

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

School of Nursing

Alumni Hall
Edwardsville, IL 62026-1066

STUDENT HANDBOOK

GRADUATE PROGRAM IN NURSING

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The School of Nursing is fully accredited by the
Commission on Collegiate Nursing Education (CCNE)
and in compliance with the State of Illinois
Department of Professional Regulation

Academic Year 2006 – 2007



All nursing programs are fully accredited by the Commission on Collegiate Nursing Education (CCNE).

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TABLE OF CONTENTS

INTRODUCTION	6
SECTION I. MISSION AND GOVERNANCE	
University Mission, Vision & Values	8
University Statement on Diversity	9
SIUE Long-Term Goals.....	9
School of Nursing Mission	10
The Illinois Department Of Financial and Professional Regulation: Statement Of Definition Of Advanced Practice Nursing Functions	10
School of Nursing Organizational Chart.....	11
SECTION II. AMINISTRATION, STAFF & FACULTY	
School of Nursing Administration, Staff & Faculty	13
Graduate Faculty Research Interests & Expertise 2006-2007.....	20
SECTION III. STUDENT RESOURCES	
University Student Support Services & Resources: Contact Information	27
Financial Assistance	28
Online Tuition & Fee Billing.....	28
SECTION IV. GENERAL INFORMATION	
School of Nursing Website and E-Mail	30
Student Addresses & Telephone Numbers.....	30
Emergency Information.....	30
Name Badges	30
Parking.....	30
School Pins	31
Convocation & Commencement Ceremonies.....	31
Sigma Theta Tau International Nursing Honor Society.....	31
Phi Kappa Phi Honor Society	31
Student Participation on School of Nursing Committees	32
SECTION V: CURRICULUM	
Nursing Paradigm	34
Curricular Themes	35
The Essentials Of Master's Education for Advanced Practice Nursing, American Association of Colleges of Nursing	36
Program Objectives	38
Professional Development Sequence.....	39
Post-Master's Certificate.....	39
Dual Specializations.....	39

SECTION VI: COURSE RELATED INFORMATION

Face to Face, Web Enhanced, Hybrid, and Online Course Formats	41
Course Registration Process	41
Dropping Courses	41
Course Fees	41
Course Syllabi	41
Textbooks	42
Grading Scale	42
Grade Information	42
Incomplete Grades.....	42
Written Work of Students	42
Transfer of Credits	43
Thesis or Project Option	43
The Thesis	44
The Project.....	44
Criteria for Evaluation of the Master’s Project.....	46
Human Subjects.....	46
Procedure for Submitting the Application for Approval of Project Involving Human Subjects	47
Change from Project to Thesis or Thesis to Project	47
Thesis/Project Guidelines	48
Guidelines for the Thesis Committee	48
Guidelines for the Chair/Project Reviewer	48
Responsibilities of the Members of the Thesis/Committee/Project Chair	48
Change of Committee Members	49
Final Exit Interview and Thesis/Project Presentation Experience.....	50
Final Exit Interview.....	50
Thesis/Project Presentation Day.....	50
Final Approval for Graduation	51

SECTION VII: HEALTH & RELATED INFORMATION

Health Mandates.....	53
Immunization Exemptions	54
Temporary Disability/Pregnancy.....	54
Professional Nursing Requirements and verification	55
Illinois (and Missouri) RN Licenses	55
CPR with AED, ACLS, and PALS Requirements.....	55
Health Insurance and Services	56
Influenza Immunizations	56
Professional Liability Insurance	56
Criminal Background Check	56
Drug Screen.....	56

SECTION VIII: STANDARD PRECAUTIONS AND GUIDELINES FOR CLINICAL EXPERIENCES

Standard Precautions for All Students in Clinical Agencies.....	58
Guidelines for Personal Safety During Clinical Nursing Experiences	61
Student Responsibilities Related to Student Incident/Injury Guidelines	62

SECTION IX: UNIVERSITY AND SCHOOL OF NURSING POLICIES RELATING TO THE GRADUATE NURSING PROGRAM

Statement for Academic Integrity	64
Academic Dishonesty Offenses and Sanctions	66
Student Rights and Responsibilities	68
Student Grievance	68
Students' Right of Access to Records.....	69
Equal Opportunity and Affirmative Action	69
Academic Ethics	69
Criminal Background Check Policy.....	70
Mandatory Drug Screen Policy	79
Substance Abuse Policy	84
University Retention Policy	86
School of Nursing Progression & Retention Policy	87
Clinical Courses	87
Clinical Probation	88
Academic Intervention	89
Student Absence Policy	89

SECTION X: NURSE ANESTHESIA SPECIALIZATION INFORMATION

Nurse Anesthesia Full-Time Progression	91
Nurse Anesthesia Post Master's Certificate Progression	92
Nurse Anesthesia Faculty	93
Nurse Anesthesia Lines of Communication	94
Clinical Sites And Coordinators	95
Terminal Course Objectives.....	100
Tuition and Expenses	103
Records.....	104
Requirements for Graduation.....	105
Procedure for Writing the Certification Examination	105

SECTION XI. APPENDENDICES (FORMS)

[Clinical Site Request Form](#)

[Early Intervention Form](#)

[Graduate Student Request Form](#)

[Graduation Application](#)

[Health Service Immunization Physician Statement for Medical Exemption](#)

[Health Service Immunization Program Religious Exemption Form](#)

[Incomplete Form](#)

[IRB Form](#)

[Medical History/Physical Examination Form](#)

[Preceptor Data Sheet](#)

[Professional Liability Report Form](#)

[Project/Thesis Card](#)

[Thesis Title Registration Form](#)

[Thesis/Project Abstract Form](#)

INTRODUCTION

This handbook has been designed to provide supplemental information about policies, procedures, and regulations in the School of Nursing to students enrolled in the graduate program, as well as general information. Information will also be sent to students using the SIUE e-mail listserves. The School of Nursing will use the SIUE student email address as the only official email address for electronic communication. Only approved SIUE staff and faculty have access to the listserves. It is the responsibility of the student to report to the School of Nursing and the SIUE Admissions Office of all address, phone number, and name changes. If updated addresses, phone numbers, and names are not provided, students may not receive needed information and will bear full responsibility. **Please remember to check your SIUE e-mail account frequently for announcements and information.**

The most recent version of general policies and standards for graduate students can be found by accessing the Internet: <http://www.siu.edu/POLICIES>. Important policies include the **Student Academic Code** (SIUE, 2004) online at <http://www.siu.edu/POLICIES/3c2.html>, the **Student Conduct Code**, (SIUE, 2002) online at <http://www.siu.edu/POLICIES/3c1.html>, and the **Student Grievance Code**, (SIUE, 1998), online at <http://www.siu.edu/POLICIES/3c3.html>. These documents can also be obtained from the offices of the Vice Chancellor of Student Affairs, Provost and Vice Chancellor of Academic Affairs, the Graduate School, or Admissions and Records.

The SIUE Graduate Catalogue 2006-2007 is available online at <http://www.siu.edu/GRADUATE/catalog/index.html>

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IT IS THE RESPONSIBILITY OF THE STUDENTS TO BECOME FAMILIAR WITH THE POLICIES OF THE SCHOOL OF NURSING AND TO COMPLY WITH THEM.

SECTION I.

MISSION AND GOVERNANCE

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

UNIVERSITY MISSION

Southern Illinois University Edwardsville is a public comprehensive university dedicated to the communication, expansion, and integration of knowledge through excellent undergraduate education as its first priority and complementary excellent graduate and professional academic programs; through the scholarly, creative, and research activity of its faculty, staff, and students; and through public service and cultural and arts programming in its region.

UNIVERSITY VISION

Southern Illinois University Edwardsville, as a premier Metropolitan University, will be recognized nationally for the excellence of its programs and development of professional and community leaders.

UNIVERSITY VALUES

Recognizing public education as the cornerstone of a democracy, SIUE carries out its mission based on certain fundamental, shared values. We value:

Citizenship

- Social, civic, and political responsibility, globally, nationally, locally, and within the University
- Active partnerships and a climate of collaboration and cooperation among faculty, staff, students, and the larger community
- Environmental stewardship

Excellence

- High quality student learning
- Continuous improvement and innovation
- Outstanding scholarship and public service
- Standards consonant with the premier status to which we aspire

Integrity

- Accountability to those we serve and from whom we receive support
- Honesty in our communications and in our actions

Openness

- Inclusion of the rich diversity of humankind in all aspects of university life
- Respect for individual differences
- Intellectual freedom and diversity of thought
- Access for all who can benefit from our programs

Wisdom

- Creation, preservation, and sharing of knowledge
- Application of knowledge in a manner that promotes the common good
- Life-long learning

UNIVERSITY STATEMENT ON DIVERSITY

All societies and peoples have contributed to the rich mix of contemporary humanity. In order to achieve domestic and international peace, social justice, and the development of full human potential, we must build on this diversity. SIUE nurtures an open, harmonious, and hospitable climate that facilitates learning and work. Each member of the University is responsible for contributing to such a campus environment.

SIUE is committed to education that explores the historic significance of diversity in order to understand the present and to better enable our community to engage the future. Integral to this commitment, SIUE strives for a student body and a workforce that manifests diversity.

ACHIEVING THE VISION: SIUE LONG-TERM GOALS

The primary focus of SIUE's long-term goals is student learning. Achieving the following goals will help students become lifelong learners and effective leaders in their professions and communities:

1. Engaged Students and Capable Graduates – Attract a diverse student body, including traditional, non-traditional, commuter, and residential scholars, and nurture, educate, and graduate students who achieve the objectives for baccalaureate, graduate, and professional degrees.
2. Innovative High Quality Programs – Develop, deliver, and continually improve high quality academic programs appropriate for a Metropolitan University.
3. Committed Faculty and Staff – Recruit and support a diverse faculty and staff known for providing the highest quality educational opportunity, scholarship, and service.
4. Harmonious Campus Climate – Foster a harmonious student-centered campus characterized by integrity, cooperation, open dialogue, and mutual respect among individuals with different backgrounds, cultures, and perspectives.
5. Active Community Engagement – Achieve an integral and indispensable relationship with Illinois and the St. Louis metropolitan area; work cooperatively within SIU to make the whole greater than the sum of its parts.
6. Sound Physical and Financial Assets – Develop, maintain, and protect the University's assets in a financially, aesthetically, and environmentally responsible manner.
7. Excellent Reputation – Participate and excel in actions that earn national recognition for quality.

**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
SCHOOL OF NURSING**

SCHOOL OF NURSING MISSION

The School of Nursing at Southern Illinois University Edwardsville, comprised of Graduate and Undergraduate Programs and serving the citizens of Southwest Illinois metropolitan region, prepares professional nurses through creative teaching by:

- Curiosity to learn through engaging students in scholarship of inquiry and practice.
- Courage to serve through collaborative practice, professional leadership, and advocacy for the sake of patient care.
- Compassionate care for clients served in multiple and diverse settings.
- Respect for all peoples through cultural awareness in order to provide competent nursing care to diverse populations.
- Life long learning and commitment to the advancement of the nursing profession.

SIUE Nursing: Excellence in Action!
Approved by Faculty 2-14-05

**THE ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION:
STATEMENT OF DEFINITION OF ADVANCED PRACTICE NURSING FUNCTIONS**

“Advanced practice nurse” or “APN” means a person who:

is licensed as a registered professional nurse under the Act ;meets the requirements for licensure as an advanced practice nurse under Section 15-10 of the Act:

Except as provided in Section 15-25 of the Act, has a written collaborative agreement with a collaborating physician in the diagnosis of illness and management of wells and other conditions as appropriate to the level and area of his or her practice in accordance with Section 15-15 of the Act; and

cares for patients:

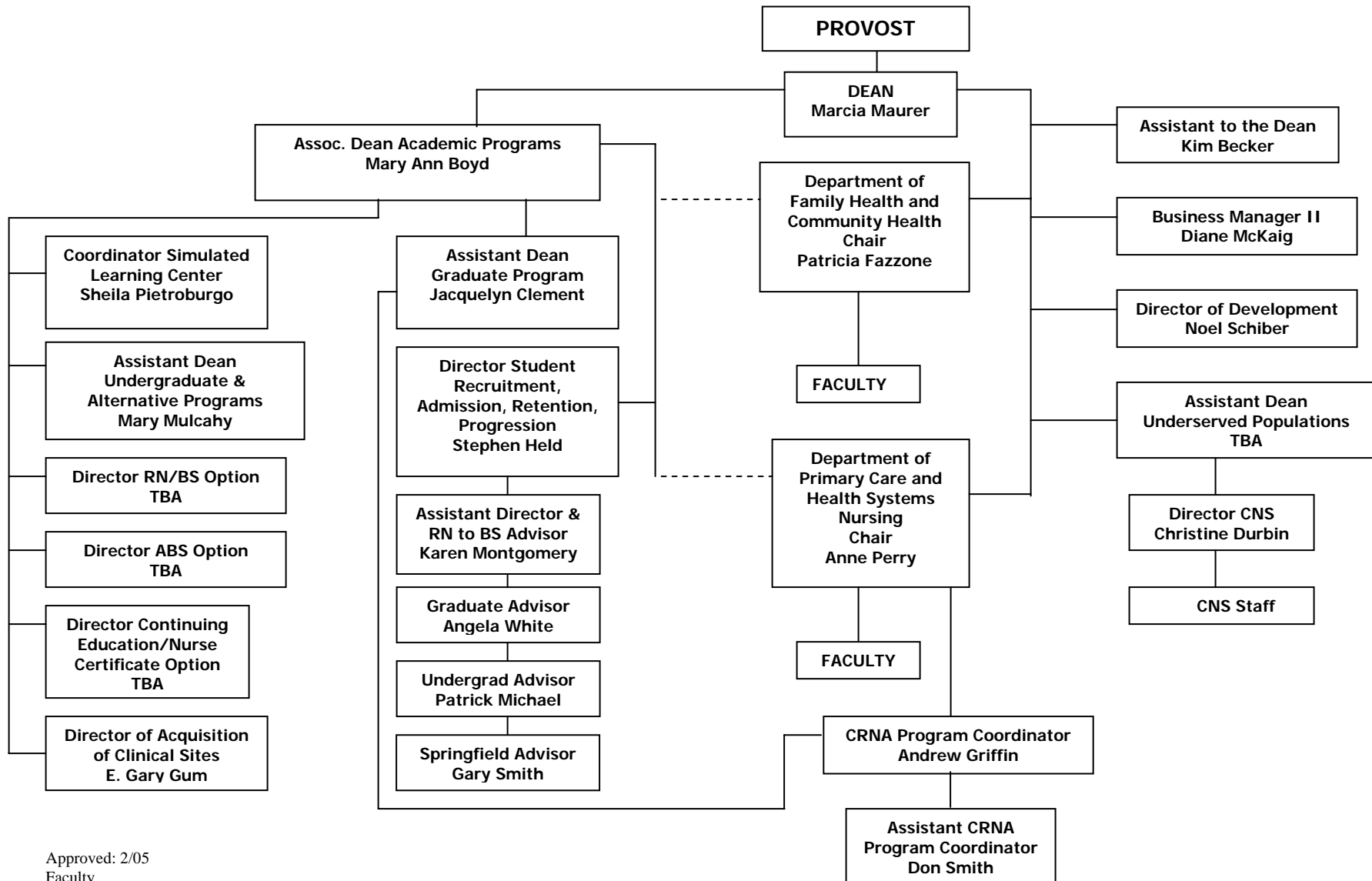
by using advanced diagnostic skills, the results of diagnostic tests and procedures ordered by the advanced practice nurse, a physician assistant, a dentist a podiatrist, or a physician, and professional judgment to initiate and coordinate the care of patients;

by ordering diagnostic tests, prescribing medications and drugs in accordance with Section 15-20 of the Act, and administering medications and drugs; and

by using medical, therapeutic, and corrective measures to treat illness and improve health status.

SOURCE: Rules for the Administration of the Nursing and Advanced Practice Nursing Act, (2001), Part 1305 Nursing and Advanced Practice Nursing Act – Advanced Practice Nurse, pp1.

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE SCHOOL OF NURSING ORGANIZATIONAL CHART



Approved: 2/05
Faculty
Revised 5/06

SECTION II

ADMINISTRATION, STAFF & FACULTY

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SIUE SCHOOL OF NURSING 2006 FACULTY RESEARCH INTERESTS AND EXPERTISE
GRADUATE FACULTY

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Laura Bernaix, RN, PhD	Associate Professor	I	x3989 AH2335A lbernai@siue.edu	Breast-Feeding Promotion, Maternal Behaviors, Teen Pregnancy Prevention, Maternal-Newborn Nursing, Parenting, Prenatal Blood Lead Testing	Research Design and Data Analysis, Education, Literature Review
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Jacquelyn Clement, PhD, APRN-BC, FNP	Professor and Assistant Dean for the Graduate Program	II	x3936 AH2124 jclemen@siue.edu	Caring/Touching, Critical Care Nursing, Medical-Surgical Nursing, Advanced Practice Nursing, Nurse Practitioners & Primary Care Research, Health Promotion, Exercise, Diet, Obesity	Critical Care, Family Nurse Practitioner Care, Advanced Nursing Practice, Education
Rhonda Comrie, PhD, RN	Assistant Professor		x3935 AH2308 rcomrie@siue.edu	Nursing education, Asthma, Student Development, Hope, Ethics, Medical Surgical nursing	Education, NCLEX, Medical-Surgical



SIUE SCHOOL OF NURSING 2006 FACULTY RESEARCH INTERESTS AND EXPERTISE
GRADUATE FACULTY

Name, Credentials	Title	Graduate Status	Phone Ext. (650 Prefix) Main # 650-3956 Ofc Loc & Email	Area(s) of Clinical Research Expertise	Research Area(s) of Functional Expertise
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Patricia Fazzino, DNSc, MPH, RN	Professor & Department Chair	II	X3995 AH2331B pfazzino@siue.edu	Child Maltreatment and Trauma; Substance Abuse; Child & Adolescent Psychiatry; Public & Community Health	Qualitative Methodology, Complexity Science, Public & Community Health; Health Systems
Arleen Fearing, RN, EdD	Associate Professor	I	x3999 AH2329 afearin@siue.edu	Medical-Surgical Nursing, Women's Health, Weight Control, Prostate Cancer and Nursing Education	Quantitative/Qualitative Methods, Educational Testings, Instrument Development, Medical-Surgical Nursing and Teaching/Learning Areas
Louise Flick, DrPH, RN, CS, MPE	Professor	II	X3283 AH2338 lflick@siue.edu	Adolescent pregnancy and parenting, adolescent problem behaviors, mother-child attachment/interaction, prenatal substance abuse, prenatal tobacco use, public health nursing, infant mortality and risk factor surveillance	Maternal/child epidemiology, psychiatric epidemiology, the Fetal Origins (Barker) Hypothesis, prenatal effects of psychiatric disorders, program evaluation, measurement of maternal child interaction, multivariate statistical methods: multiple and logistic regression
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SIUE SCHOOL OF NURSING 2006 FACULTY RESEARCH INTERESTS AND EXPERTISE
GRADUATE FACULTY

Name, Credentials	Title	Graduate Status	Phone Ext. (650 Prefix) Main # 650-3956 Ofc Loc & Email	Area(s) of Clinical Research Expertise	Research Area(s) of Functional Expertise
Rosanne Griggs, RN, Ph.D.	Clinical Assistant Professor	I	x5913 AH2320 rogrigg@siue.edu	Use of the Human Patient Simulator in Nursing Education, Experimental Education	Medical/Surgical Nursing
Karen Kelly, EdD, RN, CNAAC, BC	Associate Professor	I	X3908 AH2326 kkelly@siue.edu	Autism, Nursing Administration, Professional Nursing Development	Nursing Autonomy, Nursing Administration, Continuing Education, Policy and Politics, Professional Development
Kathy Ketchum, RN, PhD	Associate Professor	I	x5482 AH2331A kketchu@siue.edu	Trauma patients and families, intravenous therapy and blood drawing, medication safety, nursing informatics; Emerging Educational Technologies	Research design, Statistics, Computer Technology, SPSS; Evidence-based practice
Gladys Mabunda, RN, PhD	Associate Professor	I	x3905 AH2332B gmabund@siue.edu	HIV/AIDS in African Minority Populations, Access to Care, Health Issues Among Refugee Women	Qualitative Design
Marcia Maurer, RN, PhD	Professor & Dean	II	X3959 AH2109 mamauer@siue.edu	Pre-term labor, Role Socialization of Student to Profession, GRE as Predictor	Qualitative Design – Method: Grounded Theory
Mary Mulcahy, RN, EdD	Associate Professor and Assistant Dean for Undergraduate & Alternative Programs	I	x3934 AH2120 mmulcah@siue.edu	Differentiated Practice	Curriculum development and evaluation; Adult Learning



SIUE SCHOOL OF NURSING 2006 FACULTY RESEARCH INTERESTS AND EXPERTISE
GRADUATE FACULTY

Name, Credentials	Title	Graduate Status	Phone Ext. (650 Prefix) Main # 650-3956 Ofc Loc & Email	Area(s) of Clinical Research Expertise	Research Area(s) of Functional Expertise
Anne Perry, EdD, RN, FAAN	Professor & Department Chair	II	X3926 AH 2332A saperry@siue.edu	Adult Critical Care; Weaning from Mechanical Ventilation Nursing Language Development: NANDA, NIC, NOC Surveillance Diagnosis	Research Methods: Instrument Development Qualitative and Quantitative methods related to instrument development
Marguerite Riley, RN, PhD	Associate Professor	I	x5836 AH2330 mriley@siue.edu	Health Promotion, Curriculum Development, Breast & Prostrate Cancer, Chronic Pain, Professional Image	Medical-Surgical Nursing, Nursing Practice/Education
Rita Sander, PhD, RN	Assistant Professor	I	X3993 AH2304 rsander@siue.edu	Spinal Cord Injuries, Functional Outcome, Trauma Disaster, Bioterrorism, Information Related to Trauma Databases	Trauma, Disaster, Bioterrorism, Critical Care, Research design, Quantitative analysis, Computer Technology, SPSS
Cindy Schmidt, RN, PhD	Assistant Professor	I	x3921 AH2333 caschmi@siue.edu	Children with Type I Diabetes, Hospitalized Children's Perceptions of Nurses, Prenatal Lead Levels	Qualitative Methods, Pediatric Nursing, Education Practice
Mickey Stanley, RN, PhD	Associate Professor	II	x5042 (SIUE) AH2339 618-275-4336 (home) stanley@shawneelink.com mistanl@siue.edu	Congestive Heart Failure, Rural Elders, Osteoporosis in Older Women, Caregiver Issues, End of Life Care	Quantitative Methods, Research, Education



SIUE SCHOOL OF NURSING 2006 FACULTY RESEARCH INTERESTS AND EXPERTISE
GRADUATE FACULTY

Name, Credentials	Title	Graduate Status	Phone Ext. (650 Prefix) Main # 650-3956 Ofc Loc & Email	Area(s) of Clinical Research Expertise	Research Area(s) of Functional Expertise
Kim White, PhD, RN, CRRN	Assistant Professor		x3495 AH2328 kiwhite@siue.edu	Community Health, Lead Poisoning; risk reduction behavior, perceptions of risk	Community Health, Orthopedic/ Neurological Rehabilitation, Public Health, Lead Poisoning
Lorraine D. Williams, RN, PhD, APN, BC	Associate Professor	I	x3924 AH2336 llwillia@siue.edu	Substance Abuse/AIDS, Effectiveness of Pre-College Education Interventions for Minority Students, the Impact of Violence in Home, etc. on Learning Ability	Educational Intervention, Psych-Mental Health Nursing, Education
Richard Yakimo, PhD, APRN, BC	Assistant Professor	I	X5024 AH2307 ryakimo@siue.edu	Geropsychiatric nursing, outcome measures, psychosocial aspects of physical illness	Quantitative/qualitative methods, instrument development
Valerie Yancey, RN, PhD	Associate Professor	I	X2588 AH2334 vyancey@siue.edu	Nursing Theory, Health Care Ethics, Holistic Nursing Palliative Care, Intensive Care Nursing, Death and Dying, Spirituality and Health; stress management and psychoneuroimmunology	End of Life Care; Palliative Care Nursing Models for Care Delivery

SIUE SCHOOL OF NURSING 2005 FACULTY RESEARCH INTERESTS AND EXPERTISE
*MASTER'S PREPARED FACULTY TEACHING
 IN THE GRADUATE PROGRAM*

Name, Credentials	Title		Phone Ext. (650 Prefix) Main #650-3956 Ofc Loc & Email	Area(s) of Clinical Research Expertise	Research Area(s) of Functional Expertise
Cynthia Auld, RNC, MSN, FNP	Lecturer		X3980 AH3321 cauld@siue.edu	Women's Health	Family Nurse Practitioner, Women's Health
Virginia (Petroff) Behrhorst, APRN-C, MS	Instructor		x5873 AH2318 vpetrof@siue.edu	Nurse Practitioner Issues, Adult Health, Domestic Violence, Geriatrics, Women's Health	Primary Health, Adult Medical/ Surgical, Nurse Practitioner
Paul Darr, MSN, CRNA, APN, FAAPM	Lecturer		X5318 AH2317 pdarr@siue.edu	Retrospective studies to outcome comparisons and QI	Anesthesia- focused outpatient anesthesia and pain management issues
Andrew Griffin, CRNA, MS, APN	Instructor		X2182 AH2317 agriffi@siue.edu	General Surgery, Vascular, OB	Nurse Anesthesia
Valerie Griffin, RN, MSN	Instructor		X3392 AH2303 vgriffi@siue.edu	N/A	Childhood obesity/nutrition; Pediatric Primary Care; Developmental assessment of the pediatric patient
Jeanne Hancock,	Instructor		X5637 AH2301 jhancoc@siue.edu		
Rhoda Headley, RN, MS, ANP	Instructor		x5942 AH2314 rheadle@siue.edu	Adult Health, Primary Care	Nurse Practitioner, Interested in Clinical Application of Evidence Based Practice, Gerontology
Don Smith, CRNA, MSN	Lecturer		x5592 AH2321 donsmit@siue.edu	Anesthesia	Nurse Anesthesia
Laurita Stellyes, ND, BS	Lecturer		X3937 AH2316 lstelly@siue.edu	Alternative Medicine	Naturopathic Medicine & Education

SECTION III
STUDENT RESOURCES

University Student Support Services & Resources: Contact Information

Unless otherwise specified, all telephone numbers are 618 area code with a 650 prefix.

	Contact Person	Building	Room #	Phone #
Bursar	Staff www.siu.edu/BURSAR	Rendleman Hall	1101	3123
Office of Information Technology (Email & Internet)	Staff http://www.siu.edu/e-ID/	Dunham Hall	0210	3739
Financial Aid	Linda Hahn www.finaid.siu.edu or www.stuemp.siu.edu	Rendleman Hall	2308	3880
Graduate Records – Graduation, Transcripts, Posting of Transfer of Credit, Verification of Degree	Jodi Olson Xanthe Emerick www.siu.edu/GRADUATE/student	Rendleman Hall	1207	3167 2263
Health Service-Health Clearance	Sue Grimes, RN www.siu.edu/HEALTH	Rendleman Hall	0214	2849
Parking Services	Staff http://admin.siu.edu/parking/	Rendleman Hall	1113	3680
Service Center	Staff www.registrar.siu.edu	Rendleman Hall	1309	2080
Student ID	Staff www.registrar.siu.edu	Rendleman Hall	1309	2080
General SIUE Policies	www.siu.edu/POLICIES			
Semester Schedules	www.register.siu.edu/registrar/schedules			
Writing Center	Chad Verbais http://www.siu.edu/IS/WRITING/	Peck Hall	1419	2045
Speech Center	www.siu.edu/SPC/speechcenter.htm		Alumni Hall	3323
Blackboard Troubleshooting	Staff M-F 8:00am – 6:00 pm Otherwise leave voicemail http://www.library.siu.edu/ftc/blackboard/support/student.htm	Lovejoy Library	0055	5697
Lovejoy Library Information Svcs.	Dr. Kathlyn Behm kbehm@siu.edu	Lovejoy Library	3 rd Floor	3828
FTC Student Services	Staff http://www.library.siu.edu/ftc/students.htm	Lovejoy Library	0055	5697

FINANCIAL ASSISTANCE

Students in need of financial assistance should seek advice from the Office of Student Financial Aid in Rendleman Hall. Students are encouraged to apply by March 1st for the following academic year. This will allow time to process an application. Sources for funds for financial assistance include local banks, church and fraternal organizations, the Armed Forces ROTC programs, and Illinois Guaranteed Loans.

The Office of Student Financial Aid may also have part-time student positions for qualified applicants. The student is urged to consult the Office of Student Financial Aid for full information.

Some short-term emergency funds are available through the Kelly Jones Fund in the School of Nursing. The student assumes the responsibility for repayment of all student loans and financial aid.

Information about additional financial support opportunities will be posted on the student list serve and/or available through the student academic advisor.

ON-LINE TUITION AND FEE BILLING

Billing for tuition and fees by the University can be found on Cougarnet. It is the responsibility of the student to access Cougarnet for bills for tuition and fees. Paper bills will not be sent.

SECTION IV
GENERAL INFORMATION

SCHOOL OF NURSING WEBSITE AND EMAIL

All communications which affect graduate students are posted on the School of Nursing website (<http://www.siu.edu/NURSING>) and/or communicated on SIUE email. It is the responsibility of the student to be informed. **The School of Nursing will use the SIUE student email address (e-ID) as the only official email address for electronic communication.** Students may activate their e-ID at: <https://oitam.isg.siu.edu/~eid/cgi-bin/e-ID/> once they are enrolled in coursework. Only approved SIUE staff and faculty have access to the listserves.

- **STUDENTS E-ID MUST BE ACTIVATED AT LEAST ONE WEEK PRIOR TO THE FIRST DAY OF CLASS.**
- **STUDENTS MUST SUBMIT THEIR E-ID TO THE GRADUATE SECRETARY (pkoehne@siue.edu) IMMEDIATELY AFTER ACTIVATING IT IN ORDER TO BE INCLUDED IN THE SCHOOL OF NURSING COMMUNICATION LISTSERVE.**
- **STUDENTS ARE RESPONSIBLE FOR CHECKING THE SCHOOL OF NURSING WEBSITE AND EMAIL FREQUENTLY**

STUDENT ADDRESSES AND PHONE NUMBERS

Students are required to submit their current or new addresses, phone numbers and name changes to the Graduate Program Secretary, Pat Koehne (618) 650-3975, pkoehne@siue.edu in the School of Nursing. This is for use in case of emergencies and for communication purposes. Students must **ALSO** submit this same information to the SIUE Admissions Office. Forms are available at <http://www.siu.edu/registrar/forms/>. If updated addresses, phone numbers, and names are not provided, students may not receive needed information and will bear full responsibility.

EMERGENCY INFORMATION

All students are required to submit at least one Emergency Contact Name and Phone Number to the School of Nursing.

NAME BADGE

Name badges will be worn on the upper right portion of the uniform. Charges will be incurred for replacement name badges.

PARKING

If you drive to the Edwardsville campus, you must purchase and display a valid parking permit. Parking Services information may be found at <http://admin.siu.edu/parking/>.

SCHOOL PINS

Graduate students may purchase SIUE nursing pins if they so desire from the University Bookstore. A pin authorization form signed by the Associate Dean for Academic Programs is required.

CONVOCATION AND COMMENCEMENT CEREMONIES

The School of Nursing convocation ceremony is usually scheduled for the evening prior to Commencement. It is at this ceremony that Graduate Students receive their Master's Degree academic hoods.

Commencement ceremonies are held at the end of each academic term. Only those persons who have completed all degree requirements may participate in Convocation and Commencement. All students who will graduate must be cleared by the Graduate Records Office, Financial Aid Office, Registrar, and Bursar before they can participate in graduation ceremonies.

Students who do not complete all degree requirements by the designated date will not be allowed to participate in the School of Nursing Convocation nor the University Commencement.

SIGMA THETA TAU INTERNATIONAL NURSING HONOR SOCIETY

The Epsilon Eta Chapter of Sigma Theta Tau International was chartered in 1980 at SIUE. It is open to nursing students who meet established academic and professional criteria both at the graduate and undergraduate level and to community nursing leaders. The Society is concerned with the advancement of professional nursing through scholarship, research, and practices. If you are interested in further information about the Society, contact the Sigma Theta Tau Secretary in the School of Nursing, (618) 650-3958.

PHI KAPPA PHI HONOR SOCIETY

The University has a local chapter of Phi Kappa Phi. The primary objectives of the Honor Society of Phi Kappa Phi are to promote the pursuit of excellence in all fields of higher education and to recognize achievement by students, faculty, and other through election to membership, and through various awards for distinguished achievement. Each year graduate students who meet the academic criteria are invited to apply for membership. Awards are also made to students who successfully win paper competitions.

STUDENT PARTICIPATION IN SCHOOL OF NURSING COMMITTEES

Graduate students participate on several committees or groups within the School of Nursing. These include the Graduate Curriculum Committee, the Graduate Student Affairs Committee, the Dean's Advisory Committee and others.

SECTION V
CURRICULUM

NURSING PARADIGM

A paradigm describes the focus for a body of knowledge. These four concepts comprise a framework for study in the discipline of nursing and reflect the philosophic beliefs of the faculty and the School of Nursing.

PERSON can refer to individuals, families, aggregates, or populations. The person is characterized by wholeness, purpose, promise, potential, and complexity. While people are unique, they share a common identity, connection, and interdependence with each other. People are autonomous beings, capable of choice, and are entitled to respect for their human dignity. (Consensus Statement on Emerging Nursing Knowledge)

ENVIRONMENT refers to physical, psychosocial, spiritual, economic, and cultural factors that contribute to health status (Kleffel, 1991). Persons are in constant interaction with the dynamic environment.

HEALTH is defined as physical, mental, spiritual and social well-being and not merely the absence of disease. Health is multidimensional, dynamic and is influenced by functional capacity, adaptation, behavior, and access to quality healthcare (adapted from the WHO, 1948 and US Department of Health and Human Services, 2000).

NURSING is the protection, promotion and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations (ANA, Social Policy Statement, 2003)

Learning

Learning is an active search for meaning by the learner, construction and reconstructing knowledge rather than passively receiving it, shaping as well as being shaped by experiences. Learning involves social interaction that promotes a process of becoming a member of a sustained community of practice.

Adapted from the Joint Task Force on Student Learning, 1998, quoted in Huba, M.E. and Freed, J.E. (2000). *Learner-centered assessment on college campuses: Shifting the focus from teaching to learning*. Boston: Allyn & Bacon.

Approved by School of Nursing Faculty: May, 2004

CURRICULAR THEMES

Themes for the curriculum are derived by faculty from an assessment of University and School of Nursing statements of mission and goals. Once the themes are determined for a curriculum, they are used to systematically plan and develop course direction, content and outcome expectations.

ANALYTICAL REASONING

Outcome focused thinking that includes the ability to analyze information, make inferences, draw logical conclusions, and critically evaluate all aspects and consequences of an action.

COMMUNICATION

A complex, ongoing, interactive process that involves oral, written and nonverbal interactions.

ROLE

A set of social and personal characteristics that includes the nurse as a provider, manager, designer and coordinator of care, and a member of a profession.

HUMAN DIVERSITY

Differences in race, ethnicity, national origin, religion, age, gender, sexual orientation, ability/disability, social and economic status or class, education, beliefs, and related attributes of people (adapted from Andrews and Boyle, *Transcultural concepts in nursing care*, 1999).

ETHICS

The application of a value system in making decisions about the rightness and/or wrongness of an action or situation.

Integrated Concepts for curriculum

Life span perspective of human development takes into account all phases of life, not just childhood or adulthood, and is embedded in social and cultural contexts. (Adapted from Berger, K. (2005). *The developing person through the life span*, 6th edition)

Citizenship refers to being a responsible member of local, national and global community where in one participates, collaborates and contributes openly and freely toward improving the life conditions of the community.

Community is viewed as a group who share common interests, who interact with each other and who function collectively within a defined social structure to address common concerns (Clark, 2003).

Approved by School of Nursing faculty: May, 2004

THE ESSENTIALS OF MASTER'S EDUCATION
FOR ADVANCED PRACTICE NURSING
AMERICAN ASSOCIATION OF COLLEGES OF NURSING

Through the consensus-building process used by the AACN Task Force, general agreement on the outline of a master's nursing curriculum evolved. The master's curriculum is conceptualized as having three components. These are:

1. **Graduate Nursing Core:** foundational curriculum content deemed essential for all students who pursue a master's degree in nursing regardless of specialty or functional focus.

Graduate Core Curriculum

- I. Research
- II. Policy, Organization, and Financing of Health Care
 - (1) Health Care Policy
 - (2) Organization of the Health Care Delivery System
 - (3) Health Care Financing
- III. Ethics
- IV. Professional Role Development
- V. Theoretical Foundations of Nursing Practice
- VI. Human Diversity and Social Issues
- VII. Health Promotion and Disease Prevention

Graduate Nursing Core Courses

N500, Theoretical Foundations of Nursing
N504, Advanced Nursing Research Design and Methods
N505, Health Policy and Advanced Practice Nursing
N507, Role Development in Advanced Practice Nursing

2. **Advanced Practice Nursing Core:** essential content to provide direct patient/client services as at advanced level.

Advanced Practice Nursing Core Curriculum

- I. Advanced Health/Physical Assessment
- II. Advanced Physiology and Pathophysiology
- III. Advanced Pharmacology

Advanced Practice Nursing Core Courses

N513a, Advanced Health Assessment
N513b, Advanced Health Assessment Practicum
N514, Advanced Human Physiology
N515, Advanced Human Pathophysiology
N516, Advanced Pharmacology
N517, Principles of Epidemiology

3. **Specialty Curriculum Content:** those clinical and didactic learning experiences identified and defined by the specialty nursing organizations.

CRNA	NP	HCNA	NE
N529	N571a & b	N590	N581
N563	N572a & b	N591	N582
N564	N573a & b	N592	N584
N565a & b	N576a & b	N593	N585a&b
N566a & b	N577	N594a&b	N586a & b
N567a & b			or
N568a & b			N587a & b
N569a & b			or
			N588a & b
			Or
			N589a & b

Graduate Nursing Specialty Courses

- N529, Orientation to Nurse Anesthesia
- N563, Pharmacology Related to Anesthesia
- N564, Chemistry and Physics Applied to Anesthesia
- N565a, Theoretical Foundations of Nurse Anesthesia I
- N565b, Clinical Practicum in Nurse Anesthesia I
- N566a, Theoretical Foundations of Nurse Anesthesia II
- N566b, Clinical Practicum in Nurse Anesthesia II
- N567a, Theoretical Foundations of Nurse Anesthesia III
- N567b, Clinical Practicum in Nurse Anesthesia III
- N568a, Theoretical Foundations and Clinical Correlations of Nurse Anesthesia IV
- N568b, Clinical Practicum in Nurse Anesthesia IV
- N569a, Theoretical Foundations and Clinical Correlations of Nurse Anesthesia V
- N569b, Clinical Practicum in Nurse Anesthesia V
- N571a, Adults in Primary Health Care I
- N571b, Adults in Primary Health Care I: Practicum
- N572a, Adults in Primary Health Care II
- N572b, Adults in Primary Health Care II: Practicum
- N573a, Advanced Management of Women’s Health
- N573b, Advanced Management of Women’s Health: Practicum
- N576a, Advanced Management of the Pediatric Client
- N576b, Advanced Management of the Pediatric Client: Practicum
- N577, Advanced Practicum and Role Synthesis
- N581, Curriculum Development for Nursing
- N582, Testing and Evaluation in Nursing Education

N584, Teaching Strategies for Diverse Populations in Nursing
N585a, Synthesis of Teaching in Nursing
N585b, Synthesis of Teaching in Nursing: Practicum
N586a, Medical-Surgical Seminar
N586b, Medical-Surgical Practicum
N587a, Pediatrics Seminar
N587b, Pediatrics Practicum
N588a, Obstetrics Seminar
N588b, Obstetrics Practicum
N589a, Gerontology Seminar
N589b, Gerontology Practicum
N590, Organizational Theory and Behavior in Nursing
N591, Foundations for the Advanced Leadership Role in Health Care and
Nursing Administration
N592, Finance, Budgeting and Informatics in Health Care and Nursing
Administration
N593, Management of Diverse Human Resources in Health Care and Nursing
N594a, Synthesis of Health Care and Nursing Administration
N594b, Synthesis of Health Care and Nursing Administration Practicum

SOURCE: The Essentials of Master's Education for Advanced Practice Nursing (1996), American Association of Colleges of Nursing, (pp 4-12.)

PROGRAM OBJECTIVES

STUDENTS WILL:

1. Collaborate with others to enhance the quality and clinical relevance of nursing research, theory, and advanced practice to address the varied needs of diverse populations.
2. Select evidence-based therapeutic interventions through use of comprehensive critical thinking skills in caring for patients within specialty areas of advanced practice.
3. Synthesize new knowledge and skills to promote self-awareness, self-fulfillment, and lifelong learning.
4. Assume personal accountability of decisions, actions, and their outcomes.
5. Exhibit leadership skills to initiate change and advance professional nursing standards in diverse health care delivery systems.

6. Use open communication, demonstrate respect, and sensitivity to the needs of persons from multi-cultural and diverse backgrounds and perspectives in providing services to local, national, and global communities.
7. Select research, critical thinking, and ethical decision-making skills to assess and evaluate health needs of diverse populations and to deliver appropriate advanced practice nursing.
8. Appraise trends in advanced nursing practice through the selection of information technology to enhance, organize, and express ideas and knowledge.

PROFESSIONAL DEVELOPMENT SEQUENCE

The Professional Development Sequence (PDS) is a non-degree series of courses in a nursing specialization. Students apply to the PDS as unclassified graduate students. The sequence of academic coursework, currently 12 hours of credit, leads to a certificate of completion that is issued by the School of Nursing. Some of the courses taken in the PDS may be accepted toward the graduate degree in nursing. Current offerings include nursing management and gerontology.

POST MASTER'S CERTIFICATION

Those who hold a prior master's degree in nursing may apply for admission to a post-master's certificate program in any of the available nursing specializations. The requirements for completion of the certificate program vary by specialization, but generally include the specialization courses, electives, and additional courses. The graduate program nursing academic advisor can provide current information on the requirements for the post-master's certificates.

DUAL SPECIALIZATIONS

The student choosing to complete a dual specialization must complete a second Graduate School application to add the second specialization and submit it to the Graduate Admissions Office.

Each student must meet all of the course/clinical requirements for each specialization chosen and the Graduate School's requirements prior to being permitted to graduate unless approved by the Assistant Dean for the Graduate Program.

Only one thesis or project is required, with both specializations being reflected.

The student will be expected to complete all requirements for the Degree within the time defined in the Graduate Catalog.

SECTION VI
COURSE RELATED INFORMATION

FACE TO FACE, WEB ENHANCED, HYBRID AND ONLINE COURSE FORMATS

Some graduate courses are offered in the traditional face to face classroom format. Many are being offered through Blackboard (SIUE's internet course software) as web enhanced, hybrid or online course formats. It is essential that the student plans for computer and internet access appropriate to the course.

- Web Enhanced Courses: Uses Blackboard to make some of the resources for the students available on the web.
- Hybrid Courses: Combines classroom and online lessons using Blackboard.
- Online Courses: Provides 80% or more of the course sessions online and the remainder in the classroom.

If students are unsure of the planned format of the course, they should contact the faculty assigned to teach the course.

COURSE REGISTRATION PROCESS

The graduate student academic advisor will send a listserve email to all graduate students informing them of the enrollment period for the next semester(s). **Students are responsible for initiating the actual registration process with the graduate academic advisor.** If the student wishes to continue to enroll according to the signed progression plan in his/her file, he/she must email the graduate academic advisor to confirm enrollment. If the student has any questions or possible changes to the plan, he/she must make an appointment with the graduate academic advisor. Failure to follow the agreed-upon progression plan may result in the inability to re-enter and complete the specialization.

DROPPING COURSES

All graduate students must notify the Graduate Academic Advisor in the School of Nursing prior to dropping any course. The University policy on grades assigned to dropped courses as outlined in the SIUE 2006- 2007 Graduate Catalog will be adhered to. After the start of the semester all withdrawals/drops must be conducted through the Service Center in writing. Weeks 6-8 require the signature of the instructor and the Graduate Academic Advisor. After week 8 no drops or withdrawals are allowed.

COURSE FEES

Additional course fees assigned to the nursing courses range from \$0.00 to \$4,600.00/semester. Course fees are evaluated annually in March by the Department Chair and the Assistant Dean for the Graduate Program. Recommendations are conveyed to the Dean of the School of Nursing on the adjustment of fees. This recommendation is forwarded to the Board of Trustees through the Provost and Chancellor for approval prior to implementation of the fee change.

COURSE SYLLABI

Graduate students are given course syllabi for graduate nursing courses at the first class session. Students in on-line courses will retrieve syllabi from Blackboard.

Occasionally, graduates of our programs contact the school requesting copies of syllabi from courses that they completed during their enrollment here. The School of Nursing is unable to maintain, over the years, copies of the syllabi for all of the courses. It is the responsibility of students to maintain copies of their course syllabi as they progress through the graduate program and after graduation for any future needs. The School of Nursing maintains current syllabi only.

TEXTBOOKS

Books for graduate courses may be purchased in person or online (www.siu.edu/MUC/bookstore.html) through the SIUE Campus Bookstore. Textbooks will be available 2 – 3 weeks prior to the first day of the semester.

GRADING SCALE

The Graduate Program in Nursing will use the following grading scale:

93 - 100%	A
85 - 92%	B
76 - 84%	C
70 - 75%	D
Below 70%	F

GRADE INFORMATION

Grade reports are available to students by the Graduate School and the University at the end of each semester via Cougar Net. Individual faculty may report grades to students in a manner that protects confidentiality. Secretaries are not permitted to report grades to students. Grades will not be posted.

INCOMPLETE GRADES

Unless the instructor has specified a shorter period of time, an incomplete grade which is not completed within one year will automatically be changed to an "F". If an instructor specifies a shorter period of time, the instructor must communicate it in writing to the student at the time the incomplete is granted using the "Incomplete" Form available through the Graduate Student Advisor. This completed and signed form must be placed in the student's file.

WRITTEN WORK OF STUDENTS

Any written work submitted as a part of class assignments, thesis or project to the School of Nursing will become the property of the School of Nursing and may be used for program evaluation purposes.

TRANSFER OF CREDITS

All courses transferred in to meet program requirements must be approved by the Graduate Student Affairs Committee. Students who enroll in courses at other institutions are warned to obtain approval for transfer prior to course enrollment. All requests for transfer credit are reviewed on an individual basis following a request by the student to the Graduate Student Affairs Committee.

Students use the "Graduate Student Request Form", available from the Graduate Academic Advisor and in the Graduate Records Office, to request transfer of credit. Students must submit this completed form and the necessary course information to the Graduate Academic Advisor to initiate this request.

The request includes an official transcript showing completion of the course involved and must be on file in the Graduate Records Office. Requests to transfer credit for some courses must be accompanied by syllabi or other descriptive materials that help to define the nature or content, as well as by documentation showing satisfactory completion of course requirements. Examples of courses requiring such descriptive materials include those with no published description, which are identified by titles such as "Independent Study", "Special Topics", "Readings", or which were completed at institutions that do not issue a graduate catalog or are not listed in the indexes of standard accrediting agencies.

Up to 1/3 of the total number of credit hours required for the degree, may be transferred from another University. No transfer credit is approved for work bearing a grade below "B". Only credits earned with course grades of "B" or above within the previous six (6) years will be transferred unless approved by the Graduate Student Affairs Committee.

THESIS OR PROJECT OPTION

Graduate students have the option of completing either a thesis (N599) or project (N595). The thesis totals 6 semester hours of credit. Students completing a project will enroll for a total of three credit hours for the project, as well as three credit hours in an elective course, for a total of six credit hours overall.

The faculty committee must be formed by the student before enrollment in NURS 595/599, Thesis/Project Hours. Students are expected to select a thesis or project committee at least 12 months prior to the planned graduation date, preferably during or after the completion of NURS 504, Advanced Nursing Research and Design Methods.

Students must be actively enrolled in some course in order to maintain an electronic ID for email and internet use and have access to University resources. Therefore students who have completed all other program courses or have a semester when they have no coursework in which to enroll must enroll in UNIV 500. UNIV 500 is a no-credit "course" for which a fee of \$37.50 or current fees as outlined in the Graduate School Catalog is charged. This form of enrollment enables the student to maintain access to such resources as faculty, library, computers and parking.

The Thesis

Each master's degree thesis must be supervised by a committee of at least three members identified by the Graduate School as individuals with Graduate Faculty status. Two of the faculty committee members must be from the School of Nursing. One member of the committee must represent the student's specialization. The student's proposal must be approved by the committee before applying for IRB approval and registering the thesis title with the Graduate School.

After the student selects committee members, he/she will complete the Thesis Card and submit it to the Graduate Secretary. One copy will be given to the Committee Chair and members of the committee and the Graduate Secretary will maintain one copy. **The Thesis Card must be filed the semester prior to enrolling in NURS 599.** Having the Thesis Card on file, will enable the student to enroll in NURS 599.

The student must register the title of the thesis with Graduate Records in the Service Center by the end of the term prior to completion of degree requirements. (Refer to "Procedure for Submitting the Application for Approval of Project Involving Human Subjects" in this School of Nursing Graduate Student Handbook.) Forms are available at http://www.siu.edu/GRADUATE/student/frms_guide.html#guide.

The style of a thesis must conform to the guidelines published by the Graduate School and APA format. To facilitate this, the student must submit the final draft of the entire thesis to the Student Service Center as early as possible, but not later than two weeks prior to the exit interview date. Students are encouraged to purchase the latest edition of the APA style manual. Guidelines for the Preparation of Theses, published by the Graduate School, are available online at <http://www.siu.edu/GRADUATE/student/index.html>. Hard copies of all required university forms are available at the Service Center in Rendleman Building. **The draft needs to be submitted to the Service Center no less than two weeks prior to the Exit Interview date.**

The Project

The master's project addresses a theoretical and practice-relevant issue in nursing. Each project will have one Project Chair with graduate status and one Project Reviewer who teaches in the graduate program. One of these faculty members must represent the student's specialization area.

After the student selects a Project Chair and a Project Reviewer, he/she completes the Project Card and submits it to the Graduate Secretary. One copy will be given to the Project Chair and Project Reviewer and the Graduate Secretary will maintain one copy. **The Project Card must be filed the semester prior to enrolling in NURS 595.**

The student submits a proposal to the Project Chair, who will work with the student throughout the project, and the Project Reviewer, for approval. The role of the Project Reviewer is to review the project proposal and make appropriate suggestions. After the Project Reviewer approves the proposal and signs the appropriate paperwork, he/she will have no further obligations regarding the project until the Exit Interview. The student will continue to work with the Project Chair until the project is completed.

If the project involves human subjects, animals, biohazards, and recombinant DNA the student must follow the guidelines for Protection of Human Subjects as described in this handbook.

The following are the examples of possible projects, however, students are encouraged to be creative.

1. Research Synthesis (Integrative Review of the Literature) - The research synthesis is a scientific review of the literature (including and beyond the nursing literature) that includes the rules of rigorous inquiry and involves obtaining and synthesizing research dealing with a chosen topic. The end result is a synthesis statement regarding the current state of knowledge on the chosen topic and applicability to nursing practice.
2. Case Study - The case study involves the in-depth investigation of a person, family, group, institution, or community as a single subject. These studies are usually descriptive, exploratory, or explanatory and provide the synthesis and analysis of a single case with evaluation from a theoretical and nursing perspective.
3. Program Evaluation/Quality Outcomes Management - Program evaluation/quality outcomes management involves the assessment and evaluation of the process or outcomes of a program or the components of a program in order to assure quality healthcare.
4. Teaching Module/Program - This type of project involves the development of a teaching module or program, implementation of the module or program, and evaluation of its effectiveness. The module or program should be inclusive of specific learner objectives, evidence-based content, innovative teaching strategies, appropriate teaching/learning principles, and evaluation protocol.
5. Special Clinical Experiences - Special clinical experiences involve an organized and unique clinical experience within settings or with populations atypical of the student's employment and previous graduate clinical experiences. The student and committee members must agree upon the details of the experience. An extensive scholarly preparation for the experience including learning objectives, evidence-based rationale, and a written summary and evaluation of the experience is required.

6. Grant Development - This type of project involves the development of a grant proposal. The proposal must include identified specific aims, literature review, procedure or implementation plan, timetable, proposed budget, and plan for evaluation.
7. Manuscript for Publication - This involves preparing and submitting a manuscript to a scholarly, peer-reviewed journal.
8. Participate in Faculty Research – This involves participating in some of the research activities, such as development of a literature review, as determined by the faculty member and the student.

Final approval of the project is granted by the student's Project Chair.

Criteria for Evaluation of the Master's Project

After the project has begun, the student works with the Project Chair to complete the final project. This process usually requires numerous revisions of the written product before it meets graduate level standards. The writing must be at the graduate level and must reflect proper grammar usage, cohesion, and clarity. The length of the paper depends on the methodology/option chosen; however, it is expected that the paper will be a minimum of 15-20 pages. The final paper must also follow APA guidelines.

The student must participate in “**The Thesis and Project Presentation Day**” as part of the completion of the project. (Refer to the guidelines for **the Thesis and Project Presentation Day**). The Project Chair or designee must attend the student's presentation and sign off on the project. The appropriate form is completed and signed by the Project Chair and entered into the student's academic file in the School of Nursing.

Human Subjects

In order to comply with federal regulations, proposals that involve human subjects, animals, biohazards, or recombinant DNA must be cleared by the appropriate University Committee and approved by the Graduate Dean before data collection begins. These include, for example, the systematic examination of educational practices, educational testing, surveys, interviews, observation, secondary analysis, and the examination of records, charts, or any data on human subjects. This approval must be obtained before the student can begin the research.

All students must complete the *Human Subjects Online Tutorial* course provided by the university (http://www.siu.edu/ORP/IRB/hs_train.html), or they can take the *Human Participant Protections Education for Research Teams* offered online by the National Institute of Health (<http://69.5.4.33/c01/>). The certificate must be renewed every three

years All students must have a copy of this certificate on file in their permanent record. This certificate must also be presented when submitting the application for IRB approval. Guidelines for research with human subjects are available at: http://www.siu.edu/ORP/IRB/irb_instr.html.

The student bears the responsibility for obtaining IRB approval from the data collection site (e.g., hospital, healthcare agency, etc.). In addition, the student is responsible for obtaining approval of the author(s) for use of instruments or tools that will be used for data collection. This includes any costs for such use. Committee members can assist the student in answering questions about this process.

Procedure for Submitting the Application for Approval of Project Involving Human Subjects

Prior to submission of the Application for Approval of Project Involving Human Subjects if required, the student must ensure that all committee members concur with the proposed research plan. When submitting the Application for Approval of Project Involving Human Subjects , the following items must be included:

1. A "Registration of Thesis Title" form, which is completed and signed by the student and all members of the thesis committee (http://www.siu.edu/ORP/IRB/hs_train.html) (For Thesis only).
2. The completed IRB application, signed by the student and committee Chair (http://www.siu.edu/ORP/IRB/irb_forms.html).
3. A copy of all questionnaires and/or data collection instrument.
4. Letter(s) of consent
5. Human Subject Certificate

The application packet is submitted to, and signed by, the Chair. These materials are then forwarded for approval and signature to the Assistant Dean for the Graduate Program. The packet is returned to the Graduate Program Secretary, who processes it to the Office of Research and Projects for approval by the SIUE IRB and the Dean of the Graduate School. Data collection can begin **only** after the SIUE IRB approves the study.

CHANGE FROM PROJECT TO THESIS OR THESIS TO PROJECT

1. Students seeking to make such a change must meet with their Committee Chair to obtain approval and to develop a plan for making the change.

2. The Student must meet with the Graduate Academic Advisor to complete the required paperwork. The Graduate Student Advisor will inform the Registrar of the change.

SCHOOL OF NURSING THESIS /PROJECT GUIDELINES

Guidelines for the Thesis Committee

1. The student selects the committee. The student may find it helpful to consult with faculty, the department chair, or the Assistant Dean for the Graduate Program to identify an appropriate chair for the study. The chair, in consultation with the student, may recommend potential members of the committee who can add depth and dimension to the student's thesis.
2. The committee must include a minimum of three faculty members with Graduate Faculty I or II status in the Southern Illinois University Edwardsville Graduate School. One committee member must represent the student's specialty area . This may be a Reader who serves as a fourth member of the committee who is without graduate status.
3. The student may choose faculty members from outside of the School of Nursing to serve as committee members; however, at least two of the three faculty members must be from the School of Nursing.

Guidelines for the Chair/Project Reviewer

1. The Chair will be selected by the graduate student. The student may find it helpful to consult with faculty, the department chair, or the Assistant Dean for the Graduate Program to identify an appropriate chair and Reviewer for the study.
2. The Chair will be a nursing faculty with Graduate Faculty I or II status in the Southern Illinois University Edwardsville Graduate School. The Project Reviewer must teach graduate level courses. At least one of these two must represent the student's clinical specialization.

Responsibilities of the Members of the Thesis Committee/Project Chair

1. Responsibilities of the Thesis Chair/Project Chair:
 - (a) Assists student in preparation of proposal for review by committee members/Project Reviewer and approves the proposal.
 - (b). Assists the student with completion of appropriate forms for the IRB.

- (c). Approves and signs the proposal and the thesis title form, prior to submission to the Assistant Dean for the Graduate Program.
- (d). Provides guidance and editorial assistance during the development and completion of the thesis/project. Provides guidance to the student on the thesis requirements of the Graduate School to ensure compliance.
- (e). Schedules exit interview and informs the graduate secretary of the project title prior to Presentation Day.
- (f). Prepares student for the Thesis and Project Presentation Day.
- (g). At the completion of the presentation, completes the Grade Change slip for NURS 595/599 (from Deferred to Satisfactory/Unsatisfactory) and signs the final completion forms.
- (h). Approves all extensions of time required for completion prior to submission of a request to Graduate Student Affairs Committee

2. Responsibilities of the Thesis Committee Member:

- (a) Approves the proposal and the thesis title prior to submission to the Assistant Dean of the Graduate Program, and prior to registration with the Dean of the Graduate School as appropriate.
- (b) Provides guidance and editorial assistance during the process of the research.
- (c) Participates in exit interview and signs all the appropriate forms.
- (d) Participates in the **Thesis and Project Presentation Day**.

Change of Committee Members

If the student should need to change membership of the committee, the student should take the following steps:

1. If the individual being requested to step off the committee is not the chair the student should confer with the chair before proceeding to step 2.
2. The student should meet with faculty member involved and request the change, explaining the rationale for this request. If the faculty member agrees, the name should be changed on the Thesis/Project Card in the student file.

3. If the faculty member does not agree to step off the committee, the student may submit a written appeal to the Assistant Dean of the Graduate Program who will take the request to the Graduate Student Affairs Committee for final decision.

FINAL EXIT INTERVIEW AND THESIS/PROJECT PRESENTATION EXPERIENCE

Final Exit Interview

When revision of the thesis/project reaches a satisfactory level, the Chair, in collaboration with the student and members, will schedule a Final Exit Interview. Steps required in this process include the following:

1. The Chair will notify the Graduate Program Secretary of the desired date and time, and the secretary will prepare the appropriate paperwork for the session.
2. It is the student's responsibility to provide the committee members with the most recent draft of the thesis/project no later than two (2) weeks prior to the Final Exit Interview.

The purposes of the Final Exit Interview will include the following:

1. To discuss the student's experiences in the program, suggestions for improving the program, and the student's own growth throughout the program.
2. To provide final directions for satisfactory completion of the thesis/project and recommendations for participation in the formal Thesis/Project presentation Day.
3. To allow faculty and the student to complete the exit evaluations forms and sign the appropriate paperwork. Failure by the student to complete and return the exit evaluation forms will result in a failure to graduate. The exit evaluation forms should be completed by the student and returned to the Graduate Program Secretary immediately following the Final Exit Interview.

Thesis/Project Presentation Day

All master's degree candidates are required to participate in the Thesis/Project Presentation day. One or two days (as needed) will be designated by the Assistant Dean of the Graduate Programs for formal presentation of thesis/projects by graduating students. This experience will include the following:

1. All Committee/Project Chairs will schedule their respective students for their formal PowerPoint presentations. This will be done through the Graduate Program Secretary.
2. Students are required to furnish an electronic copy of their PowerPoint presentation to the Graduate Program Secretary at least one (1) week prior to the Presentation Day.
3. Each student will be given a total of twenty (20) minutes, with approximately fifteen (15) minutes to present his/her thesis/project, and five (5) minutes to respond to any questions from other students or faculty.
4. After satisfactory completion of the presentations, Committee Chairs will sign the final completion paperwork for the Graduate School.

Final Approval for Graduation

It is the student's responsibility to provide the required copies of the completed thesis/project to the Graduate Program Secretary by the appropriate deadline. For a thesis, the student should provide one original printed on bond paper and two (2) photocopies to the Graduate Program Secretary, as well as deliver one photocopy to the chairperson and to each of the committee members. For a project, the student should provide one photocopy of the project to the Graduate Program Secretary, and should deliver one copy to the chairperson. Upon receipt of these copies, and contingent upon receipt of all completed evaluation forms, the Graduate Program Secretary will forward all necessary paperwork to the Graduate School.

SECTION VII

HEALTH & RELATED INFORMATION

HEALTH MANDATES

ALL VERIFICATIONS OF THE FOLLOWING HEALTH INFORMATION SHOULD BE DELIVERED TO UNIVERSITY HEALTH SERVICES, NOT TO THE SCHOOL OF NURSING

These Health Requirements must be completed at least 1 week prior to the beginning of your first semester of enrollment. In cases of late admission to the program, with the approval of the Assistant Dean for Graduate Programs, If health requirements are not completed by the end of the first semester of enrollment in the program, the student will receive incompletes in all nursing classes. The SIUE School of Nursing immunization policy is based on the CDC guidelines. Health care workers are cited as the most at-risk group for infectious diseases. For further information, consult the CDC web site (<http://www.cdc.gov>.)

You may complete your requirements through your family physician or through University Health Service. University Health Service hours are Monday – Friday, 8:00 to 4:30. Please call (618) 650-2842 to schedule an appointment.

All records must be filed with University Health Service and will be reviewed by a Health Service nurse. After all requirements have been met, a clearance form will be sent to the School of Nursing.

- **Physical Examination:** Students are required to have a physical examination upon admission to the School of Nursing, either through the University Health Service or their private health care provider. The University Health Service will arrange an appointment upon request contact Health Services at 650-2842 for appointment or fees. **You must make an appointment if you wish to discuss your health records with someone from Health Service. Do Not go to Health Services as a walk-in.** The examination must include, but is not limited to, a complete medical history, vital signs, urinalysis, serology, and documentation of immunization status (please use a copy of the approved form in Appendices A and B) available in Student Health Services or download forms from the web at: <http://www.siu.edu/HEALTH/forms.html>. A consent form is also available for signature so that the School of Nursing has access to student health records (see form in Appendix G).
- **Rubeola (Measles or Red Measles) vaccination** (2 doses required), OR titer showing immunity (copy of lab report required), OR date of disease verified by a physician
- **Rubella (3-day of German Measles) vaccination**, OR titer showing immunity (copy of lab report required)
- **Mumps vaccination**, OR titer showing immunity (copy of lab report required), OR date of disease verified by a physician
- **Tetanus/Diphtheria vaccination** within the last 10 years

- **Rubella antibody titer showing immunity** (copy of lab report required. If you received the MMR vaccination within the past 3 months, you are exempt from needing the titer).
- **Varicella antibody (IGG) titer** showing immunity (copy of lab report required)
- **Hepatitis B vaccination** – 3 doses (Doses 1 & 2 are required for Semester 4 clearance) OR titer showing immunity (copy of lab report required). Those students who have recently completed the Hep B series must have a titer drawn 1-2 months after the 3rd shot and the titer must show immunity.
- **PPD/Mantoux TB skin test** (within 1 year prior to starting clinicals) – **2 step** required for new students. If documented past positive and documented negative chest x-ray, will need Signs/Symptoms TB Assessment form completed. (If you have documentation of 3 consecutive current years of negative TB skin tests, this is also acceptable.) **This must be updated annually and evidence of this must be delivered to University Health Services.**

Students are required to keep all immunizations current during enrollment in the School and must provide evidence thereof to the University Health Services. They should also retain a copy of their immunization record.

Additional guidelines will be added if requested by clinical agencies being used by the School of Nursing for student clinical experiences or other appropriate agencies (such as health departments, health services, State of Illinois).

IMMUNIZATION EXEMPTIONS

It is the responsibility of the student who wishes to be exempt from immunizations to complete the “Legal College Immunization Exemption” form, “Religion Exemption Form” and/or the “Physician Statement for Medical Exemption.” These forms are available from Health Service (see Appendices B, C and D) and must be filed with the student’s health record in Health Service and the School of Nursing.

TEMPORARY DISABILITY/PREGNANCY

No limitations are placed by the School of Nursing in regard to student enrollment when temporarily disabled or pregnant. Students may voluntarily take a leave of absence from the program and will be reinstated to the same academic status held when the leave began, depending on the availability of courses.

Before each semester begins, students who are temporarily disabled or pregnant must notify their course instructors and the Assistant Dean for the Graduate Program. The instructor will review the clinical assignment for the upcoming semester and will assist

the student in making any appropriate accommodations because of the temporary disability or pregnancy.

The student should provide the course instructors with the following information, and a copy must also be received by the Office of the Associate Dean of Academic Programs:

- Name, telephone number, and address of physician, nurse practitioner or certified nurse midwife caring for the student.
- If applicable, expected date of delivery.
- Emergency contact name and phone number of a responsible relative or friend.
- A letter from the physician, nurse practitioner or certified nurse midwife that clearly states that the health status of the student will not be jeopardized by enrollment in classes or clinical rotation.

This information must be updated at least one week before the beginning of any semester during which the student is temporarily disabled or pregnant.

PROFESSIONAL NURSING REQUIREMENTS AND VERIFICATIONS

THE FOLLOWING VERIFICATIONS SHOULD BE DELIVERED (IN PERSON OR VIA FAX) TO PAT KOEHNE, GRADUATE SECRETARY, IN THE SCHOOL OF NURSING:

- **Illinois (and Missouri) License.** All students are required to be licensed as registered nurses in Illinois. Anesthesia and Nurse Practitioner students, who are in programs based at the Edwardsville campus, must also be licensed in Missouri. A current license must also be maintained in any state in which clinical experiences are conducted. Copies of all licenses **must** be in your academic file. It is your responsibility to submit copies of your new licenses when they are renewed. In compliance with the state regulations in Illinois and Missouri, all students must carry proof of licensure and provide proof of licensure at all times when participating in a clinical course.
- **CPR WITH AED, ACLS, AND PALS REQUIREMENTS.** All students are required to maintain current CPR certification by completion of a course titled “Health Care Provider from American Heart Association” or “CPR for the Professional Rescuer” from the American Red Cross. All students must also be trained on the use of Automatic and Semi-automatic Defibrillators.

Nurse Anesthesia majors are also required to maintain current ACLS and PALS certification. Recertification in these two areas must be done, either in person or online, through the American Heart Association.

All students must maintain current recertification in their required areas throughout the program of study. Evidence of current certification must be submitted at admission to the program and evidence of recertification must also be submitted as certifications expire. Please submit hard copies of certifications to the Graduate Program Secretary.

- **Health Insurance and Services.** Students are encouraged to become familiar with the University Health Services and to take advantage of the services available to them. Students not covered by family policies for health insurance are encouraged to enroll in the University Health Plan. All students must be covered by health insurance of some kind throughout the program and must show proof of such to the School. The student is responsible for all health care, injury, or illness costs incurred while in class or clinical. The School of Nursing and the University will not be responsible for any costs incurred through injury or illness related to course or clinical experiences. Proof of current health insurance should also be submitted to the School of Nursing on admission to the program and when insurance is renewed or changed. A copy of your health insurance card is sufficient.
- **Influenza immunization yearly** (as appropriate in fall semester). **This must be updated annually with evidence delivered to the School of Nursing Graduate Program Secretary.**
- **Professional liability insurance** is provided at no direct cost to the student by the University for all graduate nursing students while participating in clinical experiences and under the general supervision of an SIUE employee to meet the requirements of the educational program in nursing.

This coverage is effective only for University-related functions within the scope of the nursing program; if a student performs outside nursing care or employment, she/he should consult her/his own employer for their requirements. Students who work for pay for any health agency may need to obtain malpractice insurance.

THE FOLLOWING RESULTS SHOULD BE DELIVERED DIRECTLY FROM THE VENDOR (VIA FAX OR MAIL) TO:

**DR. MARY ANN BOYD,
ASSOCIATE DEAN, SCHOOL OF NURSING
Campus Box 1066
Edwardsville IL 62026
Fax: (618) 650-3553**

- **Criminal Background Check** per specific School of Nursing requirements. Packets are provided with your admission materials or are available through Pat Koehne.
- **Drug Screen.** The test must be a secured urine collection and must screen for amphetamines, marijuana, cocaine, PCP and opiates. Results should be sent to Dr. Boyd directly from the lab. Packets are provided with your admission materials or are available through Pat Koehne.

SECTION VIII

STANDARD PRECAUTIONS & GUIDELINES
FOR CLINICAL EXPERIENCES

STANDARD PRECAUTIONS FOR ALL STUDENTS IN CLINICAL AGENCIES

The single most important measure to control the transmission of Hepatitis B virus (HBV) and human immunodeficiency virus (HIV) is to treat all human blood and other potentially infectious materials as if they were infectious for HIV and HBV. Application of this approach is referred to as “Universal Precautions.” Blood and other infectious materials from all patients should be considered as potentially infectious materials. These fluids cause contamination, defined as, “the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.”

Blood means human blood, blood products, or blood components. Other potentially infectious materials include human body fluids such as semen; vaginal secretions; cerebrospinal, synovial, pleural, pericardial, peritoneal, and amniotic fluids; saliva in dental procedures; body fluid visibly contaminated with blood; unfixed tissues or organs; HIV-containing cell or tissue cultures; and HIV or HBV-containing culture medium or other solutions. Since the risk of transmission of HIV or HBV from some fluids or material is low risk or nonexistent, they are not routinely included in the list unless they contain visible blood. There are: feces, nasal secretions, sputum, sweat, tears, urine, and vomit. Good judgment should be used under all circumstances. Students shall follow these guidelines developed and recommended by the Centers for Disease Control and Prevention and additional guidelines of clinical agencies.

1. Wear appropriate gloves when contact with blood, mucous membranes, non-intact skin, or potentially infectious materials is anticipated; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
2. Replace disposable, single-use gloves as soon as possible when contaminated, or if torn, punctured, or barrier function is compromised.
3. Wash hands when gloves are removed and as soon as possible after contact with blood or other potentially infectious materials.
4. The use of personal protective equipment helps prevent exposure to infectious materials. Such equipment includes, but is not limited to, gloves, gowns, laboratory coats, face shields or masks, and eye protection. Personal protective equipment is considered appropriate only if it does not permit blood or other potentially infectious materials to pass through clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
5. Use full face shields or face masks with eye protection, goggles, or eye glasses with side shields when splashes of blood and other bodily fluids may occur and when contamination of the eyes, nose, or cough can be anticipated (e.g., during invasive and surgical procedures).

6. Minimize splashing, spraying, spattering, and generation of droplets when performing procedures.
7. Remove protective equipment before leaving the work area and after a garment becomes contaminated.
8. Place used protective equipment in appropriately designated areas or container when being stored, washed, decontaminated, or discarded.
9. To prevent injury from needles, sharp instruments, broken glass or other items that could cause a cut or puncture wound:
 - Do not bend, recap, or remove contaminated needles
 - Do not shear or break contaminated needles
 - Discard contaminated needles and sharp instruments in closable, puncture-resistant, leakproof, red or biohazard labeled containers. Do not overfill.
 - Do not remove a needle from a disposable syringe by hand.
 - Use forceps, or a one-handed technique to recap or remove contaminated needles.
10. Use RED, or affix biohazard labels to, containers to store, transport or ship blood or other potentially infectious materials, such as lab specimens.
11. Use puncture-resistant, leak-proof containers to collect, handle, process, store, transport, or ship blood specimens and potentially infectious materials. Use care not to contaminate the outside of the containers used for collecting specimens.
12. Do not eat, drink, smoke, apply cosmetics, or handle contact lenses in areas of potential exposure (note: use of hand lotions is acceptable).
13. Do not store food or drink in refrigerators or on shelves where blood or potentially infectious materials are present.
14. Handle contaminated laundry as little as possible and with a minimum of agitation. Use appropriate personal protective equipment when handling contaminated laundry. Place wet contaminated laundry in leak-proof labeled or color-coded containers before transporting. Bag contaminated laundry at its location of use. Never sort or rinse contaminated laundry in areas of its use.

15. Blood spills should be cleaned using specific hospital disinfectants or decontaminates. Follow the policy of the institution where clinical practice is being done.
16. When students have a percutaneous (needle stick or cut) or mucous membrane (splash to eye, nasal mucosa, or mouth) exposure to body fluids or have a cutaneous exposure to blood when the student's skin is chapped, abraded, or otherwise non-intact, they will immediately and thoroughly wash the area. Students are then responsible for notifying the faculty member of the incident.

The faculty member is responsible for informing the appropriate agency authority. Guidelines from the agency and the School of Nursing will be followed.

- A. The history of the client shall be reviewed for high-risk category.
- B. Client shall be notified and written consent shall be obtained. Written informed consent is not required of the source client in the State of Illinois as mandated in House Bill 4005. Written consent is required of the source client in the State of Missouri.
- C. The client shall be tested following written consent.
- D. The student shall be tested serologically to establish a baseline. Testing shall include:
 - 1) HIV
 - 2) HBs Ag
 - 3) Anti-HBs Ag
- E. The student who had been exposed to blood and body fluids shall be retested according to the following schedule:
 - 1) Six weeks
 - 2) Three months
 - 3) Six months
- F. Students are to report and seek medical evaluation if any of the following symptoms are experienced in the next 12 weeks:
 - 1) Unexplained fatigue
 - 2) Malaise
 - 3) Appetite loss
 - 4) Weight loss
 - 5) Febrile illness
 - 6) Unexplained infections
 - 7) Chronic or recurrent diarrhea
- G. The cost of the student's testing shall be the responsibility of the student.
- H. Students will be counseled on the risks and recommendations for preventing transmission of disease. The School of Nursing will notify the University Health Service of the incident and refer the student to the University Health Service.

- I. If students refuse to submit to the above listed testing procedures, no adverse action can be taken on that ground alone since the procedures are designed for the benefit of the exposed student.

Since clinical facilities may have additional recommended precautions, students should review and adhere to the policies and procedures at the clinical agency.

GUIDELINES FOR PERSONAL SAFETY DURING CLINICAL NURSING EXPERIENCES

Students are in a variety of community settings during their clinical experiences. Using common sense safety precautions to protect personal safety in everyday life is a concept that is lifelong. Safety during clinical experiences is really just an extension of these principles and practices. The following are some safety reminders especially pertinent for students at agency or community settings:

1. Make sure cars are in good repair (and full of gas) and not likely to break down.
2. Always lock cars and do not leave things of value in locked cars where they can be seen.
3. Double check to make sure keys don't get locked in cars.
4. Have keys in hand when returning to cars to avoid delay.
5. Look inside vehicles before entering.
6. Avoid flashy jewelry and carrying money where it can be seen.
7. Stand tall, walk confidently, and know destinations.
8. Avoid shortcuts in unfamiliar areas.
9. Try not to carry a purse, only I.D. (driver's license), necessary papers, and change which can be carried in pockets or waist packs.
10. If making a purchase or buying lunch or gas, never flash money.
11. In agency work, always let instructors know destinations and return times.
12. In community observation experiences, let someone know destinations and approximate return times (this is common sense safety practice).
13. In case of an accident or if a victim of a crime, notify both the police and instructor or the School of Nursing.
14. If someone wants something from you, GIVE IT TO THEM.
15. Avoid corners and places where groups congregate and ignore catcalls.
16. Do not linger in any neighborhood, do your business and leave.

17. In making home visits, use judgment about approaching and entering a building; trust intuition.
18. Be very cautious about dogs. If in doubt, go to a pay phone and call the client or agency which is planned to be visited.
19. Always carry enough change to make a phone call and have the telephone number of instructor and/or agency.
20. Avoid being alone in an unfamiliar place after dark.
21. Do not stop the car to give a stranger a ride or lower the window to respond to someone who approaches the car.
22. Keep the doors locked when driving.
23. When stopping the car at a stop sign or light, stay one car-length behind the next car to be able to safely pull away if necessary.
24. When approached by someone asking (begging) for money or asking for directions, state that there is no money and keep walking.
25. Consider carrying a fully charged cell telephone.

Student Responsibilities Related to Student Incident/Injury Guidelines

If a student incurs an injury or is involved in an incident during clinical practicum, including incidents related to patient care such as needle sticks, blood/fluid exposures, medication errors, falls, etc, he/she must complete a Professional Liability Report form and fax it to the Assistant Dean for the Graduate Program within 24 hours of the incident (48 hours if the incident occurs on a weekend). This is a University Policy. Please fax the form to the School of Nursing at (618) 650-3854 and notify the Assistant Dean by phone at (618) 650-3936. Please refer to the specific Guidelines and Professional Liability Report Form located in Section XI Appendix.

SECTION IX:

**UNIVERSITY AND SCHOOL OF NURSING POLICIES
RELATING TO THE GRADUATE NURSING PROGRAM**

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
SCHOOL OF NURSING
STATEMENT FOR ACADEMIC INTEGRITY

Introduction

Southern Illinois University Edwardsville statement of values and implications of those values that support the School of Nursing statement on academic integrity are the following:

- Excellence
 - High-quality student learning
 - Continuous improvement and innovation
 - Outstanding scholarship and public service
- Integrity
 - Accountability to those we serve and from whom we receive support
 - Honesty in our communications and in our actions
- Wisdom
 - Creation, preservation, and sharing of knowledge
 - Application of knowledge in a manner that promotes the common good
 - Life-long learning

Source: SIUE 2003-2005 Undergraduate Catalog, pg. 3

The School of Nursing has the mission to promote:

- Curiosity to learn through engaging students in scholarship of inquiry and practice.
- Respect for all peoples through cultural awareness in order to provide competent nursing care to diverse populations.
- Life long learning and commitment to the advancement of the nursing profession.

Source: SIUE School of Nursing Mission Statement – approved by faculty 2/14/05

Ethics, is a value of the School of Nursing and is an organizing thread of the curricula. It is defined as:

(T)he application of a value system in making decisions about the rightness and/or wrongness of an action or situation.

Source: *SIUE School of Nursing Undergraduate Handbook - 2005*

Nurses are viewed as one of the most honest and ethical professions. Behavior of professional nurses is directed by a Code of Ethics. The statement most directly supportive of this policy on (of) academic integrity is:

The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

Source: *Haynes, L., Goese, T. & Butcher, H. (2004). Nursing in contemporary society: Issues, trends, and transition to practice, pg. 563.*

The SIUE School of Nursing adheres to the University's Student Academic Code (<http://www.siu.edu/POLICIES/3c2.html>). The University gives high priority to matters of academic ethics and abhors all types of cheating, including plagiarism.

The School believes that academic integrity and honesty are necessary as a solid foundation for intellectual development and believes that intellectual honesty is the foundation of all learning. To show intellectual honesty each student must produce work through one's own individual effort. Any work submitted as part of a requirement as designated by the course instructor must honestly and accurately indicate each individual student's academic efforts. This may include projects, papers, reports, presentations, examinations, clinical paper work, content in reflective journals, or contents of portfolios. Collaborative student efforts on projects should follow guidelines as designated in each course syllabi.

Acts of academic misconduct include acts of cheating, plagiarism, fabrication, facilitation of academic dishonesty, and willful failure or refusal to follow clinical practice standards. Definitions for those acts of misconduct follow:

1. Cheating: Using another source to demonstrate mastery of a subject. It includes dishonestly obtaining help or using materials not explicitly approved by the instructor. The use of notes, electronic devices or interacting with others is prohibited in certain academic exercises. Acquiring and sharing unauthorized exams prior to testing is considered cheating.
2. Plagiarism: Including, without limitation, the act of representing the work of another as one's own. Plagiarism may consist of copying, paraphrasing, or otherwise using the written, electronic, or oral work of another without proper acknowledgment or consent of the source or presenting oral, electronic, or written material prepared by

another as one's own. Plagiarism also includes using information from electronic resources, including the Internet, without the use of proper citations.

3. **Fabrication:** Creating, inventing, falsifying or manufacturing scientific or educational data for as part of an academic requirement. Fabrication includes instances of representing manufactured data as the result of scientific or scholarly experiments or research, fabricating sources, or using citations in a misleading way. Altering or falsifying student records are one type of fabricated information.

4. **Facilitation of academic dishonesty:** Knowingly or negligently allowing work to be used by another or aiding others in academic dishonesty. It includes acts of soliciting, aiding, abetting, concealing, sabotaging another's work, or attempting to be dishonest. Dishonesty is facilitated when students do not participate in group projects or allow one member to produce the work and represent it as the group's effort.

5. **Failure or refusal to follow clinical practice standards:** Acting in a manner that does not meet the practice standards in the treatment of patients or clients as determined by the School, the clinical setting, or through the direction of the clinical instructor/supervisor. This includes violations of HIPAA regulations of patient information and falsifying of clinical patient records.

Academic Dishonesty Offenses and Sanctions

Academic integrity is expected of all students at SIUE School of Nursing. Any violation of academic integrity is a serious offense and subject to sanctions. Violations at SIUE School of Nursing are classified into four levels based on the nature of the offense. Examples follow below and are not all inclusive. Violations of the SIUE Student Academic Code/SIUE School of Nursing Statement for Academic Integrity may be recorded in the student file in the School of Nursing, reported to the School of Nursing Student Affairs Committee and for levels two – four violations will be reported to the University Office of Student Affairs, in compliance with University policy, where a disciplinary file on the student will be maintained.

Violations at levels one through three are primarily those encountered in the classroom, violations at level four are those encountered in both classroom and clinical settings.

Level One Violation

These type of violations may occur as a result of lack of knowledge or experience with the principles of academic integrity. Level one violations are infractions that involve a small percent of the course work, are not extensive and/or occur on a small assignment. The following are examples:

1. Working with another student on a laboratory, clinical or homework assignment when collaboration is prohibited.
2. Failure to footnote or proper citation.– (reported at discretion of faculty)

3. Failure to report academic dishonesty of fellow students. (protocol to be developed)

Recommended sanctions for level one violations are listed below. One of these must be chosen and a report placed in the student file in the School of Nursing, at the discretion of the faculty member.

1. An assigned paper or research project on a relevant topic.
2. A paper on academic integrity or ethics.
3. A make-up assignment at a higher level than the original assignment.
4. No credit given for the original assignment with no make up allowed.

Level Two Violations

Level two violations are of a more serious nature as they effect more of the student's coursework. The following are examples.

1. Quoting directly or paraphrasing, to a moderate extent, without source acknowledgement.
2. Unauthorized multiple submission.
3. Unauthorized collaboration on an on-line or take home exam.
4. Receiving assistance from sources with special expertise for an area that is a core element in the project without acknowledgement. (Examples include statistical, research, clinical practice area, and/or computer programming.)
5. Not contributing to a graded group project.

The recommended sanction for level two violations is a failing grade for the assignment. In the case of cheating on a take home or online final the penalty is failure in the course.

Level Three Violations

Level three violations are more serious in nature than level one and two violations. Examples include:

1. Copying another student's exam.
2. Plagiarizing major portions of a written assignment.
3. Allowing someone to copy during an exam.
4. Using books, notes, PDAs, calculators and other items prohibited by course faculty in an exam.
5. Altering exams for more points.
6. Acquiring and sharing of unauthorized exams prior to the exam.
7. Use of purchased papers or other materials.
8. Use of the work of others as your own.
9. Inventing sources and or data or altering materials for use in papers or projects.
10. Submitting false accusation of cheating by student.

The recommended sanction is a failing grade for the course and filing a report as required by University policy.

Level Four Violations

These are the most serious violations and have potential to cause harm and thus carry the heaviest penalties. Examples include:

1. Any violation that occurs after return from suspension for a previous violation.
2. Forging a grade, stealing an examination, buying an examination, falsifying a transcript.
3. Having a substitute take an exam or take an exam for someone else.
4. Fabrication of evidence, falsification of data.
5. For graduate students presenting another's ideas as one's own in a project or thesis, scholarly articles, presentations or other works.
6. Sabotaging another student's work through actions designed to prevent completion of an assignment.
7. Willful violation of the ethical code or nursing or a nursing specialty.
8. Violation of HIPPA regulations.
9. Falsifying clinical data and patient records.
10. Knowingly failing to report a change in patient condition, or an error to the faculty or nursing personnel.

The recommended sanction for a level four violation is a failing grade for the course. A report is made to the School of Nursing Student Affairs Committee. Further sanction will be in accord with University policy.

Students can institute a grievance as provided in the University's Academic Code.

Sanctions endorsed in this document are to be considered, additional sanctions are at the discretion of the faculty member and the School of Nursing.

Approved by Faculty – May, 2005

SIUE STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT GRIEVANCE

Any student dispute with a faculty member, administrator, or staff member should first be addressed through the informal process outlined in the University's Student Grievance Code. If the dispute is not resolved at this level, the student will follow the procedure as outlined in the University Student Grievance Code (<http://www.siu.edu/POLICIES/3c3.html>)

STUDENTS' RIGHT OF ACCESS TO RECORDS

Students have the right to examine their files in the School of Nursing. To do so, the student must notify the Dean in writing requesting access to the Student File in the Advisor's Office. The School has 30 days in which to comply. The written request to see the student file will be filed in the student file.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Southern Illinois University Edwardsville is committed to equal educational and employment opportunity and affirmative action. SIUE endeavors to administer its programs, services, and employment opportunities without regard to race, ethnicity, color, sex, creed or religion, national origin, age, handicap, veterans' status, or other prohibited categories while maintaining its commitment to affirmative action.

ACADEMIC ETHICS

Cheating, plagiarism, and dishonesty of any kind are very serious matters and will incur serious consequences. Any student involved in dishonesty or academic misconduct may incur failure in the course or dismissal from the program of study, and a letter to that effect will be sent to the Office of Student Affairs, the Dean of the School, and the Director of the Department. The University policies on plagiarism and academic misconduct as outlined and defined online at <http://www.siu.edu/POLICIES/3c1.html>.

Acts of academic misconduct for which students are subject to sanctions include (without limitations) plagiarism, cheating, failure or refusal to follow clinical practice standards, falsifying or manufacturing scientific or educational data and/or representing manufactured data to be the result of scientific or scholarly experiment or research, and soliciting, aiding, abetting, concealing, or attempting such acts.

Plagiarism is defined as including, without limitation, the act of representing the work of another as one's own. Plagiarism may consist of copying, paraphrasing, or otherwise using written or oral work of another without proper acknowledgment of the source or presenting oral or written material prepared by another as one's own. This can be found online at <http://www.siu.edu/POLICIES/3c1.html>

Instructors may impose sanctions for academic cheating in accordance with Student Conduct and Student Grievances: Rights and Responsibilities available online at <http://www.siu.edu/POLICIES/3c1.html>. In case of plagiarism, the minimum sanction of the first instance of plagiarism is disciplinary probation; for the second instance of plagiarism, the minimum sanction is separation from the University for one term; and for

a third instance of plagiarism, the minimum sanction is permanent separation from the University.

SCHOOL OF NURSING CRIMINAL BACKGROUND CHECK POLICY

- I. The SIUE School of Nursing (“School”) includes as part of its curriculum student learning experiences at various clinical affiliates in Illinois and Missouri. The clinical affiliates require background checks of SIUE students before the students can enter the clinical site and perform the duties of a nursing student. Faculty of the School are also subject to a background check before entering the clinical site. Additionally, the Joint Commission on Accreditation of Healthcare Organizations recommends that students and faculty be subject to the same screenings as staff who provide care, treatment and services.

Therefore, as part of its admission process, the School is requiring background checks including criminal background checks for all of its students. The same checks shall be completed for faculty supervising all clinical sites. All incoming graduate and undergraduate students and faculty entering the School must complete the attached Authorization for Release of Information form consenting to the background check. Only those students with a background check demonstrating backgrounds in compliance with this policy will be fully admitted into the School. Only those faculty with a background check demonstrating backgrounds in compliance with this policy will be allowed to supervise students in clinical affiliates. The check shall be minimally intrusive, but may include checks for offenses or other matters, as required by the clinical sites, not specifically included in this policy.

- II. Students should be aware that many health care employers require all job applicants to complete a background check before beginning their employment. Additionally, all students taking the National Council Licensure Examination (“NCLEX”) must complete a background check and most states require background checks for licensure as a nurse.
- III. The background check will include the following checks:
 1. Criminal convictions, guilty pleas, pleas of no contest and probation for misdemeanors and felonies;
 2. The Employee Disqualification List maintained by the State of Missouri Department of Health and Senior Services;
 3. The Complaint List maintained by the Missouri Department of Social Services;

4. The Exclusion list maintained by the United States Office of Inspector General; and
 5. Other lists maintained by federal or State governmental entities as required by the individual clinical affiliate.
- III. As part of the admission process into the School, the student must complete the attached Authorization for Release of Information form consenting to the background check. Students will be responsible for all costs relating to the background check.
 - IV. Faculty must also complete the attached Authorization for Release of Information form consenting to the background check. Faculty will be responsible for all costs relating to the background check.
 - V. Students and faculty must disclose each State in which they have resided for the last ten (10) years. With respect to Students and faculty less than 28 years of age, the student and faculty need only disclose the States in which they have resided since they attained 18 years of age. Generally, the School will only consider criminal convictions which have occurred within the last ten (10) years, but depending on the nature and number of the convictions and other factors, may consider and take action based on convictions more than ten (10) years old.
 - VI. Generally, two background checks will be sufficient for the student's tenure in the School: the first check must be completed upon conditional admission into the School before beginning any clinical experience; and the second check must be completed for all students taking the NCLEX. With respect to faculty, one background check should be sufficient for the duration of the faculty member's employment with the School. However, if a clinical affiliate requires an updated check or an additional check not included in the original check, the Students and faculty shall be subject to the additional check before entering the clinical affiliate.
 - VII. With respect to students, if a background check demonstrates a finding of a positive criminal disposition described in this policy, the Associate Dean for Academic Affairs shall notify the student and provide the student with a copy of the finding. Following notification, the Associate Dean shall meet and discuss the finding with the student. The student shall have the opportunity to present information to the Associate Dean relating to the finding. Within fifteen (15) days, the Associate Dean shall make a decision whether the finding precludes the student from admission into the School. In reaching this decision, the Associate Dean may consult with its clinical affiliates. If the student wishes to appeal the decision, the student may file a grievance pursuant to the Student Grievance Code.
 - VIII. With respect to faculty, if a background check demonstrates a finding of a positive criminal disposition described in this policy, the Chair of the faculty

member's department shall notify the faculty member and provide the faculty member with a copy of the finding. Following notification, the Chair shall meet and discuss the finding with the faculty member. The faculty member shall have the opportunity to present information to the Chair relating to the finding. Within fifteen (15) days, the Chair shall make a decision whether the finding precludes the faculty from entering the clinical site. In reaching this decision, the Chair may consult with the School of Nursing's clinical affiliates and the Dean. The finding may impact the faculty member's employment with the School of Nursing. If the faculty member wishes to appeal the decision, the faculty member may file a grievance pursuant to the Faculty Grievance Procedure.

IX. Record Retention

The background check documentation provided to the School of Nursing may be retained by the School of Nursing and shall provide copies of the documentation to the student or faculty member. However, the documentation shall not be retained by the School of Nursing as part of the student's or faculty member's permanent file.

X. Criminal Convictions which will Disqualify the Student

This list constitutes the criminal offenses in Missouri and Illinois for which students and faculty may be disqualified from participation in clinical experiences or other direct patient care. There may be additional federal or state and criminal offenses which disqualify students not specifically included in this list.

Missouri State Criminal Offenses

Chapter 565

Offenses Against the Person

Sections:

565.020	First degree murder, penalty-person under sixteen years of age not to receive death penalty.
565.021	Second degree murder, penalty
565.023	Voluntary manslaughter penalty-under influence of sudden passion, defendant's burden to inject
565.024	Involuntary manslaughter, penalty
565.050	Assault first degree, penalty
565.060	Assault, second degree, penalty
565.065	Unlawful endangerment of another, penalty
565.070	Assault in the third degree
565.072	Domestic assault first degree—penalty
565.073	Domestic assault second degree-penalty

565.074	Domestic assault third degree-penalty
565.075	Assault while on school property, penalty
565.081	Assault of a law enforcement officer or emergency personnel in the first degree, definition, penalty
565.082	Assault of a law enforcement officer or emergency personnel in the second degree, definition, penalty
565.083	Assault of a law enforcement officer or emergency personnel in the third degree, definition, penalty
565.084	Tampering with a judicial officer, penalty
565.090	Harassment
565.092	Aggravated harassment of an employee-penalty
565.100	Lack of consent in kidnapping and crimes involving restraint
565.110	Kidnapping
565.120	Felonious restraint
565.130	False imprisonment
565.150	Interference with custody—penalty
565.153	Parental kidnapping—penalty
565.156	Child abduction—penalty
565.165	Assisting in child abduction or parental kidnapping-penalty
565.180	Elder abuse in the first degree-penalty
565.182	Elder abuse in the second degree-penalty
565.184	Elder abuse in the third degree-penalty
565.188	Report of elder abuse, penalty-false report, penalty-evidence of prior convictions
565.200	Skilled nursing facility residents, sexual contact or intercourse with, penalties-consent not a defense
565.225	Crime of stalking-definitions-penalties
565.252	Invasion of privacy, first degree, penalty
565.253	Crime of invasion of privacy, second degree, penalties
565.300	Infant's protection act—definitions—crime of infanticide—penalty-exception-application of law
565.350	Tampering with a prescription or a drug prescription order, crime

Chapter 566

Sexual Offenses

Sections:

566.030	Forcible rape and attempted forcible rape, penalties
566.032	Statutory rape, first degree, penalties
566.034	Statutory rape, second degree, penalty
566.040	Sexual assault penalties
566.060	Forcible sodomy, penalties
566.062	Statutory sodomy, first degree, penalties
566.064	Statutory sodomy, second degree, penalty

566.067	Child molestation first degree, penalties
566.068	Child molestation, second degree, penalties
566.070	Deviate sexual assault penalty
566.083	Sexual misconduct involving a child, penalty
566.090	Sexual misconduct first degree, penalties
566.093	Sexual misconduct, second degree, penalties
566.095	Sexual misconduct, third degree, penalty
566.100	Sexual abuse, penalties
566.111	Unlawful sex with an animal, penalties treatment
566.145	Sexual contact with an inmate, penalty-consent not a defense
566.151	Enticement of a child, penalties

Chapter 569

Robbery. Arson. Burglary and Related Offenses

Sections:

569.020	Robbery in the first degree
569.025	Pharmacy robbery in the first degree, definitions, penalty
569.030	Robbery in the second degree
569.035	Pharmacy robbery in the second degree, definitions, penalty
569.040	Arson in the first degree
569.050	Arson in the second degree
569.055	Knowingly burning or exploding
569.060	Reckless burning or exploding
569.065	Negligent burning or exploding
569.067	Fire, negligence in setting or allowing to escape on cropland grassland, marsh, prairie, woodland
569.070	Causing catastrophe
569.072	Water contamination, penalty
569.080	Tampering in the first degree
569.090	Tampering in the second degree
569.095	Tampering with computer data, penalties
569.097	Tampering with computer equipment, penalties
569.099	Tampering with computer users, penalties
569.100	Property damage in the first degree
569.120	Property damage in the second degree
569.140	Trespass in the first degree
569.150	Trespass in the second degree
569.155	Trespass of a school bus, penalty—schools to establish student behavior policy, when
569.160*	Burglary in the first degree
569.170	Burglary in the second degree
569.180	Possession of burglar's tools

Chapter 198

Convalescent. Nursing and Boarding Homes

Sections:

198.070.3 Abuse or neglect of residents—reports, when, by whom—contents of report—failure to report. penalty--investigation. referral of complaint removal of resident—confidentiality of report—immunity exception—prohibition against retaliation—penalty—employee list-self-reporting of incidents, investigations, when

Chapter 568

Offenses Against the Family

Sections:

568.020 Incest

Chapter 210

Child Protection and Reformation

Sections:

210.900 Definitions
210.903 Family care safety registry and access line established, contents
210.906 Registration form, contents—violation, penalty—fees—voluntary
210.909 Department duties-information included in registry, when registration, notification
210.912 Right to appeal, procedure
210.915 Departmental collaboration on registry information-rulemaking authority
210.918 Toll-free telephone service maintained for access to information
210.921 Release of registry information, when—limitations of disclosure — immunity from liability, when
210.922 Use of registry information by certain departments, when
210.924 Rulemaking authority
210.927 Annual report, when, contents
210.930 Report to general assembly, when, content
210.933 Registration qualifies as compliance with other background check requirements, elder-care workers, when
210.936 Registry information deemed public record

2. Illinois State Criminal Offenses

State of Illinois Criminal Code of 1961 (720 ILCS 5)

Sections:

- 8-1.1 Solicitation of Murder
- 8-1.2 Solicitation of Murder for Hire
- 9-1 First Degree Murder
- 9-1.2 Intentional Homicide of an Unborn Child
- 9-2 Second Degree Murder
- 9-2.1 Involuntary Manslaughter of an Unborn child
- 9-3 Involuntary Manslaughter and Reckless Homicide
- 9-3.1 Concealment of Homicidal Death
- 9-3.2 Involuntary Manslaughter and Reckless Homicide of an Unborn Child
- 9-3.3 Drug Induced Homicide
- 10-1 Kidnapping
- 10-2 Aggravated Kidnapping
- 10-3 Unlawful Restraint
- 10-3.1 Aggravated Unlawful Restraint
- 10-4 Forcible Detention
- 10-5 Child Abduction
- 10-7 Aiding and Abetting Child Abduction
- 11-6 Indecent Solicitation of a Child
- 11-9.1 Sexual Exploitation of a Child
- 11-19.2 Exploitation of a Child
- 11-20.1 Child Pornography
- 12-1 Assault
- 12-2 Aggravated Assault
- 12-3 Battery
- 12-3.1 Battery of an Unborn child
- 12-3.2 Domestic Battery
- 12-3.3 Aggravated Domestic Battery
- 12-4 Aggravated Battery
- 12-4.1 Heinous Battery
- 12-4.2 Aggravated Battery w/ Firearm
- 12-4.2-5 Aggravated Battery w/ Machine Gun or Silenced Weapon
- 12-4.3 Aggravated Battery of a Child
- 12-4.4 Aggravated Battery - unborn child
- 12-4.5 Tampering with Foods, Drugs or Cosmetics
- 12-4.6 Aggravated Battery of a Senior Citizen
- 12-4.7 Drug Induced Infliction of Great Bodily Harm
- 12-7.4 Aggravated Stalking
- 12-11 Home Invasion
- 12-13 Criminal Sexual Assault
- 12-14 Aggravated Criminal Sexual Assault
- 12-14.1 Predatory Criminal Sexual Assault of a Child
- 12-15 Criminal Sexual Abuse

12-16 Aggravated Criminal Sexual Abuse
12-19 Abuse and Criminal Neglect of Long-Term Care Facility Resident
12-21 Criminal Abuse or Neglect of an Elderly or Person w/ Disability
12-21.6 Endangering Life or Health of Child
12-32 Ritual Mutilation
12-33 Ritualized Abuse of Child
16-1 Theft
16-1.3 Financial Exploitation of an Elderly or Person w/ Disability
16-2 Theft of Lost or Mislaid Property
16A-3 Retail Theft
16G-15 Financial Identity Theft
16G-20 Aggravated Financial Identity Theft
17-3 Forgery
18-1 Robbery
18-2 Armed Robbery
18-3 Vehicular Hijacking
18-4 Aggravated Vehicular Hijacking
18-5 Aggravated Robbery
19-1 Burglary
19-3 Residential Burglary
19-4 Criminal Trespass to a Residence
20-1 Arson
20-1.1 Aggravated Arson
20-1.2 Residential Arson
24-1 Unlawful Use of Weapon
24-1.1 Unlawful Use or Possession of Weapon - Felon or Persons in Custody
24-1.2 Aggravated Discharge of Firearm
24-1.2-5 Aggravated Discharge of Machine Gun or Silenced Weapon
24-1.5 Reckless Discharge of Firearm
24-1.6 Aggravated Unlawful Use of a Weapon
24-3.2 Unlawful Discharge of Firearm Projectiles
24-3.3 Unlawful Sale or Delivery of Firearms on School Premises
33A-2 Armed Violence

Wrongs to Children Act (720 ILCS 150)

Section

5.1 Permitting Sexual Abuse of a Child

Criminal Jurisprudence Act (50 ILCS 735)
(Repealed)

Cannabis Control Act (720 ILCS 550)

Sections

- 5 Manufacture of Delivery of Cannabis
- 5.1 Cannabis Trafficking
- 5.2 Delivery of Cannabis on School Grounds
- 7 Persons Under 18 Years of Age-Delivery
- 9 Calculated Criminal Cannabis Conspiracy

Illinois Controlled Substances Act (720 ILCS 570)

Sections

- 401 Manufacture or Delivery Unauthorized by Act
- 402 Possession Unauthorized by Act
- 401.1 Controlled Substance Trafficking
- 404 Look-Alike Substances
- 405 Calculated Criminal Drug Conspiracy
- 405.1 Criminal Drug Conspiracy
- 407 Delivery of Controlled, Counterfeit or Look-Alike Substances
- 407.1 Persons 18 or older using, Engaging or Employing Persons Under 18 to Deliver Controlled, Counterfeit or Look-Alike Substances (unless the applicant or employee obtains a waiver pursuant to Section 40).

Illinois Credit Card and Debit Card Act (720 ILCS 250)

Sections

- 4 Receiving Card of Another
- 5 Receiving Lost or Mislaid Card
- 6 Sale or Purchase of Card without Issuer's Consent
- 8 Prohibited Uses
- 17.02 Fraudulent Use of Electronic Transmission

Nursing and Advanced Practice Nursing Act (225 ILCS 65)

Section

- 10-5 Prohibited Acts

Effective: January 1, 2005

Approval: Executive Committee 6/14/05
Marcia Maurer, Dean 6/16/05

MANDATORY DRUG SCREENING POLICY

I. Policy

The SIUE School of Nursing believes that its students must place patient safety as their top priority at all times. In order to provide safe care, students must be cognitively unimpaired. Moreover, some of the clinical sites used by the School of Nursing require drug screenings of students and faculty before they can enter the clinical site and perform the duties of a nursing student and faculty member. Additionally, the Joint Commission on Accreditation of Healthcare Organizations recommends that students and faculty be subject to the same screenings as staff employed by the healthcare organization. To meet its ethical concerns regarding safe patient care as well as meeting clinical site and healthcare accreditation standards, the School of Nursing is imposing mandatory drug screening of its students and faculty. Effective for the Spring semester 2005, the School of Nursing will require all incoming graduate and undergraduate students to take a drug screen and be free of the drug substances listed in this policy before they can be fully admitted into the School of Nursing. Additionally, all faculty who are supervising students at clinical sites must take a drug screen and be free of the drug substances listed in this policy before they can enter the clinical site. The drug screening shall be minimally intrusive and use the most effective screening methods reasonably available.

II. Procedure for Implementation

1. All incoming School of Nursing students must arrange to be drug screened at a screening facility approved by the School of Nursing. The facilities currently approved are: Gateway Regional Medical Center, Glen Carbon and Granite City, IL, Memorial Hospital, Springfield, IL, Work Safety Institute, Mount Vernon, Irvington, Salem, Benton and Carlyle, IL, Anderson Hospital, Maryville, IL, St. Anthony's Health Center, Alton, IL, or other facilities approved in advance by the Associate Dean for Academic Affairs. The screen must be performed on all incoming students within thirty (30) days before the first day of class each semester. However, for students admitted late or as warranted by other circumstances, the drug screen may be performed after this deadline. At present, the screen is required only for incoming students and is not mandatory for continuing students in good standing in the School of Nursing. However, if a particular clinical site requires additional or more recent drug screens, continuing students will be subject to additional screening. In addition, all students are subject to the SIUE Student Conduct Code, Student Alcoholic Beverages Policy and School of Nursing Substance Abuse policy which provides for drug and alcohol testing upon reasonable suspicion that the student is using or under the influence of drugs or alcohol.

2. Undergraduate and graduate nursing students, who withdraw temporarily from the School of Nursing, take a two or more semester leave of absence, or who fail out of the School of Nursing program, but are later re-admitted into the School of Nursing must be drug screened in the same manner as newly admitted nursing students.
3. All faculty supervising students at clinical sites must arrange to be drug screened at a screening facility approved by the School of Nursing before entering any clinical site. The facilities currently approved are: Gateway Regional Medical Center, Glen Carbon and Granite City, IL, Memorial Hospital, Springfield, IL, Work Safety Institute, Mount Vernon, Irvington, Salem, Benton and Carlyle, IL, Anderson Hospital, Maryville, IL, St. Anthony's Health Center, Alton, IL or other facilities approved in advance by the Associate Dean for Academic Affairs. The screen must be performed within thirty (30) days before entering the clinical site. However, if warranted by other circumstances, the drug screen may be performed after this deadline. Generally, the drug screen is required for faculty only once and faculty are not subject to additional drug screens after the initial screening. However, if a particular clinical site requires additional or more recent drug screens, the faculty member will be subject to additional screening.
4. Faculty working for the School of Nursing on an interim basis must be drug screened in the same manner as faculty newly assigned to a clinical site, if more than nine (9) months has elapsed since the faculty member's previous clinical assignment.
5. The drug screen must include the following drugs: THC (delta-9-tetrahydrocannabinol, substance commonly found in marijuana); Cocaine; Opiate; Amphetamine; and PCP (phencyclidine).
6. If a student has a legal prescription for any of the above listed drugs, the student should notify the Associate Dean for Academic Programs in advance of the drug screen and must be medically cleared in advance for participation in the clinical experiences by his or her health care provider. The student shall provide a copy of the legal prescription to the Associate Dean for Academic Programs prior to the drug screen. Such copies shall be maintained in the individual student's file in the School of Nursing.
7. If a faculty member has a legal prescription for any of the above listed drugs, the faculty member should notify his/her Chair in advance of the drug screen and must be medically cleared in advance for participation in the clinical experiences by his/her health care provider. The faculty member shall provide a copy of the legal prescription to his/her Chair prior to the drug screen. Such copies shall be maintained in the individual

faculty member's personnel file in the Office of the Dean in the School of Nursing.

8. The student must consent to allowing the screening facility to mail the screen results directly to the following address: Associate Dean for Academic Programs, SIUE School of Nursing, Campus Box 1066, Edwardsville, IL 62026-1066. The School of Nursing will not accept screening results delivered by the student or any other third party, other than the screening facility itself.
9. The faculty member must consent to allow the screening facility to mail the screen results directly to the following address: Office of the Dean, SIUE School of Nursing, Campus Box 1066, Edwardsville, IL 62026-1066. The School of Nursing will not accept screening results delivered by the faculty member or any other third party, other than the screening facility itself.
10. Students are encouraged to have the results of the drug screen sent to the School as early as possible to avoid any disruption of course enrollment. Drug screens that are not received in a timely manner by the School of Nursing may result in the student's removal from the clinical site and any clinical days lost by the student will be made up by the student at the convenience of the clinical site and supervising faculty.
11. Faculty members are encouraged to have the results of the drug screen sent to the School as early as possible to avoid any disruption of course scheduling.
12. The students and faculty members are responsible for the cost of all drug screenings.
13. If a student refuses to submit to a drug screen, the student's enrollment in the School will be withdrawn. The Office of Student Affairs will be notified.
14. If a faculty member refuses to submit to a drug screen, the faculty member is subject to discipline.
15. Various clinical sites may require additional drug screenings and if a student or faculty member is placed with such a clinical site, the student or faculty member may be required to undergo additional drug screenings and screenings for other substances after the initial drug screening. Generally, one initial drug screening will be sufficient for the clinical sites. In addition, various clinical sites may impose random drug screens upon students and faculty. However, the cost of such random drug screens shall be borne by the clinical site.

16. If the student's drug screen is negative, the student may commence all clinical assignments. If the faculty member's drug screen is negative, the faculty member may supervise students at clinical sites.
17. If the student's drug screen is positive, the student will be notified by the Associate Dean for Academic Affairs as soon as possible and shall meet with the Associate Dean to discuss the positive drug screen. The Associate Dean shall provide a copy of the positive drug screen to the student. The student shall be allowed to respond to the Associate Dean concerning the drug screen and may request a second drug screen to be performed within 2 days of notification to the student. If possible, the second drug screen should test the remaining sample from the student. The Associate Dean has the discretion to allow a second drug screen with a new sample if the original remaining sample is no longer available or other circumstances warrant. The Associate Dean may consult with the clinical site concerning the positive drug screen. The Associate Dean shall make a final decision if the student has violated this policy. If the policy has been violated, all clinical course enrollments within the School of Nursing shall be cancelled and at the discretion of the Associate Dean all didactic course enrollments may also be cancelled. The Associate Dean shall notify the Dean of Students of the violation. Thereafter, student shall not be allowed to re-enroll in any clinical course in the School of Nursing for a period of one year. The student may continue to enroll and attend other non-nursing courses within SIUE. The Associate Dean may request the student complete (at the student's cost) a chemical dependency evaluation and further treatment, if recommended by the assessment process, and any other additional stipulations. Additionally, the student will be encouraged to seek assistance to address the drug use and referred to SIUE Counseling Center or such other counseling as appropriate. The Associate Dean may report any positive drug screen to the SIUE Office of Student Affairs and the Illinois and Missouri State Boards of Nursing for information and possible action.
18. After one academic year, the student with a prior positive drug screen may apply for re-admission into the School of Nursing upon completion of all the stipulations imposed by the Associate Dean including a chemical dependency evaluation and further treatment, if recommended by the assessment process and a negative drug screen. The application for re-admission will be considered by the appropriate committee within the School of Nursing who shall make a recommendation on the re-admission decision to the Associate Dean. The Associate Dean shall have the discretion to admit or reject the student based on the Associate Dean's judgment whether this student can successfully complete the School of Nursing program. If the student is not satisfied with the Associate Dean's

decision, the student may file a grievance pursuant to the SIUE Student Grievance Code.

19. If a faculty member's drug screen is positive, the faculty member will be notified by the faculty member's Chair as soon as possible and shall meet with the Chair to discuss the positive drug screen. The Chair shall provide a copy of the positive drug screen to the faculty member. The Chair shall notify the Dean of the finding. The faculty member shall be allowed to respond to the Chair concerning the drug screen and may request a second drug screen to be performed within 2 days of notification to the faculty member. If possible, the second drug screen should test the remaining sample from the faculty member. The Chair has the discretion to allow a second drug screen with a new sample if the original remaining sample is no longer available or other circumstances warrant. The Chair may consult with the clinical site concerning the positive drug screen. The Chair shall make a recommendation to the Dean whether the faculty member has violated this policy. If the policy has been violated, the faculty member shall not be allowed to supervise any students in any clinical sites and may be subject to discipline including termination as a result of the finding. The Chair shall notify the Provost of the violation. At the Dean's discretion, the faculty member may teach and perform other services within the School of Nursing. The Dean may request the faculty member complete (at the faculty member's cost) a chemical dependency evaluation and further treatment, if recommended by the assessment process, and any other additional stipulations. Additionally, the faculty member will be encouraged to seek assistance to address the drug use and referred to Employee Assistance Program, the SIUE Counseling Center or such other counseling as appropriate. The Dean may report any positive drug screen to the Illinois and Missouri State Boards of Nursing for information and possible action.
20. After one year, the faculty member with a prior positive drug screen may be considered by the Dean, in consultation with the Chair, for one or more course assignments supervising students in clinical sites upon completion of all the stipulations imposed by the Dean including a chemical dependency evaluation and further treatment, if recommended by the assessment process and a negative drug screen. The Dean shall have the discretion to make such an assignment based upon the Dean's judgment whether the faculty member can successfully supervise students in a clinical setting. If the faculty member is not satisfied with the Dean's decision, the faculty member may file a grievance pursuant to the SIUE Faculty Grievance Procedure.
21. The School of Nursing or designee may retain documentation of the drug screen results and shall provide the copies of the screen to the student or

faculty, upon request. However, the drug screen results shall not be retained by the School of Nursing as part of the student's or faculty member's permanent file.

Effective: January 1, 2005

Approval: Executive Committee 6/14/05
Marcia Maurer, Dean 6/16/05

SUBSTANCE ABUSE POLICY

I. POLICY

It is the policy of the School of Nursing and the Office of the Vice Chancellor of Student Affairs that at all times during clinical practica students be both physically and mentally fit for the practice of nursing and free of the influence of drugs or alcohol. All violations of this policy will be referred to the Office of the Vice Chancellor of Student Affairs for adjudication pursuant to the Student Conduct Code or other relevant procedure. The University and the School of Nursing may impose disciplinary sanctions upon any student who is found to be in violation of the law or policies relating to the unlawful possession, use, or distribution of drugs and/or alcohol.

Clinical affiliates may require that students submit to (and pay for) substance abuse testing prior to beginning or at any time during the clinical practicum. The School of Nursing supports this requirement where applicable as a condition of the legal affiliation agreements between the School or its programs and the affiliate sites.

While at the clinical affiliate, if there is reasonable suspicion based on the student's behavior, observed or reported, that the student is using or under the influence of drugs or alcohol use, abuse, or diversion, the student shall be tested/screened for drugs or alcohol. Additionally, while the hearing process is pending, both the Associate Dean of the School of Nursing and the Office of the Vice Chancellor of Student Affairs have the authority to suspend the student from all classroom and/or clinical activities.

II. PROCEDURE: CONDUCTED BY THE FACULTY MEMBER WHO IS PRESENT IN THE FACILITY OR THE CLINICAL/AGENCY REPRESENTATIVE

This procedure is to be followed in the clinical site where a faculty member is present or where the student is under the direct or indirect supervision of a clinical representative. If a suspicious behavior is observed or reported, the following steps will be taken:

1. Remove the student from patient care.
2. Contact the Department Chair in the School of Nursing who is responsible for this clinical course.

3. Inform the student of the behavior or performance issue observed (The faculty/clinical representative may ask a second person to observe the meeting with the student, e.g., another faculty member or clinical personnel.)
4. The faculty member will ask the student to disclose any alcohol or drugs (prescribed, illicit, or over-the-counter) which he/she may be taking, and to turn over any drugs in possession.
5. If drug diversion is suspected, the faculty member/ clinical representative will accompany the student to the pharmacy and will have the student give any remaining drug(s) to the pharmacist at the hospital for evaluation.
6. Substance abuse screening will be done at the student's expense. The chain-of-custody screening process must be used, and the Drug Abuse Profile must include the following:
 - Amphetamines
 - Barbiturates
 - Benzodiazepines
 - Cannabinoids
 - Cocaine
 - Ethanol
 - Opiates (including Fentanyl and Sufentanil)
 - Phencyclidine
7. If screening is available at the clinical facility, the faculty member/clinical representative will accompany the student to the employee health or emergency room for the drug screen or testing to be done. If screening/testing is not done, the faculty member/clinical representative will inform the student that he/she must be tested/screened with a urine test at an accredited health care agency, approved by the School of Nursing, within 5 hours of leaving the facility. A valid ID will be required at the testing site. The results of this testing should be provided to the School of Nursing Associate Dean's office as soon as the results are available.
8. If the student refuses testing or refuses to release the results to the University, this is considered a positive test and the student is subject to immediate dismissal.
9. If the student is found to be intoxicated or impaired, the student is not to drive home. Upon direction by the faculty member, the student will contact a friend (not another student) or family member to drive the student home or call a cab to drive the student home.

III. DOCUMENTATION PROCEDURE

The faculty member or clinical representative will document, in writing, the behavior(s) or the performance issue/concerns observed. A detailed description of the observation should be provided, including dates, times and names of all parties involved. This written documentation should be collected by

the faculty member or faxed to the School of Nursing with the original documentation then provided to the faculty member. All written documentation and drug testing results are to be placed in the student's file and will be provided to the Office of Student Affairs, Southern Illinois University Edwardsville, for adjudication under the Student Conduct Code. The clinical agency has the responsibility to report this situation to the Illinois Department of Professional Regulation or other appropriate Board of Nursing.

IV. SANCTIONS AND READMISSION

After referral to the Office of the Vice Chancellor for Student Affairs, the student shall have all the procedural rights set forth in the Student Conduct Code. Pursuant to the Code, the student is subject to disciplinary action which may include suspension or dismissal from the University and restrictions on course enrollment. Because of the important public health and safety issues related to nursing, the sanctions may allow the student to continue at the University but not to enroll in the School of Nursing.

When such action pursuant to the Student Conduct Code is complete, the Vice Chancellor for Student Affairs or designee shall report the results, including the sanction imposed, to the Associate Dean for the School of Nursing. In the event such sanction is for a limited time period and the student wishes to apply for readmission into the School of Nursing at the conclusion of the limited time period, the student may contact the Vice Chancellor of Student Affairs for readmission. A student may be readmitted into the School of Nursing only upon successful completion of all requirements/sanctions imposed by the Vice Chancellor of Student Affairs and upon written approval by the Dean of the School of Nursing.

Approved: Summer 2005

UNIVERSITY RETENTION POLICY

The standing of any student whose cumulative grade point average falls below the appropriate required minimum will be reviewed by the Graduate Registrar. The Assistant Dean for the Graduate Program is notified by Graduate Records when a student's grade point average falls below the required minimum. If the degree-seeking student is permitted to continue, the conditions for continuance will be put in writing in a memorandum to Graduate Records by the Assistant Dean for the Graduate Program and, upon concurrence of the Graduate School Dean, communicated to the student. If "...a graduate degree student's grade point average is below the required 3.0 for retention, the student will be dropped from the program and ordinarily is not again admissible to a degree program." The status of students in nursing are also subject to the School of Nursing Progression and Retention Policy (From SIUE Graduate Student Catalog 2006-2007).

SCHOOL OF NURSING PROGRESSION AND RETENTION POLICY

The following policies apply to the progression and retention status of graduate nursing students regardless of their student admission classification (classified/pending, classified/admitted or probationary admission).

1. The cumulative GPA for all course work must be 3.0 or better. A student may not earn more than one "C" or lower during enrollment in the Graduate Program.
2. The Graduate Student Affairs Committee will make a recommendation to the Graduate School for termination or continuation of enrollment in the Graduate Nursing Program for students who fail to obtain or maintain a cumulative GPA of 3.0 upon completion of 15 semester hours of course work.
3. If the cumulative GPA for course work falls below 3.0 after completion of 15 semester hours, the student will be placed on scholastic warning for one academic term to bring the GPA up to 3.0. If after this time the cumulative GPA is not raised to 3.0 the student may be recommended to the Graduate School for termination of enrollment.

Clinical Courses

The nature of clinical nursing courses is such that the student may be involved in the direct delivery of patient care services. When direct patient care is involved in the learning experience, the safety and well being of patients are of paramount concern. Clinical agencies may require drug screening and criminal background checks.

1. Clinical evaluation of student performance consists of both formative and summative methods of evaluation. Regular written and verbal evaluation sessions between the student and faculty and/or clinical preceptor will occur. These evaluations are used to determine progress and detect trends in performance. At the end of each academic term of clinical practicum, the faculty utilizing a clinical evaluation tool evaluates the student.
2. Nursing clinical courses are structured so that as the student progresses through the program, he/she is expected to demonstrate increasing independence and competence in providing nursing care. A student must maintain satisfactory performance in the clinical practicum to progress in the specialization. If at any time the clinical faculty member determines that the student is not progressing satisfactorily or is demonstrating a pattern of suboptimal behavior, he/she may recommend to the Assistant Dean for the Graduate Program and the Graduate Student Affairs Committee that the student be placed on clinical probationary status.

3. The student may be relieved from the clinical practicum immediately if, in the instructor's professional judgment, the student is unable to provide safe patient care and/or if this deficit is so serious that it cannot be remedied in the given clinical time within the limits of available faculty supervision.
4. In some cases, the Graduate Student Affairs Committee may hold a special meeting to evaluate a clinical incident. If the Graduate Student Affairs Committee recommends termination of a student's enrollment in the specialization, the student forfeits the right to voluntarily withdraw.
5. The student will meet with the Assistant Dean for the Graduate Program and the course faculty, as well as the clinical preceptors, if appropriate, to discuss clinical performance and behavior that are problematic.

Clinical Probation

1. Decisions to place a student on clinical probation shall be the prerogative of the Graduate Student Affairs Committee based on recommendations from the faculty member who evaluated the student's performance and Assistant Dean for the Graduate Program and/or the Dean, School of Nursing.
2. The faculty member and the student will develop a formal plan of remediation.
3. A student placed on clinical probation may request to meet with the Graduate Student Affairs Committee to explain any unusual or extenuating circumstances concerning his/her performance in the clinical area.
4. The student will be notified in writing of the initiation of Clinical Probation, selected plan of remediation, and a time line for completing the required remediation.
5. During the clinical practicum, faculty/clinical preceptors will closely supervise the student and regular written evaluations will be completed on the student.
6. The student will meet with the faculty member weekly, as specified in the student's remediation plan during the period of clinical probation. At this time, clinical evaluations and classroom grades will be utilized to assist the faculty member when determining successful progress.
7. The period of probation will be for 30 days but will not extend beyond the academic grading period in which the clinical probation was initiated. At the completion of the 30-day period, the appropriate faculty and clinical preceptors will make a recommendation to the Graduate Student Affairs Committee regarding disposition of the student.

8. The recommendation to the Graduate Student Affairs Committee will be:
 - a. Restore the student to good standing.
 - b. Extend the probationary period for an additional period of 30 days to allow time for additional remediation.
 - c. Recommend to the Graduate School that the student be dismissed.
9. The student is referred to the most recent University policy information online at <http://www.siu.edu/POLICIES.html>. A copy can be obtained from the offices of the Vice Chancellor for Student Affairs, Provost and Vice Chancellor of Academic Affairs, Graduate School, or Admissions and Records.

ACADEMIC INTERVENTION

The Academic Intervention process is initiated within the first seven weeks of a graduate class, and anytime thereafter, by the faculty member who judges the student's academic or clinical performance to be a "C" grade level (or below). An Academic Intervention Form is completed by the student and faculty member (teaching the class) and forwarded to the Assistant Dean for the Graduate Program. A copy will be placed in the student's file.

The faculty member must identify the areas of weakness and offer suggestions for remediation. The student must meet with the faculty member and complete a plan for remediation to be submitted to the Assistant Dean for the Graduate Program.

STUDENT ABSENCE POLICY

It is expected that the student will attend all classes in the courses registered for in any given semester. This is the "work" of the student enrolled in the School of Nursing. The School of Nursing strictly adheres to the University policy on attendance as follows:

Upon registration, students accept the responsibility for attending classes and completing course work. It is the responsibility of students to ascertain the policy of instructors with regard to absence from class, and to make arrangements satisfactory to instructors with regard to missed course work. Students are advised that it is particularly important to attend, beginning with the first class meeting to obtain information about the course. Failure of a student to attend the first session of a course may result in removal from the course by the faculty member.

Failure to adhere to attendance policies will jeopardize the student's ability to satisfactorily meet the course requirements.

SECTION X
NURSE ANESTHESIA
SPECIALIAZATION INFORMATION

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
SCHOOL OF NURSING
GRADUATE PROGRAM IN NURSING

Nurse Anesthesia Full-Time Progression

Semester 1 (Fall Year One)		Semester Hours
Nurs 500	Theoretical Foundations of Nursing	3
Nurs 505	Health Policy and Advanced Practice Nursing	2
Nurs 513a	Advanced Health Assessment	3
Nurs 513b	Advanced Health Assessment: Practicum	1
Nurs 514	Advanced Human Physiology	4
*Elective		<u>3</u>
		16
Semester 2 (Spring Year One)		
Nurs 504	Advanced Nursing Research Design and Methods	4
Nurs 515	Advanced Human Pathophysiology	4
Nurs 516	Advanced Pharmacology	3
Nurs 529	Orientation to Nurse Anesthesia Practicum	1
Nurs 564	Chemistry and Physics Applied to Anesthesia	<u>3</u>
		15
Semester 3 (Summer Year One)		
Nurs 563	Pharmacology Related to Anesthesia	3
Nurs 565a	Theoretical Foundations of Nurse Anesthesia I	5
Nurs 565b	Clinical Practicum in Nurse Anesthesia I	<u>1</u>
		9
Semester 4 (Fall Year Two)		
Nurs 507	Role Development in Advanced Practice Nursing	3
Nurs 566a	Theoretical Foundations of Nurse Anesthesia II	5
Nurs 566b	Clinical Practicum in Nurse Anesthesia II	<u>1</u>
		9
Semester 5 (Spring Year Two)		
Nurs 567a	Theoretical Foundations of Nurse Anesthesia III	5
Nurs 567b	Clinical Practicum in Nurse Anesthesia III	1
*Nurs 599	Thesis Development	<u>3</u>
		9
Semester 6 (Summer Year Two)		
Nurs 568a	Theoretical Foundations of Nurse Anesthesia IV: Clinical Correlations	2
Nurs 568b	Clinical Practicum in Nurse Anesthesia IV	<u>4</u>
		6
Semester 7 (Fall Year Three)		
Nurs 569a	Theoretical Foundations of Nurse Anesthesia V: Clinical Correlations	2
Nurs 569b	Clinical Practicum in Nurse Anesthesia V	4
*Nurs 599	Thesis Development	<u>3</u>
	or	9
*Nurs595	Project Development	
	Total Credits	70

***Students may complete either a graduate project and elective or graduate thesis.**

All nursing programs at SIUE are fully accredited by:

National League for Nursing Accrediting Commission	AND	Commission on Collegiate Nursing Education
61 Broadway		One Dupont Circle, Suite 530
New York, NY 10006		Washington, D.C. 20036-1120
(212) 363-5555 x 153		

The Nurse Anesthesia Specialization is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs. Ongoing accreditation was awarded by the Council on Accreditation of Nurse Anesthesia Educational Programs in May 2002. The next accreditation review will be in 2009. There is no binding agreement between the student and the University and School of Nursing as to the nature of the enrollment contract. The University retains the right, opportunity, and privilege to update the curriculum using varying modes of instruction, change the standards for progression, adjust the tuition and fees and modify the credit hours and course requirements. 3/17/04

**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
SCHOOL OF NURSING**

GRADUATE PROGRAM IN NURSING

Nurse Anesthesia Post Master's Certificate Progression

Semester 1 (Fall Year One)	(PT)	Semester Hours
Nurs 513a	Advanced Health Assessment	3
Nurs 513b	Advanced Health Assessment: Practicum	1
Nurs 514	Advanced Human Physiology	<u>4</u>
		8
Semester 2 (Spring Year One)	(FT)	
Nurs 515	Advanced Human Pathophysiology	4
Nurs 516	Advanced Pharmacology	3
Nurs 564	Chemistry and Physics Applied to Anesthesia	3
Nurs 529	Orientation to Nurse Anesthesia Practicum	<u>1</u>
		11
Semester 3 (Summer Year One)	(FT)	
Nurs 565a	Theoretical Foundations of Nurse Anesthesia I	5
Nurs 565b	Clinical Practicum in Nurse Anesthesia I	1
Nurs 563	Pharmacology Related to Anesthesia	<u>3</u>
		9
Semester 4 (Fall Year Two)	(PT)	
Nurs 566a	Theoretical Foundations of Nurse Anesthesia II	5
Nurs 566b	Clinical Practicum in Nurse Anesthesia II	<u>1</u>
		6
Semester 5 (Spring Year Two)	(PT)	
Nurs 567a	Theoretical Foundations of Nurse Anesthesia III	5
Nurs 567b	Clinical Practicum in Nurse Anesthesia III	<u>1</u>
		6
Semester 6 (Summer Year Two)	(PT)	
Nurs 568a	Theoretical Foundations of Nurse Anesthesia IV: Clinical Correlations	2
Nurs 568b	Clinical Practicum in Nurse Anesthesia IV	<u>4</u>
		6
Semester 7 (Fall Year Three)	(PT)	
Nurs 569a	Theoretical Foundations of Nurse Anesthesia V: Clinical Correlations	2
Nurs 569b	Clinical Practicum in Nurse Anesthesia V	<u>4</u>
		6
Total Credits		52

All nursing programs at SIUE are fully accredited by:

Commission on Collegiate Nursing Education
One Dupont Circle, Suite 530
Washington, D.C. 20036-1120

There is no binding agreement between the student and the University and School of Nursing as to the nature of the enrollment contract. The University retains the right, opportunity, and privilege to update the curriculum using varying modes of instruction, change the standards for progression, adjust the tuition and fees and modify the credit hours and course requirements.

5-19-2004

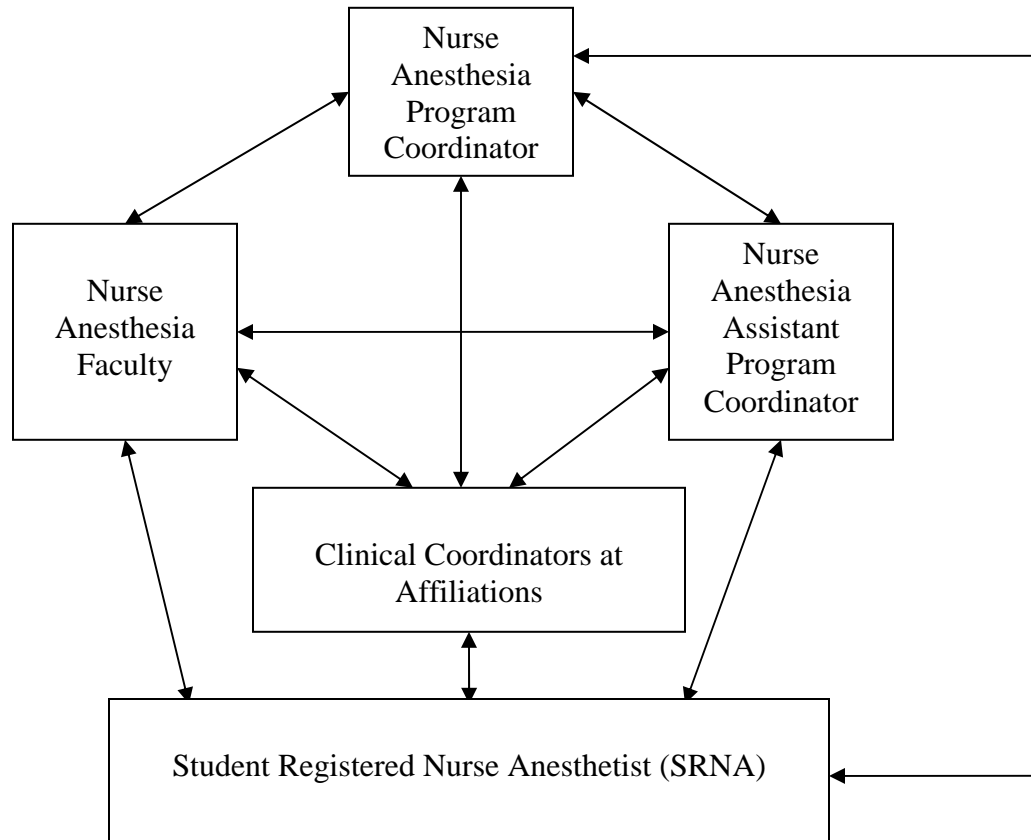
Nurse Anesthesia Faculty

Andy Griffin, CRNA, MS
Coordinator Anesthesia Major
SIUE Office: 618-650-2182
Cell: 618-218-0115
Alumni Hall, Room 2321
Email: agriffi@siue.edu

Donald Smith, CRNA, MS
Assistant Coordinator, Anesthesia Major
Clinical Coordinator at Breese Hospital
SIUE office: 618-650-5592
Cell: 618-581-9613
Alumni Hall, Room 2317
Email: dsmith@siue.edu

Paul Darr, CRNA, MS
Anesthesia Lecturer
Clinical Coordinator at Physician's Surgery Center
SIUE Office: 618-650-5318
Cell: 618-444-3666
Alumni Hall, Room 2321
Email: pdarr@siue.edu

**Nurse Anesthesia Program
Administration Structure
Lines of Communication**



The Program Coordinator is directly responsible for and has the authority for administration of the program in the Nurse Anesthesia Specialization. The Assistant Program Coordinator assists the Program Coordinator in fulfilling these responsibilities. Clinical Coordinators report to the Program Coordinator. Student Registered Nurse Anesthetists have direct access to the Program Coordinator, Assistant Program Coordinator, SIUE Nurse Anesthesia Faculty, and Clinical Coordinators/designees.

CLINICAL SITES AND COORDINATORS

Anderson Hospital

6800 State Route 162
Maryville, IL 62062
CRNA Coordinator
John Krivis
618-288-6308
Anesthesiologist Coordinator
Dr. Daniel Alyea
618-288-5711

Cross Roads (Awaiting COA approval)

#8 Doctors Park Road
Mt. Vernon, IL 62864
Clinical Coordinator
Don Bertschi
Hospital 618-244-5500 Cell 618-204-8710
Anesthesiologist Coordinator
Dr Brad Bernstein
Email babmjb@pol.net

Gateway Regional Medical Center

2100 Madison Avenue
Granite City, IL 62040
CRNA Clinical Coordinator
Neal Patterson
618-407-2195
Anesthesiologist Coordinator
Dr. Charles Bishop
618-798-3057
Email lpatter@siue.edu

Herrin Hospital

201 South 14th Street
Herrin, IL 62948
CRNA Clinical Coordinator
Patrick Lillard
618-967-7505 / 618-942-2171
Email: lillard136@mchsi.com
Anesthesiologist Coordinator none

John Cochran Veterans Hospital

915 North Grand
St Louis, Missouri 63125
CRNA Clinical Coordinator James Hyde
Anesthesiologist Coordinator
Dr Robert Kennedy
Email: Robert.Kennedy5@med.va.gov
Pager 314-905-0408
Phone 314-289-6367
Secretary Tina
Phone 314-289-6366

Kenneth Hall Regional Hospital

129 North 8th Street
East St Louis, IL 62201
618-274-1900
CRNA Clinical Coordinator
Don Smith
Anesthesiologist Coordinator
Dr Brad Bernstein
Email babmjb@pol.net

Memorial Hospital Belleville

4500 Memorial Drive
Belleville, IL 62223
618-233-7750
CRNA Clinical Coordinator
Jennifer Jobe
Anesthesiologist Coordinator
Dr Sander
618-257-4076

Memorial Hospital and Health System

701 North First
Springfield, IL
CRNA Clinical Coordinator
Sandy Rhodes
Email rhodes5@hughes.net
217-788-3780 (lounge 788-3751)
Pager 217-467-5836 cell 217-836-9299
Anesthesiologist Coordinator
Dr. Donald Helfer

Passavant Area Hospital

1600 West Walnut
Jacksonville, IL
CRNA Clinical Coordinator
John Gregory
Anesthesiologist Coordinator
Dr Peter Roodhouse
217-245-9541 ext 3127

Physician's Surgery Center

311 West Lincoln
Suite 300
Belleville, IL 62220
CRNA Clinical Coordinator
Paul A. Darr
Cell 618-444-3666
Anesthesiologist Coordinator
Robert Hellman, MD

SSM DePaul Health Center

12203 DePaul Drive
Bridgeton, Missouri 63044
CRNA Clinical Coordinator none
Anesthesiologist Coordinator
Dr Alan Schneider
Phone 314-344-7049
Secretary Gerry Rubin
Gr_nwanesthesialtd@msn.com

St. Anthony's Health Center

Saint Anthony's Way
P.O. Box 340
Alton, IL 62002-0340
618-465-2571
CRNA Clinical Coordinator
Gerry Giles
Anesthesiologist Coordinator
Dr Figueroa
Fax 618-474-4602

St Anthony's Hospital Effingham – (NON ACTIVE)

503 North Maple
Effingham, IL 62401
217-342-2121
217-347-1361
CRNA Clinical Coordinator
Anesthesiologist Coordinator

St Anthony's Medical Center

10010 Kennerly Road
St Louis, Missouri 63128
CRNA Clinical Coordinator
Kyle Griffith / (Erin Griffith)
Pager 314-294-9287 cell (314) 504-5140
Erin cell (618) 960-3547
Anesthesiologist Coordinator
Dr Wilkinson
Phone 314-525-1969
Email kylethomas74@hotmail.com eringriffith17@yahoo.com

St Elizabeth's Hospital

211 South Third Street
Bellville, IL 62220
CRNA Clinical Coordinator
Rich Stone
618-234-2120 ext, 1823 or 1822
Anesthesiologist Coordinator
Dr Terry Brown
Fax 618-222-4747

St Johns Hospital

800 East Carpenter Street
Springfield, IL 62769
217-544-6464
CRNA Clinical Coordinator
Rebecca Maretta
Pager 217-492-7104 cell 217-246-5917
Email becjo74@hotmail.com
Anesthesiologist Coordinator
Dr Madala
Anesthesia office 217-546-5356
Secretary Denise Laws

St Joseph's Community Hospital

Breese, IL
CRNA Clinical Coordinator
Pam Palme
Anesthesiologist Coordinator
Dr Sterns
314-526-4511

St. Vincent Memorial Hospital

201 E. Pleasant Street
Taylorville, IL 62568
CRNA Coordinator
Larry Snyder
217-824-3331 ex. 1890 pg. 217-287-2986
Anesthesiologist none
Hospital 217-824-3331

Touchette Regional Hospital

5900 Bond Avenue
Centerville, IL 62207
618-332-5480
CRNA Clinical Coordinator
Don Smith
618-581-9613
Anesthesiologist Coordinator
Dr Brad Bernstein
Email babmjb@pol.net

Terminal Specialization Course Objectives

In accordance with the goals and objectives of the Graduate Program in Nursing and compliance with both the Council on Accreditation of Nurse Anesthesia Educational Programs and Council on Certification of Nurse Anesthetists the Anesthesia Nursing Specialization has adopted the following terminal objectives.

Upon completion of the seven-semester course of study at Southern Illinois University Edwardsville School of Nursing Nurse Anesthesia Specialization, the graduate shall be able to:

- I. Perform a pre-anesthetic evaluation of the patient to include:
 - a) Evaluation of patient history, physical findings, laboratory, radiologic and additional diagnostic data.
 - b) Patient interview to establish rapport, gain additional information and prepare the patient psychologically for anesthesia and surgery by discussing anesthetic options.
2. Develop a plan of anesthesia care commensurate with patient needs and consistent with the overall medical and nursing regimen.
3. Identify pathologic, physiologic or pharmacologic problems that might complicate anesthetic management and adapt the anesthesia care plan to accommodate patient needs.
4. Select, test and assembles equipment necessary for the safe conduct of anesthesia, repairing or replacing defective devices. Conducts a comprehensive equipment check.
5. Prepare the patient physically for induction of anesthesia as evidenced by:
 - a) Apply appropriate monitoring devices such as EKG monitor, BP monitoring devices, pulse oximeter, capnographic monitor, temperature monitoring device and other monitors required by the patient's physical condition and the surgical or obstetrical care required.
 - b) Accurately interpret data provided by these devices to provide the patient with increased optimization of anesthesia care.
 - c) Calculate, initiate, and manage replacement fluid therapy and blood components for the patient using physiologic principles of fluid management and electrolyte therapy.

- d) Interpret and utilize data obtained from various non-invasive and invasive monitoring modalities to include but not limited to arterial lines, central venous pressure lines and pulmonary artery catheters.
 - e) Recognize and appropriately respond to anesthetic complications that occur during the peri-anesthetic period.
 - f) Pass the Council on Certification of Nurse Anesthetists' (CCNA) certification examination in accordance with CCNA policies and procedures.
6. Provide general anesthesia for all ages and categories of patients for a variety of surgical, obstetrical, and medically related procedures as evidenced by the:
- a) Administration of anesthetic induction agents for routine and emergency/trauma cases ensuring a rapid and safe induction of anesthesia.
 - b) Selection and utilization of all current anesthesia techniques, agents, adjunctive drugs and equipment in providing anesthesia care.
 - c) Safe discontinuation of all anesthetic agents utilizing appropriate reversal of adjunctive drugs at the termination of the procedure to ensure a smooth emergence from anesthesia.
7. Recognize developing conditions and potential complications, taking appropriate actions with reference to complications that may arise during the course of anesthetic management, seeking consultation with CRNA preceptors/mentors and physicians whenever necessary.
8. Demonstrate skill in airway management as evidenced by:
- a) Assessing respiratory status and ensuring airway patency, implementing measures to correct obstruction.
 - b) Performing atraumatic endotracheal intubation when patient's condition, position or surgical procedure indicates such a method of airway management.
 - c) Effective use of respiratory physiology and pathophysiology using the interpretation of blood gas analysis and pulmonary function testing to manage the ventilatory care of patients during anesthesia.
 - d) Utilizing objective criteria to assess respiratory status prior to extubation of the trachea both in the perioperative and critical care clinical settings, thus enhancing patient safety.

9. Administer and/or manage a variety of regional anesthesia techniques including but not limited to subarachnoid blocks, epidural anesthesia and analgesia, brachial plexus blocks, and intravenous regional anesthesia.
10. Utilize appropriate principles of basic and behavioral sciences in protecting patients from iatrogenic complications as evidenced by:
 - a) Positioning or supervising positioning of patients to assure optimal physiologic function and patient safety.
 - b) Ensuring the safety of the patient and operating room personnel by checking anesthesia equipment and supportive devices.
 - c) Acting as patient advocate and manager of critical incidents for patients undergoing anesthesia and surgery.
 - d) Establishing optimum communication and rapport with other health care team members vital to the patient and the conduct of anesthesia care.
 - e) Recognizing the need for, and participating in, the peer review process, concurrent and retrospective auditing of anesthesia care, and risk management programs, to assure the quality of patient care.
11. Function as a team leader/member in cardiopulmonary resuscitation. Maintain Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and CPR certification.
12. Participate in the education of patients and the community of interest.
13. Function within appropriate legal requirements as a licensed professional nurse, accepting responsibility for his/her own practice.
14. Utilize commonly accepted infection control standards and precautions.
15. Demonstrate personal and professional integrity and the ability to interact on a professional level as evidenced by:
 - a) Effectively communicating with all individuals influencing patient care
 - b) Utilizing appropriate verbal, nonverbal and written communication in the delivery of peri-anesthetic care.
16. Be vigilant in the delivery of patient care.
17. Deliver culturally competent peri-anesthetic care throughout the anesthesia experience.

18. Apply theory to practice in decision-making and problem solving.
19. Provide nurse anesthesia care based on sound principles and research evidence.
20. Develop a professional role as evidenced by:
 - a) Participation in activities that improve anesthesia care
 - b) The ability to function within appropriate legal requirements as a registered professional nurse, accepting responsibility and accountability for his or her practice
 - c) Interaction on a professional level with integrity
 - d) Teaching / Educating others
 - e) Participation in continuing education activities to acquire new knowledge and improve his or her practice
 - f) Participation in state and national professional associations to prepare for active involvement as an advanced practice professional nurse

Tuition and Expenses

1. In addition to regular tuition and fees the Nurse Anesthesia specialization assess a clinical charge each semester the student is enrolled in a clinical course. The fee is reviewed annually and subject to change as required. Students will be notified of any changes in the assessment fee prior to implementation. The current fee is \$4,600.00 per clinical semester beginning with the Summer-Year 1 Clinical Practicum and continuing each semester until graduation.
2. Book costs for the program are estimated to be approximately \$2500 to \$3200. Students **must** purchase the books required for each course.
3. Anesthesia related Professional Liability insurance for students enrolled in the Nurse Anesthesia Specialization will be provided through the Southern Illinois University Edwardsville self-insurance program.
4. **SEE Exam:** All students will be taking the Self-Evaluation Examination (SEE) from the Council on Certification of Nurse Anesthetist (an evaluation of the student's knowledge and preparation to take the National Certifying Examination). It is offered by the Council on Certification of Nurse Anesthetists. This test will be taken twice during the program, at the end of the first and 2nd years of study.
5. Certification examination fees are the responsibility of the student and are approximately \$650.00. This fee is adjusted annually by the Council on Certification of Nurse Anesthetists.

6. Current associate membership in the American Association of Nurse Anesthetists (AANA) is required. This fee is subject to change by the AANA. Cost to the student is \$20.00 for the duration of the program. The student will receive all publications of the AANA and is eligible for reduced registration fees at all AANA meetings.
7. The student is responsible for purchasing a laboratory coat, goggles or safety glasses and shoes to be worn in the operating room.
8. The AANA does have an emergency loan fund. Funds are available in the amount of \$500 for emergency purposes to students who have completed at least 1 full year of their respective program. Applications can be made through the AANA at www.aana.com.
9. All SRNA's are expected to attend one state (Illinois or Missouri) Advanced Practice Nursing or Anesthesia meeting each year. Students in their last year of study are expected to attend the American Associated of Nurse Anesthetist (AANA) annual meeting. This meeting is typically held in August and the location varies from year to year. Students are responsible for transportation, registration fee and accommodation expenses for the above named meetings.

Records

The Program Coordinator is the custodian of all records concerning the American Association of Nurse Anesthetists and its Councils. All student records will be retained until the student passes the Certification Examination. These records are maintained in the Program Coordinator's or Assistant Program Coordinator's or School of Nursing Student Files. Records relating to possible litigation may be retained in the SIUE legal department.

By direction of the Council on Accreditation of Nurse Anesthesia Educational Programs, records of individual students are kept in the School until successful completion of the certification exam and shall include:

1. Application for admission
2. Interview Letter
3. Acceptance Letter
4. Academic records
5. Completed Periodic, End-of-Semester, and Summary Evaluation Forms
6. Clinical case records
7. Corrective action forms and decisions
8. Copies of transcripts and application for the Certification Examination

Students records that will be kept indefinitely include any records that may relate to litigation, final case records, summative student evaluations, Council on Certification of Nurse Anesthetist (CCNA) transcripts and grievances.

Requirements for Graduation

In addition to the University and School of Nursing policies regarding requirements for graduation, students enrolled in the Nurse Anesthesia Specialization must satisfy the following requirements:

1. Completion of 70 semester hours of required course work in accordance with the progression and retention policy (SIUE School of Nursing).
2. Administration of anesthesia for a minimum of 550 cases (recommended 650 cases) in the categories described by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA).
3. Completion of all terminal educational objectives of the program and recommendation by the faculty that such have been met in a satisfactory manner.

Procedure for Writing the Certification Examination

All students graduating from the Nurse Anesthesia Specialization will be eligible to write the National Certifying Examination offered by the Council on Certification of Nurse Anesthetists.

APPLICATION FOR THE NATIONAL CERTIFYING EXAMINATION IS THE RESPONSIBILITY OF THE GRADUATING STUDENT. THE PROGRAM COORDINATOR AND ASSISTANT PROGRAM COORDINATOR PROVIDE SUPPORT TO THE STUDENT. HOWEVER, EACH STUDENT IS RESPONSIBLE FOR THE ACCURACY OF ALL RECORDS AND APPLICATION FORMS.

A certified check or money order must accompany each application. The Candidate Handbook from the Council on Certification of Nurse Anesthetists has current information on the fee for the Certification examination. The fee is \$650.

An official transcript must accompany the application. Therefore, all students will submit their final Clinical Case Record no later than December 15. All documents and fees will be submitted by November 18, Semester 7. The Program Coordinator will submit the appropriate student records and application forms to the Council on Certification of Nurse Anesthetists.

SECTION XI
APPENDICES (FORMS)