini-Term II:</strong></td>
<td>N546 Clinical Nurse Anesthesia Practicum/Seminar III</td>
<td>2 (semester total hrs. = 2)</td>
</tr>
<tr>
<td><strong>Summer Semester II:</strong></td>
<td>N518 Advanced Pathophysiology: OB/Pediatrics</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>N547 Clinical Nurse Anesthesia Practicum/Seminar IV</td>
<td>9 (semester total hrs. = 11)</td>
</tr>
<tr>
<td><strong>Fall Semester II:</strong></td>
<td>N516 Advanced Pathophysiology: Neuro/CV</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>N548 Clinical Nurse Anesthesia Practicum/Seminar V</td>
<td>10 (semester total hrs. = 12)</td>
</tr>
<tr>
<td><strong>Spring Semester III:</strong></td>
<td>N517 Advanced Pathophysiology: Resp/Renal</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>N549 Clinical Nurse Anesthesia Practicum/Seminar VI</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Self-Evaluation (see Exam)</td>
<td>0 (semester total hrs. = 12)</td>
</tr>
<tr>
<td><strong>Mini-Term III:</strong></td>
<td>N583 Clinical Nurse Anesthesia Practicum/Seminar VII</td>
<td>2 (semester total hrs. = 2)</td>
</tr>
<tr>
<td><strong>Summer Semester III:</strong></td>
<td>N583 Clinical Nurse Anesthesia Practicum/Seminar VII</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>N506 Adv Anesthesia Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(will take comprehensive exams this semester)</td>
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<tr>
<td></td>
<td><strong>(and N500 @ 3hrs for thesis option)</strong></td>
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<td></td>
<td><strong>(semester total hrs. = 12 w/ thesis)</strong></td>
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<td><strong>(semester total hrs. = 12 w thesis)</strong></td>
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</table>

*your actual plan of study and sequencing of coursework will be determined by mutual agreement with your academic advisor at the time you matriculate.*

**Total: 94**

**With Thesis Option**

**Total: 97**
**N500 Thesis** (3 & 3) Utilization of the research process in an original scholarly inquiry using either quantitative or qualitative methods. Thesis hours are conducted under faculty guidance, and the completed thesis is prepared according to the University of Tennessee Guide for Thesis and Dissertations. Prereq: 501. NOTE: Student will register for this course twice in order to fulfill the hour requirement for Thesis. Students choosing the Thesis option DO NOT take N582, Scholarly Inquiry for Advanced Practice.

**N501 Advanced Nursing Research** (3) Research concepts necessary to critique and synthesize scholarly evidence to improve outcomes for practice. Prereq or coreq: 511, Graduate Level Statistics.

**N504 Advanced Health/Physical Assessment and Diagnostic Reasoning** (3) Development of advanced assessment skills and diagnostic reasoning to determine client health status and needs. Application of physiological, pathophysiological, and psychosocial concepts with implications for advanced practice nursing.

**N505 Advanced Clinical Pharmacology** (3) Focuses on pharmacodynamics, pharmacokinetics, and pharmacotherapeutics for advanced practice nursing. Prereq: 301 or equivalent or consent of instructor.

**N506 Advanced Anesthesia Pharmacology** (3) Pharmacological implications of anesthesia delivery with complex acute and chronic illnesses.

**N507 Leadership and Change in Dynamic Systems** (3) Explore advanced practice and nurse leader roles in facilitating change in individual, groups, communities, populations, and organizations, the profession, and health care system. Focus on improving health and health care through health promotion, policymaking, collaboration, and leadership in dynamic systems.

**N510 Theoretical Foundations of Nursing** (3) Historical evolution of nursing science and nursing’s metaparadigm; critique and application of conceptual models and/or middle range theories which guide decision making for advanced practice nursing, research, and leadership of healthcare teams.

**N516 Advanced Pathophysiology:** Anesthesia Implications for patients with Neurological and Cardiovascular Conditions (2) Integration of pathophysiology for patients with neurological and cardiovascular conditions requiring anesthetic care.

**N517 Advanced Pathophysiology:** Anesthetic Implications for patients with Respiratory and Renal Conditions (2) Integration of pathophysiology for patients with respiratory and renal conditions requiring anesthetic care.
N518 Advanced Pathophysiology: Anesthesia Implications for Obstetrical and Pediatric Patients (2) Integration of pathophysiology for obstetrical and pediatric patients requiring anesthetic care.

N522 Chemistry and Physics for Nurse Anesthesia (3) Application of fundamental principles of chemistry and physics to the practice of nurse anesthesia.

N523 Advanced Principles of Anesthesia Practice (2) Advanced concepts, principles and implications of anesthetic management.

N524 Basic Principles of Anesthesia I (3) An introduction to the scientific principles upon which anesthesia administration is based. The focus of this course is on the sound elementary principles of safe anesthesia delivery for the beginning practitioner.

N525 Basic Principles of Anesthesia II (3) Provides intermediate scientific principles upon which nurse anesthetists develop and implement plans of care for safe anesthesia management.

N526 Practice Issues: Nurse Anesthesia (2) Collaborative deliberation on issues related to the Nurse Anesthesia role.

N582 Scholarly Inquiry (3) Individually designed supervised research or other scholarly experience. Prereq: Consent of instructor, 501, 510. May be repeated. Maximum 6 hrs.

N544, 545, 546, 547, 548, 549 Clinical Nurse Anesthesia Practica/Seminar I-VI (2-9) Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.

N583 Clinical Nurse Anesthesia Practicum/Seminar VII (2-9) Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice. Must repeat; prerequisite N549; letter grade; credit hours 2-9 Prereq: Enrollment in or completion of all other graduate level courses in clinical nursing. Maximum 14 hrs
The University of Tennessee, College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE) and is unconditionally approved by the Tennessee Board of Nursing. The University of Tennessee is accredited by the Southern Association of Colleges and Schools (SACS). The Nurse Anesthesia Concentration is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA). Consequently, qualified students are eligible to apply for VA benefits and/or low interest loans guaranteed by the Federal Government. The financial aid department at the University of Tennessee can answer any questions regarding qualification for, and availability of, student loan funds (865-974-3131). All clinical sites, where applicable, are fully accredited by the Joint Commission (TJC).

The Council On Accreditation (COA)
222 South Prospect Avenue, Suite 304
Park Ridge, IL  60068-4001
Phone:  847-692-7050, ext. 1160
Fax: 847-692-7137

Southern Association of Colleges and Schools (SACS)
1866 Southern Lane
Decatur, Georgia  30033-4097
Phone:  404-679-4500
Fax:  404-679-4556

The Joint Commission (TJC)
One Renaissance Blvd.
Oakbrook Terrace, IL  60181
Phone:  630-792-5000
Fax:  630-792-5005

Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle, NW, Suite 530
Washington, DC 20036
Phone: 202-887-6791
Fax: (202) 887-8476

The Nurse Anesthesia Concentration is an extremely rigorous academic and clinical undertaking. Students average no less than forty hours per week in the clinical area and/or in the classroom. Beginning with the first Fall Semester, students average a minimum of six hours of didactic coursework per week. Lecture, labs and workshops, correlative conferences and Morbidity & Mortality (M&M) conference attendance are mandatory. Students take in-house call on a rotational basis with the following day off except for classes.
**Tuition, Fees, and Other Cost**

For a listing of current tuition and fees for our graduate program, please direct your browser to the following website: [http://web.utk.edu/~bursar/sgraduaterate.html](http://web.utk.edu/~bursar/sgraduaterate.html)

Additional estimated student expenses associated with this program are broken down on the following page. Be aware that if a student already possesses any of these listed supplies, their personal expense would be decreased by the estimated value of that item(s).

<table>
<thead>
<tr>
<th><em>Approximate Costs of Estimated Additional Expenses to the Student</em></th>
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<tbody>
<tr>
<td><strong>Basic Personal Anesthesia Library (required textbooks)</strong></td>
</tr>
<tr>
<td><strong>Personal Computer with Worldwide Communication Abilities</strong></td>
</tr>
<tr>
<td><strong>Associate Membership American Association of Nurse Anesthetists</strong></td>
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<tr>
<td><strong>Basic Monitoring Equipment / OR Supplies:</strong></td>
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<tr>
<td><strong>NBCRNA Self-Evaluation Examination X 2</strong></td>
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<tr>
<td><strong>National Certification Examination</strong></td>
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<td><strong>Anesthesia Review Course</strong></td>
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<tr>
<td><strong>Comprehensive Drug Screen &amp; Criminal Background Check</strong></td>
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<tr>
<td><strong>Prodigy Connect Anesthesia Review</strong></td>
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<tr>
<td><strong>ACLS &amp; PALS Course Registration</strong></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
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</table>

*These costs have been approximated at the time of printing. Actual costs may vary.*
Personal Leave, Holidays, and Sick Leave

In addition to holidays as detailed in the following paragraphs, all student registered nurse anesthetists (SRNAs) will be given 15 days of personal time off (PTO) each year beginning September 1 and ending August 31 annually. The only exception to the PTO policy occurs during fall semester of your first year of the program where transitional SRNAs will be off as follows:

- Thanksgiving Day
- Day after Thanksgiving (constitutes 1 PTO day)
- Christmas Day thru New Year’s Day (constitutes 4-6 PTO days)

The remaining ten PTO days can be scheduled between January 2 and August 31. This is subject to change based on the calendar placement of the holidays.

If a student has exceeded their allotment of PTO time due to illness within the 1st clinical year (September 1 – August 31), time will be deducted from the 2nd clinical year. Any absences from illness in excess of the 2nd clinical year will have to be made-up at the discretion and convenience of the administrative faculty. No SRNA will be eligible for program completion until this clinical practicum deficit has been removed. If a student is unable to make up these days they may be required to take a medical leave of absence or withdraw from the program. Failure to make up any excess PTO time will result in dismissal from the program.

Library

The UT Medical Center Library (Preston Medical Library) and all library services of the University of Tennessee campus are available for student use. Nurse Anesthesia Concentration students have access to all libraries on the UTK campus. To find out more information about library services available to you, please visit [http://www.utk.edu/libraries](http://www.utk.edu/libraries).

Evaluations

Clinical and didactic evaluations occur frequently during each semester. Formative mid-term evaluations will be performed and if any deficits or outstanding achievements are identified, they will be discussed with the student in a conference with the NAC Administrative Faculty. Formal summative evaluations are performed at the end of each semester and will be discussed with each student in a private evaluation conference with the Concentration Coordinator and other appropriate concentration administrative faculty, if necessary.

Student Employment

Due to the intensity and workload of the graduate curriculum and practicum, students are strongly discouraged from working. If students elect to work part-time, they may do so as long as academic and clinical performances are not compromised. **Under no circumstances may any student engage in the delivery of anesthesia care outside the educational training program. Any student discovered to be administering anesthesia care, except as a component of their clinical education, will be immediately dismissed from the program and will not be eligible for readmission.**
Transfer
Transferred course credit must be reviewed by the Program Director/Concentration Coordinator, approved by the Chair of the Master’s Program, and subsequently by the Graduate School. A “Transfer Credit Request Form” can be obtained from the College of Nursing’s Student Services Office, Room 203. Official transcripts of all transferred courses must be submitted to the Office of Graduate Admissions and Records. The courses must (a) have been taken for graduate level credit; (b) carry a grade of B or better; (c) be part of a graduate program in which the student had a B average; (d) be listed on the student’s Admission to Candidacy Form; and (e) not have been used as a graduation requirement in a previous master’s program. Transfer course policies are found in the current UT Graduate Catalog. Please be aware that final determination of the acceptability of transfer credit will not be processed until a student is admitted to the Nurse Anesthesia Concentration. There are no guarantees of the acceptance of any transfer credit until all parties have approved the credit transfer.

Progression
The practice of anesthesia requires a special kind of temperament, judgment, and confidence, which is not always apparent upon first meeting. If a student does not meet the requirements as determined by the faculty, he or she may be asked to withdraw. The faculty reserves the right to request the withdrawal of a student if his/her conduct, rate of progress, or other circumstances justify such action at any time during the program. Specific student rights in association with progression are detailed in several separate documents. These include, but are not limited to:
1. College of Nursing Graduate Student Handbook – (due process section)
2. Hilltopics – (UTK Student Handbook)
3. Graduate Catalog

Eligibility/Recommendation to Write the National Certification
Examination for Nurse Anesthetists
Upon completion of the clinical case requirements and anesthesia administration as set forth by the Council on Accreditation of Nurse Anesthesia Educational Programs and the Council on Certification of Nurse Anesthetists, as well as all other Concentration, College, and University requirements, graduates may be recommended by the Concentration Coordinator for the Certification Examination. Documented evidence of successful completion of all required clinical and academic experiences will be required of all students before this recommendation will be made.
Criteria for Graduation include (but not limited to)

- 31 months full time academic residence*
- Completion of required courses with a minimum GPA of 3.0.
- A grade of B or greater in all courses (both anesthesia, non-anesthesia and clinical).
- Completion of all clinical cases and clinical practice experiences mandated by the Council on Accreditation of Nurse Anesthesia Educational Programs.
- Recommendation to sit for the Certification Examination by the Program Director recognizing that the terminal outcome criteria of the program have been achieved.

* Applicants approved and accepted as Post-Masters Certificate students will have their exact length of program determined on an individual basis, dependent upon the evaluation of the exact coursework completed in their previous MSN. In no instance, however, will their anesthesia didactic or clinical requirements be any less than all other students enrolled in the Nurse Anesthesia Concentration.

Policies and Procedures
Any clinical policies and/or procedures that are specific to students of the Nurse Anesthesia Concentration will be supplied to the student at the beginning of the first summer semester. Any and all such policies and procedures will be included in a College of Nursing Graduate (MSN) Student Handbook addendum. All new policies and procedures, updates, and/or revisions will be supplied to students via email communication and/or attachments and are considered to be in force at the time of distribution unless otherwise noted or communicated to the student. It is the responsibility of the student to maintain and follow a current compilation.
Anesthesia Specific Course Objectives:
Didactic Courses

**N506, Advanced Anesthesia Pharmacology**
Pharmacological implications of anesthesia delivery with complex acutely and chronic illnesses.

**Objectives:**
1. Apply pharmacological principles to the anesthetic care of complex patients.
2. Integrate pharmacological and pathophysiological principles for the anesthetic care of complex patients.

**N523, Advanced Principles of Anesthesia Practice**
Advanced concepts, principles and implications of anesthetic management.

**Objectives:**
1. Demonstrate advanced understanding of anesthetic implications incorporating physical and pathophysiological principles.
2. Apply principles of anesthesia to the care of complex and diverse populations.
3. Demonstrate advanced anesthesia and pain management techniques in the care of diverse populations.
4. Utilize equipment and technology in the perioperative care of diverse populations.

**N524, Basic Principles of Anesthesia I**
An introduction to the scientific principles upon which anesthesia administration is based. The focus of this course is on the sound elementary principles of safe anesthesia delivery for the beginning practitioner.

**Objectives:**
1. Demonstrate basic understanding of anesthetic implications incorporating physical and pathophysiological principles.
2. Discuss the legal implications of clinical documentation.
3. Apply anesthesia specific assessment techniques and knowledge to diverse patient populations.
4. Apply specific pharmacologic principles to the anesthetic care of the perioperative patient.

**N525, Basic Principles of Anesthesia II**
Provides intermediate scientific principles upon which nurse anesthetists develop and implement plans of care for safe anesthesia management.

**Objectives:**
1. Apply principles of general and regional anesthesia to the care of diverse populations.
2. Demonstrate intermediate understanding of anesthetic implications incorporating physical and pathophysiological principles.
3. Apply specific pharmacologic principles to the anesthetic care of the perioperative patient.
4. Utilize equipment and technology in the perioperative care of diverse populations.

**N522, Chemistry and Physics for Nurse Anesthesia**
Application of fundamental principles of chemistry and physics to the practice of nurse anesthesia.

**Objectives:**
1. Apply principles of chemistry to the practice of nurse anesthesia.
2. Apply the principles of physics to the practice of nurse anesthesia.

**N516, Advanced Pathophysiology: Anesthesia Implications for patients with Neurological and Cardiovascular Conditions**
Integration of pathophysiology for patients with neurological and cardiovascular conditions requiring anesthetic care.

**Objectives:**
1. Describe the pathophysiological processes and underlying symptoms in neurological and cardiovascular conditions in patients requiring anesthesia care.
2. Describe management strategies for advanced anesthesia care delivery to patients with neurological and/or cardiovascular pathology.

**N518, Advanced Pathophysiology: Anesthesia Implications for Obstetrical and Pediatric Patients**
Integration of pathophysiology for obstetrical and pediatric patients requiring anesthetic care.

**Objectives:**
1. Describe the pathophysiological processes and underlying symptoms in obstetric and pediatric patients requiring anesthesia care.
2. Describe management strategies for advanced anesthesia care delivery to obstetric and pediatric patients requiring anesthesia care.

**N526, Practice Issues: Nurse Anesthesia**
Collaborative deliberation on issues related to the Nurse Anesthesia role.
Objectives:
1. Discuss a historical synopsis of the nurse anesthesia profession from its origin to current day.
2. Identify challenges that face nurse anesthesia practice in the 21st century including strategies to meet these issues.
3. Describe the practice of nurse anesthesia as it relates to diverse populations in a variety of settings.
4. Describe the relationship of research, education, and clinical practice in the maintenance and advancement of the profession of nurse anesthesia.
5. Describe the impact of active involvement in professional nursing organizations on the advancement of the profession.
6. Analyze ethical, legal, economic, and cultural factors that affect nurse anesthesia practice in the current health care environment.

N517, Advanced Pathophysiology: Anesthetic Implications for Patients with Respiratory and Renal Conditions
Integration of pathophysiology for patients with respiratory and renal conditions requiring anesthetic care.

Objectives:
1. Describe the pathophysiological processes and underlying symptoms in respiratory and renal conditions in patients requiring anesthesia care.
2. Describe management strategies for advanced anesthesia care delivery to patients with respiratory and/or renal pathology.

Clinical Course

N544, Clinical Nurse Anesthesia Practicum/Seminar I
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.

Objectives:
1. Demonstrate novice-level pre-operative preparation and planning for anesthesia care.
2. Demonstrate novice-level implementation of the intra-operative anesthesia plan using effective time management and inter-professional communication.
3. Demonstrate novice-level evaluation of the postoperative patient.

N545, Clinical Nurse Anesthesia Practicum/Seminar II
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.
Objectives:
1. Demonstrate intermediate beginner-level pre-operative preparation and planning for anesthesia care.
2. Demonstrate intermediate beginner-level implementation of the intra-operative anesthesia plan using effective time management and inter-professional communication.
3. Demonstrate intermediate beginner-level evaluation of the postoperative patient.

N546, Clinical Nurse Anesthesia Practicum/Seminar III
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.

Objectives:
1. Demonstrate advanced beginner-level pre-operative preparation and planning for anesthesia care.
2. Demonstrate advanced beginner-level implementation of the intra-operative anesthesia plan using effective time management and inter-professional communication.
3. Demonstrate advanced beginner-level evaluation of the postoperative patient.

N547, Clinical Nurse Anesthesia Practicum/Seminar IV
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.

Objectives:
1. Demonstrate competent-level pre-operative preparation and planning for anesthesia care.
2. Demonstrate competent-level implementation of the intra-operative anesthesia plan using effective time management and inter-professional communication.
3. Demonstrate competent-level evaluation of the postoperative patient.

N548, Clinical Nurse Anesthesia Practicum/Seminar V
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.

Objectives:
1. Demonstrate beginner proficient-level pre-operative preparation and planning for anesthesia care.
2. Demonstrate beginner proficient-level implementation of the intra-operative anesthesia plan using effective time management and inter-professional communication.
3. Demonstrate beginner proficient-level evaluation of the postoperative patient.
N549, Clinical Nurse Anesthesia Practicum/Seminar VI
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.

Objectives:
1. Demonstrate proficient-level pre-operative preparation and planning for anesthesia care.
2. Demonstrate proficient-level implementation of the intra-operative anesthesia plan using effective time management and inter-professional communication.
3. Demonstrate proficient-level evaluation of the postoperative patient.

N583, Clinical Nurse Anesthesia Practicum/Seminar VII
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.

Objectives:
1. Demonstrate novice practitioner-level pre-operative preparation and planning for anesthesia care.
2. Demonstrate novice practitioner-level implementation of the intra-operative anesthesia plan using effective time management and inter-professional communication.
3. Demonstrate novice practitioner-level evaluation of the postoperative patient.

Programmatic Terminal Outcomes
Concentration outcomes have been identified to assure that the graduate will be able to function above the minimum competency level for nurse anesthesia practice following completion of the Nurse Anesthesia Concentration. These outcomes are based on the Standards for Accreditation of Nurse Anesthesia Educational Programs. Upon the completion of the Nurse Anesthesia Concentration, the graduate will demonstrate the ability to:

- Perform a pre-anesthetic interview and physical assessment.
- Evaluate and integrate the patient history, physical examination, laboratory, radiological, and additional data.
- Prepare the patient psychologically to undergo anesthesia via an in-depth explanation of the anesthetic technique. Obtain informed consent.
- Formulate an appropriate anesthetic plan consistent with the medical and surgical needs of the individual.
- Administer general anesthesia to patients of all ages and all levels of acuity, as defined by the American Society of Anesthesiologists classification, for a variety of surgical and medical procedures.
- Administer physiologically based anesthetics utilizing a variety of techniques, agents, adjunctive drugs, and equipment.
- Administer and/or manage a variety of regional anesthetics.
• Initiate and manage fluid therapy during the preoperative, intraoperative, and postoperative periods.
• Recognize and take appropriate action in response to complications that occur during the administration of anesthesia as well as during the preoperative and postoperative periods.
• Position or supervise the positioning of the patient to assure proper alignment, freedom from excessive pressure or ischemia, and optimal patient safety.
• Recognize and manage anesthesia equipment problems.
• Evaluate and participate in the postoperative care of the patient.
• Recognize the need to implement and interpret a variety of monitoring techniques, including but not limited to electrocardiogram, central venous pressure, arterial pressure, pulmonary artery pressure, mixed venous saturation monitoring, pulse oximetry, end tidal CO2, blood chemistries and laboratory evaluations, bispectral index evaluation.
• Demonstrate the responsibilities of the nurse anesthetist for the safety of the patient and the surgical team.
• Function as a team member and resource person in cardiopulmonary resuscitation and in the respiratory care of the patient.
• Demonstrate an understanding of the different roles nurse anesthetists play in the critical care areas, and function as a positive influencing member of the health care team.
• Assume responsibility for the challenge of continuing professional growth and membership in professional associations.
• Participate in the education of patients and the community of interest.
• Demonstrate the ability to interact with a wide variety of personnel on a professional level.
• Function as a licensed registered professional nurse with advanced training in anesthesia under the appropriate legal restraints, accepting responsibility and accountability for one’s practice.
• Engage and interact in a professional, ethical, and morally upstanding manner.

Clinical Terminal Outcomes

The student registered nurse anesthetist will be able to demonstrate proficiencies in the administration of general anesthesia to all ages and ASA classifications of patients for a diversity of surgical and medically related procedures through the use of a broad variety of techniques, anesthesia agents, adjunctive drugs, and equipment in providing anesthesia care including, but not limited to:

Administration and / or management of regional anesthetic techniques.

Pre-operative Assessment:
1. Perform a pre anesthetic interview and physical assessment.
2. Evaluate patient history, physical examination, laboratory, radiological and additional diagnostic data.
3. Identify medical conditions that influence anesthetic care.
4. Develop an appropriate anesthesia care plan and an alternative plan consistent with the overall medical and nursing regimen.
5. Assign the appropriate ASA classification

**Preparation and Room Set-up:**
1. Prepare the appropriate equipment for each anesthetic.
2. Perform a systems check of all anesthetic equipment including the anesthesia machine prior to induction of anesthesia.
3. Select drugs and techniques appropriate to the procedure and patient status.
4. Transport the patient to the operating room in a timely fashion and facilitate case turnover.
5. Assure the presence and working order of emergence ventilation devices.

**Positioning:**
1. Position or supervise positioning of the patient to assure optimal physiologic function and patient safety.
2. Maintain proper alignment, padding all pressure points, avoiding ischemia and stretching.
3. Demonstrate proper use of axillary rolls, sleds, chest rolls and other equipment.

**Induction Period:**
1. Monitors - placed quickly and accurately.
2. Record initial vital signs.
3. Pre-oxygenation of the patient.
4. Mask manage of the airway.
5. Recognition and treatment of airway obstruction.
6. Demonstration of the proper use of oral and/or nasal airways.
8. Drug Administration.
9. Administration of proper drug dosage in the proper sequence.
10. Appropriate timing of drug administration.
11. Airway Management, Laryngoscopy and Intubation.
12. Perform laryngoscopy and intubation.
13. Verification of endotracheal tube placement.

**Maintenance:**
1. Demonstration of awareness of surgical procedures and their anesthetic requirements.
2. Adjustment of anesthetic depth in accordance with surgical stimulation.
3. Initiation and management of fluid therapy within the plan of care.
4. Interpretation and utilization of data obtained from the effective use of current invasive and non-invasive monitoring modalities.
5. Recognition and initiation of appropriate actions with reference to complications occurring during anesthesia management.
6. Identification and reaction to anesthesia equipment related problems.
7. Utilization of appropriate principles of basic and behavioral sciences in protecting patients from iatrogenic complications.
8. Institution of proper warming techniques intraoperatively.
9. Demonstration of knowledge of pharmacokinetics and dosing intervals by re-dosing at appropriate intervals based on clinical criteria.

**Emergence:**
1. Titration of anesthetics to allow for rapid emergence and awakening.
2. Appropriate administration of neuromuscular blockade reversal agents.
3. Assurance of adequate ventilation and return of protective reflexes prior to extubation of the trachea.
4. Transportation of the patient safely to the Post Anesthesia Recovery Room.

**Anesthetic Record:**
1. Intraoperative record accurately reflects intraoperative events and anesthetic management.
2. Record is legible and complete.

**Knowledge Base:**
1. Displays theoretical knowledge of anesthesia principles.
2. Application of theoretical knowledge - accurate calculation of doses and concentration of anesthetic agents.
3. Interpretation of drug actions and interactions.
4. Discussion of drug potency, indications, contraindications, and dosages.
5. Selection of anesthetic techniques based anatomical and pathophysiological conditions of the patient.

**Skills and Attitudes:**
1. Demonstration of manual dexterity.
2. Asks questions and seeks new experiences.
3. Exhibits ethical as well as professional behavior.
4. Demonstrates the ability to interact with personnel on a professional level.
5. Functions within the appropriate legal requirements as a licensed professional nurse, accepting accountability for his/her own practice.
6. Participates in the education of patients and the communities’ interest.
Appendix B: Plagiarism

PLAGIARISM

What is Plagiarism?*
Plagiarism is:

1. Copying someone else's work and passing it off as your own.

2. Quoting or copying directly from a source (book, magazine, etc.) without proper acknowledgment.

3. Borrowing the ideas of someone else, even though you have put them in your own words, without proper acknowledgment in a footnote.

4. Making use of an author's words without using quotation marks even though there is proper acknowledgment.

You must be careful not only to acknowledge the use of the material of others, but also not to borrow the words of the author without using quotation marks. Since you should use quotations sparingly in your paper, you must be sure that you put the ideas of others in your own words.

The following examples will illustrate this type of plagiarism:

ORIGINAL MATERIAL
America was not only shoveling coal during these decades, it was helping fashion a New South. One feature of that New South was the cotton mill. It was largely sustained by the labor of women and children, many of them from mountain counties. Appalachian "hillbillies" mingled with poor whites of the lowlands to form clusters of mill villages in their mutual search for a better existence. The search was grueling. In 1900, 57.5 percent of the children working in Southern cotton mills were between the ages of 10 and 13.

PLAGIARIZED VERSION IN RESEARCH PAPER
America was helping fashion a New South during these decades. The cotton mill, largely sustained by the labor of women and children from mountain counties, was one feature of that New South. In their search for a better existence, "hillbillies" mingled with poor whites to form mill villages. Their search was grueling since many of the children working in Southern cotton mills were between the ages of 10 and 13.

This is a plagiarized paragraph even though acknowledgment to the author has been given in the footnote. The wording is too much like the original. Sentences from the original have been inverted or combined or some words omitted, but the words and the phrases are the original
author's, not those of the author of the research paper. Compare this plagiarized paragraph with the legitimate version which follows.

**LEGITIMATE VERSION**

Wilma Dykeman refers to the influence of the cotton mill on the New South and on the Appalachian mountain families who came to work in the mills. The "hillbillies," as well as the poor whites of the lowlands, hoped that industrialization would mean a better life. The grueling existence they found instead is revealed in the fact that "in 1900, 57.5 percent of the children working in Southern cotton mills were between the ages of 10 and 13."4

* Reproduced by permission from Davis, Beulah. "The research paper," A brief composition handbook, Roane State Community College, Harriman, TN.


**THE USE OF QUOTATIONS**

Use quotations sparingly in your research paper. You may want to quote an expert opinion or an important person. A quotation is also appropriate if the original version is written so well that you feel a paraphrase would destroy its impact. However, you must be very selective in your use of quotations. If you have too many quotations in your paper, it will appear that you have not digested or understood the information from your sources, or that you are too lazy to paraphrase the material.

All quotations must be integrated smoothly into the text of your paper. One way of doing this is to introduce the quotation by referring to the author:

As Samuel Johnson said, "Dictionaries are like watches: the worst is better than none, and the best cannot be expected to go quite true."

Rather than quoting an entire sentence, you may find it easier to integrate a partial quotation.

**Wrong:**

"Neither did they want imposing church buildings because, to them, the church is not of this world and the building is only a place to meet."

**Right:**

Loyal Jones comments that the Appalachian people do not desire "imposing church buildings because, to them, the church is not of this world and the building is only a place to meet."
If you do not want to refer to the author, or there is no author, you can use introductory phrases such as these:

According to some critics . . .
One source declares that . . .
Some authorities feel that . . .
Opponents of the plan insist that . . .

Another good way to integrate the quotation is to work a partial quotation into your own paraphrased sentence.

To Darl the water is "like hands molding and prodding at the very bones."

A mirror for Appalachia is needed, which will help Appalachians to become "aware of who we are and why, and be at ease with this knowledge."

Remember that you must reproduce quotations exactly as they appear in the original. If there is an error, such as a misspelled word, you must reproduce the error just as it is but indicate that you are aware of the error by inserting Latin word sic in square brackets immediately after the error.

Otherwise, the reader will assume the error is yours. Any other explanatory matter can be inserted in square brackets.

**EXAMPLE:**
The strides made by the Eastern Cherokees can perhaps best be summarized in a statement by Ted Krenzke, a former Indian agent at Cherokee: "The Eastern Band of Cherokees can be rated among the top 10 percent of all such Indians today (those living on reservations) . . . in employment, personal income, educational services, housing, recreation, health and all kinds of community service."

**ELLIPSIS MARKS**
Use ellipsis marks, three spaced periods (. . .), to indicate omissions within quoted materials. Ellipsis marks are not used with quoted words or phrases since it is evident that an entire sentence is not being quoted.

**EXAMPLE:**
"A dictionary . . . is an inventory of the language. . . . It is no task of the maker of it to select the good words of a language."

Notice that there are four periods after language, one to end the sentence and three for the ellipsis marks.
It is a rare student who plagiarizes deliberately. Most students need only to be on guard against the unintentional plagiarism. With such examples as are provided by these pages, every student capable of doing college work is capable of avoiding even an accidental infringement.

Since education is meaningless for anyone who lacks intellectual honesty, the person who deliberately plagiarizes has no right to the privileges of membership in a college or university. All institutions and all members of their facilities regard plagiarism as a serious offense to be punished when the occasion arises by serious penalties.

Additional resources are available online through the University Libraries Homepage at http://www.lib.utk.edu/instruction/plagiarism/students.html
Appendix C: Guideline for Writing Papers

GUIDELINE FOR WRITING PAPERS

Sandra P. Thomas, Ph.D., R.N., FAAN

Writing good papers is crucial to success in graduate school; in many graduate courses, grades for term papers are key determinants of final course grades. My purposes in compiling these guidelines are: (1) to point out some problems I frequently observe; (2) to suggest some remedies; and (3) to ensure that all students have received the same basic information regarding the College of Nursing's expectations for a formal paper.

Problems in Student Writing and Remedies

<table>
<thead>
<tr>
<th>Problem</th>
<th>Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Failure to organize your material prior to writing</td>
<td>1. Make an outline before you begin to write</td>
</tr>
<tr>
<td>Almost all graduate school papers involve the integration and synthesis of large amounts of information gathered through literature searches. A common problem is the lack of integration of such material in an sensible or meaningful way. The paper is merely a patchwork quilt of quotations held together with a few transitional sentences.</td>
<td>You must decide on a logical, coherent way to tell your story to the reader. An outline is indispensable for most writers. Sort the references into stacks under the headings in your outline; prioritize the order of presentation.</td>
</tr>
<tr>
<td>2. Failure to follow APA format</td>
<td>2. Buy a manual and use it when you write</td>
</tr>
<tr>
<td>The College of Nursing has selected the American Psychological Association format, one of the most widely used formats for technical writing in the U.S. Most instructors deduct points for failure to adhere to the conventions of the APA system. Many changes have been made in the 6th edition of the manual (2010); careful review is recommended.</td>
<td>Become familiar with APA specifications as soon as possible; ask your instructor if you are unsure about any aspects before the due date of your paper.</td>
</tr>
<tr>
<td>3. Failure to use primary sources</td>
<td>3. See the original material and read it yourself</td>
</tr>
<tr>
<td>It is seldom acceptable to use secondary sources. The old &quot;Gossip&quot; game you played in elementary school illustrates how badly information may be distorted when transmitted from person to person. A student comes to mind who wrote on the entry into practice issue, citing folks who were opposed to the ANA position and distorting it, without ever seeking the actual ANA resolution to ascertain exactly what was said.</td>
<td>Remember that authors often quote selectively to bolster their own points of view; when you read the entire document, you may be surprised to see what the secondary sources omitted.</td>
</tr>
</tbody>
</table>
4. **Failure to use a sufficient number of references from scholarly journals**

The instructor wants to see evidence that you reviewed the best and most current material available on your topic. Textbooks are obsolete by the time they are printed; therefore, major sources are journal articles. If you are writing about issues to professional nursing, journals for LPNs are not appropriate, nor are popular magazines. Unless the topic is of international scope, avoid obscure international journals. If you are unsure about the reputation of a journal, scan its editorial board and procedures for submitting manuscripts.

5. **Failure to very writing style**

I have graded some papers that were excruciatingly painful to grade; others were simply boring, even soporific. The problem I am addressing here is monotonous writing style. Sometimes the content of the paper is acceptable, but the grade is lower than the student expected due to style problems. Some students have never referred to a style manual; some have never asked for feedback on style.

6. **Failure to conform to elemental rules of grammar, punctuation, and spelling**

Space does not permit listing all of the infractions I observe—e.g., paragraphs over two pages long, papers with minimal or excessive punctuation, papers with sentence fragments, run-on sentences, countless misspelled words, etc.

7. **Failure to paraphrase correctly**

Paraphrasing problems range from plagiarism to distortion of the original content. I am alert to the possibility of plagiarism whenever I encounter lofty phrases that do not sound natural to the student's vocabulary, and I do compare the student's version with the original source.

4. **Obtain an adequate number of references to address your topic**

Ordinarily, you will need to begin work early in the term. You may need to obtain materials through interlibrary loan or have the librarian call in materials which someone else has checked out. Toward the end of the term, time will run out. Your instructor will not be sympathetic if you ask for an extension of the paper's due date.

5. **Vary your style**

Don't begin every sentence with the subject (e.g., "the nurse..."; ad nauseam). Vary sentence openers. For example, use adverb clauses and transitional expressions. Read back over what you have written. Is it interesting to the reader?

6. **Pay careful attention to these matters**

Keep a dictionary at your elbow. Review basic grammatical principles. Do not switch tenses or switch from third to first person. Avoid unnecessary punctuation.

7. **Paraphrase with utmost care**

Please review the College of Nursing's plagiarism policy; its examples are quite clear and easy to comprehend. Plagiarism is considered a very serious offense.
8. **Failure to provide evidence of original thought**
Many students believe they have written a good paper if they have: (1) located 20 references, (2) produced 15 or 20 pages of rhetoric, and (3) paid a typist to prepare a nice-looking document. The missing element is the student's own perspective. The instructor wants to see evidence that you critically evaluated what you read.

8. **Put some of yourself into the paper**
Having read Smith and Jones and Brown, what is your perspective? Which authors were more convincing? Which research conclusions were flawed? What should be done now to advance the field? Your personal perspective should be clear to the faculty member grading the paper. Using first person permits a more powerful and persuasive argument.

**Bibliography**


Appendix D: Committees with Graduate Student Representation

Graduate Curriculum Committee
1. Voting membership of the GCC consists of a minimum of 10 faculty representing and including the MSN, DNP and PhD programs, Program Chairs, as well as one (1) student from each of the programs.
2. The Ex Officio member is the Assistant Dean for Graduate Programs.

Functions:
1. Evaluate proposed new courses and programs and the discontinuance of courses and programs related to graduate education and make recommendations to the faculty.
2. Assist faculty in developing graduate course proposals.
3. Review all proposals for graduate curricular change.
4. Conduct a review of all graduate courses to determine whether they meet degree requirements and program standards per the evaluation plan.
5. Ensure that content and learning experiences increase in complexity across the curriculum.
6. Verify that the current curriculum meets national standards of graduate education.
7. Assure that current best practices and technology are being implemented in didactic, clinical and online courses.
8. Recommend College policies directly affecting student performance.
9. Submit approved motions regarding curriculum and policies to full faculty.
10. Evaluate curricular outcomes and make recommendations as deemed necessary.
11. Analyze data and make recommendations as appropriate to the College’s evaluation plan.

Graduate Student Affairs Committee
1. Voting membership consists of a minimum of 10 faculty and three (3) students. There will be one student representing the MSN students, the DNP students, and the PhD students.
2. Nonvoting membership includes the Assistant Dean for Graduate Programs, the Director of Student Services and scholarship support staff.

Functions:
1. Develop and review academic and non-academic policies that concern graduate students and make recommendations to the Faculty Assembly.
2. Review admission policies and procedures for each program every three years and make recommendations to the Faculty Assembly.
3. Work with chairs and program coordinator to review applications and make recommendations for admissions to the programs.
4. Manage the awards and scholarship processes in collaboration with the Undergraduate Student Affairs Committee.
5. Annually review and revise each of the graduate program’s Student Handbooks.
6. Analyze evaluation data related to support services for graduate students and make recommendations to the Faculty Assembly.
7. Analyze evaluation data related to attrition, graduation, and employment rates for graduate programs and make recommendations to the Faculty Assembly.
8. Convene academic review meetings to address student appeals as needed.
Dean’s Student Advisory Council (DSAC)

1. Membership shall be two (2) seniors, one of whom is a RN, elected by the senior class at the first class meeting of the fall semester; all students who are serving on the Health and Welfare Committee; the upper-division students who are the College’s representatives to the University’s Undergraduate Academic Council; the graduate student from the Health and Welfare Committee who is the graduate student representative to the Graduate student Association, two (2) masters students (to include one Master’s Entry Student), a DNP student and a doctoral student elected by their peers, and the President of the Student Nurses Association.

2. The Council shall provide a mechanism for systematic dialogue between the Dean of the College and students; advise the Dean about general student problems, issues, and concerns and about matters being considered by the Undergraduate Academic Council and the Graduate Student Association; and, discuss implications of current or pending College policies and procedures.

Graduate Grievance Committee

1. Membership shall be three (3) annually appointed full time faculty members who hold the rank of assistant professor or higher, and one (1) fully admitted graduate student. If any appointed faculty member is unavailable or is disqualified from the case due to prior knowledge or conflict of interest, the dean will appoint alternates as needed to achieve a total of three faculty members. The graduate student will be selected by the dean from a list of students recommended for this role by the major advisor for each of the concentrations and doctoral students recommended by the Chair of the doctoral program. The student will be appointed to the committee at the time the committee is called.

2. The Graduate Grievance Committee shall hear appeals that have been submitted to the Dean of the College by graduate student(s) or applicant(s) to the graduate program. The Committee’s purpose is to review each appeal and make a recommendation to the dean concerning resolution of the appeal.

3. The Graduate Grievance Committee, upon hearing said appeal, shall report its findings and recommendation(s) to the dean who will inform the student in writing about the results of the hearing. If the problem is not resolved to the satisfaction of the student, the next appeal level is the Dean of the Graduate School.

Graduate Student Association

All graduate students are encouraged to become involved in activities of The University of Tennessee, Graduate Student Association. The Graduate Student Association (G.S.A.) is primarily responsible for representing the academic concerns of the graduate student body. It provides direct input into University policy via voting members on the Graduate Council, Research Council, and Educational Policies Committee. The G.S.A. meets three times per semester as a forum to provide direct and frequent input from graduate students.

The president, vice-president, and college representatives to the G.S.A. are chosen during the annual Student Government elections in April. All graduate students are eligible to vote and to hold office. (Refer to the Graduate Student Handbook for further information.)

The College of Nursing has one representative to the Graduate Student Association. The representative is selected in the Spring.
Appendix E: Resources for Student Problem Resolution

Resources for Student Problem Resolution

Learning to address issues and solve problems in an informed, proactive way helps students improve their knowledge of the University as well as develop personally. When students experience problems at UT, there are several offices available to help them.

For Issues Related to Academic Coursework

Issues related to grades or academic coursework should first be addressed with the course instructor, then the appropriate department head, and finally the dean of the college in which the course is offered. If an appropriate solution cannot be reached through discussions with these individuals, the Associate Dean of Undergraduate Academic Affairs (for undergraduate students) or the Associate Dean of the Graduate School (for graduate students) can offer assistance regarding the best next steps for problem solution. Issues related to academic advising should be addressed first with the advisor, then the director of the appropriate advising center, then the dean of the appropriate college, and finally with the coordinator of advising, who is the Associate Dean for Undergraduate Academic Affairs.

For Issues Related to Campus Life

All comments and concerns related to campus life, student organizations, or student interests should be directed to the Dean of Students Office. Staff in this office will assist in resolving a concern or identifying the appropriate channel of appeal. Students who are unsure how to initiate the process of problem resolution may contact the Dean of Students (974-3179), the Associate Vice Chancellor for Academic Affairs (974-6641), or the Associate Dean of the Graduate School (974-3251) for assistance in determining the appropriate administrative channels of appeal.

Staff in the following offices provide support and guidance for students who are pursuing the resolution of University-related problems. These staff (1) explore problems encountered by individual students, (2) inform students of appropriate administrative channels that should be utilized for problem solution, and (3) work to address the broader issues and policies that impact all students. Each office is open from 8:00 a.m. - 5:00 p.m. Monday through Friday. Students are encouraged to visit any of these offices to share their concerns and ask for assistance.

1. Associate Vice Chancellor for Academic Affairs (401 Student Services, 974-6641). The Office of Undergraduate Academic Affairs is committed to supporting students and helping with the integration of student and academic life. This office provides support for students in the early undergraduate years and leadership opportunities for upper class students. The Associate Dean maintains effective working relationships with the undergraduate colleges and has a unique understanding of the academic problems students face.

2. Associate Dean of the Graduate School (111 Student Services, 974-3251). The Associate Dean of the Graduate School is available to assist graduate students who are experiencing difficulties or want to express academic concerns related to their graduate programs.

3. Dean of Students (413 Student Services Building, 974-3179). The Dean of Students Office sponsors and coordinates activities that focus on student growth and development outside of...
the classroom. This office advocates on behalf of all students, supplements existing channels of appeal, and helps students to resolve problems in a variety of areas.

4. Office of Equity and Diversity (1840 Melrose Avenue, 974-2498). The Office of Equity and Diversity (OED) assists the University community in its goal to affirm diversity as an opportunity for personal growth and development. OED provides resources and services for the enhancement of diversity programs campus-wide. In addition, OED works with members of the University community who wish to file a complaint of discrimination or sexual harassment. All complaints receive private and immediate attention.

5. EOD (916 22nd Street, 974-4736). They provide mediation services whereby people having conflict can work with a neutral third party to resolve their differences. They also offer seminars, internship opportunities, and consultation for individuals or groups. Services are available to students, faculty, and staff. They are voluntary and confidential.
# Appendix F: Pertinent Graduate Student Web Pages

<table>
<thead>
<tr>
<th>Service/Department</th>
<th>URL</th>
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<tbody>
<tr>
<td>Center for International Education</td>
<td><a href="https://cie.utk.edu/">https://cie.utk.edu/</a></td>
</tr>
<tr>
<td>Counseling Center</td>
<td><a href="http://counselingcenter.utk.edu/">http://counselingcenter.utk.edu/</a></td>
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<tr>
<td>College of Nursing</td>
<td><a href="http://nursing.utk.edu/">http://nursing.utk.edu/</a></td>
</tr>
<tr>
<td>Funding, Fellowships, Assistantships for Graduate Students</td>
<td><a href="http://gradschool.utk.edu">http://gradschool.utk.edu</a></td>
</tr>
<tr>
<td>Graduate School</td>
<td><a href="http://gradschool.utk.edu">http://gradschool.utk.edu</a></td>
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<tr>
<td>Graduate School New Student Orientation</td>
<td><a href="http://gradschool.utk.edu/orientation/">http://gradschool.utk.edu/orientation/</a></td>
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<tr>
<td>Graduate Catalog</td>
<td><a href="http://gradschool.utk.edu">http://gradschool.utk.edu</a></td>
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<td>Graduate Student Senate</td>
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<td>Library Website for Graduate Students</td>
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<td>Office of Equity and Diversity</td>
<td><a href="http://oed.utk.edu">http://oed.utk.edu</a></td>
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<tr>
<td>Office of Minority Student Affairs/Black Cultural Center</td>
<td><a href="http://multicultural.utk.edu/">http://multicultural.utk.edu/</a></td>
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<tr>
<td>Research Compliance/Research with Human Subjects</td>
<td><a href="http://research.utk.edu/">http://research.utk.edu/</a></td>
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<tr>
<td>ITA Testing Program</td>
<td><a href="http://gradschool.utk.edu/graduate-student-life/ita-testing-program/">http://gradschool.utk.edu/graduate-student-life/ita-testing-program/</a></td>
</tr>
</tbody>
</table>
Appendix G: College of Nursing Forms

Academic Integrity
Acknowledgment Form

**Plagiarism**
I have received and read the paper entitles “What is Plagiarism?” and reviewed the material on plagiarism at the library website at http://www.lib.utk.edu/instruction/plagiarism/ and I am aware that throughout all my academic pursuit I am expected to follow the course of intellectual honesty as interpreted in these materials.

Printed Name__________________________________________

Signed________________________________________________

Date_________________________________________________

**Code of Ethics**
I have received and read the UT College of Nursing’s Code of Ethics and agree to abide by these guidelines for behavior while a student at this institution.

Printed Name__________________________________________

Signed________________________________________________

Date_________________________________________________

**Graduate Nursing Student Handbook**
I have received and read the UT College of Nursing’s Graduate Student Handbook and agree to abide by these guidelines and policies while a student at this institution.

Printed Name__________________________________________

Signed________________________________________________

Date_________________________________________________
Academic Plan

Name: ________________________________  Student ID#: ________________________________
Address: ________________________________  Probable Term of Graduation: 
Phone No.: ________________________________  F ___ Sp ___ Sum ___  20___

Notes: ________________________________________________________________

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<thead>
<tr>
<th>SEMESTER</th>
<th>YEAR</th>
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</table>
Petition for Change to Full-Time or Part-Time Study

Date____________________

Name_________________________________    Student ID #____________________________
(Print)

Address_______________________________________________________________________

E-mail_________________________________    Phone________________________________

Concentration_________________________________________________________________

I wish to change from full-time to part-time study  ☐

I wish to change from part-time to full-time study  ☐

Semester that I will begin Concentration Clinical Courses _______________________________

Reason for Request for Change:

Student
Signature______________________________________________________________

Concentration Coordinator
Signature______________________________________________________________

Chair of MSN Program
Signature______________________________________________________________
THE UNIVERSITY OF TENNESSEE
COLLEGE OF NURSING

GRADUATE PROGRAM
TRANSFER CREDIT REQUEST FORM

NAME: _______________________________ S.S.#: __________________

MAILING ADDRESS: _______________________________ PHONE: __________

CONCENTRATION: _______________________________ ADVISOR: __________

<table>
<thead>
<tr>
<th>Transfer Course Title and Number</th>
<th>Credit Hours Qtr./Sem.</th>
<th>Date Course Taken</th>
<th>Grade Received</th>
<th>College or University</th>
<th>Course Substitution is Requested for</th>
<th>Faculty Evaluation</th>
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A record of action on this request must be filed with the Office of Student Services Room 203, College of Nursing.

For MSN students- transferred courses (1) cannot have been used for a previous degree, (2) must carry a grade of B or better, (3) must be part of courses in which cumulative GPA is a minimum of 3.0 GPA, (4) must have been taken for graduate credit, (5) must have been taken within 6 years of receipt of MSN. Refer to current Graduate Catalog for other regulations re: transfer courses.

Advisor Approval _________________________________ Date ________________________

Director of MSN Program Approval _________________________________ Date ________________________

Transfer credit for
Petition for Change of Concentration

Please complete and return to Lucie Phillips lphill41@utk.edu

Name_____________________________________ Student ID # ___________________________

Address__________________________________________________________________________

Email_____________________________________ Phone_________________________________

Current Concentration______________________________________________________________

Concentration I wish to change to_____________________________________________________

Reason for Request:

I understand this request will be reviewed by the chair of the MSN Program and both relevant concentration coordinators who will discuss and render a decision. If a decision agreeable to all 3 cannot be reached the request will be referred to the admissions committee for a full review and decision. I will be notified of the final decision in writing by the Assistant Dean, Graduate Studies.

Student Signature_______________________________________________________

Present Concentration Coordinator__________________________________________

Proposed Concentration Coordinator_________________________________________

Chair MSN Program_______________________________________________________

Date________________________ Request Approved/Denied______________________
MSN PROGRAM
Clinical Hours/Preceptor Form*

Student Name (Print) __________________________ Student ID Number ____________________

Area of Study (Print) _____________________________________________________________

Concentration Coordinator ________________________________________________________ (Print Name)

Date of Graduation ______________________________________________________________

CIRCLE ONE

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Course # &amp; Name</th>
<th>Clinical Hours</th>
<th>Preceptor/Site [Please Print]</th>
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</table>

Total Hours:

*Form to be completed by the student prior to graduation and submitted to Concentration Coordinator for verification and signature. Form becomes a part of the student's CON record.
Independent Study Agreement

NAME: ________________________________

COURSE NUMBER: N593 CREDITS: ______ SEMESTER: ______

OBJECTIVES:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

METHODS OF ACHIEVING OBJECTIVES:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

EVALUATIVE CRITERIA:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

I AGREE TO THE ABOVE REQUIREMENTS FOR THIS COURSE

____________________________
STUDENT SIGNATURE

Print Name

I AGREE TO SPONSOR THIS STUDENT FOR INDEPENDENT STUDY.

____________________________
DATE__________________
FACULTY MEMBER SIGNATURE

____________________________
DATE__________________
CONCENTRATION COORDINATOR SIGNATURE
Medication Error Report

Date of Error ______ Student Name _____________________________ ID # __________

Course __________________ Course Coordinator ____________________________

Clinical Instructor __________________ Clinical Site _______________________

Student Report

Medication/Parenteral Fluid Order

Patient Age ______ Diagnosis ____________________________________________

State exactly what happened, including why you believe the error occurred:

What harm could have occurred as a result of this error?

____________________________________________

Student Signature

Clinical Instructor’s Comment:

____________________________________________

Instructor’s Signature

Print Name

Course Coordinator’s Comments:

Coordinator’s Signature ______________________ Date of Conference__________

Submit to the Chair of the Master’s Program when completed
For Blood-Borne Communicable Diseases

Date of Report______________________________ Time of Report__________________

Name____________________________________ Student ID #_________________

Hepatitis B Vaccination Series Record

Date of Exposure Incident __________________ Time __________________

Facility___________________________________________________________

Exact Location of Incident____________________________________________

Description of Exposure Incident: (use separate page, if necessary)

________________________________________________________________________

________________________________________________________________________

Student Responsibilities:

1. Notified supervising faculty: Date _________ Time__________

2. Incident report at facility: Date _________ Time__________

3. Report for testing/treatment:

   Physician on site - Date _________ Time__________

      OR . . .

   Physician at Student Health Services - Date _________ Time__________

      OR . . .

   UTMC ER if after 4:30 PM - Date _________ Time__________

Name/Signature of attending physician/health care provider:

________________________________________________________________________

(Print name) (Signature)

Complete College of Nursing Exposure Incident Form:

Date _________ Time ________________

Student Signature: ________________________________________________

Faculty Signature: ________________________________________________
Post Exposure to Tuberculosis Incident Form

Date of Report_________________ Student Name___________________________________

Student ID # ___________________________ Student Phone # _______________________

Date of Exposure Incident ____________ Facility _________________________________

Exact Location of Incident __________________________________________________________

Description of Exposure Incident: ________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student Responsibilities:

1. Notify supervising faculty: Date _______ Time _______

2. Incident report at facility: Date _______ Time _______

3. Receive a PPD skin test (if previously negative):  
   Date: _________ Site: _________ Results: __________

Health Care Provider Signature __________________________________________________

4. If currently have positive PPD, get chest x-ray in 3 months Date: __________

5. I have discussed the remainder of my follow-up care with my supervising faculty member and understand that I am responsible for obtaining this care:
   Date __________ Signature _________________________________________________

6. Give original form to supervising faculty member at this point, but keep copy for reference regarding three month follow-up care. Faculty give copy of form to the Health/Safety Policy Officer.

7. Three (3) months after exposure incident:
   Repeat PPD skin test: Date _______ Results __________
   Chest x-ray: Date ______ Results ______
   Prophylactic medication: ________________________________
   Health Care Provider Signature ________________________________

8. Report 3 month follow-up results to the College of Nursing.
Post Occurrence Form

Date of Report ________________ Time of Report ________________

Name ___________________________ Student ID # ____________________

Phone # __________________________ Date of last tetanus ________________

Date of Incident ________________ Time ________________

Facility ____________________________________________________________

Exact Location of Incident ____________________________________________

Type of Incident: (please check or complete)

☐ Injury
  ☐ No injury
  ☐ Property damage

☐ Complaint_____________________________________________________

☐ Confidentiality breach

☐ Missing article

☐ Potential hazard

☐ Other: _______________________________________________________

Description of Incident: (Use back of page/separate page if necessary and include the following information if applicable: Part of body affected, possible causes, both immediate and long term measures taken to prevent re-occurrence, witness(es) name & phone number)

Student responsibilities:

1. Notified supervising faculty: Date __________ Time __________
   Name of supervising faculty: __________________________________________________________

2. Completed incident report at facility: Date __________ Time __________

3. Completed College of Nursing Incident Form: Date __________ Time __________

Please check: Did student ☐ obtain ☐ refuse examination and/or treatment ☐ N/A

Student Signature: __________________________________________________________

Faculty Signature: __________________________________________________________
Blood-Borne Pathogen Exposure
Refusal Follow-Up

I understand that due to my exposure to blood or other body fluid, possibly infected with blood-borne pathogens, I am being offered medical/counseling follow-up services. However, I decline the follow-up services at this time. I understand that by declining the service, I continue to be at risk of acquiring hepatitis B virus or other blood-borne pathogen infection. If in the future I decide to take advantage of the follow-up services, they will at that time be made available to me.

STUDENT NAME (Print) ________________________________________________________________

STUDENT'S DEPARTMENT ________________________________________________________________

STUDENT SIGNATURE ________________________________________________________________

Date___________

Original:  -Department Files

Copy:    - Department of Environmental Health and Safety
             - Student/Employee