



UNIVERSITY *of* WISCONSIN  
**GREEN BAY**

**College of Health, Education,  
& Social Welfare (CHESW)**

**Master of Science in Nursing (MSN):  
Leadership & Management  
Handbook**

**September 2019**

## **Table of Contents**

### **Contents**

<b>Section I: MSN Program Description .....</b>	<b>5</b>
MSN Program Overview .....	5
Accreditation and Approval.....	5
Mission.....	6
Vision.....	6
Program Goals .....	6
Nursing & Health Studies Organizational Framework.....	7
Expected Program Outcomes.....	8
Congruence of the MSN Program Outcomes, Courses and Standards/Competencies .....	8
MSN Course Descriptions .....	16
MSN Course Progression and Periodicity .....	19
Guidelines for Independent Study/Instructor-Approved Individualized Graduate Course Instruction .....	20
Transfer of Graduate Credits.....	21
<b>Section II: MSN Admission and Academic Policies.....</b>	<b>21</b>
MSN Application Checklist.....	21
Admission Requirements .....	21
Required Application Materials.....	21
International Students .....	22
MSN Application Form .....	22
Admission Deadlines .....	22
Advising Policies .....	22
MSN Grading Policy.....	22
Grade Point Value.....	23
Academic Standing .....	23
Good Standing .....	23
Probation/Suspension.....	23
Incomplete grades (I grade) .....	24
Incomplete grades for Graduating Students.....	24
<b>Section III: MSN Practicum Policies.....</b>	<b>25</b>
MSN Practicum Description .....	25

MSN Leadership Project.....	26
MSN Leadership Project Requirements.....	26
MSN Leadership Project Committee .....	27
Role of each Project Committee member: .....	27
Student Health Policy .....	28
Immunizations.....	28
Where to Get Immunizations and Check Titers.....	28
Clinical Agency Requirements .....	29
CPR Certification.....	29
Additional Health Related Responsibilities .....	29
Universal Precautions .....	29
Health Insurance .....	29
Injuries .....	29
References:.....	29
<b>Section IV: General Nursing Program Policies.....</b>	<b>30</b>
Academic Integrity Policy .....	30
APA Writing Style Policy.....	30
Confidentiality Related to Coursework Policy .....	31
Student/Intern HIPAA Violation Policy .....	31
Netiquette Policy.....	33
Plagiarism Policy .....	33
Program Assessment/Evaluation Policy .....	34
Research Policy.....	34
RN License Policy .....	34
Social Media Policy .....	35
Student Bereavement Policy .....	36
Practicum Student Leave of Absence Policy .....	36
Student Complaint and Grievance Policies.....	38
Academic Grievance.....	39
Non-Academic Grievance.....	39
Discrimination and Harassment .....	39
Students with Disabilities Policy .....	39
<b>Section V: Student Opportunities.....</b>	<b>39</b>
Student Government Association (SGA).....	39

Nursing Unit Governance .....	40
Nursing Academic Honors.....	41
<b>Sigma Theta Tau International</b> .....	41
<b>Kappa Pi-at-Large Chapter</b> .....	41
AACN Graduate Student Organization .....	42
Students' Rights and Responsibilities.....	42

## **Section I: MSN Program Description**

### **MSN Program Overview**

(<https://www.uwgb.edu/msn/>)

The MSN Leadership and Management in Health Systems is intended for RNs holding a bachelor's degree in nursing. This master's degree provides advanced coursework in leadership and management to improve care at multiple levels across the continuum of healthcare settings. The curriculum will provide students with knowledge and skills to improve outcomes in areas of quality processes, cost savings, and patient satisfaction. Core content within the curriculum includes leadership, fiscal management, evaluative methods, information systems, healthcare policy, communication, and organizational behavior. Didactic and practicum courses will comprise the curriculum. Practicum experiences will be arranged with health care facilities in students' geographic area.

- Find more information on the [Graduate Studies website](#).
- Review admissions requirements and required application materials on the [MSN Website](#).

The curriculum consists of 13 graduate level courses delivered via a part time model. Students can complete the program in as little as two years with 5-6 credits taken during each Fall, Spring and Summer term. Schedules with completion between 2-4 years are possible by taking as few as 2-3 credits per term. Degree completion requirements include 34 credits of coursework including 378 hours stretched over 6 credits of practicum and 3 credits of project placements. Practicum and project experiences will be arranged with healthcare facilities close to students' home or work sites. The final project will be a capstone at a health care setting and will be presented in a format suitable for public dissemination (e.g., manuscript for publication). A thesis is not required.

### **Accreditation and Approval**

The University of Wisconsin - Green Bay's Online and Face to Face RN-BSN Completion and MSN programs are part of the highly respected University of Wisconsin System and are accredited by the following governmentally recognized organizations below.

#### **Regionally accredited by the North Central Association of Colleges and Schools**

Commission on Institutions of Higher Education

30 North LaSalle Street, Suite 2400

Chicago, Illinois 60602

The **MSN Leadership and Management in Health Systems degree** at the University of Wisconsin, Green Bay is accredited by the Commission on Collegiate Education



([www.aacn.nche.edu/ccne-accreditation](http://www.aacn.nche.edu/ccne-accreditation)).

### **Wisconsin Board of Nursing**

PO Box 8935

Madison, WI 53708

Tel-608-267-2357

TTY #- 608-267-2416 (hearing or speech impaired only)

The MSN program is in compliance with the Wisconsin Board of Nursing regulations.

### **Mission**

Baccalaureate and graduate programs provide high quality, student-centered nursing and health profession education that builds on prior experiences, knowledge and skills. Students are inspired to think critically and address complex health issues in a diverse and evolving world, conscious of environmental sustainability. These programs transform communities by improving health and healthcare delivery.

Revised and approved NUFO 5/5/14

### **Vision**

Nursing's vision is identical to the vision of the UW-Green Bay College of Health, Education and Social Welfare which is: *Together we will inspire students and transform communities.*

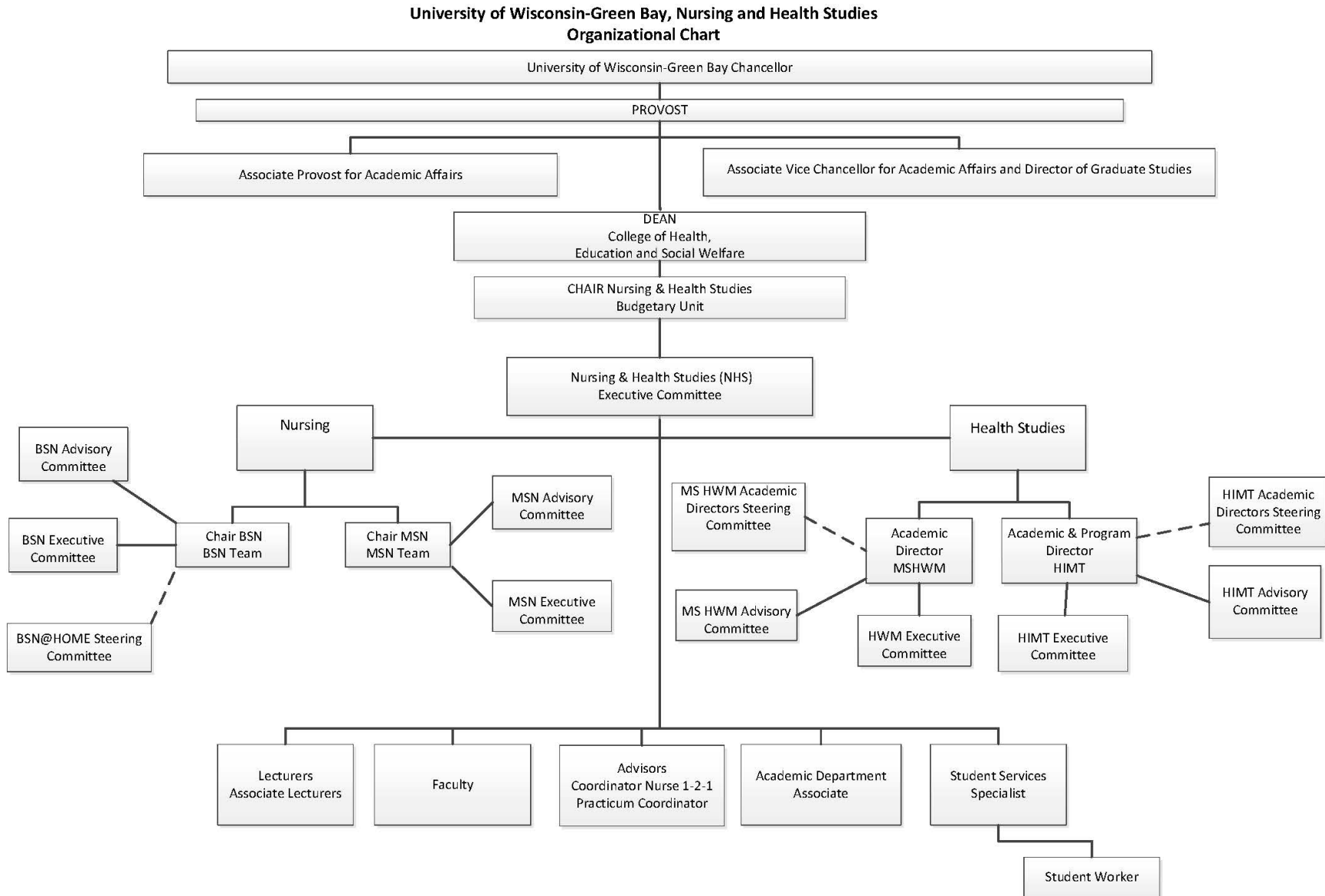
### **Program Goals**

The MSN Program Goals are to:

1. Offer a graduate degree (MSN) to enable nurses to lead and manage health care systems across health settings.
2. Maintain an environment conducive to adult learning.
3. Maximize program accessibility by utilizing various course delivery methods, including on-line formats.
4. Collaborate with the community of interest in advancing the professional leadership and education of nurses.

Revised and approved of by NUFO 5/3/10

# Nursing & Health Studies Organizational Framework



External bodies that interface regularly with UW-Green Bay Nursing:

UW Extended Campus (Formerly CEOEL)

Nursing Advisory Committee

Partner Campuses

**All entities communicate and collaborate together, working with and on behalf of students,  
potential students and alumni**

KEY: \_\_\_\_\_ Authority  
 - - - - - Governance Bodies

Revised 9/3/19

## Expected Program Outcomes

The MSN Leadership and Management in Health Systems program prepares the graduates to:

1. Integrate knowledge of sciences and humanities as a basis for leadership and nursing practice.
2. Apply concepts of organizational and systems leadership in decision making in the health care environment.
3. Enact a nurse leader role in safety and quality improvement in the health care environment.
4. Apply research evidence in nursing leadership and practice to enhance care and improve outcomes of nursing.
5. Utilize informatics and health care technologies to enhance care and outcomes of nursing.
6. Intervene at the systems level through policy, fiscal management, and advocacy to influence the health care environment.
7. Communicate and collaborate as a member and leader of interprofessional teams to optimize health care delivery.
8. Analyze the role of nurse leader to reduce health disparities and promote population health.
9. Evaluate personal growth as a professional nurse leader.
10. Influence health care outcomes through master's-level nursing practice, cognizant of environmental sustainability.

Approved by NUFO 10/21/13

## Congruence of the MSN Program Outcomes, Courses and Standards/Competencies

The MSN Leadership and Management in Health Systems Program Outcomes and curriculum is aligned with the American Association of Colleges of Nursing [AACN] Essentials of Masters Education (2011).

The tables below summarize this for students. The full AACN Essentials of Masters Education can be found at: <http://www.aacnnursing.org/Education-Resources/AACN-Essentials> or <http://www.aacnnursing.org/Portals/42/Publications/MastersEssentials11.pdf>



MSN LEADERSHIP & MANAGEMENT: Congruence of the MSN Courses, Outcomes, Assignments, with UW Green Bay Program Outcomes and Levels of Proficiency and Student Learning Outcomes and the Professional Nursing Standards and Guidelines (PNSGs): American Association of Colleges of Nursing (AACN) Essentials of Masters Education, American Organization of Nurse Executives [AONE] Competencies, Institute of Healthcare Improvement (IHI) Quadruple Aim, Quantum Leadership Principles, and Quality and Safety Education for Nurses (QSEN)

<b>Course Name &amp; Number</b> (revised course names for 2019/2020)	<b>UWGB MSN Program (Student) Outcomes (SLOs) with achievement level</b> (B)-Beginner (D)-Developing (P)-Proficient	<b>UWGB Learning Outcomes</b>	<b>AACN MSN Essential (2011)</b>	<b>AONL Nurse Mgr Competency (2015)</b>	<b>AONL Nurse Exe Competency (2015)</b>	<b>Quadruple Aim</b>	<b>Quantum Principle</b>	<b>QSEN competency</b>	<b>Exemplar assignment description</b>
MSN Orientation and Resource Module	none	none	none	4, 5	16, 21, 28	none	none	none	Basics of statistics reviewed and practice uploading and posting in online courses
NURS 734: Evidence-Based Practice for Nurse Leaders and Managers (3 cr)	4 D	4	4	7	12, 23	1	6	5	Issue Paper
NURS 737: Leadership in Complex Systems (3 cr)	9 D	1	7	13	3, 4, 6, 15, 20, 23	4	1-10	2	Mentorship project - Student works with mentor/leader to develop networking skills, reflect on leadership practices
NURS 741: Theories of Organizational Behavior and Nursing (3 cr)	3 D	2	2	4, 6, 9	16	1	1, 2, 3, 4, 6	2	Write a personal nursing leadership philosophy
	9 D	3	4	13	17	4	9	2	Weekly reflective leadership journals
NURS 745: Economics and Policy in Health Systems (3 cr)	6 D	3, 5	6	1,4	16,10	1	3	2	Oral, live power point presentation on a health care policy topic

<b>Course Name &amp; Number</b> (revised course names for 2019/2020)	<b>UWGB MSN Program (Student) Outcomes (SLOs) with achievement level (B)-Beginner (D)-Developing (P)-Proficient</b>	<b>UWGB Learning Outcomes</b>	<b>AACN MSN Essential (2011)</b>	<b>AONL Nurse Mgr Competency (2015)</b>	<b>AONL Nurse Exe Competency (2015)</b>	<b>Quadruple Aim</b>	<b>Quantum Principle</b>	<b>QSEN competency</b>	<b>Exemplar assignment description</b>
NURS 750: Human Resources Management (3 cr)	2 D	3	3	8	2, 4, 15, 23, 26	4	5	5	Case Study I – Discrimination case surrounding “floating” scenario
NURS 755: Program Planning for Population Health (2 cr)	3 D 8 D	3	8	3	12,14	1	3	4	Health promotion/Disease Prevention Management Paper
NURS 760: Informatics for Nursing Leaders (3 cr)	5 D	1	5	5	28	2	7	1-6	Lesson 14 – Groups of students develop EHR implementation plan
NURS 770: Practicum I: Leadership & Management Practices – Quality and Safety (2 cr)	3 P	1, 4	3	3	14	1, 2	6, 9	4	Quality and Safety Initiative Checklist
NURS 772: Practicum II: Leadership & Management Practices - Change, Culture & Communication (2 cr)	2 P  7 P  9 P	1, 3, 4, 7	2, 9	9	1, 20	1, 3, 4	7, 8	2	Org Culture Assessment tool;  Refinement of personal nursing leadership philosophy

<b>Course Name &amp; Number</b> (revised course names for 2019/2020)	<b>UWGB MSN Program (Student) Outcomes (SLOs) with achievement level (B)-Beginner (D)-Developing (P)-Proficient</b>	<b>UWGB Learning Outcomes</b>	<b>AACN MSN Essential (2011)</b>	<b>AONL Nurse Mgr Competency (2015)</b>	<b>AONL Nurse Exe Competency (2015)</b>	<b>Quadruple Aim</b>	<b>Quantum Principle</b>	<b>QSEN competency</b>	<b>Exemplar assignment description</b>
NURS 774: Practicum III: Transition to Leadership and Management Roles (2 cr)	9 P  10 P	1, 4  7	9  7	11,12,13  10, 11	21,22  2, 4	1,4  4	7  5	1,2  2	Repeat leadership assessment and scoring  Interprofessional interview
NURS 780: Financial Management for Nurses (3 cr)	6 D 2 D	3	9	1,14	1,16,25	3	3	6	CHF readmission reduction project. Financial development of a new program
NURS 785: Environmental Sustainability for Nurse Leaders (2 cr)	1 D 2 D 3 D	1, 2, 4, 6, 7	1, 2, 6, 7,	1, 5, 6,	5, 14, 18, 21, 24, 25, 27	3	4, 7, 8, 10	2, 4,	Hospital/Home Community Assessment Environmental Sustainability Project Proposal
NURS 790: MSN Leadership Project (1 cr each semester)	3 D 4 D	3, 4	4, 9	9	12, 20	1	7	1	Weekly Logs

UW Green Bay MSN Program Outcomes	
1. Integrate knowledge of sciences and humanities as a basis for leadership and nursing practice.	
2. Apply concepts of organizational and systems leadership in decision making in the health care environment	
3. Enact a nurse leader role in safety and quality improvement in the health care environment	
4. Apply research evidence in nursing leadership and practice to enhance care and improve outcomes of nursing.	
5. Utilize informatics and health care technologies to enhance care and outcomes of nursing	
6. Intervene at the systems level through policy, fiscal management, and advocacy to influence the health care environment.	
7. Communicate and collaborate as a member and leader of inter-professional teams to optimize health care delivery.	
8. Analyze the role of nurse leader to reduce health disparities and promote population health.	
9. Evaluate personal growth as a professional nurse leader.	
10. Influence health care outcomes through master's level nursing practice, cognizant of environmental sustainability.	

AACN MSN Essentials (2011) <a href="https://www.aacnnursing.org/Portals/42/Publications/MastersEssentials11.pdf">https://www.aacnnursing.org/Portals/42/Publications/MastersEssentials11.pdf</a>	
1.	Background in Sciences & Humanities
2.	Organizational and Systems Leadership
3.	QI and Safety
4.	Translating and Integrating Scholarship into Practice
5.	Informatics and Healthcare
6.	Health Policy and Advocacy
7.	Inter-professional collaboration for Improving Patient and Population Health
8.	Clinical Prevention and Population Health for Improving Health
9.	MSN level nursing practice

AONL Nurse Manager (Mgr) Competencies (2015) <a href="https://www.aonl.org/system/files/media/file/2019/04/nurse-manager-competencies.pdf">https://www.aonl.org/system/files/media/file/2019/04/nurse-manager-competencies.pdf</a>	
<b>Science</b>	
1.	Financial Management
2.	Human Resource Management
3.	Performance Improvement
4.	Foundational Thinking Skills
5.	Technology
6.	Strategic Management
7.	Appropriate Clinical Practice Knowledge
<b>Art</b>	
8.	Human Resource Leadership Skills
9.	Relationship Management & Influencing Behaviors
10.	Diversity
<b>Leader Within</b>	
11.	Personal and Professional Accountability
12.	Career Planning
13.	Personal Journey Disciplines

<b>AONL Nurse Executive (Exe) Competencies (2015)</b> <a href="https://www.aonl.org/sites/default/files/aone/nurse-executive-competencies.pdf">https://www.aonl.org/sites/default/files/aone/nurse-executive-competencies.pdf</a>			
<b>Communication and Relationship Building</b>		<b>Leadership</b>	
1. Effective Communication		16. Foundational Thinking Skills	
2. Relationship Management		17. Personal Journey Disciplines	
3. Influencing Behaviors		18. Systems Thinking	
4. Diversity		19. Succession Planning	
5. Community Involvement		20. Change Management	
6. Medical/Staff Relationships		<b>Professionalism</b>	
7. Academic Relationships		21. Personal & Professional Accountability	
<b>Knowledge of the Healthcare Environment</b>		22. Career Planning	
8. Clinical Practice Knowledge		23. Ethics	
9. Delivery Models/Work Design		24. Advocacy	
10. Health Care Economics & Policy		<b>Business Skills</b>	
11. Governance		25. Financial Management	
12. EBP/Outcome Measurement & Research		26. Human Resource Management	
13. Patient Safety		27. Strategic Management	
14. Performance Improvement/ Metrics		28. Information Mgt & Technology	
15. Risk Management			

**AONL System Chief Nurse Executive (2015) (not used)**

<https://www.aonl.org/system/files/media/file/2019/04/system-cne-white-paper.pdf>

<b>Quadruple Aim</b> <b><a href="http://www.ihl.org/resources/Pages/AudioandVideo/WIHI-Moving-Upstream-to-Address-the-Quadruple-Aim.aspx">http://www.ihl.org/resources/Pages/AudioandVideo/WIHI-Moving-Upstream-to-Address-the-Quadruple-Aim.aspx</a></b> <b><a href="https://www.ncbi.nlm.nih.gov/pubmed/25384822">https://www.ncbi.nlm.nih.gov/pubmed/25384822</a></b>
1. Improving the Health of Populations
2. Enhancing the Experience of Care for Individuals
3. Reducing the Per Capita Cost of Health Care
4. Attaining Joy in Work

<b>Quantum Principle</b> <b><a href="https://www.astdalaska.org/outside_files/44603_CH02_Final.pdf">https://www.astdalaska.org/outside_files/44603_CH02_Final.pdf</a></b>
1. Wholes are Made Up of Parts
2. All Healthcare is Local
3. Adding Value to a Part Adds Value to the Whole
4. Simple Systems Make Up Complex Systems
5. Diversity is a Necessity of Life
6. Error is Essential to Creation
7. Systems Thrive When All of Their Functions Intersect and Interact
8. Equilibrium and Disequilibrium Are in Constant Tension
9. Change is Generated from the Center Outward
10. Revolution Results from the Aggregation of Local Changes

<b>QSEN Competencies</b> <b><a href="http://qsen.org/competencies/graduate-ksas/">http://qsen.org/competencies/graduate-ksas/</a></b>
1. Patient-Centered Care
2. Teamwork and Collaboration
3. Evidence-Based Practice
4. Quality Improvement
5. Safety
6. Informatics

## Alignment summary:

MSN Courses	Credits	MSN Essential
N 734 Evaluation and Evidence-Based Practice	3	1, 4
N 741 Theories of Organizational Behavior and Leadership	3	1, 2, 3
N 737 Leadership in Complex Systems	3	1, 2
N 745 Health Economics and Policy	3	1, 6
N 750 Human Resource Management	3	1, 7
N 755 Program Planning for Population Health	2	1, 8
N 760 Informatics for Nursing Leaders	3	1, 5
N 770 Practicum I: Leadership and Management Practices - Quality and Safety	2	1, 2, 3, 4
N 780 Financial Management for Nurses	3	1, 6
N 772 Practicum II: Leadership Practices - Change, Culture, and Communication	2	1, 2, 3
N 785 Environmental Sustainability for Nurse Leaders	2	1, 9
N 774 Practicum III: Transition to Leadership and Management Roles	2	1, 2, 3
N790 MSN Leadership Project (taken 3 consecutive semesters for total of 3 credits)	1	1, 3, 4, 7

## MSN Course Descriptions

(<https://www.uwgb.edu/msn/courses/>)

### **NURS 734 Evaluation and Evidence-Based Practice (3 cr)**

This course will focus on skills needed for nurses to evaluate outcomes. Topics include using statistics and information systems in evaluation and research, continuous quality improvement, evidence-based practice, safety and quality indicators, performance improvement methods, and team-based problem solving.

### **NURS 741 Theories of Organizational Behavior and Leadership (3 cr)**

This course will address concepts and theories important to nursing leadership and management. Organizational behavior, leadership theories, and complexity science will be emphasized.

### **NURS 737 Leadership in Complex Systems (3 cr)**

This course will focus on the development of leadership for nurses in complex organizations. Topics will include transformation of complex organizations, conflict, crisis management, leading innovation, creating a culture of safety, and serving as a mentor and coach.



**NURS 745 Health Economics and Policy (3 credits)**

This course will explore the complex healthcare in the United States including economic, political, financial, ethical, and social factors affecting health policy. Emphasis will be given to how healthcare is financed. Legislative and regulatory processes affecting nursing and healthcare will be addressed.

**NURS 750 Human Resources Management (3 cr)**

This course is designed to introduce the field of human resource management practices and policies which create and maintain a healthy professional work environment. Staffing models, hiring, retention and supervision practices, performance enhancement planning, strategic scheduling, and labor relations/laws will be covered.

**NURS 755 Program Planning for Population Health (2 cr)**

This course will focus on the role of the nurse leader in program planning for health promotion and disease prevention for populations. Topics will include determinants of health, epidemiology, biostatistics, and advancing equity in access, services, and outcomes for vulnerable populations.

**NURS 760 Informatics for Nursing Leaders (3 cr)**

This course will enhance students' knowledge and skills related to nursing informatics in a variety of healthcare settings. Students will learn how to use project management principles and technologies to enhance patient-care delivery, management, and clinical decision support. Research from nursing and other disciplines regarding improving patient outcomes, cost effectiveness and patient safety will be emphasized.

**NURS 770 Practicum I: Leadership and Management Practices – Quality and Safety (2 cr)**

In this course, students will apply best practices related to evidence-based quality and safety decisions in a practicum site. Local and national drivers of safety and quality initiatives, along with oversight of these programs, will be explored. Benchmarking and statistical process control methods will be emphasized to ensure appropriate leadership decisions. Required MSN practicum hours will be satisfactorily completed.

**NURS 780 Financial Management for Nurses (3 cr)**

This course will develop knowledge and skills used by nurse managers for effective financial management in healthcare. Topics will include reimbursement systems, coding and payment mechanisms, ethics and legalities of contracting, governmental regulations, budget development, and marketing and inter-professional collaboration.

**NURS 772 Practicum II: Leadership Practices - Change, Culture, and Communication (2 cr)**

This course will provide a structured experience for exploration of nursing leadership and management roles in a practicum site. Emphasis will be placed on change management, the use of information systems, financial reimbursement models, exploration of organizational culture and development of professional communication skills. Required MSN practicum hours will be satisfactorily completed.

**NURS 785 Environmental Sustainability for Nurse Leaders (2 cr)**

This course will explore sustainability in healthcare environments. Implications of environmental health policy will be analyzed. Emphasis will be placed on decisions and strategies nurse leaders make that impact sustainability of healthcare environments.

**NURS 774 Practicum III: Transition to Leadership and Management Roles (2 cr)**

This course will explore aspects of role transition to nursing leadership and management. Discussions and debate will be used to highlight role transitions and resilience strategies. Remaining required MSN practicum hours will be satisfactorily completed.

**NURS 790 MSN Leadership Project (1 cr each semester; must be taken thrice, concurrently with Fall, Spring and Summer practicum courses)**

This course will provide students the opportunity to design, implement, evaluate and professionally disseminate an evidence-based leadership project within a healthcare environment. This course must be taken three times, over three semesters in the final year, in conjunction with the three practicum courses. Required MSN practicum hours related to the project (90 total: 30 hours in each of the three consecutive semesters) will be satisfactorily completed.

## MSN Course Progression and Periodicity

(<https://www.uwgb.edu/msn/course-schedule/>)

Term	Course Numbers	Course Offerings
Fall - Odd Years (2017, 2019, etc.)	734 741	Evaluation and Evidence-Based Practice (3 cr) Theories of Organizational Behavior and Leadership (3 cr)
Spring - Even Years (2018, 2020, etc.)	737 745	Leadership in Complex Systems (3 cr) Health Economics and Policy (3 cr)
Summer - Even Years (2018, 2020, etc.)	750 755	Human Resource Management (3 cr) Program Planning for Population Health (2 cr)
Fall - Even Years (i.e., 2016; 2018; etc.)	780 770 790	Financial Management for Nurses (3 cr) Practicum I: Leadership Practices – Quality and Safety (2 cr) MSN Leadership Project (1 cr)
Spring - Odd Years (2017, 2019, etc.)	760 772 790	Informatics for Nursing Leaders (3 cr) Practicum II: Leadership Practices - Change, Culture, and Communication (2 cr) MSN Leadership Project (1 cr)
Summer - Odd Years (2017, 2019, etc.)	785 774 790	Environmental Sustainability for Nurse Leaders (2 cr) Practicum III: Transition to Leadership and Management Roles (2 cr) MSN Leadership Project (1 cr)
<b>Grand Total</b>		<b>34 credits</b>

**Practicum I** (N770) and **MSN Leadership Project** (N790) course pre-requisites are Evaluation and Evidence-Based Practice in Health Systems (N734), Theories of Organizational Behavior and Leadership in Health Systems (N741), Leadership in Health Systems (N737), Economics and Policy in Health Systems (N745), Human Resources and Communication in Health Systems (N750), Program Planning for Population Health (N755) and pre- or co-requisite Financial Management in Health Systems (N780). **Practicum II** (N772) course pre-requisites are Practicum I (770) and its pre- and co-requisites and pre or co-requisite Informatics in Health Systems (N760). **Practicum III** (N774) course pre-requisites are Practicum I (N770) and Practicum II (N772) and all other courses, with pre- or co-requisite Environmental Sustainability in Health Systems (N785). **Note:** The N790 MSN Leadership Project course must be taken three times over three semesters in the final year, in conjunction with the three MSN practicum courses.

Rev. 8/24/16

## **Guidelines for Independent Study/Instructor-Approved Individualized Graduate Course Instruction**

(<http://catalog.uwgb.edu/graduate/general-information/academic-rules-regulations/>)

### **Universal Expectations (for all experiences):**

- Faculty approval is needed for courses that are individualized or coordinated by the student for a specific learning experience.
- Regular semester add and drop deadlines apply to these learning experiences.
- Approved forms must be submitted in the semester the learning experiences are taking place; students will not be retroactively added into these courses.
- Faculty must file syllabi and include appropriate information such as student learning outcomes, time commitments for work, additional requirements for placement including but not limited to criminal background checks, medical testing (such as a tuberculosis test) or other requirements outlined by a third party human resources department or site supervisor.
- The title and content of these individualized courses should not duplicate the title and content of existing non-individualized courses.
- For each credit earned, 45 hours is the minimum number of hours to be dedicated to the learning experience over the course of the semester.

**Specific conditions or limitations apply to the type of learning experience in addition to the universal expectations.**

### **Independent Study (N798, variable 1-3 credits):**

- The student must prepare a statement of objectives and a list of readings and/or research projects that will fulfill the objectives.
- Independent study cannot be elected on audit or pass-no credit basis.
- Independent study may be taken only with a UW-Green Bay faculty

[Table of Contents](#)

member, instructional academic staff member (e.g., Lecturer), or visiting scholar.

### **Transfer of Graduate Credits**

(<http://catalog.uwgb.edu/graduate/general-information/admissions/process/>)

A maximum of 15 credits of graduate coursework completed at other institutions can be applied toward a UW-Green Bay master's degree. Individual programs may accept fewer credits. Transfer courses can be approved by graduate faculty as direct equivalencies to UW-Green Bay graduate courses. If granted as graduate elective credit to meet a program requirement, a course substitution is made. All outcomes, once approved, should be forwarded to the Office of the Registrar to be transacted on the academic record.

## **Section II: MSN Admission and Academic Policies**

### **MSN Application Checklist**

(<https://www.uwgb.edu/msn/admission/>)

#### **Admission Requirements**

- A baccalaureate degree in nursing from a program accredited by a professional nursing organization (e.g., National League for Nursing Accrediting Commission [NLNAC] or Commission on Collegiate Nursing Education [CCNE])
- A 3.0 grade point average (measured on a 4.0 scale) or higher on Bachelor of Science in Nursing degree transcript
- Evidence of receiving a grade of "C" or better in a college level inferential statistics course within the past 5 years.
- An inferential statistics course is available online from UW-Green Bay for potential applicants.
- No entrance exams required (e.g. GRE, MAT)

#### **Required Application Materials**

Submit the following to the UW-Green Bay Graduate Office:

- A completed application form and the application fee
- A 200-300 written statement describing academic interest in leadership & management, nursing strengths and capabilities, knowledge of online technology (computer use, online course work, etc.), reasons for pursuing a MSN degree, and description of where you see yourself in 5 years
- Official undergraduate and graduate transcripts from each previous college or university attended, sent directly to UW-Green Bay from these institutions
- Three letters of evaluation from persons who can assess your academic potential
- Curriculum vitae or resume
- Copy of current, unencumbered U.S. RN license.
- A professional photo of yourself or one of you at your job will be required upon

[Table of Contents](#)

- admission to the MSN program. UWGB will use the photo for education and marketing purposes
- A background check and Basic Healthcare Provider CPR certification will be required upon admission to the MSN program

## International Students

International students should visit, <http://www.uwgb.edu/graduate/international/> for additional information on the following requirements.

- Evidence of English Proficiency (such as a TOEFL score)
- Evaluation of Foreign Educational Credentials from Educational Credential Evaluators (ECE) or a similar evaluation service.
- Evidence of financial resources
- Financial Support Statement

## MSN Application Form

(<https://apply.wisconsin.edu>)

Applications are submitted electronically through the University of Wisconsin System online application form at: <https://apply.wisconsin.edu>.

## Admission Deadlines

( <http://catalog.uwgb.edu/graduate/general-information/admissions/application/>)

**Fall:** Priority: March 1 and Final: July 1

**Spring:** Priority: October 1 and Final: December 1

Completed applications are reviewed by the MSN Admissions Committee within one month of the Admission Deadlines above to determine acceptance status. The Office of Graduate Studies and the MSN Director send official letters of acceptance or non-acceptance to students.

## Advising Policies

All graduate and undergraduate students have a Nursing Program advisor who works in collaboration with nursing faculty. The advisor helps the student interpret institutional requirements, provides advice about courses, and helps the student interpret progress toward the degree. Students have the responsibility of contacting the Nursing Program advisor at least once a year for academic progress planning. MSN students are also assigned a faculty advisor in the Student Information System (SIS), who is the director of the Graduate Program.

All graduate students will also select a Committee to guide them on their master's professional project, with the Committee Chair being from the UW Green Bay MSN faculty.

## MSN Grading Policy

Students are expected to maintain a cumulative grade point average of at least 3.0, on a scale of 4.0.

[Table of Contents](#)

Nursing faculty adhere to the grading policies of UW-Green Bay, in the awarding of letter grades A, AB, B, BC, C, CD, and F.

The range of accumulated points needed to receive specific grades is determined by the course instructor, although the following grading scales are frequently used:

A	=	94-100 Points
AB	=	90-93 Points
B	=	85-89 Points
BC	=	80-84 Points
C	=	75-79 Points
CD	=	71-74 Points
F	=	< 71 Points

## Grade Point Value

Letter Grade		Grade Points Per Credit
A	Excellent	4.0
AB	Very Good	3.5
B	Good	3.0
BC	Above Average	2.5
C	Average	2.0
CD	Below Average	1.5

## Academic Standing

[\(Academic Standing Catalog\)](#)

All students are expected to maintain certain standards of academic achievement while enrolled at the University. The University is concerned about students whose academic achievements indicate that they are not meeting the expectations of their instructors, or who are experiencing other problems that may be interfering with their studies.

### Good Standing

- A 3.0 or better end-of-term cumulative GPA results in continuing good standing.
- A 2.0 to 2.999 end-of-term cumulative GPA results in probation status.
- A 1.999 or less end-of-term cumulative GPA results in academic suspension status. Student's graduate committee reviews his or her record up to that time and recommends for continued enrollment, or for the suspension status to go into effect.
- Action on part-time students is withheld until at least nine credits are attempted at UW-Green Bay.

### Probation/Suspension

- A 3.0 or better end-of-term cumulative GPA results in a return to good standing.
- A 2.999 or less end-of-term cumulative GPA may result in an academic suspension status at the end of any term after a cumulative total of 15 or more

[Table of Contents](#)

credits is attempted at UW-Green Bay. Student's graduate committee reviews his or her record up to that time and recommends for continued enrollment or for the academic suspension status to go into effect.

### **Incomplete grades (I grade)**

- A student who is unable to take a final examination or meet other final coursework due to unusual circumstances may request an incomplete from the instructor.
- The decision to allow an incomplete is entirely at the discretion of the instructor. It is not a right.
- If an incomplete is approved by the faculty instructor, the student is granted an extension of time to complete course requirements.
- An incomplete form must be submitted to the Registrar's office specifying the terms and conditions of completing the incomplete from the instructor.
- Incomplete coursework must be finished no later than the end of the subsequent semester.
- If no final grade is awarded or the work is not completed, the temporary grade is lapsed to a final F grade at the end of the subsequent semester.
- A student may file petition for an extension of the incomplete deadline if bona fide unanticipated extenuating circumstances prevented compliance with the deadline.
  - The student has serious physical or mental health problems which are documented by statements from a physician or professional counselor.
  - The student has had a death or serious illness in the immediate family and this is documented by a physician's statement.
  - The course instructor is on leave during the semester for removal.
- Once an incomplete grade is recorded for a course a student may not, under any circumstances, drop the course.

### **Incomplete grades for Graduating Students**

Students who complete their coursework in December (fall graduates), January (January graduates), May (spring graduates) or August (summer graduates) must have all incomplete grades removed within 42 days following the end of the classes to have their degree conferred in that semester. If this deadline is not met, students will be removed and added to a future semester for degree conferral.



## **Section III: MSN Practicum Policies**

### **MSN Practicum Description**

Practicum experiences are arranged with health care facilities near students' home or work. Students are expected to progress in their skills throughout the year (378 total hours, with 288 hours over three practicum courses and 90 hours toward the MSN project). Students will move from exploration of evidence-based data on patient quality and safety practice related to policy decisions and nursing leadership and management roles in healthcare systems to assuming these roles as part of an interdisciplinary team.

### **Preparing for the MSN Practicum**

In addition to the pre-requisite and co-requisite courses required for each practicum course (explained above under MSN Course Progression and Periodicity or at <https://www.uwgb.edu/msn/course-schedule/>) students must submit evidence of immunizations, titers, names and contact information for master's prepared mentors (preferably nurses) and the health care setting at which they are employed as potential leadership and management practicum locations, and other information. This information must be submitted to the UW-Green Bay nursing advisor by **August 1<sup>st</sup>** before the fall practicum semester. Many agencies require affiliation agreements that can take a month or more to arrange. Students are expected to carry their own health insurance, and some agencies require that students show proof of professional liability insurance. Although MSN students need to pass caregiver and/or criminal background checks for acceptance into the MSN practicum, additional background checks or agency fees may also be required at certain sites.

Approved of NUFO 11/16/09  
Rev. 2018

### **Requirements of the Practicum**

The American Association of Colleges of Nursing (AACN) webinar on CCNE Accreditation requirements for clinical practice experiences in all nursing programs from Fall 2017 explained MSN students are *unable* to satisfy hours toward MSN practicum through prior experience. The specific CCNE standard requires all nursing programs to include planned clinical experiences that (CCNE Key Element III-E [Standard III H after January 2019]):

- *Enable students to integrate new knowledge (which CCNE feels cannot be done in work settings, despite the new role)*
- *Demonstrate attainment of program outcomes, and are*
- *Evaluated by faculty*
- *Develop professional competencies (January 2019)*
- *Foster interprofessional collaborative practice (January 2019)*

Therefore, AACN clarified the following about practicum hours for nurses already in leadership or management roles or for those who wish to complete MSN practicum hours at their worksite.

*“For a student to receive credit for prior clinical hours, the experiences must have been **academically supervised** (for example, as part of a prior degree program), not “business as usual” hours spent in the regular course of a student’s job. For students who engage in clinical practice experiences at their workplace, such experiences also cannot be “business as usual,” but must provide students the opportunity to advance their practice at the level indicated by the degree being pursued.”*

Approved NUFO, 12/11/17

In accordance with these Commission on Collegiate Nursing Education (CCNE) Standards, all MSN students are required to complete planned activities in clinical practicum settings that ensure students are competent to enter nursing practice at the MSN leadership and management level upon graduation. The MSN practicum experiences also ensure each graduate meets Program Outcomes.

## **MSN Leadership Project**

As stated above, 90 hours of the total practicum time (378 hours) will be spent in the design and implementation of an evidence-based, data driven master’s leadership project at a health care site. Projects must have a leadership focus and improve the quality, safety or costs of patient care. Project findings will be disseminated to an interprofessional team and in a professional venue (i.e. nursing journal publication).

Students will complete a Qualtrics survey in the Spring semester before their final year of graduate courses which provides information to align students, projects, practicum sites and Project Chairs (who are UW- Green Bay graduate faculty). Students will enroll in the N790 Leadership Project course in the final year, with the faculty member who is their Project Chair as the instructor of the course.

## **MSN Leadership Project Requirements**

MSN students, with guidance from their Project Committee, will design, implement, evaluate and disseminate a scholarly MSN Leadership project. The Master’s Leadership projects must include:

- Evidence-based nursing leadership and management concepts
- One of the Quadruple Aims: improved patient experiences, improved population health; improved employee satisfaction/decrease burnout; or cost savings for the health system
- A systematic review of the literature
- UWGB Internal Review Board (IRB) or Quality Improvement (QI) project approval (and health system IRB or QI as needed)
- Regular collaboration and meetings with the Project Committee (Chair [course instructor], mentor and content expert)
- Project goals, objectives and methodologies
- Data and informatics (i.e - Qualtrics surveys, data mining)
- Evaluation strategies

- Timelines for project development, implementation, evaluation, and peer-reviewed professional dissemination
- Completion of required GR Forms

### **MSN Leadership Project Committee**

The Master's Leadership Project Committee must meet the following criteria:

- Minimum of 3 and up to 5 members
- Must be minimally prepared at the master's level (content expert can be an exception)
- Committee Chair is the UW Green Bay instructor of the N790 Leadership Project course for each student
- At least one project site expert (if the project is completed in another site than the practicum setting) or the practicum mentor (if the project is completed in the practicum site) is a Committee member
- A content expert is the third Committee member, who is experienced and an expert in the content of the project, either through work experience or research

### **Role of each Project Committee member:**

1. Offer substantive advice to the MSN student regarding his or her project review of the literature, design, implementation, evaluation and dissemination.
2. Attend and actively participate in Project Committee meetings (at least 2 each semester in Fall, Spring and Summer). NOTE: The MSN student is expected to coordinate, write the agendas and lead the Committee meetings
3. Sign and submit to the student any forms needed for project progression in a timely manner (within one week).
4. Agree to complete and submit a certificate of compliance training completion to protect human subjects at: <http://www.uwgb.edu/research/citi/> and <https://about.citiprogram.org/en/homepage/>.  
Participate as a co-author in the creation, revising, and editing of a manuscript or podium or poster presentation for peer-reviewed dissemination which summarizes the MSN leadership project, if desired.
5. Come to consensus with the Committee that the student has/has not successfully completed the project steps and MSN leadership project.

Rev 4/2018

## **Student Health Policy**

Student health requirements are implemented when students are enrolled in practicum courses that might involve client contact such as the MSN Leadership and Management in Health Systems practicum courses (N770, N772, N774). The Student Health Policy procedure consists of four components: Immunizations, Where to Get Immunizations and Titters, Clinical Agency Requirements, and Additional Health-Related Responsibilities.

### **Immunizations**

The nursing program requires students to comply with the immunization/health requirements from the Wisconsin Healthcare Alliance:

<http://www.ggbha.org/media/110562/studentimmunizationrequirements12-14-2018.pdf>

Prior to beginning practicum experience, students are required to submit documentation of immunizations or immunity. If an immunization is contraindicated for medical reasons, students are required to file documentation of medical contraindication, and faculty will contact the practicum agency to request a waiver of the required immunization. If you have any medical concerns regarding receiving any of the required vaccines, please contact the Practicum Coordinator. A student's failure to have all required immunizations may influence the Nursing and Health Studies programs ability to place the student in practicum sites, and limit the student's ability to meet requirements for practicum completion.

The first dose of MMR must be given after 12 months of age. The second dose of MMR needs to be at least 28 days after the first dose. Hepatitis B – Three dose series; the second dose should be at least one month after the first dose; the third dose should be at least 4 months after the first dose. Varicella second dose to be given at least 4 weeks after the first; Herpes zoster vaccination is recommended second for all over age 60, regardless of previous history, unless contraindicated.

### **Where to Get Immunizations and Check Titters**

Immunizations and titer checks are available through primary care offices (physicians and nurse practitioners), clinics, and some public health departments. Some health insurance plans do not cover adult immunizations, so it is recommended that students check with their plans before making appointments.

Students can receive immunization and have titers checked through the UW-Green Bay Counseling and Health Services for a charge. Students receiving immunizations at UW-Green Bay Counseling and Health Services are required to complete a health history form that is available in Student Services, Room 1400.

### **Clinical Agency Requirements**

Some agencies have other health requirements in addition to those of the Nursing Program. Students are advised of these requirements by faculty so that they can be completed before the practicum experience begins. Such requirements may include physical examination, drug screening, health insurance, finger printing, an agency specific background check, agency fee, etc. The cost of such requirements is the responsibility of the individual student.

### **CPR Certification**

If there are changes to a student's CPR certification since application to the program, contact the Practicum Coordinator. A copy of a current CPR certification card must be submitted. American Heart Association BLS training must be completed within the last two years. Heartsaver and online-only classes without a classroom skills component are not acceptable for health professions.

### **RN License**

Students are required to provide a copy of their current, unencumbered RN license (in the state in which the practicum will be completed) at application. Any incidents, limitations or encumbrances on the license may prevent successful completion of the practicum, and subsequently, their ability to graduate.

## **Additional Health Related Responsibilities**

### **Universal Precautions**

During practicum, students receive instructions on universal precautions in accordance with Occupational Safety and Health Administration (OSHA) guidelines for self-exposure to blood borne pathogens. Students are expected to adhere to the protocol for blood borne pathogens post-exposure follow-up.

### **Health Insurance**

Students are responsible for any costs associated with immunization and titers as well as treatment and follow-up of injuries incurred during the clinical practicum. Personal health insurance coverage is highly recommended.

### **Injuries**

Students should immediately report any practicum-related injury or incident, involving the student or clients, to the course instructor and to the agency director.

### **References:**

Centers for Disease Control and Prevention. (2001, June 29). Updated US Public Health Service guidelines for the management of occupational exposures to HBV, HCV, and HIV and recommendations for post-exposure prophylaxis. *Morbidity and Mortality Weekly Report (MMWR)*, 50(RR11), 1-42. Retrieved from [www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm)

- Centers for Disease Control and Prevention, National Center for HIV/AIDS, Viral Hepatitis, STD and TB Prevention, Division of Tuberculosis Elimination.(2013). *Core curriculum on tuberculosis* (6th ed.). Retrieved from [www.cdc.gov/tb/education/corecurr/default.htm](http://www.cdc.gov/tb/education/corecurr/default.htm)
- Centers for Disease Control and Prevention. (2014). Recommended Vaccines for Healthcare Workers. Retrieved from [www.cdc.gov/vaccines/adults/rec-vac/hcw.html](http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html)
- Chin, J. (ed.) (2004). *Control of communicable disease manual* (117<sup>th</sup> ed.). Washington, DC: American Public Health Association.
- U.S. Department of Commerce (2000, March). *Occupational health and safety manual*. Retrieved from <http://ohrm.doc.gov/safetyprogram/Safety%20manual.pdf>

Approved NUFO 5/22/06 (references updated 7/11/14)

## **Section IV: General Nursing Program Policies**

### **Academic Integrity Policy**

Students who engage in academic misconduct are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the university. Academic misconduct includes but is not limited to cheating, plagiarism, collusion, and submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such act.

University of Wisconsin System Code (UWS Ch. 14-14.03 (2) provides specific examples of academic misconduct and reads in part: "Examples of academic misconduct include, but are not limited to:

- cheating on an exam;
- collaborating with others in work presented, contrary to the stated rules of the course;
- submitting a paper or assignment as one's work when a part or all of the paper or assignment is the work of another;
- submitting a paper or assignment that contains ideas or research of others without appropriately identifying the source of those ideas ...
- knowingly and intentionally assisting another student in any of the above..."

The code is available at [http://docs.legis.wisconsin.gov/code/admin\\_code/uws/14.pdf](http://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf).

University of Wisconsin campuses have specific procedures to investigate and deal with academic misconduct.

### **APA Writing Style Policy**

The Nursing and Health Studies unit requires adherence to guidelines published in the latest edition of the Publication Manual of the American Psychological Association for formal writing assignments.

Complete APA format is required for all formal papers. APA format specifies format for title page, running head with pagination, abstract, levels of headings, in-text citations, and reference list. Discussions do not require APA format unless you are using information from a reference source (your textbook, other books, journal articles, etc.), in which case you must properly use APA format for in-text citations and references. All documents must be submitted in Word (.doc or .docx) or Rich Text Format (.rtf).

For assistance, please refer to resources located on the MSN website:

<https://www.uwgb.edu/msn/resources/apa-help/>.

## Confidentiality Related to Coursework Policy

When communicating information in online or face to face courses based on personal, practicum or work-related experiences, keep in mind that the University of Wisconsin-Green Bay adheres to the rules and policies of Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA). It is expected that students will judiciously protect the privacy of patients, peers, family, or agency/institution by not disclosing confidential information outside of the course. Confidentiality agreements must be signed and adhered to by students in practicum courses. To maintain anonymity, methods such as alias or initials should be used.

For more information on these laws, please refer to the following websites for information on:

- FERPA: [www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html)
- HIPAA: [www.hhs.gov/ocr/privacy/hipaa/understanding/summary](http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary)

Approved NUFO 5/10/04

## Student/Intern HIPAA Violation Policy

### **POLICY:**

Student/Interns in University of Wisconsin-Green Bay programs are required to learn about and abide by the health information privacy requirements of the Federal Health Insurance Portability and Accountability Act (HIPAA) privacy rule. Students/Interns are informed of the requirements of HIPAA through required training they undergo when admitted to the respective program. Reminders of these requirements may also occur at placement agencies that may require additional HIPAA training.

### **Procedure:**

1. Students/Interns will complete HIPAA training required by the agency he or she is placed at.
2. Violations of HIPAA will follow agency guidelines.
3. In addition, student and/or agency will contact practicum/internship course instructor and report the violation.
4. Violations of the HIPAA are subject to the corrective actions in *Table 1: Corrective Actions for HIPAA Violations*.

5. A Letter of Misconduct describing the violation and corrective actions will be placed in the student/intern's student file.

**Table 1: Corrective Actions for HIPAA Violations.**

<b>Level of Violation</b>	<b>Type of Violation</b>	<b>Process</b>	<b>Corrective Action</b>	<b>Notification</b>
Level 1	Inadvertent or accidental breaches of confidentiality that may or may not result in the actual disclosure of patient information. For example, sending/faxing information to an incorrect address.	Discussion between instructor and student/intern.	Re-education and/or process improvement.	Written communication between instructor and student/intern and Letter of Misconduct filed in student file.
Level 2	Failure to follow existing policies/procedures governing patient confidentiality. For example, talking about patients in areas where others might hear, or failure to obtain appropriate consent to release information, or failure to fulfill training requirements.	Discussion between instructor and student/intern.	Re-education and/or process improvement.	Written communication between instructor and student/intern and Letter of Misconduct filed in student file.
Level 3	Repeat offense of Level 1 or 2 Violation.	Discussion between instructor and student/intern.	Range from: Re-education and process improvement; to disciplinary sanctions as: Reprimand; removal from clinical site; or probation or other disciplinary	Written communication between instructor and student/intern and Letter of Misconduct filed in student file. Copy of letter sent to the Office of the Dean of Students.



			action.	
Level 4	Inappropriately accessing a patient's record without a need to know. For example, accessing the record of a friend or family member out of curiosity without a legitimate need to know the information.	Range from discussion between instructor and student/intern to program chair, Associate Dean, Dean, or Risk Management Officer convening a committee to address action.	Range from: Re-education and process improvement; to disciplinary sanctions as: Reprimand; removal from clinical site; or probation or other disciplinary action up to expulsion.	Written report and copy of Letter of Misconduct filed in student file and copy sent to UW-Green Bay Privacy Officer, Office of the Dean of Students
Level 5	Accessing and using patient information for personal use or gain or to harm another individual.	Notification to program chair, Associate Dean, Dean, and Risk Management Officer. Dean convenes committee to address action.	Range from: Removal from program; to disciplinary sanctions as: Probation; suspension; expulsion	Written report to and copy of letter of Misconduct filed in student file and UWGB Privacy Officer, Office of the Dean of Students
NOTE: Each UWGB program's Grievance Policy and Procedure is found in the program Handbook and is available to students/interns who believe they have been treated inequitably.				

Approved by NUFO 12/1/18

## Netiquette Policy

All members of the class are expected to follow the rules of common courtesy with all online correspondence. Be careful of the tone and content of online communication. Without facial expressions and voice inflections, misunderstandings can occur and the comments can be deemed as inappropriate or offensive. Unacceptable online conduct includes, but is not limited to, postings that are racist, derogatory, inflammatory, condescending, rude or in any way offensive. Persistent abuse of online etiquette may result in disciplinary action.

The Core Rules of Netiquette ([www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)).

## Plagiarism Policy

Using someone's words without quoting the person is plagiarism. Using someone's ideas, even though the person's words are different from your words, without citing the source is plagiarism. UW-System has subscribed to software that helps detect instances of plagiarism. Plagiarism will result in a failing grade. Reports of plagiarism are also made to University administration.

Use in-text citations to cite your sources. For example, if you use the ideas cited in an article, place the author and publication year (e.g. Smith, 2010) at the end of the sentence. [The Cofrin Library Plagiarism Guide](#), is a good resource. Click on the tabs at the top of that website for an introduction to the concept of plagiarism, strategies for avoiding plagiarism, UW-Green Bay policy on plagiarism, and information on citing sources.

## **Program Assessment/Evaluation Policy**

All aspects of the MSN program are continually evaluated by the Nursing Unit Faculty Organization (NUFO) and its subcommittees according to an annual Quality Improvement Plan (QIP). Recommended changes are implemented based on the evaluation findings.

Revised and approved at NUFO 4/19/04

## **Research Policy**

Student, faculty, and staff research in nursing is permitted and encouraged. All UW- Green Bay research policies must be followed. Undergraduate nursing students who carry out research usually do so in conjunction with a Senior Honors or Independent Study course. Graduate nursing students may complete research as part of their courses or master's professional project.

The UW-Green Bay Institutional Review Board (IRB) must approve the research prior to data collection beginning. Collaborating agencies or organizations, including those where research subjects will be recruited, must approve the research project prior to data collection beginning. Researchers using humans as subjects must undergo training concerning the responsible conduct of research. Informed consent to participate in the study must be secured from each participant prior to data collection.

In order to undertake research, students must have approval of: (1) a nursing faculty member for the research project; and (2) the UW-Green Bay Institutional Review Board.

Revised and approved NUFO 2/9/04

## **RN License Policy**

All students must be Registered Nurses with a current, unencumbered U.S. RN license. Students are required to provide a copy of their current RN license at the time of application. Restrictions, limits or other encumbrances on the license may be grounds for denial to the program or result in further review to determine whether the restrictions will interfere with the student's ability to successfully complete the program.

RN License Status Changes after admission to the MSN Program:

Admitted students are required to notify the program of any license status changes including licensure in another state, license lapses, or license encumbrances (such as a RN license with stipulations or restrictions).

**All students remain under an obligation to maintain a current unencumbered license throughout the program.** If a student experiences an encumbrance (such as a RN license with stipulations or restrictions) at any time during their program of study, he/she must notify the MSN Director immediately.

**Students with an encumbered license:**

- must provide the MSN Director with a copy of the agreed upon order(s).
- may be allowed to take non-practicum courses.
- are not allowed to take courses that include field experiences (e.g., practicum).
- will notify the MSN Director when his/her license becomes unencumbered and provide a copy of the Board of Nursing's notification letter.

Failure to notify the MSN Director of an encumbered RN license will be considered academic misconduct and will be subject to the University of Wisconsin policy on academic misconduct.

**MSN Practicum Course:** Since the program requires successful completion of a practicum courses, students are required to provide a copy of their current, unencumbered U.S. RN license (in the state in which they complete their practicum). Any incidents, limitations or encumbrances on the license may prevent successful completion of practicum and subsequently, their ability to graduate.

NUFO approved 3/23/15

## **Social Media Policy**

Consistent with the UWGB guidelines ([www.uwgb.edu/univcomm/policies/social-media-policy.asp](http://www.uwgb.edu/univcomm/policies/social-media-policy.asp)) and the American Nurses Association (ANA) principles for social media, whatever is posted on a social media site (Facebook, Twitter, YouTube, LinkedIn, SnapChat, Instagram, etc.) instantly becomes available to the public, so keep content appropriate and confidential matters private. Regardless of the privacy settings, content can easily be made available to those outside of the user's preference settings. Be aware that all University and legal guidelines, such as Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA), also apply in social media sites.

The following is adapted from the American Nurses Association (ANA) Principles for Social Networking:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient — nurse 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 privacy, rights, or welfare to the attention of appropriate authorities.

For more information: [www.theamericannurse.org/2011/12/05/uniting-on-social-media-guidelines/](http://www.theamericannurse.org/2011/12/05/uniting-on-social-media-guidelines/)

## **Student Bereavement Policy**

(<https://www.uwgb.edu/dean-of-students/assistance-advocacy/bereavement-policy.asp/>)

Students who experience the death of a loved one should contact the faculty to arrange an excused absence. Students must contact the contact the Dean of Students (DOS) Office (920-465-2152 or <mailto:dos@uwgb.edu>) if the student wishes to implement either the Standard Bereavement Procedure or the Leave of Absence Bereavement Procedure.

## **Practicum Student Leave of Absence Policy**

In the event that a student who is participating in a UWGB practicum (BSN, Nurse 1-2-1, or MSN) requires leave from the practicum course, the following guidelines shall be implemented:

### **Leave of Absence**

Prior to being granted a leave of absence (LOA), the student must submit a letter (See Appendix A below) requesting leave to the Practicum course instructor not less than one (1) week prior to the planned leave. The LOA is not official until approved by the Practicum course instructor.

- A leave may not exceed 50% of the course semester. Medical or non-medical leave in excess of 50% of the course semester will result in removal from the practicum course.
- The request will be evaluated on necessity, time involved, and willingness of the Practicum course instructor and practicum agency to accommodate such a request and change in schedule.  
A copy of the signed agreement, including documentation of the revised student's practicum schedule will be provided to the student, with the original documentation maintained by the Practicum course instructor.

### **Death in the Family/Bereavement**

Students must notify the Practicum course instructor and the practicum agency representative of a death in the family. Upon notification and arrangements made with the Practicum course instructor and practicum agency representative, and

subject to the rules governing the practicum agency, a student will be allowed a maximum of one week's absence for the death of a family member.

<http://www.uwgb.edu/dean-of-students/assistance-advocacy/bereavement-policy.asp>

In the event that the practicum agency's standard bereavement policy is inconsistent with the University policy, the policy of the practicum agency shall govern. The student must make up any shifts, rotations or projects that are required under the practicum placement prior to the end of the placement.

### **Student Pregnancy**

Pregnancy is a state of health that may render the expectant mother susceptible to environmental conditions during their educational/clinical experiences. The practicum agency shall determine such exposure and, with the practicum faculty, determine the ability of the student to continue in practicum. In the event that the pregnancy requires medical leave, the section governing Emergency Medical Leave shall apply. The University does not assume responsibility or liability for complications that may occur as a result of the pregnancy.

### **Emergency Medical Leave**

If ill, injured, or underwent surgery which will prevent full participation in the practicum or a lengthy absence, the student must inform his/her Practicum course instructor and the practicum agency. The student must provide a report from his or her health care provider documenting any restrictions. In consultation with the practicum agency, the Practicum course instructor, with consultation with the program chair, will determine if such limitations will limit the student's continued participation in the practicum. Students must immediately report any contagious diseases to both the Practicum course instructor and practicum agency.

In the event that the student medical condition prevents the student from fully participating in the practicum, as determined at the discretion of the Practicum course instructor and practicum agency, the placement shall be suspended until such time as the student produces satisfactory medical clearance to both the Practicum course instructor and practicum agency. **Regardless of the length of the medical leave, all practicum requirements must be completed within the enrolled semester.** Any accommodations required to complete the practicum after medical leave shall be the responsibility of the student, with permission from the placement agency. Nonetheless, the Practicum course instructor retains the sole right to determine whether the proposed accommodation satisfies the academic requirements of the practicum, and may reject the proposed accommodation.

### **Withdrawal**

The student shall have the right to petition the Appeal Committee for medical or bereavement withdrawal. The online appeal policy and form can be found:

<https://www.uwgb.edu/bursar/appeals/appeal-information/>

**Grading Policy**

Reference <http://catalog.uwgb.edu/graduate/general-information/academic-rules-regulations/> for information regarding incomplete grades (I grade).

**Refund of Course fees**

Regular semester add and drop deadlines apply to these learning experiences.

**Refund of Program fees**

If the student is unable to return to the practicum placement and complete the program as intended, no refunds of program fees will be provided. Program fees that have already been paid are non-refundable, per the existing refund policy and due to the difficulty of filling a vacant intern/student position after the start date of the program.

Approved NUFO 3/20/17

**APPENDIX "A"**

Name of Student requesting Practicum Leave of Absence:

Course Title & Number:

Date submitted:

Requested start date of leave:

Expected return to practicum date:

Approval date:

Additional Provisions:

**Student Complaint and Grievance Policies**

(<https://www.uwgb.edu/dean-of-students/policies-procedures/students/#complaints-grievances>)

### **Academic Grievance**

Students who have grievances related to course grades, conduct of classes or other course matters should address those complaints first with the instructor of the course. If the student is not satisfied with the resolution, the grievance can then be taken to the chairperson of the appropriate academic department and, if resolution is not achieved there, the student may then go to the appropriate academic dean.

### **Non-Academic Grievance**

Students who have grievances related to University staff should first address those complaints directly with the individual. If the student is not satisfied, the grievance can then be taken to the appropriate supervisor of that department and, if resolution is not achieved there, the student may then go to the Dean of Students Office.

### **Discrimination and Harassment**

Discrimination and harassment have no place on our campus. The intent of harassment is to create a hostile or demeaning environment through inappropriate actions. Harassment can be verbal or physical in nature. Annoyances, threats, demands for favors or constant calling or e-mailing are just some ways individuals can be harassed. If a student feels he or she is being harassed in a general or sexual manner, they should contact the Dean of Students office at (920) 465-2152.

Discrimination on the basis of race, color, sex, religion, national origin, age, disability or sexual orientation is not acceptable behavior at UW-Green Bay. Our campus works hard to foster acceptance and understanding of all those who bring the many different forms of diversity to our campus. If you observe or are the target of any form of discrimination, please contact the Dean of Students office at (920) 465-2152 for assistance in resolving the matter.

### **Students with Disabilities Policy**

(<https://www.uwgb.edu/ds/> and <https://www.uwgb.edu/disability-services/uwgb-disability-resources/policies-grievances/>) Students who have concerns about physical accommodations or violations of the Americans with Disabilities Act should contact the ADA Coordinator at (920) 465-2841. If you need to arrange for academic accommodations, contact Disabilities Services at (920) 465-2841 to discuss what resources are available to assist in your academic success.

## **Section V: Student Opportunities**

### **Student Government Association (SGA)**

(<http://www.uwgb.edu/student-government/>)

SGA is made up of student leaders elected by the student body. They provide the student's point of view to university officials at all levels. If you have an idea for a way to improve the University or are concerned with the status quo, SGA can be a good place

to start making a difference. Student involvement is always welcome so if you really want to make a difference, become a member of SGA or one of its many branches.

## **Nursing Unit Governance**

Nursing faculty comprise the Nursing & Health Studies Unit Faculty Organization (NHSU), the main decision-making body of the Unit, which is chaired by the unit Chairperson. NHSU is responsible for: (1) approving recommendations of **NHSU standing committees (BSN & MSN Team)**, (2) recommending policy/procedure to the Nursing & Health Studies Unit Executive Committee on matters with budgetary and/or personnel implications, (3) identifying staffing needs and making recommendations to the Executive Committee, and (4) assuring implementation of approved policies/procedures/unit activities. NHSU Bylaws are congruent with the Mission Statement of the Nursing & Health Studies Program and the policies and procedures on faculty organization as outlined in the UW-Green Bay Faculty Handbook (Chapter 53.13).

NHSU functions as an approval body for decisions made by the BSN & MSN teams who are responsible for curriculum/teaching learning process oversight), program evaluation (via student, graduate, alumni, and employer input), and ensuring adequate student services and policies related to prospective and current students.

Student input is solicited in a number of ways including but not limited to meetings during a regularly scheduled class, surveys, participation in virtual meetings, teleconferences, and email. The faculty, BSN and MSN teams, and advisors work directly with students to provide access to the program, assist with admission and progression in the major, facilitate learning, achievement of expected program outcomes, and eventual graduation, and assure accountability of the program to the community of interest.



## Nursing Academic Honors

### Sigma Theta Tau International

(<https://www.sigmanursing.org/why-sigma/about-sigma>)

Sigma Theta Tau International Honor Society of Nursing (STTI) supports the learning, knowledge, and professional development of nurses making a difference in global health. Founded in 1992, STTI has approximately 490 chapters throughout 85 countries.

### Kappa Pi-at-Large Chapter

(<https://chapterdirectory.sigmanursing.org/index.html#/> - type Kappa-Pi-at-large in the search bar).

Kappa Pi-at-Large Chapter of Sigma Theta Tau International is affiliated with the University of Wisconsin-Green Bay and Bellin College. The Honor Society was first established at UW-Green Bay in 1985 and was chartered Kappa Pi Chapter in 1988. In 1996, Kappa Pi Chapter was expanded to Kappa Pi-at-Large Chapter, with two institutions sponsoring the chapter, UW-Green Bay and Bellin College. Thus, members are drawn from both institutions and also from the category of community nurse leader.

As practicing nurses, graduate students may be eligible to apply for membership as Nurse Leaders (<https://www.sigmanursing.org/why-sigma/sigma-membership> )

Membership into the Honor Society is also by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and the community nurse leaders who exhibit exceptional achievements in nursing. To be eligible for membership Graduate Students must

- have completed 25% of the nursing curriculum;
- achieve academic excellence (GPA of 3.0 or higher);
- meet the expectation of academic integrity

Graduate nursing students at UW-Green Bay who meet these eligibility requirements will be invited to join. Students who accept the invitation for membership, will be officially inducted into the chapter at a formal induction ceremony traditionally held each year in April.

Membership into the society is indeed an honor and remains with you throughout life, whether you are an active or inactive member. To be an active member, you must pay dues every year. If you reside closer to a different Sigma Theta Tau Chapter, you can easily transfer Kappa-Pi Chapter at-Large membership to another chapter, or you become a dual member of both chapters.

If you are interested in more information about Kappa Pi Chapter at-Large or would like to check if you qualify for membership please contact the Program Assistant of the UW-Green Bay Nursing Program (920-465-2826 or [nursing@uwgb.edu](mailto:nursing@uwgb.edu)), who will put you in touch with the Eligibility Chairperson. For comprehensive information about Sigma Theta Tau, its mission and vision, events and programs, membership, research, library, publications, etc., visit: <https://www.sigmanursing.org/why-sigma/about-sigma>.

## AACN Graduate Student Organization

UW-Green Bay is a member of the American Association of Colleges of Nursing (AACN). Because of this, you are eligible to join the AACN Graduate Nursing Student Academy (GNSA) which offers resources to graduate students such as webinars, and financial aid and scholarship. Learn more about the GNSA at: [www.aacnnursing.org/GNSA](http://www.aacnnursing.org/GNSA)

## Students' Rights and Responsibilities

Student Rights	Student Responsibilities
To receive accurate information about the Nursing Program, policies, requirements.	To familiarize him or herself with information provided and make informed choices.
To timely and accurate advising about general education, support courses, nursing curriculum and courses.	To periodically seek the consultation of a nursing program advisor and make informed decisions based on the advice given. Ultimately the student maintains responsibility for his or her own academic plan.
To be provided with information about the periodicity of course offerings and to enroll in courses to provide reasonable opportunity to complete the program in a timely manner.	To take advantage of course enrollment opportunities.
To be informed about University rules governing academic dishonesty.	To comply with those rules.
To receive a course syllabus at the beginning of each course that states course description, objectives, learning activities and evaluation methods.	To use syllabus to prepare for each class (3 hours/credit /week outside study time/work is that standard expectation).
To reasonable accommodation of religious beliefs.	To inform course instructor of religious accommodation needs in a timely manner.
To receive timely, fair and constructive feedback on classroom performance.	To respond to the instructor feedback to maintain or improve performance.
To be able to access course	To make and keep scheduled

instructor outside of class time via regular office hours and/or appointments.	appointments with instructor during posted office hours.
To help make and review policies concerning the University and Nursing Program.	To participate on student government and on appointed All-University Committees. To attend and provide input on Nursing Unit Committees.
To be able to communicate concerns/complaints about courses, instructors and program of study to persons who will listen, who are non-judgmental, respect confidentially and will assist in the appropriate resolution of the problem.	To respect the chain of command in voicing concerns/complaints. First to the individual instructor involved, then to the Nursing Program Chairperson, then to the Dean of Health, Education and Social Welfare if the problem is course related or to the Dean of Students.
To be treated in an ethical and professional manner by the nursing faculty or staff in the classroom and in advising.	To report any perceived unethical or non-professional behavior of the nursing faculty or staff through the appropriate chain of command. In addition students will treat faculty and staff with respect and in consideration of academic freedom.