Adult-Gerontology Nurse Practitioner (AGNP) Student Handbook

2017-2018

Degrees Conferred:
Master of Nursing, Adult-Gerontology Nurse Practitioner – Acute Care
Master of Nursing, Adult-Gerontology Nurse Practitioner – Primary Care
Graduate Certificate in Adult-Gerontology Nurse Practitioner – Acute Care
Graduate Certificate in Adult-Gerontology Nurse Practitioner – Primary Care
THE MASTER OF NURSING ADULT-GERONTOLOGY NURSE PRACTITIONER PROGRAM AT BOISE STATE UNIVERSITY IS ACCREDITED BY THE COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE) AS OF MARCH 11, 2015.

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http://www.aacn.nche.edu/ccne-accreditation
The School of Nursing Student Handbook is designed as a student resource to retrieve pertinent policies and procedures of the Boise State University School of Nursing. The vast majority of the information is online. Students are responsible to know and adhere to all established policies and procedures. Additional sources of information are the Boise State University website and the School of Nursing website.

http://hs.boisestate.edu/nursing
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Quick Content

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AGNP Program:  http://hs.boisestate.edu/nursing/agnp
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School of Nursing Directory:  http://hs.boisestate.edu/nursing/about-us/faculty-staff
Cost of Program:  http://hs.boisestate.edu/nursing/agnp/
Computer Resources on Campus:
http://oit.boisestate.edu/classroomlabtech/classroom-and-lab-technologies/computer-labs-and-kiosks
Proctor U and BVirtual policies
University Catalogs:  http://registrar.boisestate.edu/undergraduate
Graduate Catalog:  http://graduatecatalog.boisestate.edu
Graduate College Forms:  http://graduatecollege.boisestate.edu/forms
Graduate College Policies:  http://graduatecollege.boisestate.edu
Idaho State Board of Nursing:  http://ibn.idaho.gov/IBNPortal
STUDENT HANDBOOK OVERVIEW

Introduction

The purpose of the Adult-Gerontology Nurse Practitioner (AGNP) program Student Handbook is to facilitate graduate student mentoring/advising by providing information to students and faculty members. Upon admission to the AGNP Program at the School of Nursing, each student is assigned a faculty mentor who interacts with the student as a colleague and mentor throughout the student's program of study. Additionally, the program coordinator provides guidance regarding degree requirements and access to University and School resources.

General Information

This publication is for informational purposes and is neither a contract nor an offer to contract. The School of Nursing reserves the right to change any provision or requirement at any time without notice. This material supplements the Boise State University Undergraduate Catalog.

The Adult-Gerontology Nurse Practitioner Program Student Handbook is designed as a resource for students and faculty advisors. Included are pertinent policies and procedures of Boise State University, Graduate College and the School of Nursing. Much of the information is online; therefore, the actual web sites are listed for the official information on policies and procedures. Where information is not available elsewhere online, a brief description is provided. Students are responsible to know and adhere to all established policies and procedures. All students are responsible for the contents of the Adult-Gerontology Nurse Practitioner Program Student Handbook (see School of Nursing website). Although most communication regarding policy and policy changes will be communicated through your course faculty, you should, also, check Blackboard and your Boise State University Student email often for announcements and important information such as changes in policies.

Relationship to Other Documents

The School of Nursing AGNP Graduate Student Handbook is intended to be used in conjunction with other University documents such as the Boise State University Graduate Catalog. Students are admitted to and graduate from the Graduate College, therefore this related online document contains essential information. The AGNP Student Handbook contains policies and procedures specific to AGNP nursing students in the program.

*Adapted from the University of Arizona College of Nursing Graduate Student Handbook
CURRICULUM FRAMEWORK AND GUIDING DOCUMENT

Vision
To be recognized as a leading center for nursing education in the Northwest.

Mission
Foster intellectual development and excellence in nursing education through teaching, learning, scholarship and service.

Philosophy
The concepts of the nursing paradigm – Person/Client, Health, Nursing, Environment, and Professional Nursing Education – are the guiding concepts for the art and science of nursing and the education of students. The following summaries reflect the beliefs of the School of Nursing about these concepts:

“Person” refers to diverse individuals, families, groups, communities, and/or populations, across the lifespan, that partner in a therapeutic relationship with a nurse. Person may also be referred to as client or patient.

“Health” refers to the multidimensional dynamic state of well-being of the person. Health encompasses the physiological, psychological, cultural, social and spiritual aspects and perceptions of a person’s quality of life.

“Nursing” is a science, an art, and a practice discipline that “encompasses autonomous and collaborative care of individuals of all ages, families, groups and communities, sick or well and in all settings” (Definition of Nursing, International Council of Nurses, 2010). 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” (What is Nursing? American Nurses Association 2013) Nursing further includes the “promotion of a safe environment, research, participation in shaping health policy and in patient and health systems management, and education” (Definition of Nursing, International Council of Nurses, 2010)

“Environment” refers to both internal and external factors, stressors and stimuli and describes the world a person lives in and interacts with. Based on ecological theory, multiple influencers including, but not limited to, physical, behavioral, developmental, political, economic, ethical, social, legal, psychological, spiritual, technological, and cultural aspects determine environment (Edmonson-Jones 2007). These influencers must be considered when health care is delivered to the person. Both the person and the person’s health influence the environment. Any change in the environment, no
matter how small, may impact the health of the person (Fawcett, 2000).

“Professional Nursing Education” refers to the education of nurses from a university-based teaching institute via a variety of delivery modes, including distance education, for an increasingly diverse student body. A baccalaureate education is the foundation for entry-level nursing practice (Advancing Higher Education in Nursing, 2000; Academic/Professional Progression in Nursing, 2007) and should prepare nurses for graduate education and life-long learning. A graduate education builds on knowledge and competencies of baccalaureate education, and reflects advanced nursing skills in clinical practice, education, leadership, research and evidence-based practice for contemporary nursing roles (Advancing Higher Education in Nursing, 2006, 2011).

Nursing education should prepare students as leaders of relationships, leaders of processes and leaders of culture (Salmela, Erikson, Fagerstrom, 2011).

Hallmarks of a baccalaureate education include, but are not limited to:

- A liberal education, with a focus on professional values, core competencies, core knowledge and role formation (American Association of Colleges of Nursing, 1998; Benner, Sutphen, Leonard, & Day, 2010)
- Positive attitudes towards life-long learning
- Pathways for advancement for registered nurses/licensed practical nurses to obtain baccalaureate education
- A foundation for graduate education
- A grounding in professional theory
- An emphasis on evidence-based practice and research
- An emphasis on teaching/learning in care
- Skills and knowledge to meet the needs of diverse populations
- Faculty roles of advisor, resource person, facilitator, and professional role model
- Student roles of peer mentor and future professional mentor

Hallmarks of a graduate education include, but are not limited to:

- An emphasis on the utilization of research and evidence-based practice
- Utilization of policy, organization and financing of health care
- Application of ethical values and beliefs that provide a framework for nursing practice
- The theory and practice of professional role formation
- Evaluation and utilization of nursing practice theoretical frameworks
- Analysis of human diversity and social issues
- A strong theoretical foundation in health promotion and illness prevention with a population focus (American Association of Colleges of Nursing/DNP [AACN], 2006; American Association of Colleges of Nursing/Masters [AACN], 2011).

Belief Statements

The curriculum is organized to facilitate student learning. The beginning courses provide a foundation for the nursing major. Course content and learning experiences progress
from the individual to the family and community, from simple to complex, from faculty-facilitated to student-directed learning, and from theory to application. Teaching and learning are highly interactive and multidimensional processes. Our faculty design and facilitate experiences to guide students to integrate theoretical concepts into practice, foster a spirit of inquiry, and expand critical and reflective thinking in nursing. This design enables students to acquire attitudes, cognition, and the essential skills needed to develop the knowledge and behaviors that comprise the professional nursing role.

The curriculum framework provides direction for the selection and organization of learning experiences to achieve program objectives. The curriculum is centered on the philosophy that guides the curriculum design by ensuring that the common themes necessary for nursing practice are addressed and developed progressively across the course of study.

The five integral threads interwoven across the nursing curriculum are: Clinical Reasoning and Critical Inquiry, Communication, Experiential Learning, Global Worldview, and Professionalism and Leadership. They are defined as follows:

**Clinical Reasoning and Critical Inquiry**

Professional nurses are expected to deliver patient-centered, safe, quality care while working as members of collaborative interprofessional teams. In addition, they act as transformative change agents for patients and health care at microsystem and societal levels (AACN, 2008; Institute of Medicine of the National Academies [IOM], 2010, 2011). To do this requires nurses to “integrate reliable evidence from multiple ways of knowing to inform practice and make clinical judgments” (AACN, 2008, p. 16). “Nurses need multiple ways of thinking, such as clinical reasoning and clinical imagination as well as critical, creative, scientific, and formal criterial reasoning” (Benner, Sutphen, Leonard, & Day, 2010, p. 85) in order to fulfill their professional roles and potential. This curriculum incorporates many ways of knowing in student learning experiences but emphasizes clinical reasoning and critical inquiry as cornerstones of evidence-based nursing practice.

Clinical reasoning is “the practitioner’s ability to assess patient problems or needs and analyze data to accurately identify and frame problems within the context of the individual patient’s environment” (Murphy, 2004, p. 227). Inherent in clinical reasoning is practical reasoning, enhancing nurses’ basic analytic processes with evidenced, reflective clinical judgment, which also takes into account the unpredictable, ever-changing nature of patient care situations and contexts (Benner et al., 2010; Sullivan & Rosin, 2008).

Critical inquiry is a process involving examining existing assumptions, knowledge, and questions, gaining (and creating) new information, and acquiring new perspectives. It then requires using critical analysis to reflect, take action, examine responses, and share learning with others (Jennings & Smith, 2002). Critical inquiry skills allow a person to identify a problem, propose solutions, find evidence for and against proposed solutions, and evaluate the solutions based on this evidence (Suthers, 1997). Critical
inquiry assists students to examine and challenge the status quo and the power relations that produce inequalities, in ways that can lead to advocacy and community action (Wright, 2004).

Learning to think and act like professional nurses involves using clinical reasoning and critical inquiry with elements of reflective judgment resulting in a reasoned, analytic cyclical process which incorporates scientific evidence, objective thought, contextual elements, values, and ever-changing conditions. Teaching students to reason and “think like a nurse” (Benner et al., 2010, p. 85) involves elements of focused reflection, written and/or verbal articulation of thoughts, assignments that connect new experiences to existing knowledge, critical inquiry, creative thinking, and nursing judgment.

Communication
Communication is the process of exchanging information, ideas, feelings and beliefs with the aim of understanding (Nordby, 2007). Skillful communication occurs when a person clearly, concisely and accurately conveys messages to another person(s). It involves active listening and careful evaluation including nonverbal, extrasensory, written, spoken and written in technological formats. Nursing communication has a professional, therapeutic, collaborative and client-centered focus. The main intent of communication in a health setting is to influence well-being (Fleischer, Berg, Zimmermann, Wuste, & Behrens (2009).

Experiential Learning
Experiential Learning is an educational process of engaging learners through a variety of learning methodologies to increase knowledge, develop skills, and clarify and foster values essential to nursing. Experiential Learning is engagement, the process whereby students and faculty are actively connected and involved in their learning about nursing and their work with people, the interprofessional healthcare team, and the community. This active engagement has intellectual, social, and emotional components (Kahu, 2011; Schreiner, 2010a, b, c) and requires “meaningful processing, focused attention and active participation” (Schreiner, 2010b, p. 4).

Experiential Learning may include, but is not limited to:

- Student-focused learning using reality-based situations and problems
- Faculty and student interactions to construct meaningful interpretation of events and ideas
- Teaching-learning techniques, such as active learning, cooperative learning, collaborative learning, self-directed and student-focused learning and clinical simulations
- Authentic field experiences and partnerships (acute, immediate, long-term, public health and community agencies)
- Civic engagement and service-learning experiences
- Advocacy and policy development experiences
- Cultural immersion through global nursing and health experiences
- Mentoring in research, evidence-based practice, and scholarly projects
Global Worldview
Global Worldview is the process of integrating an intercultural and international dimension into the teaching, research, and service functions of nursing education. A global outlook is universal in scope, not limited by what is known and familiar. It demonstrates an awareness of the interconnected world community and the importance of social justice. “Worldview” is defined as “the overall perspective from which one sees and interprets the world” (The American Heritage® Dictionary, 2006). A global worldview is integral to achieving cultural competence in areas such as ability, age, ethnicity, generation, gender, race, religion, sexual orientation and socioeconomic status.

This approach may include, but is not limited to:
- Diverse communities
- Intercultural issues
- Student and faculty foreign exchange opportunities
- Intercultural and international program development
- Faculty/institutional support services
- Service-learning programs

Professionalism and Leadership
Professionalism requires a body of knowledge, on-going generation of knowledge, evidence-based practice, socially sanctioned or mandated service, autonomy, self-governance, code of ethics and participation in professional societies and organizations (Porter-O’Grady & Malloch, 2012). Professionalism is exhibited in the behaviors and attitudes of each individual nurse. The integration of core disciplinary values, knowledge, and personal reflection is the foundation of professionalism in nursing. Core disciplinary values include the values of integrity, respect for human dignity, caring and advocacy. All nurses must have knowledge of legal, ethical and practice standards.

Personal reflection includes the integration of personal evaluation and self-care practices with lifelong career and personal goals. Nursing professionalism is expressed through leadership skills such as creativity, collaboration, assertiveness, adaptability to change, vision, innovation, life-long commitment to learning and professional accountability, role behaviors and appearance (Porter-O’Grady & Malloch, 2010; Porter-O’Grady & Malloch, 2012) that influence, motivate and affect others to contribute to the improvement of client health care and to the success of the organization.

Professionalism is the foundation of the nurse’s roles of information resource, clinician, mentor, care coordinator, advocate and change agent. It also underpins the management skills of administration, organization, delegation, supervision, change leadership and resource management (Huber, 2011). Nursing professionalism is the foundation for the efficient, effective use and stewardship of human, physical, financial, intellectual and technical resources to meet client needs and support organizational outcomes.
The curriculum of the School of Nursing was developed to be congruent with the strategic vision of the College and University. The School of Nursing recognizes clinical reasoning and critical inquiry, communication, experiential learning, global worldview, and professionalism and leadership are necessary to deliver nursing care to clients in a variety of environments to optimize health.
References


DISTANCE EDUCATION:

Boise State eCampus encompasses all courses taught at a distance using educational technology. This includes more than 400 unique courses, and 27 fully online programs (23 graduate degrees and certificates, 4 undergraduate completion programs).

Characteristics of eCampus Courses
All eCampus courses have the essential qualities characteristic of distance education courses, as defined by Verduin and Clark (1991):

1. Physical and/or time separation of the student and the instructor during the majority of class.
2. The use of educational technology to bring together the student and instructor and to transmit course content.
3. Two-way communication between the instructor and student.

What does this mean at Boise State University?
At Boise State, eCampus encompasses all academic courses that are taught online or at a distance using educational technology to deliver or convey the class content and communication between the instructor and students.

State Authorization and Distance Education Beyond Idaho
If you are a Boise State student (or prospective student) who will not reside in Idaho while enrolled in Boise State University courses, please be aware of the following information:

Boise State University delivers online education programs and courses throughout the United States and internationally and its online offerings continue to expand. Idaho's State Board of Education has approved all programs.

Due in part to the increased popularity of distance education, many states have prescribed an “authorization” process for out-of-state institutions delivering online programs to its state residents. Through such proactive processes, states are striving to ensure quality postsecondary education, to preserve the integrity of an academic degree and to instill greater consumer protection for its student citizens.

Authorization (also referred to as “registration,” “licensure,” “approval,” etc.) indicates that the institution has met certain minimum standards under the laws and regulations of that state. Authorization does not constitute an endorsement of any institution, course or degree program. Credits earned at an institution may not transfer to all other institutions.

Individuals considering a course or program in preparation for professional licensing or certification outside Idaho are encouraged to seek guidance from the pertinent licensing
agency in that state and contact the academic department in advance of application and enrollment and periodically thereafter.

Boise State University has taken steps to protect its students and operations through nationwide compliance and participates in a voluntary State Authorization Reciprocity Agreement (SARA) encompassing many states. Elsewhere, Boise State University has been granted authorization or exemption or can operate without authorization because the state’s laws do not pertain to a public institution, to an accredited institution or to the University’s activities in that state. Iowa and Maryland require Boise State to provide the following information:

**Iowa Residents**: Boise State University is registered under Iowa Code Chapter 261B and abides by Iowa Code §261.9(1)(g) which provides refund options for certain individuals (and/or spouses) who are deployed.

**Maryland Residents**: Boise State University is registered as an out-of-state online postsecondary institution with the Maryland Higher Education Commission and makes refunds to Maryland students as required by COMAR §13B.05.01.10.

**Questions about Boise State’s authorization status?**
If you are or will be enrolled in a program delivered completely online, and you have questions about Boise State’s authorization status, please contact the program’s academic advisor.
## AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES

The School of Nursing faculty subscribes to the American Nurses' Association (ANA) Code of Ethics for Nurses as approved by the ANA House of Delegates in June 2001 and revised in September 2014. Students are expected to learn and perform in accordance with this Code.

| Provision 1 | The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person. |
| Provision 2 | The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population. |
| Provision 3 | The nurse promotes, advocates for, and protects the rights, health, and safety of the patient. |
| Provision 4 | The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care. |
| Provision 5 | The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth. |
| Provision 6 | The nurse, though individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care. |
| Provision 7 | The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy. |
| Provision 8 | The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities. |
| Provision 9 | The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy. |
Copies of the Code, including interpretive statements, may be purchased online at: http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/default.aspx
Learn how an STTI membership can benefit your nursing career!

**Society Mission**
The mission of the Honor Society of Nursing, Sigma Theta Tau International, is advancing world health and celebrating nursing excellence in scholarship, leadership, and service.

**Society Vision**
Sigma Theta Tau International's vision is to be the global organization of choice for nursing.

**History**
In 1922 six nurses founded The Honor Society of Nursing, Sigma Theta Tau International, at the Indiana University Training School for Nurses, now the Indiana University School of Nursing, in Indianapolis, Ind., USA. The founders chose the name from the Greek words Storgé, Tharsos and Timé meaning "love," "courage" and "honor." STTI became incorporated in 1985 as Sigma Theta Tau International Inc., a nonprofit organization with a 501(c)(3) tax status in the United States.

**Membership**
STTI membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Here are some additional facts about our membership:

- STTI has more than 135,000 active members.
- Members reside in more than 85 countries.
- 39 percent of active members hold master's and/or doctoral degrees; 51 percent are in staff positions; 19 percent are administrators or supervisors; 18 percent are faculty/academics; and 12 percent are in advanced practice.
- There are 494 chapters at 676 institutions of higher education throughout Armenia, Australia, Botswana, Brazil, Canada, Colombia, England, Ghana, Hong Kong, Japan, Kenya, Malawi, Mexico, the Netherlands, Pakistan, Portugal, Singapore, South Africa, South Korea, Swaziland, Sweden, Taiwan, Tanzania, Thailand, the United Kingdom and the United States of America.
- STTI communicates regularly with more than 100 nurse leaders who have expressed interest in establishing chapters globally, including those in Chile, China, Costa Rica, Denmark, Finland, India, Ireland, Israel, Germany, Jamaica, Jordan, Lebanon, New Zealand and Spain.

**Products and Services**
From its inception, STTI has recognized the value of scholarship and excellence in nursing practice. In 1936 STTI became the first U.S. organization to fund nursing research. Today, STTI supports these values through its numerous professional development products and services that focus on the core areas of education,
leadership, career development, evidence-based nursing, research and scholarship. These products and services advance the learning and professional development of members and all nurses who strive to improve the health of the world’s people:

- STTI, with its **grant-offering partners** (corporations, associations and foundations), contributes more than US $200,000 annually to nursing research through grants, scholarships and monetary awards.
- A number of **education and research conferences** are supported by STTI, including a yearly research congress that presents the latest nursing research from around the world and a biennial convention that offers nursing’s best practices in clinical, scientific and leadership areas.
- **Online continuing education** offers peer-reviewed, interactive learning activities which are presented in a variety of learning formats including case studies, evidence-based articles and module courses. These activities are web-linked to full-text articles and abstracts and are available for continuing education contact hours.
- The **Virginia Henderson Global Nursing e-Repository** - an online digital service that collects, preserves, and disseminates digital materials in both abstract and full-text format. Submissions to this repository may be made by individual nurses and nursing students as well as nursing organizations.
- **STTI’s career development** programming provides resources for every stage in the career process, from selection of nursing as a profession to active retirement.
- **Leadership programs** include mentoring programs and global health care think tanks.
- Alliances with other leading providers of nursing knowledge products and services round out STTI's offering and provide added value to its members.

**Publications**

- **Journal of Nursing Scholarship** - a leading, peer-reviewed scholarly journal with a global circulation of 125,000, is published quarterly and is available in both print and full text, searchable online formats to members and subscribers.
- **Scholarly books on a wide range of topics in nursing and health care** of interest to members and other nurses around the world.
- **Reflections on Nursing Leadership** - STTI’s award-winning, online member magazine that communicates nurses' contributions and relevance to the health of people worldwide.
- **Worldviews on Evidence-Based Nursing™** - a bi-monthly periodical available in print and full text, searchable online formats to subscribers, is a leading global source of the best research and evidence available with applications to nursing practice, administration, education and policy.
- **STTI connect** - a monthly electronic newsletter sent to all members, which includes chapter specific information and announcements.

**Nursing Knowledge International**

NKI was established in 2002 as a nonprofit, 501(c)(3) subsidiary of STTI to serve the knowledge needs of the global nursing community. Through its e-commerce website,
www.nursingknowledge.org, the organization delivers nursing knowledge designed to improve patient outcomes by enhancing the knowledge base of its nurse customers. More than 82,000 nurses have joined the NKI community.

Sigma Theta Tau International Foundation for Nursing
The Foundation holds all permanent funds of STTI. These assets are distributed over nine different endowed or restricted funds, each established for a specific purpose. Endowed funds contain donations made by members and friends of nursing, but only the interest earned from these funds are distributed. Restricted funds hold monies that are given to STTI for a specific activity and distributed accordingly.

The International Honor Society of Nursing Building Corporation
Incorporated in 1993 as a corporation with 501(c)(2) status, the Building Corporation holds title to real and personal property for the benefit of STTI. It is also responsible for managing and maintaining STTI’s 39,350 square foot building and grounds.

Criteria for Induction
Interested students, both undergraduate and graduate, are invited to join through STTI chapters located at more than 650 colleges and universities around the world, including through Boise State University. Review the student membership criteria and locate a chapter.

Nursing professionals who were not previously inducted as nursing students can also join STTI as Nurse Leaders.

Membership is based on established criteria and is by invitation only. Interested students may contact Cathy Deckys at cathydeckys@boisestate.edu for more information or to how to apply for an invitation. Or information can be found by visiting Sigma Theta Tau International's website.
Given the nature of online learning, and in consideration of the software programs required for Students in the AGNP program, this link will give you a list of minimum computer specifications. Please ensure that your computer meets or exceeds these requirements, and that you have access to all required software plug-ins and hardware components.

Boise State University emphasizes the ability to utilize computer skills along with various software packages in the educational setting. Computer skills needed to succeed in the Nursing Program include word processing along with use of the Internet and e-mail. Microsoft Word and Google Chrome are recommended. Both of these products are recommended for compatibility with the Internet course delivery program, Blackboard, as well as other program specific educational resources which are used at Boise State University. Students must have an active Boise State University email address provided by Boise State University. The School of Nursing will contact you primarily through your Boise State University e-mail account.
CLINICAL HEALTH REQUIREMENTS

REQUIREMENTS FOR ATTENDING CLINICAL COURSES: As per contractual agreements with our clinical partners, background checks, drug screens, CPR certification, tests for tuberculosis and certain vaccinations are required. These requirements are all gathered by an outside company named CastleBranch Background @ Castlebranch.com. When a student sets up an account for a background check and drug screen, an account for health requirements should also be set up.

VERIFICATION OF ENROLLMENT IN MEDICAL INSURANCE: Neither the College of Health Sciences, the Departments within the College, nor the clinical agencies carry health insurance for students. All students enrolled and participating in clinical course work through the College of Health Sciences must be covered by a medical insurance policy. Documentation of current health insurance coverage must be uploaded to CastleBranch and may be shared with the clinical site.

BACKGROUND CHECK: All students in the School of Nursing are required to have and maintain a clean background check. Students are admitted to the Program conditionally, pending completion of a clean background check by the deadline date. Students are responsible for setting up an account with CastleBranch to request a background check, to arrange payment, and to directly handle any disputed results with CastleBranch. Background checks performed for previous employment or licensing cannot be used, per contractual agreements with our partnering health care agencies. Students will be required to maintain a clear criminal record during their time in the Program and will be required to complete subsequent background checks every six months.

CLINICAL HEALTH REQUIREMENTS:
Students will submit the following health requirements to CastleBranch at CastleBranch.com. All health requirements due during the student’s time in the School of Nursing will be submitted through CastleBranch. Students will be required to complete subsequent health requirements and re-submit to CastleBranch.

A. Verified negative TB skin or blood test
   • TB skin or blood test is required in December after admission and annually until the end of the program; results must be negative
     o Acceptable tests - Mantoux Test, Quantiferon, or T-Spot. Unacceptable test - Tine Test
   • If student has a positive TB test –
A chest X-ray report indicating the absence of TB obtained within six months prior to admission must be submitted
o After admission - the TB health questionnaire (completed by a provider of care) must be submitted annually until the end of the program. The report submitted by the student must state that the student has no symptoms of TB.
• The School of Nursing will not interpret these results.

B. Mumps, Rubeola, Rubella:
Documentation of positive titers for each must be submitted prior to admission –
• Mumps
• Rubeola ("hard measles")
• Rubella (German Measles)
These are three separate and distinct tests
• If any of the titers are "equivocal" or indicate that the student is not protected, immunization and follow-up titers are required prior to December after admission.

C. Varicella (chicken pox)
• Documentation of a positive antibody titer must be submitted prior to rotations.
• If the titer is "equivocal" or negative, immunization and follow-up titers to show immunity are required prior to December after admission

D. Hepatitis B vaccinations
• Documentation of a positive Hepatitis B titer prior to admission
• If no history of vaccination, documentation that vaccination series is in progress may be submitted but positive titer or provider of care statement confirming non-response must be submitted within 7 months of admission

E. Tdap (tetanus, diphtheria, and pertussis) vaccination
• Documentation of Tdap vaccination received as an adult within the past 10 years is must be submitted prior to December after admission
• If applicable, documentation of Td vaccination when TDAP is >10 years prior the current date

A. Current CPR Certification: Students entering the Program must have Health Care Provider CPR certification that does not expire prior to December 31 after admission. Class content should include CPR for clients of all ages; ventilation with a barrier device, a bag-mask device, and oxygen; relief of foreign-body airway, and use of an automatic external defibrillator. Certification cannot expire at any time during participation in program.

B. Proof of seasonal flu vaccination received between September 1 and December 1 or prior to rotation if requested by clinical site must be submitted annually
Serial health requirements are to be satisfied in the months of June and December. A review of compliance will be conducted on July 1 and January 1, anyone not in complete compliance on those dates may not attend clinical rotations until all requirements are satisfied.

For assistance and questions contact the Clinical Placement Coordinator for the program.

Adopted: Semester August 2013
Revised: Semester Spring 2015
Revised: Semester Summer 2017
ACADEMIC INTEGRITY

Purpose
Integrity and ethical behavior are expected of every student in all academic work.

Scope
All students are required to adhere to Boise State University’s Student Code of Conduct on Academic Honesty.

Responsible Parties
Faculty and students are responsible to ensure students follow the policies.

Policy
Students must be present at scheduled testing times. Exceptional circumstances must be discussed with the course coordinator/faculty prior to the scheduled testing date. Student seating during tests may be assigned so as to minimize opportunities for dishonesty/cheating. When tests begin, all communication among students will stop. Students will monitor their own behavior so as not to arouse any suspicion on the part of the faculty or test monitor. Assignments submitted must be original work and cannot be used in other courses. Falsification of academic records will result in dismissal from the program. Please refer to Student Code of Conduct Articles 2, 4 and 6 on Academic Dishonesty, Cheating, Classroom Misconduct, and Plagiarism:

https://deanofstudents.boisestate.edu/student-code-of-conduct/

Students are cautioned not to purchase study guides which include copyrighted test bank questions unless associated with their textbooks, as approved by faculty.

Related Policies/Forms
None

CHS: None.
BSU: 2020 (Code of Conduct)
    3130 (Academic Grievance Board)

Search Terms: Academic integrity, plagiarism, dishonesty
STUDENT BEHAVIORS AND ACTIONS

Purpose
Boise State University strives to provide a culture of civility where its members feel safe to express themselves free from discrimination, harassment, threats, and intimidation. (See Boise State Student Code of Conduct)
http://deanofstudents.boisestate.edu/student-code-of-conduct

Student behaviors and/or performance should promote a healthy environment and not present a danger (or reasonable assumption of danger) to a student/person/client/patient or jeopardize the license of a faculty or individual working with the student.

Scope
All students in the School of Nursing.

Responsible Parties
All students, faculty, administrators and staff in the School of Nursing.

Policy
The student behaviors included in this policy fall into four main categories including 1) imminent danger to self or others, 2) unsafe practice/unethical behavior, 3) code of conduct violations, and 4) at-risk student behaviors.

Process for Imminent Danger to Self and/or Others
If a student on the Boise State campus is deemed to pose an imminent danger to self or others (act or direct threat of violence), the person identifying this behavior should notify Campus Police immediately at 426-1453 or call 911 immediately. Examples of imminent danger include but are not limited to, verbal or physical threats to self or others, repeated obscenities, or unreasonable interference with the learning environment. If this behavior is noted off campus at a healthcare facility, the policy of that institution should be followed. If danger is suspected but not imminent, a Boise State notification to alert others of a potential problem may be made by filing a C.A.R.E.S. report at: https://care.boisestate.edu/

Process for Unsafe Practice/Unethical Behavior
At all times, student behavior and/or performance must be safe, ethical, and must not present a danger (or reasonable assumption of danger) to a person/client/patient or jeopardize the license of a faculty or nurse working with the student. Also see Policy for Procedure Practice. Safe practice is judged by standards and codes such as the American Nurses Association (ANA) Standards of Nursing Practice, the Idaho Nurse Practice Act, and ANA Code of ethics. Students are expected to behave responsibly
and they do not have the right to engage in behaviors that may harm and endanger other people, including patients/clients.

1. If a student demonstrates unsafe/unethical practice, the faculty member making the assessment will meet/discuss with the student to talk about the situation; generally, within 3 working days of the incidence occurrence. Faculty must notify the appropriate Program Coordinator of the incident and the Associate Director of the program. Based on the severity of the incident, the faculty member making the assertion in consultation with the Chair, and with permission from the Associate Dean/Dean may choose to remove the student from class or clinical for up to two days while the incident is investigated.

2. A meeting with the student will be arranged. The faculty member making the assertion may choose to invite the Program Coordinator. A representative from the Office of Student Rights & Responsibilities (OSRR) is invited to attend to act as a neutral participant. The student can invite their faculty advisor/mentor and/or another support person to attend the meeting. However, the faculty advisor/mentor and support person may not participate without the approval of the faculty member making the assertion.

3. During the meeting, a discussion will focus on the behavior(s) seen. The student will be provided with ample opportunity to give an explanation for the behavior exhibited. Notes on the meeting will be taken and a copy is distributed to all parties with a copy placed in the student's file.

4. A recommendation/decision by the faculty (with consultation from academic leadership and OSRR personnel) is made generally within 2 working days of the meeting. The student will be notified of the decision in writing via e-mail and a formal letter will be mailed to the student’s residence.

For unsafe/unethical behavior, decisions/recommendations may include one or more of the following:
- Decision of no sanctions. Dismissal of the situation with a report being maintained in the student file until the student graduates from the nursing program.
- Decision to develop a learning contract with the student.
- Decision to refer the student to OSRR for further assessment

Student Duty to Disclose
Students enrolled in the nursing program have a continuing duty to disclose any relevant circumstances that may affect their ability to continue in the program. This could include any incident that could deem them inappropriate or unable to participate in clinical practicums. Examples include arrests or receiving a citation for a DUI or driving while impaired. It is the legal and ethical responsibility of the student to report potential issues to the Associate Director of the Undergraduate Nursing Program within 48 hours of the incident.

Process for Code of Conduct Violation
Behaviors violating the Student Code of Conduct affect the welfare and safety of students, faculty, and other members of the campus community. Such behaviors
include, but are not limited to consumption of alcohol and illegal drugs, behaviors that have the potential of harming to self and others, or behaviors deemed to be disruptive to the campus or off campus facility environment. If a student violates the University Code of Conduct, the faculty member making the assertion arranges a meeting with the student to discuss the situation generally within three working days of the incidence occurrence. The faculty member must notify the appropriate Program Director of the incident. Based on the severity of the incident, the faculty member making the assertion in consultation with the Chair and with permission from the Dean may choose to remove the student from class or clinical for up to two days while the incident is investigated. Removal of the student for longer than two class or clinical periods requires approval of the Dean of the College (See University Policy 2050). The faculty member making the assertion may choose to invite the Program Coordinator or Director to a meeting. The student may choose to invite their faculty advisor/mentor and/or another support person to attend the meeting. However, the faculty advisor/ mentor and support person may not participate without the approval of the faculty member making the assertion. A representative from the Office of Student Rights & Responsibilities (OSRR) will be invited to attend to act as a neutral participant. A discussion of the behavior occurs among all parties. The student is provided with ample opportunity to give an explanation for the behavior exhibited. Notes on the meeting are taken and a copy is distributed to all parties, and a copy placed in the student file.

1. A recommendation/decision by the faculty member (with consultation from academic leadership and OSRR personnel) is made generally within 2 working days of the meeting. The student is notified of the decision in writing via e-mail and a formal letter mailed to the student’s residence.

For a Code of Conduct Violation, Decisions/Recommendations Include:

• Decision of no sanctions. Dismissal of the situation with a report being maintained in the student file until the student graduates from the nursing program.
• Decision to develop a behavioral contract for the student.
• Decision to file a code of conduct report which may result in the University taking action such as:
  • Recommendation/referral to an outside agency for further assessment (done in consultation with other campus officials). If the faculty member making the assertion believes there are extenuating circumstances surrounding the event, this instructor works with the Office of Student Rights & Responsibilities to determine whether a referral to an outside agency is indicated.
  • Removal of the student from course, and/or the Nursing Program and/or the University.

Process for Questionable Student Behavior
At times, a student demonstrates behavior(s) that does not fit clearly under the above categories (unsafe practice and/or code of conduct violations), yet the behaviors suggest that the student may experience academic failure or other negative outcomes. These behaviors include but are not limited to excessive absenteeism or absences
without notice, a pattern of tardiness, late assignments with elaborate excuses for not meeting deadlines, deteriorating productivity, pervasive poor concentration, or difficulty making decisions, and forgetfulness. If faculty members observe these types of behaviors in students, they need to be addressed.

1. If a student demonstrates such behaviors, the faculty member will contact the Program Director and, if indicated, the Office of Student Rights and Responsibilities for consultation. A C.A.R.E.S. report may be filed as well. [https://care.boisestate.edu/notify/](https://care.boisestate.edu/notify/)

2. The faculty member having a concern for the student will hold a meeting with the student as described above to discuss the situation generally within three working days of the occurrence of the concern. A recommendation/decision by the faculty member (with consultation from academic leadership and OSRR personnel) will be made generally within two working days of the meeting. The student will be notified of the decision in writing via e-mail and a formal letter is mailed to the student’s residence.

For at-risk student behavior, Decisions/Recommendations May Include:
- Decision of no sanctions. Dismissal of the situation with a report being maintained in the student file until the student graduates from the nursing program.
- Decision to develop a learning contract for the student.
- Referral to the Office of Student Rights and Responsibilities for follow-up and further evaluation.

Note: If the student is a nurse apprentice and is dismissed from the Program, the State Board of Nursing will be notified of the dismissal. If the student is a licensed nurse and drugs or alcohol is involved in the incident, the State Board of Nursing will be notified by the Program Director.

**Related Policies/Forms**
- Student Expectations/Responsibilities in Clinical/Skills Lab (SP-23)
- CHS: None (CHS 307 archived)
- BSU: Policy 2020 Student Code of Conduct
  - [http://deanofstudents.boisestate.edu/student-code-of-conduct/](http://deanofstudents.boisestate.edu/student-code-of-conduct/)
  - Procedure for Academic and Classroom Misconduct (Article 7)
    - [https://deanofstudents.boisestate.edu/scp-codeofconduct-section7/](https://deanofstudents.boisestate.edu/scp-codeofconduct-section7/)
  - Sanctions (Article 7)
    - [https://deanofstudents.boisestate.edu/scp-codeofconduct-section7/](https://deanofstudents.boisestate.edu/scp-codeofconduct-section7/)

Search Terms: Mental illness, chemical abuse, chemical dependency, unsafe behaviors
COMMUNICATION/NOTIFICATION POLICY

Purpose
When it is necessary throughout the school term and beyond, School of Nursing (SON) administrators, faculty and staff need to get pertinent, time sensitive information to students. The purpose of this policy is to describe the process of communication and notification of students by SON.

Scope
Students in the School of Nursing.

Responsible Parties
Students, administrators, faculty and staff.

Policy
Students are expected to keep their addresses, phone numbers, and email addresses up to date at http://myboisestate.edu.

When it is necessary for information to be sent out, staff will post the information on the SON Blackboard site and email the information to all students in the Nursing Program. If the information is for a particular group of students, all efforts will be made to only contact that group and not have the message sent to every student.

Students are requested to check the SON Blackboard site periodically (weekly is suggested) during the school term as well as during summer and academic breaks.

While students may forward their @u.boisestate.edu account to a personal email, it is the student’s responsibility to make sure they are receiving the information.

Select SON staff and faculty may access the Blackboard course site to assist with quality improvement, faculty supervision, and student support.

Related Policies/Forms
BSU: Policy 2280 Student Email Communications
http://policy.boisestate.edu/student-affairs/policy-title-student-e-mail-communications/
CONFIDENTIALITY POLICY

Purpose
The School of Nursing adheres to the American Nurses Association Code of Ethics for Nurses. Students are required to read and sign a Confidentiality Non-Disclosure Statement. The faculty will utilize the following guidelines in the interpretation of confidentiality to determine safe/ethical nursing practice.

Scope
Students enrolled in the School of Nursing.

Responsible Parties
Students and faculty enrolled in the School of Nursing.

Policy
A breach of confidentiality includes the following:
1. Revealing information about a client to another person who is not involved with the direct provision of care to the identified client.
2. Revealing events or partial information about a client or clinical experience to another person (such as a relative or friend) who, by virtue of knowing other information, is then able to identify the client and circumstances being discussed.
3. Revealing information about a client or clinical situation to other persons involved in that client’s care in an area where the discussion may be overheard by others (such as other health care workers, visitors or client’s family members).
4. Revealing privileged information about an agency’s performance, personnel or practices.
5. The use of social networking that breaches any aspect of confidentiality regarding patients or families, agency staff, peers, faculty, etc. Social media use is ubiquitous and inappropriate posts by nurses or student nurses have resulted in licensure and legal repercussions, or dismissal from the School. Refer to the National Council of State Boards of Nursing website: https://www.ncsbn.org/347.htm

Situations involving poor judgment about the sharing of information about clients or clinical situations (e.g. persons or agencies) constitute unsafe and/or unethical nursing practice. Such situations will be reviewed by the faculty and may be grounds for dismissal from the Nursing Program.

Related Policies/Forms
Student Non-Disclosure Statement (CHS 311)
Student Expectations/Responsibilities in Clinical/Skills Lab
Approved: Spring 2006 Reviewed: Spring 2006
Reviewed: Spring 2010 Revised: Spring 2012
STUDENT BACKGROUND CHECK POLICY

Purpose:
To establish policy and procedure for requirement of student background checks, and to inform students of criminal background checks required for admission into and progression through programs and courses that include the direct delivery of patient care services.

Scope:
The College of Health Science requires a Background Check (BGC) as defined below on all students enrolled in courses involving the direct delivery of patient care services. BGCs are required by the agencies where students participate in clinical experiences. All students in the College of Health Sciences enrolled in courses that involve the direct delivery of patient care services are covered under this policy. Students are expected to have and maintain a clean background, with no record of conviction of any of the crimes identified in Section III of this policy and no pattern of behavior deemed to be unprofessional, or that is believed to put patients, faculty and/or students at risk, as they progress through programs and courses that include the direct delivery of patient care services. Such determinations related to behavior or risk are in the sole discretion of the responsible party.

Responsible Party:
The Department/School Chair or designee of each program, offering courses that involve the direct delivery of patient care services

Definitions:
Clean Background Check or BGC: No convictions of crimes listed in Section III, and no pattern of behavior deemed to be unprofessional (that is believed to put patients, faculty and/or students at risk).

Conviction, for purposes of this policy, shall mean:
- Guilty plea or verdict (regardless of the form of the plea or disposition of the case)
- Withheld judgment
- Plea agreement
- Arrest (pending charges) until the verdict is rendered

Note: Dismissals and acquittals are not considered convictions, but may be considered in the assessment of patterns of behavior.

I. Policy Statement
A. All students in the College of Health Sciences who will be enrolled in courses that involve the direct delivery of patient care services are covered under this policy.

B. Prior to admission into a program or course involving the direct delivery of patient care, all students will be required to have a recent BGC. Recent is defined as no older than 6 months prior to the start of the class/experience. Failure to undergo the BGC, will result in dismissal from the program or course.

C. Once admitted into a program or while participating in courses which include the direct delivery of patient care:
   1. Students will have a BCG conducted approximately every six months
   2. Students are required to immediately report ALL ARRESTS for any misdemeanors or felonies to the appropriate Department/School Chair regardless of type and match to those listed in Section III.
   3. Departments/Schools may check arrest records of students without notification.
   4. Failure to immediately (within 48 hours of arrest) notify the Department/School of an arrest, is grounds for dismissal.
   5. Failure to undergo the BGC will result in dismissal from the program.

II. Procedure

A. The BGC will be performed by and results obtained from the company selected by the College and will include the following:

   1. Social security number and identity verification
   2. Criminal search (7 years) national and county including maiden and alias names
   3. Violent Sexual Offender and Predator Registry Search
   4. Office of Inspector General (OIG) List of Excluded Individuals/Entities
   5. General Services Administration (GSA) List of Parties Excluded from Federal Programs
   6. US Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
   7. The company must provide an electronic copy of the report directly to the Department/School.

B. Students will be admitted to and retained in the program conditionally, pending a clean BGC result. All conditionally admitted students will be given a copy of the Information Sheet on obtaining a BGC. Students will request and pay for the standard College of Health Sciences BGC through the company selected by the College. Results of the checks are released to the Department/School Chair (or designee) of the admitting program and to the student.
C. Each department will access the BGC and secure a copy of each student’s checks. The checks will be reviewed by the Department/School Chair (or designee).

D. If the BGC result contains no convictions, or only minor misdemeanor charges (as determined in the sole discretion of the responsible party), and no pattern of behavior deemed to be unprofessional, or that is believed to put patients, faculty and/or students at risk the student will be fully admitted to and retained in the program/course.

E. If a BGC result contains convictions for an offense or offenses listed in Section III, or demonstrates a pattern of behavior deemed to be unprofessional, or that is believed to put patients, faculty and/or students at risk, the student will be notified in writing that his/her admission to the program/class has been withdrawn. If the student wishes to grieve this decision and continue the admission process or retain admission to the program, the student must:

1. Meet with the Department/School Chair (or designee) and present in writing why the potential student believes he or she did not demonstrate an unprofessional pattern of behavior, or should not be considered a risk to patients, faculty and/or student safety.

2. After the meeting, the Chair (or designee) will write an admission recommendation. The recommendation, information presented by the student, and the BGC or record of arrest will be forwarded to the College of Health Sciences Academic Leadership Council (ALC). The ALC will make the final admission decision. The ALC will notify the student of the final decision.

3. A representative from University Health Services (UHS) may provide consultation on appeals as a non-voting member.

4. This process must be completed within 10 business days of receipt of notification of withdrawn admission.

F. Results of BGCs will be securely maintained. Departmental/School Records (if printed) will be destroyed 6 months after an applicant is denied admission or when a student graduates.

G. Results of a BGC performed for hire at a local health care agency may not be used for affiliation with Boise State University due to variances in quality of the background checks.

H. Students who leave the program, regardless of reason, will need to repeat the BGC before being readmitted.

I. Students who have an arrest for any crime listed in this policy while in the program will be removed from clinical. In order to return to clinical, students must follow step E, and abide by the decision of the ALC.
All affiliated agencies have the ability to request copies of any student’s BGC when the student is scheduled for clinical participation at that specific agency.

III. Conviction Categories, Crimes and Time Periods

A. A pattern of behavior deemed to be unprofessional, or that is believed to put patients, faculty and/or students at risk, will result in dismissal from the program or class which has a direct patient care requirement. As stated in the Scope, such determinations related to behavior or risk are in the sole discretion of the responsible party.

B. Felony or misdemeanor convictions, as defined in this policy, for any crimes listed in this section will result in notification to the student that his/her admission to the program/class has been withdrawn. If the student wishes to grieve this decision and continue the admission process or retain admission to the program, the student must follow the process outlined in Section II.E.

C. The time period for the following crimes is not limited:

1. Sexual assault, rape, indecent exposure, lewd and lascivious conduct, or any crime involving non-consensual sexual conduct committed at any time.
2. Child abuse, sexual exploitation of children, child abduction, child neglect, contributing to the delinquency or neglect of a child, enticing a child for immoral purposes, exposing a minor to pornography or other harmful materials, incest, or any other crime involving children as victims or participants committed at any time.
3. Homicide or manslaughter committed at any time.

D. The time period for these crimes is the past seven years:

1. Abuse, exploitation or neglect of a vulnerable adult (disabled or elderly) committed at any time.
2. Any charge related to illegal drugs such as (but not limited to) possession of drugs or paraphernalia, or trafficking.
3. Assault or Battery
4. Offenses involving substantial misrepresentation of any material fact to the public or an employer including embezzlement, bribery, fraud, racketeering or allowing an establishment to be used for illegal purposes.
5. First or second degree arson.
7. Mayhem, as defined by Section 18-5001, Idaho Code.
   Reference: http://www.legislature.idaho.gov/idstat/Title18/T18CH50SECT18-5001.htm
8. Poisoning.
9. Forgery or fraudulent use of a financial transaction card.
10. Forgery and counterfeiting.
11. Insurance fraud.

E. The time frame for these crimes is the past 5 years:
   1. Misdemeanor theft (all categories, including willful concealment).
   2. More than one, felony, or misdemeanor driving under the influence (DUI) which is not a first offense.

F. The time frame for these crimes is the past 3 years:
   1. First offense DUI.

IV. Additional BGCs required by affiliated clinical agencies

A. Clinical sites and other agencies may require additional BGCs. The criteria used may be more stringent than used by the College of Health Sciences and students may be charged an extra fee for this BGC by the agency. This may prohibit some students from being allowed into some sites.

B. If a student is accepted into a program based on the required College of Health Sciences BGCs, but is denied clinical agency entrance based on the outcome of an agency BGC, no guarantee can be made as to clinical placement for that semester and this may result in the failure of the student.

C. Students may be required to obtain an additional BGC or obtain a copy of the agency BGC to continue in the program. Additional information discovered will be considered in determining if the student may continue in his/her program.
314.0 STUDENT DRUG AND ALCOHOL TESTING POLICY

Purpose
To establish policy and procedure for the requirement of student drug and alcohol testing, and to inform students of drug and alcohol testing required for admission into and progression through programs that include the direct delivery of patient care services.

Scope
In order to comply with health care industry partners’ and/or clinical agencies’ requirements, the College of Health Sciences requires that drug and alcohol testing will be conducted in accordance with Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines and as defined below for all students enrolled or participating in clinical courses, experiences or internships involving the direct delivery of patient care services. Safety in the delivery of care to patient/client populations is the basis for drug and alcohol testing required by industry partners and/or clinical agencies.

Responsible Party
The department/school chair, or designee of each program, offering clinical experiences or internships that involve the direct delivery of patient care services.

Definitions
To ensure accuracy and fairness, all collection and required testing will be conducted in accordance with the Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines by a qualified agency designated by the College.

Negative test result: Test result contains no evidence of drugs or alcohol, or the concentration of drugs and/or alcohol is less than the cut off concentration identified by the Medical Review Officer (MRO) in accordance with the Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines.

Positive test result: Test result contains evidence of drugs equal to or greater than the cut off concentration(s) identified in accordance with the Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines. A positive test result for alcohol results from a breath test or other scientifically acceptable testing procedure which shows a breath, saliva, urine or blood alcohol concentration of .04% or more.

I. Policy Statement:
   A. All students in the College of Health Sciences who will be enrolled in or participate in courses, experiences or internships that involve the direct delivery
of patient care services are covered under this policy.

B. Prior to admission into a program or course involving the delivery of direct patient care all students will sign a Consent to Drug and Alcohol Testing form, submit to and return a negative drug and alcohol test. The drug and alcohol tests must be completed prior to admission and then annually thereafter for clinical experiences or internships involving the direct delivery of patient care services. A student will be suspended from all clinical activities until the negative test results are received by the College. Any suspension may jeopardize programmatic progression. Negative test results will allow the student to participate in clinical activities.

C. Conduct sufficient to provide grounds for dismissal from courses, experiences, or internships and/or the program include:
   1. Failure to report for a test in a timely manner; or
   2. Refusal to take a test; or
   3. Tampering with a test specimen; or
   4. Receiving a positive test result; or
   5. Failing to provide an adequate specimen volume without a verified medical explanation

D. Clinical facilities may require additional drug or alcohol testing without prior notification based on facility policies. These tests may be more or less stringent than this policy, and may include testing for additional substances. If a student is accepted into a program based on the required drug or alcohol test by the College with negative results, but is denied clinical agency entrance or is later removed from the experience based on the outcome of an agency drug or alcohol test, the student may be dismissed from the program as clinical access is required for programmatic progression, and no alternative clinical assignment will be offered.

II. Testing Process:
The initial and annual drug and alcohol tests will be conducted by a qualified agency chosen by the College. To ensure accuracy and fairness, all collection and testing required by the College will be conducted in accordance with SAMHSA guidelines.

Substances to be tested for include, as a minimum: alcohol, amphetamines, barbiturates, benzodiazepines, opiates, marijuana, codeine, and cocaine. The College shall have the authority to change the panel of testing without notice to include other substances as suggested by local and/or national reports or circumstances.

After signing a “Consent to Drug and Alcohol Testing” form, all students will submit to a drug and alcohol screen at a designated time and place and at the expense of the student. The testing policies and procedures of the testing facility
will be followed for split-specimen urine specimens. Collected specimens, either urine, blood, or saliva will be sent to the company or laboratory for testing. The laboratory will test the primary specimen for drugs and alcohol, and if it tests positive based on cut-off levels established by the lab, the lab will perform a confirmation test of the primary specimen. If the confirmation test is positive, the lab will report the positive test result to the MRO describing which drugs or alcohol were detected. The MRO will contact the student who tested positive, and the student may provide an explanation for the positive test result. The MRO may request verification for any prescription medications. The student may elect by verbal or written request to have the remaining portion of his or her split specimen sample tested, at his or her own expense. The student must request this testing from the MRO within 72 hours of being notified of his or her confirmed positive test result, unless the MRO concludes that the student had a legitimate explanation for failing to do so.

If the student declines the opportunity to discuss a positive test result with the MRO or fails to contact the MRO within 72 hours of notification, the MRO may report the drug test as positive to the College. If the MRO is not able to contact the student within ten calendar days of the date on which the MRO received the confirmed positive test result from the laboratory, the MRO may report the drug or alcohol test as positive to the College.

If a student provides an explanation for a positive drug or alcohol test result, the MRO will determine whether a valid medical explanation exists. If a determination is made by the MRO that there is a legitimate medical explanation in accordance with SAMHSA guidelines, the drug or alcohol test results will be recorded as negative and reported to the College.

If the MRO determines that there is not a legitimate medical explanation in accordance with SAMHSA guidelines, the drug or alcohol test results will be recorded as positive and reported to the College. By participating in the drug and alcohol screening process, the student is authorizing release of the drug and alcohol test results in accordance with this policy.

Duty to Report: if the student is a licensed/registered health professional, the chair/designee of the Department/School will follow licensure and/or State required reporting guidelines.

III. Student Grievance Process:
Prior to admission to a program and annually thereafter, students will request and pay for the standard College of Health Sciences drug and alcohol tests through the designated agency. Results of the drug and alcohol test will be released to the Department/School Chair (or designee) of the admitting program and to the student.
The College will maintain and keep secure all drug and alcohol test results. If the tests are negative, the student may be fully admitted to and/or remain in the program.

If a drug or alcohol test is positive, the student will be notified in writing that his/her admission to the program has been withdrawn. If the student wishes to grieve this decision and remain in the program, the student must:

1. Meet with the Department/School Chair (or designee) and present in writing why the drug and/or alcohol test was inaccurate.
2. After the meeting, the Chair (or designee) will write an admission recommendation. The recommendation, information presented by the student, and the drug and/or alcohol test result will be forwarded to the College of Health Sciences Academic Leadership Council (ALC). The ALC will make the final admission decision. The ALC will notify the student of the final decision.
3. This process must be completed within 10 business days of receipt of notification of withdrawn admission.
4. A representative from University Health Services (UHS) or the Office of General Counsel may provide consultation on appeals as a non-voting member.
5. Results of drug and/or alcohol tests will be securely maintained. Departmental/School Records (if printed) will be destroyed 6 months after an applicant is dismissed from a program or when a student graduates.
6. Results of a drug and/or alcohol test performed for hire at a local health care agency may not be used for affiliation with Boise State University.
7. Students who are out of progression or leave the program, regardless of reason, will need to repeat the drug and alcohol tests before being readmitted.

Related Policies/Forms
NURSING PROCEDURE PRACTICE

Purpose
To provide guidance for students to practice nursing procedures

Scope
Students enrolled in the Undergraduate/Pre-Licensure Program in the School of Nursing (SON).

Responsible Parties
Associate Director of the Undergraduate Program, SON Admissions and Progression Governance Team, students and SON faculty.

Policy
Students may practice non-invasive procedures like health assessment on each other in the simulation learning center or skills laboratory. The student’s right to privacy will be honored. Faculty will make sure other students follow the same guidelines used in clinical agencies to protect the student’s privacy.

Certain procedures are unsuitable or potentially dangerous for students to practice on each other. These procedures include but not limited to: genitourinary assessment, injections (e.g., IM, SubQ, etc.), IV start, nasogastric tube insertion, nasal/oral suctioning, and urinary catheterization.

Students may practice invasive procedures in the simulation learning center or skills laboratory only on mannequins and task training equipment or particular skill practice. In clinical settings, students may perform invasive procedures under direct supervision of the faculty or a registered nurse on a patient who has a therapeutic need for the procedure.

Students may not practice any invasive procedures on each other, instructors or teaching assistants, preceptors, lab personnel, standardized patients or anyone else under any circumstance. No syringe/needles will be distributed for student use without faculty supervision. Violation of this policy may result in student failure of the involved nursing course and possible dismissal from the Nursing Program.
INJURY/EXPOSURE SUSTAINED IN THE CLINICAL SETTING

Purpose
Students participating in Boise State University School of Nursing Programs may be at risk for injury or exposure to communicable diseases or hazardous materials in a variety of clinical situations. The goal of the faculty is to preserve the health and safety of students, clients and faculty in any clinical setting. The purpose of this policy is to provide guidance to both the student and the clinical faculty regarding procedures, rights and responsibilities in the event of student injury/exposure in the clinical setting.

Scope
All students in the School of Nursing.

Responsible Parties
Faculty, administrators and students.

Policy
Exposure: An exposure is an occurrence in which a person is subjected to an infectious agent in such a way that could lead to acquisition of a disease. Should exposure to infectious diseases (such as TB, HIV) occur, the clinical faculty and/or agency clinical supervisor will supply information regarding the appropriate protocol.

Process
All contaminated needle sticks or bloody body fluid splashes to mucous membranes or open skin should be treated as if there is a potential risk of pathogen exposure. Should a puncture wound or other bloody body fluid exposure to mucous membrane/open skin area occur, the student should implement the following procedures:

1. If the student sustains a puncture wound:
   a. Withdraw needle or other object promptly.
   b. Immediately wash hands/area of puncture using soap and water; follow with application of povidone iodine and/or alcohol.
   c. Encourage increased bleeding for a few seconds and use gentle pressure at the site of the puncture.
   d. Wipe away any blood.

2. If the student receives a spray or splash of body fluids:
   a. To eyes, nose, or mouth—irrigate with large amount of water.
   b. To a break in the skin, follow procedure for puncture wound (#1 above).
3. The student will report the incident immediately to the clinical instructor, to the agency clinical supervisor and to the agency Infection Control Practitioner/Safety Officer/Employee Health Services. The student will follow the clinical agency’s procedures for reporting and follow-up of the exposure. Students must complete an incident report with their instructor according to the policy of the clinical agency before leaving the clinical facility.

4. The student will seek a risk assessment and determination of recommended screening, treatment and/or follow up from the Infection Control practitioner, clinical supervisor, or other health care provider (if no infection control person/clinical supervisor in agency). This assessment should be performed within one hour of the injury.

5. The faculty will assist the student to complete a School of Nursing Incident Report. Both faculty and student will sign the report. Please obtain the required forms from the respective Program Coordinator.

6. The student should seek advice, screening and/or treatment immediately at any of the following agencies:
   a. Boise State University Student Health Services, phone 426-1459
   b. Any emergency department
   c. Private physician or other provider

   The student should seek information regarding the need for serum globulin (HBIG-hepatitis B immune globulin), Hepatitis B vaccination, testing for Hepatitis B and C, HIV testing, prophylactic treatment for HIV exposure and tetanus immunization or other recommended treatment.

7. The student may seek assistance in decision-making from the Boise State University Student Health Services, private physician, or other provider of choice.

8. The student may seek counseling and referral regarding implications of the exposure, risks and/or treatment from the following agencies:
   a. Boise State University Counseling Center - phone 426-1459 for an appointment
   b. Boise State University, University Health Center - 1-800-322-9569 for urgent care (not requiring an emergency room)
   c. Private provider of choice

Rights & Responsibilities
Student Rights
1. The student has the right to receive accurate information with which to make informed decisions.
2. The student has the right to decide on the course of action regarding an injury/exposure.
3. The student has the right to privacy of information regarding any injury/exposure.
Student Responsibilities
1. The student has the responsibility to follow the clinical agency policy regarding an injury/exposure.
2. The student has the responsibility to protect patient/public safety.
3. Complete and submit the agency’s injury/exposure report form and the Boise State University Incident/Accident Report Form. A copy of both reports will be retained in the student's file.
4. Faculty are to give the report to the correct Associate Director, the Associate Director files the report with Boise State University’s Risk Management.
5. The student may be eligible for Workmen’s Compensation for treatment of the injury as determined by the Boise State Insurer.

Faculty Responsibilities
1. The clinical faculty will assist the student in completion of required reports and evaluation as required by the clinical agency policy.
2. If needed, the clinical faculty will assist the student in completion of a risk assessment regarding the accidental exposure.
3. The clinical faculty will ensure that the student is informed of his/her rights and responsibilities and the required procedures as described above.
4. The clinical faculty will inform and may assist the student regarding accessing resources for risk assessment, screening, advice, referral for testing, treatment, and counseling.
5. The clinical faculty will assist the student to analyze the occurrence regarding implications, if any, for future practice.
6. The clinical faculty will complete the Student Injury/Exposure Report form, including student and faculty signature, and place the completed report in the student’s Program file.
7. The faculty member is to notify the Course Coordinator, Program Coordinator and Associate Director of the incident within 24 hours of the occurrence.
8. The faculty will ensure that students are oriented to the OSHA policies within each clinical agency.
9. Faculty will complete the Boise State University’s Risk Management forms listed below.

Related Policies/Forms
CHS: 304, 305, 306
BSU: None

Search terms: Rights, responsibilities, injury, exposure, clinical agency, safety, OSHA.
Purpose
Boise State University expects students to participate in responsibilities of citizenship. This policy outlines the school’s process for students called into jury duty.

Scope
Students enrolled in the Undergraduate/Pre-Licensure Program in the School of Nursing.

Responsible Parties
Student and Faculty in the School of Nursing.

Policy
Students must first inform their instructors immediately upon receiving jury duty summons, informing them of their jury commitment. Students are responsible for the following:

1. Students can, at their discretion ask for an extension from the courts to serve at another time. A letter may be obtained from the School of Nursing Administration Office explaining the need for an extension.
2. Furnishing instructors with concrete evidence of their jury duty assignments immediately.
3. Furnishing instructors with concrete evidence (date, time, and court) of their service immediately upon serving.
4. Making arrangements to obtain course notes and assignments from other students. (This is not the instructor’s responsibility.)
5. Taking responsibility for all course work or make-up work, including missed clinical experiences.

Related Forms
None

CHS: None.
BSU: 7250 (Court or Jury Service): http://policy.boisestate.edu/human-resources/court-or-jury-service/
Search Terms: Jury Duty
BSU: 7250 (Court or Jury Service): http://policy.boisestate.edu/human-resources/court-or-jury-service/
Search Terms: Jury Duty
POLICY FOR LATEX SENSITIVITY

Purpose
Allergy to natural rubber latex is a real concern in clinical settings where many medical devices, including gloves, contain latex. Individuals accepted into clinically-based programs in the College of Health Sciences (CHS) should be aware of, and screened for, sensitivity to latex-based products. Continuing evaluation of possible sensitivity should occur throughout the educational and clinical experience. All CHS programs that place students in situations where the use of natural rubber latex is a probability will adhere to the following protocol, or will incorporate a more restrictive protocol into their program/departmental policies.

Policy:
1. All students accepted into the participating program will complete a CHS screening document to detect possible latex sensitivities. The procedure and process for implementation of this screening activity will follow individual department policy. (NOTE: A CHS document will be provided.)

2. Any student suspected to be latex-sensitive, either through initial screening or through identification of symptoms that may develop after admission to the Program, will be encouraged to see an allergy specialist or the Student Health Center, to be evaluated for potential latex sensitivity. The student is responsible for any costs incurred during the evaluation and any necessary treatment.

3. Reasonable accommodation will be provided for learning in latex-reduced environments. Educational materials will also be provided to assist the student with understanding the potential progression of, and symptoms for, latex-induced reactions. The student will continually self-evaluate for any changes or increases in symptoms of latex sensitivity, with direct reporting to Program officials. The student should obtain and wear, at all times, a medic alert bracelet concerning allergic status.

4. If the student, in consultation with his/her physician, decides it is necessary to withdraw from the Program, the Program’s Coordinator/Director/Associate Director will make every effort to assist with reimbursement of current semester fees from the institution.
### COLLEGE OF HEALTH SCIENCES
#### Assessment of Risk Factors for Potential Latex Allergy

Please Circle the appropriate answer for each question. If answered “Yes”, please explain.

<table>
<thead>
<tr>
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<th>Question</th>
</tr>
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| YES | NO 1. I have food allergies, especially to bananas, passion fruit, kiwi, potato, tomato, avocado, chestnuts  
Explain:                                                                                              |
| YES | NO 2. I have developed a skin reaction to latex products, such as gloves, Band-Aids, rubber balloons, etc.  
Explain:                                                                                           |
| YES | NO 3. I have developed swelling of the lips, tongue, or skin after dental treatment, blowing up a balloon, or contact with latex or rubber products.  
Explain:                                                                                         |
| YES | NO 4. I have developed a runny nose, itchy eyes, hives, or scratchy throat after contact with rubber or latex.  
Explain:                                                                              |
| YES | NO 5. I have had difficulty breathing or a severe reaction that required a visit to the emergency room after contact with latex or rubber.  
Explain:                                                                               |
| YES | NO 6. I have spina bifida or have had multiple surgeries.  
Explain:                                                                                         |
| YES | NO 7. I think I have a sensitivity or allergy to latex.  
Explain:                                                                                         |
| YES | NO 8. I have been diagnosed with a latex allergy or sensitivity to the components included in some latex products.  
Explain:                                                                                         |

I have answered the above statements to the best of my current knowledge.

Signature: ________________________________ Date: ________________________________

Print Name: ________________________________

**NOTE:** If the student answers “Yes” to any of the above statements, the student is encouraged to see an allergy specialist or the Student Health Center to be evaluated for potential latex sensitivity.
ROLE OF STUDENT REPRESENTATIVES IN SCHOOL ACTIVITIES

Purpose
Describe the participatory role of the School of Nursing student representatives in the following:

- Leadership positions/activities on teams and committees
- Teaching Assistants, Research Assistants, Simulation Center Assistants, or Philanthropy Ambassador Assistant

Scope
Students in the School of Nursing.

Responsible Parties
Students and faculty in the School of Nursing.

Policy
Description of Students’ Role:
In order for Undergraduate Pre-Licensure (UG PL) students to serve in any of the above capacities the following requirements must be met:

1. The student must have achieved acceptable scores on at least half of previous standardized exams.
   a. If that has not occurred, the following process is initiated:
      i. The student will be given a second opportunity to benchmark after completing the remediation package provided by the company.
      ii. If the UG PL student does not benchmark on the second attempt, the student is placed on probation for one semester and be re-evaluated.

2. Students in leadership roles in any Boise State University organizations will also be required to maintain at least a 3.0-B average in their nursing classes and be making satisfactory progress in their clinical performance.

3. Students who are seeking a leadership position must receive a letter of support from the Undergraduate Coordinator.

4. Students may be eligible to receive travel funds with a minimum of 3.0 GPA, in the Boise State University nursing courses, and must receive a letter of support from two current full time faculty or Undergraduate Coordinator.

5. Students in leadership roles who are exhibiting poor performance in academic or clinical classes will be asked to step down by the Associate Director, unless extenuating circumstances apply.
All eligible students may be elected by peers, volunteer, or be appointed to serve on a committee or team, or be hired into a Teaching Assistant, Research Assistant, Simulation Center Assistant or a Philanthropy Ambassador Assistant.

Students who attend Committee/Team meetings as a Student Representative are responsible to:

1. Develop a mechanism for soliciting student input and providing information after meetings to the students they represent
2. Send agenda items to the team/committee leaders as appropriate
3. Be an active committee/team member and communicate with the team/committee leader regarding committee/team issues
4. Maintain professional behavior at all times and in all communication.

Description of Committee/Team Leader’s Responsibilities:

1. The chair of each committee/team is responsible for orienting student representatives to the function and processes of the team/committee.
   Orientation includes:
   a. Description of the School by-laws,
   b. Discussion of committee objectives, and
   c. Voting responsibilities.
2. Agendas and minutes are sent to student representatives.

Students Who Are Hired for School Positions: Teaching Assistant, Research Assistant, or Simulation Center Assistant

1. Are oriented by the designated faculty member, or the COHS Development Officer, (Philanthropy Ambassador Assistant) and the School of Nursing Administrative Assistant.
2. Are responsible for turning in their time cards when due.

Related Policies/Forms
School Bylaws

Search terms: Student Representatives, TA, RA, Simulation Assistant, Philanthropy Ambassador Assistant
PERSONAL ELECTRONIC DEVICES

Purpose
Personal electronic devices such as smartphones and tablets offer the opportunity to efficiently utilize clinical resources and communicate with other health care professionals, classmates, and faculty. Prompt and accurate communication is needed to ensure patient safety and delivery of quality care. Used properly and according to policy, electronic devices can assist in achieving positive patient outcomes. However, to maintain patient and agency privacy as well as safeguarding your electronic reputation, it is important to understand and demonstrate electronic professionalism.

The Personal Electronic Device Guidelines for Boise State University School of Nursing (SON) are used in conjunction with the Social Networking Protocol and Talking Points for Nursing Students (see Related Policies/Forms below).

Scope
All students and faculty in the SON.

Responsible Parties
All students and faculty in the SON.

Handheld Devices in the Clinical Setting
1. Handheld devices may be used in the clinical setting as directed by faculty for the purposes of providing patient care. Electronic devices are not to be used for personal reasons during any clinical sessions, unless authorized by faculty.
2. All faculty and students will adhere to agency policy regarding the use of electronic devices in the clinical setting. All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPPA) guidelines in the clinical or other settings.
3. Personal health identifiers (PHI) must be removed from any patient data collected on electronic devices. Confidentiality further extends to families, healthcare workers, and organizations. Additionally, students must use a password to protect access to information on their electronic device. This password must be kept confidential and will not be shared with others.
4. Using the internet for personal, non-school related functions is strictly prohibited.

Using Social Media Sites
On-line social networking refers to a community of individuals where people can connect and communicate with others via the internet. Examples of social networking sites include Facebook, Twitter, LinkedIn, and personal blogs. It is important to remember that information posted on the internet is often obtainable by others regardless of privacy settings and after it has been removed by the original poster.
The SON highly recommends that students refrain from posting any photos, personal information, or any other materials you would not want to be seen by classmates, faculty, or potential employers. Students are also strongly urged to refrain from posting insulting, disrespectful, or disparaging comments about any member of the Boise State University campus community. Nursing students must adhere to the Boise State University Statement of Shared Values, the Boise State University Student Code of Conduct, the American Nurses Association (ANA) Code of Ethics, and other similar codes which include policies governing veracity (truth telling) and non-maleficence (do no harm). These codes and standards can be applied to classroom and hallway discussions, virtual learning environments, text messaging, and on-line social networking sites.

The SON encourages all nursing students to read the “White Paper: A Nurse’s Guide to the use of Social Media” published by the National Council of State Boards of Nursing.

Professional Boundaries
On-line boundaries between nursing students and others should be maintained as they would in any other context. For more information, please review the School of Nursing’s Confidentiality Policy located in the Student Handbook.

Device Hygiene
Like any tool used in the clinical setting, electronic devices, can serve as a vector for the spread of infection. Students are encouraged to review the manufacturer guidelines for cleaning their device. General recommendations include the following:
1. Wash hands before using device.
2. Store device in a clean area.
3. Avoid setting device down in any area that might be contaminated, e.g. laying the device down on bedside tables or bringing it into an isolation room.
4. Wipe down handheld devices using solutions recommended by manufacturer or per agency policy.

Related Policies/Forms
SON: Undergraduate Student Handbook  
http://hs.boisestate.edu/nursing/bachelors/handbooks/
BSU: Statement of Shared Values  http://osrr.boisestate.edu/sharedvalues/  
Student Code of Conduct  http://osrr.boisestate.edu/scp-codeofconduct/
ANA: Code of Ethics  http://www.nursingworld.org/
National Council of State Boards of Nursing: Social Media Guidelines for Nurses  
https://www.ncsbn.org/347.htm
PROBLEM SOLVING & CONFLICT RESOLUTION

Purpose
The purpose of this policy is to provide clarification for the resolution of conflicts and problems within the School of Nursing. For academic grievances related to final grade appeals, the Boise State University policy named, “Academic Grievance” (#3130A and 3130B). If a student feels they have a discrimination grievance or sexual harassment grievance, this is covered by Boise State University Policy #1060 (see next page).

Scope
Students enrolled in the School of Nursing.

Responsible Parties
Students and faculty in the School of Nursing.

Policy
Students in the School of Nursing are provided the following methods to address group and personal concerns.

Student Procedure
A student may request changes in faculty decisions or exceptions to program policies through the use of a petition. Students should contact their faculty advisor/mentor for guidance as soon as a problem and/or conflict has been identified. An example of an item that may be petitioned is admissions/progression requirements.

All petitions must be submitted to the committee responsible for the Program policy.

The petition must be typed, double spaced, and signed. A petition consists of:

a. A clear statement of the problem
b. Supporting data
c. A proposal of one or more acceptable solutions and
d. An identified time frame with potential costs and benefits for each solution.

Student Process
(Steps 1 and 2 allow for resolution of conflict before grievance is filed.)

1. When a student disagrees with clinical or didactic evaluations, assignment/project grades, or other actions not related to the final course grade the student must initiate within 10 days the following:
   a. Write a statement explaining his/her disagreement and attach any supporting documentation and provide the documents to the instructor
   b. Meet/discuss with the instructor involved
   c. Initiate above process within 10 working days of identified conflict.

2. If the above process does not resolve the issues, the student must:
   a. Discuss the process with the Program Coordinator, within 15 working days of the
identified problem. The role of this person is one of facilitation.

3. The next step in the process is to meet/discuss the situation with the Associate Director who will be a facilitator of the resolution.

4. If the above problem solving method remains unsatisfactory and the student wishes to continue the matter. The student may meet with the Director of the School of Nursing.

5. If the above problem solving method remains unsatisfactory and the student wishes to continue the matter. The student may initiate the University Grade Appeal process.

Lines of Communication
The chain of communication for individual concerns is:

1. Course Faculty
2. Faculty Mentor/Advisor
3. Program Coordinator
4. Associate Director
5. Director, School of Nursing
6. Dean of the College of Health Sciences
7. Dean of the Graduate College
8. Boise State Provost
9. Boise State President
10. State Board of Education

Mediation
The goal of the mediation is to allow all parties to see both sides of the issue, both the substantive issues as well as the feelings involved. Confidentiality must be maintained by all parties during all phases of the problem solving process.

After meeting at least once with each other to discuss the disagreement, either party (faculty or student) may request mediation from the Boise State University Conflict Management Program through the Office of Student Rights and Responsibilities (426-1527). The mediator is a neutral participant, unaffiliated with the Nursing School, trained in conflict negotiation, and whose services are free of charge. The mediation process does not disempower either person in the dispute and does not interfere with the School of Nursing policies and procedures.

Related Policies/Forms
1060 (Policy on Nondiscrimination and Affirmative Action) http://policy.boisestate.edu/governance-legal/nondiscrimination-antiharassment/
3000 (Academic Probation and dismissal) http://policy.boisestate.edu/academic-affairs-student/academic-probation-and-dismissal/
Student Mediation Program: http://deanofstudents.boisestate.edu
Student Code of Conduct: http://deanofstudents.boisestate.edu/student-code-of-conduct/
STUDENT EXPECTATIONS/RESPONSIBILITIES IN CLASSROOM CLINICAL SKILLS LAB SETTINGS

Purpose
Students in the nursing program are held to the ANA Nursing Scope and Standards of Practice (2004) as well as the standards for registered nurses in the clinical agency while completing clinical experiences. To insure professional conduct, patient safety, and appropriate legal-ethical behavior on the part of all nursing students, the following expectations are held by the School of Nursing.

Scope
All students in the School of Nursing.

Responsible Parties
Students, faculty and School of Nursing administrators.

Description of Student Responsibilities
All nursing students must adhere to the following policies:
2. American Nurses Association Code for Nurses
3. School of Nursing Confidentiality Policy
4. School of Nursing Student Behaviors and Actions policy

Student Actions
1. Students are required to attend ALL scheduled classes, including on-campus and off-campus clinical experiences. Students are not allowed to miss the first class or orientation to a class for any reason and may be dismissed from the program if this occurs. See University Policy 4190.
2. It is the responsibility of the student to notify their faculty member prior to any absence from scheduled classes or on-campus/off-campus clinical experiences. Failure to notify faculty of absence may result in failure in the clinical/course.
3. If absent from a scheduled class or on-campus/off-campus clinical experience, the student is still responsible for the clinical/course objectives. It is the student’s responsibility to meet with faculty to discuss possible need for makeup or alternative assignments for missed classes or on-campus/off-campus clinical experiences. If the student misses more than 10% of the hours for scheduled classes or on-campus/off-campus clinical experiences, the student may fail the clinical/course.
4. All School of Nursing communication with students will be through Blackboard and the student’s Boise State University email account.
Conduct that violates these policies may, in the professional judgment of the faculty, be determined to be unsafe or unacceptable practice. Conduct in violation of these policies will lead to a faculty evaluation of the student’s performance and possibly failure of a course and/or dismissal from the Nursing Program.

**Student Responsibilities Regarding Injury/Illness**
It is understood that sometimes injury or illness may prevent a student from attending class or an on-campus/off-campus clinical experience, or may impair his/her ability to fully function in these settings. When this is the case, the following are applicable:
1. The student is responsible for notifying faculty of any illness or injury that will affect the student's clinical or classroom performance.
2. Students must conform to the policy in the institution where their current off-campus clinical experiences are based.
3. The student, when injured or ill, must fully inform his/her health care provider about the nature of the physical activity necessary to meet the clinical objectives. This is necessary for the health care provider to determine the student's ability to participate in the Nursing Program.
4. The student then must obtain and submit a written statement from his/her health care provider that identifies any restrictions placed on the student or any threats to patient safety, e.g., communicability or limited lifting.
5. The faculty have the final authority to decide if the student's health status will jeopardize patient care.

**Student Expectations for Classroom Experiences:**
1. Students are expected to behave in a professional manner to all clients, staff, faculty and other students. This behavior includes courtesy, honesty, ethical actions and responsible interpersonal communication skills. Behavior that interferes with agency/University/staff/faculty relationships or inhibits learning may be cause for dismissal from the Program.
2. The faculty may remove a disruptive student at his or her discretion.
3. Pagers or cell phones may only be used on silent or vibrate mode, and should only be utilized during breaks, unless the instructor designates otherwise. School, faculty and staff telephones are not to be used by students.
4. Children will not be allowed in the classroom except in extreme circumstances and with prior permission of the faculty.

**Student Expectations for On-campus/Off-campus Clinical Experiences:**
1. Students will perform nursing care only under the direction of the faculty or assigned agent of the faculty. In a preceptorship class, the student may perform nursing care under the supervision of the preceptor or the assigned agent of the preceptor. Students are responsible to seek the assistance of the faculty to clarify expectations regarding scope of student experience, or when faced with new or unique clinical situations.
2. Students participating in any clinical experience must be prepared to provide responsible, safe nursing care or they will be asked to leave the clinical area. Performance that endangers patients may be cause for dismissal from the Program.

3. When in on-campus/off-campus clinical experience settings, personal telephone calls must be limited to breaks. Pagers and portable telephones may be used only on silent or vibrate modes, and should only be utilized during breaks, unless the instructor designates otherwise. Additionally, students must comply with the clinical agency’s policies regarding the use of cellular telephones. Students must use public telephones or personal telephones to return personal calls.

4. At no time are children allowed in the on-campus/off-campus clinical experience.

5. Falsification of patient charts or records will result in dismissal from the Program.

6. Students entering a clinical site and believed to be under the influence of a substance that could endanger patient safety will be asked to leave the clinical area. This will jeopardize the student’s ability to successfully complete the Program.

7. A pattern of noncompliance with ethical or legal behavior outlined in the above statements will be cause for dismissal from the Program.

8. If a student witnesses behavior in the clinical setting by students or staff that is illegal, unethical or unprofessional, the student must report it immediately to the faculty. The faculty has the responsibility to assist the student to plan the proper course of action in response to the situation.

9. Students are not permitted to be in the clinical setting in the role of a student except during assigned clinical hours or by permission of instructor.

Unsafe, Unethical or Other Unprofessional Practices in Clinical or Internship Patient Care Settings

Any student may be temporarily and eventually permanently dismissed from the Program for conduct involving his or her attitude or competency that jeopardizes patient care or safety, or whose personal behavior prevents desirable relationships within the health care facility or the Department of Nursing programs.

In the event that a licensed student (LPN or RN) is dismissed from the Program for unsafe practice, the incident may be reported to the Idaho State Board of Nursing.

Please refer to the Boise State University Student Handbook for further description of the process.

Pre-Licensure Students: Students who do not meet deadlines given for health requirements, background and drug testing, clinical agency forms, and other requested documentation or information, will be subject to a $100 fine, payable in the form of a money order made out to Boise State University. The deadline for paying the fine will be the Friday before classes begin. Students will not be allowed to attend classes nor clinicals if the fine has not been paid. Students may only petition the removal of any fine due to an error being made on the part of the School of Nursing. Petitions must be received in the School of Nursing Student Services Office no less than 1 week before the fine is due.
Related Policies/Forms
CHS: None (CHS 307 archived)
BSU: 2020 (Code of Conduct)
http://deanofstudents.boisestate.edu/student-code-of-conduct/

3120 (Official Student Absence)

3000 (Academic Probation and Dismissal)
http://policy.boisestate.edu/academic-affairs-student/academic-probation-and-dismissal/

4190 (Faculty Initiated Withdrawal)
https://policy.boisestate.edu/academic-affairs-faculty-administration/policy-title-faculty-initiated-withdrawal/

Nurse Practice Act
FAQ- American Nurses Association (ANA) Code of Ethics
Student Behaviors and Actions (SP-22)

Search Terms: ANA, expectations, responsibilities, classroom, clinical
STUDENT TRAVEL—UNDERGRADUATE AND GRADUATE

Purpose
These guidelines are to explain the processes for all student travel, whether or not funding is requested. When traveling as part of the School of Nursing (SON), students are to follow these guidelines and are expected to maintain a professional demeanor and attitude which reflects positively upon Boise State University and the SON.

Scope
All students in the School of Nursing.

Responsible Parties
Students and faculty in the School of Nursing.

Policy/Process
1. SON reviews requests for travel funding from faculty, staff and students. Funding allocations are made based upon the purpose of the travel, funding availability and student eligibility. Not all travel requests are approved and not all travel is fully funded. Request travel form from Nursing Administration.
2. Undergraduate Pre-Licensure students must have achieved acceptable scores on half of the previous Standardized exams and have an acceptable GPA of 3.0 (B average) in order to receive funding.
3. Each applicant must complete a “Request for Student Travel Funding” and forward to the sponsoring faculty member. Attach submitted abstract and all relevant documents that describe the event.
4. Requests for funding are due within seven days of submission of the abstract. Students who are submitting an abstract for a conference must begin the process when the abstract is first submitted and then must submit the application to the SON within the aforementioned seven-day deadline.
5. SON will review the application and subsequently notify the student and sponsoring faculty member of the decision and amount funded if the request was approved. If the request is denied, a rationale of the decision will be provided. Approval is contingent on abstract acceptance.
6. Travel arrangements will be managed by the designated staff member. At no time is the student to make his/her own reservations or purchase tickets without preapproval of the staff member.
7. Once approved, the staff member will initiate contact with the student and determine a meeting date to discuss expenses and determine appropriate conveyance and lodging. It is the responsibility of the staff member to comply with the University’s policy regarding travel and expenses, thus times of departure and lodging arrangements are not at the sole discretion of the traveler. For example, if
several students are attending the same conference/event, policy requires the individuals to share lodging arrangements.

8. Failure to meet with the staff member in a timely manner may result in the approved travel funding being revoked.

9. Arrangements for the printing of a poster, if applicable, will also be arranged and authorized by the staff member at the same meeting when travel arrangements are discussed. Unauthorized poster printing will not be funded.

10. Upon return, the student is required to disseminate conference information in a timely manner and in accordance with the plan outlined in the original application.
It is the policy of Boise State University to comply with all federal, state and local authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, and Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency). Boise State is an equal opportunity employer.

The University does not exclude from participation in, deny the benefits of, or subject any individual to discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, income, protected veteran status, limited English proficiency, or any other status protected under applicable federal, state or local law.

For more information or if you believe you have been subject to discrimination on the basis of sex, sexual orientation, gender identity, or disability, please contact Boise State’s Title IX, ADA, and 504 Coordinator:
Annie Kerrick
Director of Title IX/ADA/504 Compliance
Administration Building, Suite 305
1910 University Drive, Boise, ID 83725-1500
(208) 426-1258
reportdiscrimination@boisestate.edu

For more information or if you believe you have been subject to discrimination on any other basis, please contact:
Alicia Estey
Title VI Coordinator/Executive Director, Institutional Compliance
Administration Building, Suite 305
1910 University Drive, Boise, ID 83725-1500
(208) 426-1258
aliacestey@boisestate.edu

You may also file a complaint with:

U.S. Department of Education
Office of Civil Rights (OCR)
810 3rd Avenue #750
Seattle, WA 98104
(206) 607-1600
OCR.Seattle@ed.gov
ADULT-GERONTOLOGY NURSE PRACTITIONER PROGRAM

Description & Definitions

Master of Nursing
The adult-gerontology nurse practitioner program focuses on advanced practice nursing with an emphasis on evidenced-based practice for enhancing development of interventions that impact health outcomes and complex healthcare systems. This academic program will provide nurses with the opportunity to develop the knowledge, experience, and skills necessary to be licensed and certified as advanced practice nurses who can address the pressing issues and challenges in today’s complex health care arena by directing the care needs of populations in either acute care or primary care settings. Students will choose either an acute or primary care program focus option.

The MN program has been designed as a 5-6 credit per semester on-line program consisting of 50 credits in 9 semesters (3 years, including summers) with 700 total clinical hours of which 574 hours will be in clinical settings providing supervised direct patient care. Students are required to attend three on-campus intensive summer course sessions to ensure acquisition of skills for option specific procedures, and to complete simulated learning experiences and Objectively Structured Clinical Examinations (OSCE).

Graduate Certificate:
The graduate certificate program focuses on advanced practice nursing with an emphasis on evidenced-based practice enhancing development of interventions that impact health outcomes and complex healthcare systems. The certificate program will provide nurses who are already certified nurse practitioners the opportunity to develop education, experience, and skills necessary to be certified and licensed as advanced practice nurses with a specialty in adult-gerontology to address the pressing issues and challenges in today’s complex health care arena by directing the care needs of populations in either primary care or acute care settings. Students will choose either an acute or primary care program option. As an example, Family Nurse Practitioners who wish to specialize in adult-gerontology acute care practice could complete the acute care certificate program to become eligible for certification, licensure, privileging and credentialing to allow them to practice with adult and geriatric patient populations in acute care medical centers.

The Graduate Certificate program has been designed as a 2-6 credit per semester online program consisting of a minimum of 19 credits in 4 semesters with a total of 512 clinical hours of which 448 hours will be in clinical settings providing supervised direct patient care. Students are required to attend two on-campus intensive summer course sessions to ensure acquisition of skills for option specific procedures, and to complete simulated learning experiences and Objectively Structured Clinical Examinations (OSCE).
Purpose and Conceptual Interface
The purpose of the Master of Nursing Adult-Gerontology Nurse Practitioner program is to prepare nurses for advanced practice nursing with an emphasis on evidenced-based practice enhancing development of interventions that impact health outcomes and complex healthcare systems. This curricular track will provide nurses the opportunity to develop skills necessary to be advanced practice nurses who can address the pressing issues and challenges in today’s complex health care arena by directing the care needs of populations in acute care and primary care settings.

Conceptual Interface with School’s Guiding Documents: The graduate program is synchronous with the School of Nursing’s mission in a variety of ways.

First, the School’s philosophy is addressed. For the person/client concept of the nursing paradigm, the curriculum provides multiple opportunities for the graduate student to practice with, or on behalf of, a specified population, apply theoretical perspectives concerning diversity and partner with others. All facets of the nursing concept of the paradigm are carried out through partnership and service for a specified population, thus, resulting in program outcomes for clinical reasoning and critical inquiry, communication, experiential learning, global worldview and professionalism and leadership. These outcomes are deemed essential for professional nursing practice at the graduate level. For the environment and health concepts of the paradigm, the curriculum focus is on multi-dimensional theoretical knowledge applicable to population nursing, which includes assessment, planning, intervention and evaluation and where the external environment is conceptualized as crossing geographical and practice boundaries.

Second, the School’s belief statements interface with the design of the graduate program. For example, core courses in nursing and related theories; research and scholarly inquiry; and, advanced nursing leadership are foundational to specialty practice at the master’s level. Curriculum for specialized population nursing practice includes role development, concepts, and theoretical components of the nursing process applicable at the individual, group, and population level of advanced practice nursing. Integrated content includes health care policy, ethics, human diversity, social issues, and health promotion and disease prevention. At the graduate level, faculty function as facilitators of learning that is more student-directed than at the undergraduate level. Theoretical concepts are integrated with practice in ways intended to be practical and useful by adult learners in advanced nursing roles.

Clinical reasoning and critical inquiry are integral to the curriculum with the former focusing on applying theoretical knowledge, evidence and skills at the individual, group, and population level. Critical inquiry is the mainstay of graduate education. At the graduate level, skilled communication is used in such ways as discussion in on-line
classes, in developing and maintaining partnerships, negotiating, marketing, advocacy roles, and in utilizing a variety of technological modes.

The integrated components of engagement and experiential education are particularly strong. Students and faculty are actively engaged with community partners in order to promote the health of individuals, groups, and populations and identify healthcare and health promotion needs. In order to obtain successful outcomes, partnerships are inherent in advanced practice nursing. This graduate program was designed to have experiential education through multiple courses and course assignments that are evidence-based and have practical applications.

The global worldview is addressed through assignments, discussion and literature that lead the graduate student to a broadened view of issues, needs, and concerns. Related content includes cultural competency and economic and financial perspectives. An increasing array of international agreements will provide elective, and potentially, program of study opportunities in selected global environments.

Professionalism and leadership embody core beliefs essential for advanced nursing roles. Simply stated, the graduate master’s level nurse uses the attributes of self in conjunction with the nursing profession’s values, tenets, standards, guidelines and codes to make a difference at the health policy level with and for others.

**Student and Faculty Expectations**

**Faculty**
- Faculty are expected to have a reliable high-speed internet connection and an alternate plan should their primary internet connection fail.
- Technology skills, computer, internet access and software requirements are the same as those required of students.
- Faculty will ensure Blackboard course sites are open and course content is available to students the Friday before classes begin, at the latest.
- Faculty will communicate with the class via email, BB announcements, phone, GoogleHangouts, Google Meet or Skype as deemed most appropriate for the situation.
- Within 48 hours of receipt and within 72 hours during weekends and holidays faculty will respond to student email.
- Boise State email addresses will be standard for all student & faculty email communication.
- Faculty will return all assignment grades and feedback within one week of assignment due date.
- Faculty are expected to be actively engaged in the course discussions, not required to respond to every individual posting but should be an active participant in the discussion to facilitate discussion expansion, correct potential errors etc.
- Faculty will submit final course grades via PeopleSoft by due date designated in the University Academic Calendar
• Each faculty member is held to an expectation of conduct that reflects professionalism at all times, respect for all, upholds academic integrity, and models appropriate netiquette.
• Demonstrate effective teaching at the graduate level and apply appropriate teaching methods supported by evidence.
• Uphold all University, College, School of Nursing, and AGNP program policies and regulations.
• Report any unusual occurrences or concerns regarding student progress and/or course participation/engagement to the AGNP Program Coordinator.
• Participate in activities promoting personal and professional educational growth.
• Maintain clinical expertise which includes active clinical practice as an NP.

Student
• Students are expected to have a reliable high-speed internet connection and an alternate plan should their primary internet connection fail.
• Students will be expected to purchase access to Typhon clinical tracking platform.
• Students must login a minimum of 3 times weekly; strongly encourage daily login.
• Time per week (per credit) students should spend on course activities:
  o Didactic: 4 hours/week/course credit (calculated on a 16 week semester);
  o Clinical: 4 hours/week/course credit (calculated on a 16 week semester).
• Supporting best practices student will be expected to communicate with the instructor 1-3 times per week.
• Within 48 hours of receipt student will respond to faculty email.
• Graduate level professional performance and writing standards is expected. APA is the writing format standard; must maintain 3.0 GPA overall for graduate college; must pass all AGNP required courses with a B (83%) or higher grade to progress.
• Must be an active and engaged participant in course discussions and activities (detailed expectations will be outlined in course/discussion evaluation rubrics).
• Opportunities for students to provide feedback for course improvement include: formative and summative course evaluations; feedback/suggestions to course faculty, lead faculty, program coordinator at any time.
• Each student is held to an expectation of conduct that reflects professionalism at all times, respect for all, upholds academic integrity, and models appropriate netiquette.

Expectations of Masters Students
Masters students should have strong motivation to advance within the health care field. Excellent communication skills, both written and verbal, are essential for professional success. Masters students are expected to have a sound sense of responsibility for their own learning, continued scholarly activity and willingness to take initiative in achievement of learning goals. Over the course of the program, the master’s student will develop the ability to demonstrate leadership and collaboration skills in working with colleagues, groups and in community partnerships.

The curriculum is offered on-line. Clinical course content is delivered on-line with community partner, faculty, and student designing the clinical experiences to facilitate the achievement of learning outcomes. One of the assumptions of on-line learning is the
student actively engages and participates in the learning process. In many graduate courses, faculty serve as facilitators to student learning. Therefore, the students take on the responsibility of self-directed learning.

Functional Abilities
All students must meet the National Council of State Boards of Nursing (NCSBN) functional abilities essential for nursing practice (Yocum, C. J. [1996]. Validation Study: Functional Abilities Essential for Nursing Practice). The NCSBN has identified the functional capacities necessary for the professional practice of nursing, derived from an extensive study of practicing nurses.

- These functional capacities include:
  1. Ability to see, hear and touch, smell and distinguish colors.
  2. Oral and writing ability with accuracy, clarity and efficiency.
  4. Ability to learn, think critically, analyze, assess, solve problems, and reach judgments.
  5. Emotional stability and ability to accept responsibility and accountability.

Reasonable Accommodation for Disabilities
Upon admission, an applicant who discloses a disability and requests accommodation may be asked to provide documentation of his or her disability and to collaborate with the Educational Access Center. The School is not required to make modifications that would substantially alter the nature or requirements of the Program or provide accommodations that present an undue burden to the School. Students with disabilities needing accommodations to fully participate in classes should contact the Educational Access Center (EAC). All accommodations must be approved through the EAC prior to being implemented. To learn more about the accommodation process, visit the EAC’s website at https://eac.boisestate.edu/new-eac-students/. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions either with or without accommodation.

On-line teaching and learning
The mechanism of delivery for the Boise State University Adult-Gerontology Nurse Practitioner Nursing Graduate Program will be as an asynchronous on-line/distance education program with mandatory on campus sessions each summer. Didactic courses could have synchronous delivery material. Advanced notice will be given so that students can plan how they will participate.

Participating in an on-line course requires you to have access to a computer and being able to send and receive e-mail. Boise State University provides an email account for every student. Your instructor must be able to correspond with you through e-mail and may require you to communicate with your classmates through e-mail. Course faculty and clinical preceptors will use your Boise State University student email account for all email communication unless otherwise specified.
By enrolling in an on-line course, you are granting the instructor permission to post your name and e-mail address on the course website or otherwise distribute that information to other students in the class.
Critical Inquiry/Clinical Reasoning
1. Synthesizes from a broad perspective theoretical and evidence-based knowledge for advanced nursing practice.
2. Applies refined analytic skills for advanced nursing practice.
   a. Applies clinical investigative skills to improve health outcomes
   b. Analyzes clinical guidelines for individualized application into practice
3. Integrates theory and complexity science into advanced nursing practice

Communication
1. Evaluates the effectiveness of professional communication strategies through multiple modalities in advanced nursing roles.
2. Articulates evidence-based viewpoints and positions in advanced nursing roles.
3. Uses information and communication technologies, resources, and principles of learning to teach patients and others.

Engagement/Experiential
1. Synthesizes knowledge, skills, methodologies and learning tools for impacting health care delivery and outcomes.
   a. Execute advanced practice nursing skills within multiple clinical settings
   b. Provides the full spectrum of health care services to include health promotion, disease prevention, health protection, anticipatory guidance, counseling, disease management, palliative, and end of life care
2. Demonstrates engagement in inter-professional, collaborative partnerships that impact health care delivery and outcomes.
3. Integrates civic engagement, advocacy and policy development roles into advanced nursing practice

Global World View
1. Explore advanced nursing roles in addressing global health issues
2. Distinguishes the effects of global health issues on nursing education, research, administration and practice.
3. Incorporates cultural sensitivity in advanced nursing roles with diverse populations.

Professionalism and Leadership
1. Integrates professional values in advanced nursing leadership roles in health care
   a. Demonstrates the highest level of accountability for professional practice
2. Integrates advanced nursing leadership roles in health care using an enhanced theoretical and research base
AGNP MASTER OF NURSING CURRICULUM OVERVIEW

Revised April of 2016

### Nursing Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NURS 502</td>
<td>Foundations of Knowledge &amp; Theory for Advanced Nursing Practice</td>
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</tr>
<tr>
<td>NURS 508</td>
<td>Advanced Research &amp; Scholarly Inquiry for Advanced Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 522</td>
<td>Concepts of Population Nursing in Health Systems</td>
<td>3</td>
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**Total Nursing Core Credits:** 9

### Nurse Practitioner Core Courses

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<thead>
<tr>
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<tbody>
<tr>
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<td>Advanced Physiology and Pathophysiology</td>
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<td>NURS 516</td>
<td>Advanced Pharmacotherapeutics</td>
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<td>NURS 518</td>
<td>Health Assessment for the Advanced Practice Nurse</td>
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<td>NURS 519</td>
<td>Health Assessment for the Advanced Practice Nurse Clinical</td>
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<td>NURS 520</td>
<td>Professional Role for the Advanced Practice Nurse</td>
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<tr>
<td>NURS 532</td>
<td>Leadership for Advanced Nursing Practice</td>
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<tr>
<td>NURS 534</td>
<td>Diagnosis and Management of Adult/Geriatric Health and Illness</td>
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<tr>
<td>NURS 535</td>
<td>Diagnosis and Management of Adult/Geriatric Health and Illness Clinical</td>
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<tr>
<td>NURS 560</td>
<td>Scholarly Synthesis</td>
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**Total Nurse Practitioner Core Credits:** 22

### Primary Care Option

#### Nursing and Nurse Practitioner Core Courses

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<td>Primary Care Management of Adult/Geriatric Health and Illness I Clinical</td>
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<tr>
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<tr>
<td>NURS 545</td>
<td>Primary Care Management of Adult/Geriatric Health and Illness II Clinical</td>
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<tr>
<td>NURS 547</td>
<td>Primary Care Clinical Residency</td>
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<tr>
<td>NURS 551</td>
<td>Primary Care Procedures and Diagnostics for the Advanced Practice Nurse</td>
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<tr>
<td>NURS 555</td>
<td>Primary Care Clinical Skills Synthesis</td>
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**Total Primary Care Program Credits:** 50

### Acute Care Option

#### Nursing and Nurse Practitioner Core Courses

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<tr>
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<tr>
<td>NURS 549</td>
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<td>NURS 553</td>
<td>Acute Care Clinical Skills Synthesis</td>
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**Total Acute Care Program Credits:** 50

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**AGNP POST MASTER CERTIFICATE CURRICULUM OVERVIEW**

**Primary Care Option**

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<td>NURS 551</td>
<td>Primary Care Procedures and Diagnostics for the Advanced Practice Nurse</td>
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<tr>
<td>NURS 555</td>
<td>Primary Care Clinical Skills Synthesis</td>
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**Total Primary Care Program Credits:** 19

**Acute Care Option**

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<td>NURS 553</td>
<td>Acute Care Clinical Skills Synthesis</td>
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**Total Acute Care Program Credits:** 19
CATALOG DESCRIPTION OF COURSES

NURS 502 FOUNDATION OF KNOWLEDGE AND THEORY FOR ADVANCED NURSING (3-0-3)(F/S). Critique, evaluate, and utilize conceptual and theoretical models in advanced nursing practice. Emphasis on linking theories with areas of nursing to include clinical practice, research, education and leadership. PREREQ: Admission to Graduate Program in Nursing or PERM/INST.

NURS 508 ADVANCED RESEARCH AND SCHOLARLY INQUIRY FOR NURSING (3-0-3)(F/S). Apply research methods for utilization in advanced nursing roles. PREREQ: NURS 502 or PERM/INST

NURS 510 ADVANCED PHYSIOLOGY AND PATHOPHYSIOLOGY (3-0-3)(F/S/SU). Examines advanced physiologic and pathophysiologic principles, commonly encountered in advanced nursing practice, that affect health states in individuals across the lifespan. PREREQ: Admission to the Graduate Program in Nursing or PERM/INST.

NURS 516 ADVANCED PHARMACOTHERAPEUTICS (3-0-3)(F/S/SU). Examines advanced pharmacodynamics, pharmacokinetics, pharmacologic principles and clinical application of pharmaceutical agents used to treat acute and chronic conditions including therapeutic evaluation and considerations for diverse adult and geriatric patient populations. PREREQ: NURS 510.


NURS 522 CONCEPTS OF POPULATION NURSING IN HEALTH SYSTEMS (3-0-3)(F/S). Examines the philosophy and framework for health promotion and disease prevention, health care delivery, affecting policy, and advanced nursing roles with diverse populations. PREREQ: Admission to Graduate Program in Nursing or PERM/INST.

NURS 532 LEADERSHIP FOR ADVANCED NURSING PRACTICE (3-0-3)(F/S/SU). Formulates leadership, management, and negotiation skills for advanced practice
nurses to achieve improved health outcomes for individuals, communities, and systems. PREREQ: NURS 502.

NURS 534 DIAGNOSIS AND MANAGEMENT OF ADULT/GERIATRIC HEALTH AND ILLNESS (3-0-3)(F/S/SU). Integrates broad principles of scientific and nursing principles of therapeutic decision-making to assess, diagnose, and manage common health issues across the adult lifespan with emphasis on needs and care of geriatric and diverse populations. PREREQ: NURS 518, NURS 519, and NURS 520.

NURS 535 DIAGNOSIS AND MANAGEMENT OF ADULT/GERIATRIC HEALTH AND ILLNESS CLINICAL (0-8-2)(F/S/SU). Integrates theory with therapeutic decision-making for adult populations across the lifespan with common health conditions within acute or primary health care settings. PRE/COREQ: NURS 534.

NURS 536 ACUTE CARE MANAGEMENT OF ADULT/GERIATRIC HEALTH AND ILLNESS I (4-0-4)(F/S/SU). Advances student’s knowledge and therapeutic decision-making skills to assess, diagnose, and manage care for adult and geriatric populations with complex acute, critical, and chronic health conditions in the acute care setting using evidence-based, patient-centered care management. PREREQ: NURS 534 and NURS 535, or admission to an AGNP Graduate Certificate Program, or PERM/INST.

NURS 537 ACUTE CARE MANAGEMENT OF ADULT/GERIATRIC HEALTH AND ILLNESS I CLINICAL (0-8-2)(F/S/SU). Fosters development and application of expanded therapeutic and interventional skills to assess, diagnose, and manage care for adult and geriatric populations with complex acute, critical, and chronic health conditions in the acute care setting. PRE/COREQ: NURS 536.

NURS 538 ACUTE CARE MANAGEMENT OF ADULT/GERIATRIC HEALTH AND ILLNESS II (4-0-4)(F/S/SU). Synthesis of therapeutic skills to assess, diagnose, and manage care for adult and geriatric populations with complex acute, critical, and chronic health conditions in the acute care setting using evidence-based, patient-centered care management. PREREQ: NURS 536 and NURS 537.

NURS 539 ACUTE CARE MANAGEMENT OF ADULT/GERIATRIC HEALTH AND ILLNESS II CLINICAL (0-8-2)(F/S/SU). Synthesis and application of advanced therapeutic and interventional skills to assess, diagnose, and manage care for adult and geriatric populations with complex, acute, critical, and chronic health conditions in the acute care setting. PRE/COREQ: NURS 538.

NURS 541 ACUTE CARE CLINICAL RESIDENCY (0-12-3)(F/S/SU). Theoretical, clinical, and scientific principles are synthesized and implemented in acute care setting. Provides comprehensive adult-geriatric health and illness care, therapeutic interventions, and evaluation of patients with complex, acute, critical, and chronic illness problems. PREREQ: NURS 538 and NURS 539.
NURS 542 PRIMARY CARE MANAGEMENT OF ADULT/GERIATRIC HEALTH AND ILLNESS I (4-0-4)(F/S/SU). Advances student’s knowledge and therapeutic decision-making skills to assess, diagnose, and manage care for adult and geriatric populations in the primary care setting using evidence-based, patient-centered care management of stable, chronic, and acute episodic illness. PREREQ: NURS 534 and NURS 535, or admission to an AGNP Graduate Certificate Program, or PERM/INST.

NURS 543 PRIMARY CARE MANAGEMENT OF ADULT/GERIATRIC HEALTH AND ILLNESS I CLINICAL (0-8-2)(F/S/SU). Fosters development and application of expanded therapeutic and interventional skills to assess, diagnose, and manage care for adult and geriatric populations with stable, chronic, and acute episodic illness, in the primary care setting. PRE/COREQ: NURS 542.


NURS 545 PRIMARY CARE MANAGEMENT OF ADULT/GERIATRIC HEALTH AND ILLNESS II CLINICAL (0-8-2)(F/S/SU). Synthesis and application of advanced therapeutic and interventional skills to assess, diagnose, and manage care for adult and geriatric populations with stable, chronic, and acute episodic illness in the primary care setting. PREREQ: NURS 542 and NURS 543. PRE/COREQ: NURS 544.

NURS 547 PRIMARY CARE CLINICAL RESIDENCY (0-12-3)(F/S/SU). Theoretical, clinical, and scientific principles of adult-gerontology nurse practitioner practice are synthesized and implemented. Provides comprehensive adult-geriatric health and illness care, therapeutic interventions, and evaluation of patients in primary care settings. PREREQ: NURS 544 and NURS 545.

NURS 549 ACUTE CARE PROCEDURES AND DIAGNOSTICS FOR THE ADVANCED PRACTICE NURSE (0-8-2)(F/S/SU). Development and application of advanced acute care procedure and diagnostic skills in clinical/laboratory settings. PREREQ: NURS 534 and NURS 535, or admission to an AGNP Graduate Certificate Program, or PERM/INST.

NURS 551 PRIMARY CARE PROCEDURES AND DIAGNOSTICS FOR THE ADVANCED PRACTICE NURSE (0-8-2)(F/S/SU). Development and application of advanced primary care procedure and diagnostic skills in clinical/laboratory settings. PREREQ: NURS 534 and NURS 535, or admission to an AGNP Graduate Certificate Program, or PERM/INST.

NURS 553 ACUTE CARE CLINICAL SKILLS SYNTHESIS (0-6-2)(SU). On-campus clinical experience to assess the capacity of the acute care nurse practitioner student to provide holistic advanced nursing care to the adult-geriatric patient and culmination of a
final residency plan. PREREQ: Admission to the Graduate Program in Nursing or PERM/INST.

NURS 555 PRIMARY CARE CLINICAL SKILLS SYNTHESIS (0-6-2)(SU). On-campus clinical experience to assess the capacity of the primary care nurse practitioner student to provide holistic advanced nursing care to the adult-geriatric patient and culmination of a final residency plan. PREREQ: NURS 544 and NURS 545.

NURS 557 ACUTE CARE CLINICAL SKILLS SYNTHESIS (0-8-2) (SU). On-campus clinical experience to assess the capacity of the acute care nurse practitioner student to provide holistic advanced nursing care to the adult-geriatric patient and submission of a final residency plan. PREREQ: NURS 538 and NURS 539.

## AGNP CERTIFICATES COURSE SEQUENCE

<table>
<thead>
<tr>
<th>Summer 1</th>
<th>Fall 1</th>
<th>Spring 1</th>
<th>Summer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>GC Primary Care</td>
<td>GC Acute Care</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NURS 551 - 2 credits</strong>&lt;br&gt;Primary Care Procedures and Diagnostics for the Advanced Practice Nurse Clinical</td>
<td><strong>NURS 549 - 2 credits</strong>&lt;br&gt;Acute Care Procedures and Diagnostics for the Advanced Practice Nurse Clinical</td>
<td><strong>NURS 542 - 4 credits</strong>&lt;br&gt;Primary Care Management of Adult/Geriatric Health &amp; Illness I</td>
<td><strong>NURS 547 - 3 credits</strong>&lt;br&gt;Primary Care Clinical Residency</td>
</tr>
<tr>
<td><strong>NURS 536 - 4 credits</strong>&lt;br&gt;Acute Care Management of Adult/Geriatric Health and Illness I</td>
<td><strong>NURS 547 - 3 credits</strong>&lt;br&gt;Primary Care Clinical Residency</td>
<td><strong>NURS 544 - 4 credits</strong>&lt;br&gt;Primary Care Management of Adult/Geriatric Health &amp; Illness II</td>
<td><strong>NURS 555 - 2 credits</strong>&lt;br&gt;Primary Care Clinical Skills Synthesis</td>
</tr>
<tr>
<td><strong>NURS 553 - 2 credits</strong>&lt;br&gt;Primary Care Management of Adult/Geriatric Health &amp; Illness I Clinical</td>
<td><strong>NURS 537 - 2 credits</strong>&lt;br&gt;Acute Care Management of Adult/Geriatric Health and Illness I Clinical</td>
<td><strong>NURS 538 - 4 credits</strong>&lt;br&gt;Primary Care Management of Adult/Geriatric Health &amp; Illness II Clinical</td>
<td><strong>NURS 541 - 3 credits</strong>&lt;br&gt;Acute Care Clinical Residency</td>
</tr>
<tr>
<td><strong>NURS 545 - 2 credits</strong>&lt;br&gt;Primary Care Management of Adult/Geriatric Health &amp; Illness II Clinical</td>
<td><strong>NURS 539 - 2 credits</strong>&lt;br&gt;Acute Care Management of Adult/Geriatric Health and Illness II Clinical</td>
<td><strong>NURS 547 - 3 credits</strong>&lt;br&gt;Primary Care Clinical Residency</td>
<td><strong>NURS 557 - 2 credits</strong>&lt;br&gt;Primary Care Clinical Skills Synthesis</td>
</tr>
<tr>
<td><strong>Total Credits: 2</strong></td>
<td><strong>Total Credits: 6</strong></td>
<td><strong>Total Credits: 6</strong></td>
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</table>
# AGNP Master’s Curriculum Progression

<table>
<thead>
<tr>
<th>Spring 1</th>
<th>Summer 1</th>
<th>Fall 1</th>
<th>Spring 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MN Primary Care</strong></td>
<td><strong>MN Acute Care</strong></td>
<td><strong>MN Primary Care</strong></td>
<td><strong>MN Acute Care</strong></td>
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<tr>
<td>NURS 502 - 3 credits Foundations of Knowledge &amp; Theory for Advanced Nursing Practice</td>
<td>NURS 502 - 3 credits Foundations of Knowledge &amp; Theory for Advanced Nursing Practice</td>
<td>NURS 502 - 3 credits Foundations of Knowledge &amp; Theory for Advanced Nursing Practice</td>
<td>NURS 502 - 3 credits Foundations of Knowledge &amp; Theory for Advanced Nursing Practice</td>
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<tr>
<td>NURS 510 - 3 credits Advanced Physiology &amp; Pathophysiology</td>
<td>NURS 510 - 3 credits Advanced Physiology &amp; Pathophysiology</td>
<td>NURS 510 - 3 credits Advanced Physiology &amp; Pathophysiology</td>
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</tr>
<tr>
<td>NURS 519 - 1 credit Health Assessment for the Advanced Practice Nurse</td>
<td>NURS 519 - 1 credit Health Assessment for the Advanced Practice Nurse</td>
<td>NURS 519 - 1 credit Health Assessment for the Advanced Practice Nurse</td>
<td>NURS 519 - 1 credit Health Assessment for the Advanced Practice Nurse</td>
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<tr>
<td>NURS 520 - 3 credits Professional Role for the Advanced Practice Nurse</td>
<td>NURS 520 - 3 credits Professional Role for the Advanced Practice Nurse</td>
<td>NURS 520 - 3 credits Professional Role for the Advanced Practice Nurse</td>
<td>NURS 520 - 3 credits Professional Role for the Advanced Practice Nurse</td>
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<td><strong>Total Credits: 6</strong></td>
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<tr>
<td>NURS 518 - 2 credits Health Assessment for the Advanced Practice Nurse</td>
<td>NURS 518 - 2 credits Health Assessment for the Advanced Practice Nurse</td>
<td>NURS 518 - 2 credits Health Assessment for the Advanced Practice Nurse</td>
<td>NURS 518 - 2 credits Health Assessment for the Advanced Practice Nurse</td>
</tr>
<tr>
<td>NURS 508 - 3 credits Advanced Research and Scholarly Inquiry for Advanced Nursing Practice</td>
<td>NURS 508 - 3 credits Advanced Research and Scholarly Inquiry for Advanced Nursing Practice</td>
<td>NURS 508 - 3 credits Advanced Research and Scholarly Inquiry for Advanced Nursing Practice</td>
<td>NURS 508 - 3 credits Advanced Research and Scholarly Inquiry for Advanced Nursing Practice</td>
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<td>NURS 516 - 3 credits Advanced Pharmacotherapeutics</td>
<td>NURS 516 - 3 credits Advanced Pharmacotherapeutics</td>
<td>NURS 516 - 3 credits Advanced Pharmacotherapeutics</td>
<td>NURS 516 - 3 credits Advanced Pharmacotherapeutics</td>
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<tr>
<td>NURS 534 - 3 credits Diagnosis and Management of Adult/Geriatric Health &amp; Illness</td>
<td>NURS 534 - 3 credits Diagnosis and Management of Adult/Geriatric Health &amp; Illness</td>
<td>NURS 534 - 3 credits Diagnosis and Management of Adult/Geriatric Health &amp; Illness</td>
<td>NURS 534 - 3 credits Diagnosis and Management of Adult/Geriatric Health &amp; Illness</td>
</tr>
<tr>
<td>NURS 535 - 2 credits Diagnosis and Management of Adult/Geriatric Health &amp; Illness Clinical</td>
<td>NURS 535 - 2 credits Diagnosis and Management of Adult/Geriatric Health &amp; Illness Clinical</td>
<td>NURS 535 - 2 credits Diagnosis and Management of Adult/Geriatric Health &amp; Illness Clinical</td>
<td>NURS 535 - 2 credits Diagnosis and Management of Adult/Geriatric Health &amp; Illness Clinical</td>
</tr>
<tr>
<td><strong>Total Credits: 5</strong></td>
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<td><strong>Total Credits: 5</strong></td>
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</table>
# AGNP Master’s Curriculum Progression (cont.)

<table>
<thead>
<tr>
<th>Summer 2</th>
<th>Fall 2</th>
<th>Spring 3</th>
<th>Summer 3</th>
<th>Fall 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 532 - 3 credits Leadership for Advanced Nursing Practice</td>
<td>NURS 542 - 4 credits Primary Care Management of Adult/Geriatric Health &amp; Illness I</td>
<td>NURS 544 - 4 credits Primary Care Management of Adult/Geriatric Health &amp; Illness II</td>
<td>NURS 522 - 3 credits concepts of Population Nursing in Health Systems</td>
<td>NURS 560 - 2 credits Scholarly Synthesis</td>
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<tr>
<td>NURS 551 - 2 credits Primary Care Procedures and Diagnostics for the Advanced Practice Nurse Clinical</td>
<td>NURS 543 - 2 credits Primary Care Management of Adult/Geriatric Health &amp; Illness I Clinical</td>
<td>NURS 545 - 2 credits Primary Care Management of Adult/Geriatric Health &amp; Illness II Clinical</td>
<td>NURS 555 - 2 credits Primary Care Clinical Skills Synthesis</td>
<td>NURS 547 - 3 credits Primary Care Clinical Residency</td>
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<tr>
<td>Total Credits: 5</td>
<td>Total Credits: 6</td>
<td>Total Credits: 6</td>
<td>Total Credits: 5</td>
<td>Total Credits: 6</td>
</tr>
<tr>
<td>NURS 532 - 3 credits Leadership for Advanced Nursing Practice</td>
<td>NURS 536 - 4 credits Acute Care Management of Adult/Geriatric Health and Illness I</td>
<td>NURS 538 - 4 credits Acute Care Management of Adult/Geriatric Health and Illness II</td>
<td>NURS 522 - 3 credits concepts of Population Nursing in Health Systems</td>
<td>NURS 560 - 2 credits Scholarly Synthesis</td>
</tr>
<tr>
<td>NURS 549 - 2 credits Primary Care Procedures and Diagnostics for the Advanced Practice Nurse Clinical</td>
<td>NURS 537 - 2 credits Acute Care Management of Adult/Geriatric Health and Illness I Clinical</td>
<td>NURS 539 - 2 credits Acute Care Management of Adult/Geriatric Health and Illness II Clinical</td>
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<td>NURS 541 - 3 credits Acute Care Clinical Residency</td>
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<td>Total Credits: 5</td>
<td>Total Credits: 6</td>
<td>Total Credits: 6</td>
<td>Total Credits: 5</td>
<td>Total Credits: 6</td>
</tr>
</tbody>
</table>
Typhon Group's NPST Student Tracking System functions as a complete electronic student tracking system, including comprehensive patient encounter logs and reports, management of student rotation scheduling, student electronic portfolios, student and preceptor biographic databases, clinical site database, secure document management, and much more.

**Students specifically benefit from these main features:**

- **Tracking of clinical skills on a per-encounter basis:** Typhon Group’s NPST system focuses students on encounters with accurate detail and allows students to track procedures and skills used, medication, and specific diagnoses using ICD & CPT coding and billing to prepare for practice. Students may access their account from any web browser or web-accessible device 24/7/365.

- **Reports:** At any time, students can run case log totals, case log highlights or details, or other types of graphical and helpful reports to show achievements and add to the Student Portfolio.

- **Electronic Student Portfolio:** The student portfolio allows students to customize their own multi-page website with content of their work history and education, committees and memberships, case logs and studies, certifications, skills and training, and more. This becomes an invaluable tool for seeking employment after graduation.

**Important Typhon Group Links and Resources**

- **Main Web site:** www.typhongroup.net
- Students have access to video tutorials as well as written instructions in Typhon’s Help section. All of the information students need to navigate the system are provided within these tools.

- **Students receiving an error that requires technical support from Typhon Group must submit an electronic support ticket. This is available on their main menu under "Support Tickets."**

- **What devices can be used to access the Typhon website?**
  http://www.typhongroup.net/help/help.asp?question=1014

Throughout the AGNP program, students will be required to utilize either ProctorU or B Virtual when taking exams. Proctored exam costs are based on test time limits set by your course faculty for each exam and are the responsibility of the student. Payment will be made directly to the provider when you schedule your exam.
Take exams at home. The easy way.
ProctorU allows students to take exams from any comfortable location. Forget complicated software or robots! Our service connects you to a real person who you can see and hear. This person will walk you through the exam process and help you if you run into any problems.

ProctorU is easy!
Appointments to have your exam proctored are available seven days a week. Simply sign up, make an appointment, and return to our site at the time of your exam. You will be connected with a live person from one of our proctoring centers.

Real People. Real Proctoring.
Exam time is stressful enough. Let one of our real proctors guide you into your exam and help you if you have technical difficulties. It's like having an exam concierge.

Useful links and resources for ProctorU:
Technical requirements:  http://proctoru.com/tech.php
Getting Started: http://proctoru.com/getstarted.php
Technical Support: (855) 772-8678

B-Virtual: B Virtual works with higher education institutions and professional associations to develop tailored online proctoring solutions. Our combination of people, process and technology allows students to take exams securely online in a live proctored environment, from any global address. B-Virtual's internationally recognized student support infrastructure enables reliable service 24 hours a day, 7 days a week. Student Access URL: http://boisestatelive.onlineproctornow.com. This portal is for students to:

• Register in the Boise State University B-Virtual system
• Schedule your exams
• Test your technology
• Begin your proctored exam on the day and time they are scheduled.

B-Virtual provides a seamless remote proctoring experience for students to take exams online. Our combination of people, process and technology provide a level of integrity to the examination process that raises the bar for online proctored exams. B Virtual FAQ page.
### COURSE/PROGRAM ESTIMATED COSTS PER SEMESTER

AGNP Certificate Program (In addition to tuition & books)

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Summer Semester 1</th>
<th>Fall Semester 2</th>
<th>Spring Semester 3</th>
<th>Summer Semester 4</th>
</tr>
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<tbody>
<tr>
<td>Typhon Data Base</td>
<td>$90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(one-time fee)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECG Academy</td>
<td>$90</td>
<td></td>
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</tr>
<tr>
<td>School of Nursing Lab Coat</td>
<td>$25-100</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Online Test Proctoring</td>
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<td>$50-75</td>
<td>$50-75</td>
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<tr>
<td>Annual Drug Testing</td>
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<td>$43.00</td>
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<tr>
<td>Background Check</td>
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<td>Total Max Additional Fees</td>
<td>$380.75</td>
<td>$75</td>
<td>135.75</td>
<td>43.00</td>
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</tbody>
</table>

Additional Fees Over Program: $665.00

Please note that the student is responsible for the cost of any addition immunizations or titers required to fulfill health requirements.

Lodging and transportation to and from summer sessions are the responsibility of the student.

The School of Nursing is working with community partners to offer reduced rates. More information on summer sessions will be provided on the student portal.
### AGNP Program Course/Program Estimated Costs per Semester
(In addition to tuition & books)

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
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<tbody>
<tr>
<td>Typhon Data Base (one-time fee)</td>
<td>$90</td>
<td></td>
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<tr>
<td>School of Nursing Lab Coat</td>
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<tr>
<td>Online Test Proctoring</td>
<td>$50-75</td>
<td>$50-75</td>
<td>$50-75</td>
<td>$50-75</td>
<td>$50-75</td>
<td>$50-75</td>
<td>$50-75</td>
<td>$50-75</td>
<td>$75-100</td>
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<tr>
<td>Castlebranch - Initial Medical Document Manager, Drug Test &amp; Background Check</td>
<td>Due Jan 1, order in Dec. $130</td>
<td></td>
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<tr>
<td>ECG Academy – Learn to read Electrocardiograms</td>
<td></td>
<td>$90</td>
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<td>Medical Document Manager</td>
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<tr>
<td>Annual Drug Testing</td>
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<td>Due Jan 1, order in Dec. $50</td>
<td></td>
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<td>Background Check</td>
<td>Due July 1 Order in June $80</td>
<td>Due Jan 1, order in Dec. $80</td>
<td>$80</td>
<td>$80</td>
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<tr>
<td>Total Additional Fees</td>
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<td>$115</td>
<td>$205</td>
<td>$155</td>
<td>$165</td>
<td>$225</td>
<td>$155</td>
<td>$75</td>
<td>$180</td>
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</table>

Additional Fees Over Program: $1185. Please note that the student is responsible for the cost of any addition immunizations or titers required to fulfill health requirements. Lodging and transportation to and from summer sessions are the responsibility of the student. More information on summer sessions will be provided on the Student Portal.
GRADING

Purpose
To define the grading criteria required for progression in the AGNP program.

Process
The following grading scale is utilized in the School of Nursing’s AGNP Program. A student must receive an 83% as a final grade in courses with an NURS designation for progression in the nursing program. A final course grade of 82.9% will NOT be rounded up to 83%.

A   = 93-100
A-  = 90-92
B+  = 88-89
B   = 83-87
B-  = 80-82
C+  = 78-79
C   = 75-77
D+  = 70-74.999
D   = 68-69
D-  = 63-67
F   = < 63

Related Policies/Forms
Progression (S-IV-101), Incompletes (S-IV-103)

Approved: March 2002
Revised: Spring 2006
Reviewed: Spring 2008
Reviewed: Spring 2010
Reviewed: Spring 2011

Team: Curriculum
CHS: None.
BSU: 2200 (Computation of the Grade Point Average)
https://policy.boisestate.edu/student-affairs/computation-of-the-grade-point-average/
2210 (Grade Exclusion Policy)
https://policy.boisestate.edu/academic-affairs-student/policy-name-grade-exclusion/
2230 (Changes in Awarded Grades)
https://policy.boisestate.edu/academic-affairs-student/policy-title-changes-in-final-grades/
2190 (Course Repetition – GPA Relationship)—under revision
CLINICAL PLACEMENT POLICIES AND PROCESSES

Purpose
To outline the policies and processes for the collaboration between Boise State University, School of Nursing (SON) faculty, Adult Gerontology Nurse Practitioner Program (AGNP) clinical preceptors, and AGNP students.

Definitions:
AGNP Clinical Preceptor: This is an individual who
- Holds current, unencumbered* license/s from a state or territory of the United States,
  - registered nurse and nurse practitioner/advanced practice RN licenses AND
  - nurse practitioner certification, relevant to the care of adult patients across the lifespan from a nationally recognized certifying organization or
  - a current unencumbered* physician license, relevant to care of adult patients across the lifespan, from a state or territory of the United States
- Has at least one year of post licensure experience, in primary care, acute care, or specialty practice setting.
- Volunteers to precept/mentor AGNP students
- Is not a friend, family friend, or relative of the student prior to preceptorship
- Is employed in a primary care, acute care, or specialty practice setting, caring for adults across the lifespan, and has received permission from the organization to precept AGNP students
- Has been properly credentialed as a clinical preceptor by the School of Nursing and is approved to participate as a clinical partner in AGNP education. (Includes receipt and verification of all licenses, certifications, and any other relevant professional documentation requested)
- Possess these professional qualities:
  - professional practice competency for standard nursing and medical processes
  - commitment to high quality, safe, effective, patient-centered care;
  - knowledge and utilization of evidence-based practice;
  - interest in professional growth and lifelong learning;
  - professional representation of the clinical agency and role in the community
  - competent, confident, and knowledgeable in the professional provider role;
    - skilled in communication, problem-solving, teaching, advocacy, conflict-resolution, and goal-setting
  - Respect of peers and interprofessional practice
- Has completed the SON preceptor orientation
AGNP Clinical Preceptor Practice Setting/Clinical Agency: This is a safe, primary care, acute care, or specialty practice setting, caring for adults across the lifespan:
- Where the AGNP preceptor is employed in good standing
- Has agreed to allow the AGNP student to practice in the setting while being precepted by the clinical preceptor
- Has received approval by SON AGNP Program/Clinical Administrative Assistant and has an affiliation agreement with the Boise State University School of Nursing allowing students to be onsite as part of this program.

AGNP Student: This is a graduate nursing student, in either the master’s or post-master’s certificate program, who:
- Has met all of the SON, professional, and educational practice requirements for AGNP students
- Is in good standing in all academic coursework
- Assumes responsibility for his/her own learning/practice, and compliance with SON policies.
- Has met, prior to entering the precepted nurse practitioner clinical experience, all of the prerequisite knowledge and practice experience objectives and requirements needed to practice safely under the preceptor’s supervision

AGNP Faculty: These are regular or adjunct SON faculty who:
- Hold current, unencumbered* registered nurse and nurse practitioner licenses from a state or territory of the United States
- Hold nurse practitioner certification, relevant to the care of adult patients across the lifespan, from a nationally recognized certifying organization
- Are accountable for all academic and practice related elements of the AGNP students’ clinical educational processes
- Have at least one year of post licensure experience, in primary care, acute care, or specialty practice setting
- Has been properly credentialed as a clinical faculty by the School of Nursing

AGNP Clinical Administrative Assistant: This is a member of classified staff who:
- Is accountable for facilitating communication and clinical programs between the School of Nursing and its clinical/institutional partners

Clinical Site/Preceptor Selection Process
- The AGNP student may make initial contact with a potential clinical preceptor to explore clinical placement opportunities, and provide the AGNP Clinical Administrative Assistant with prospective preceptor/site information by completing and submitting a “Request for Clinical Placement” form. For students living outside of the area served by SON clinical partners, the student is asked to collaborate with the Clinical Administrative Assistant to explore potential clinical sites/preceptors in their state of residence.
• The AGNP Clinical Administrative Assistant will provide the potential Preceptor with a "Preceptor Application Form" to complete and return to the AGNP Clinical Administrative Assistant.
• The AGNP Clinical Administrative Assistant will review with the Program Coordinator or designee for approve/disapproval of clinical site and preceptor based on appropriateness to meet student learning needs and course objectives.
• In the event that no master's prepared nurses or appropriate clinical sites are available in the student's geographic location, students may be required to travel to another geographic location where an approved/affiliated SON clinical site is available.

AGNP Clinical Administrative Assistant Responsibilities:
• Maintains master clinical schedule and records via Typhon database (to include site information, agency changes/updates, and contact names/phone numbers.)
• Coordinates contracts with Contract Manager.
• Keep AGNP Program Coordinator updated on a regular basis.
• Monitor and update out of state boards of nursing requirements for all self-support programs at least on an annual basis.
• Staying informed of out of state authorization requirements with e-Campus office.

Preparation of Preceptors prior to each clinical rotation
• Coordinate preceptor Affiliate Faculty status process.
• Provide preceptor a welcome packet that includes course objectives and student skills, roles and expectations of preceptor/clinical faculty/ and student, contact information, evaluation of student process
• At end of semester, send certificate of preceptor hours and acknowledgment of thanks.

Sustain Clinical site relationships
• Coordinates site visits, if required, with Program Coordinator or designee.
• Maintain contact with clinical sites the program is not using regularly.
• Coordinate clinical evaluation process
• Facilitates orientation of Students and Faculty to clinical sites
• Assists faculty in researching and locating appropriate clinical sites to meet course outcomes.
• Maintains relationships with facility leaders and educators annually and tracks satisfaction.
• Liaison between Boise State School of Nursing and the clinical sites to help clarify the roles and expectations of clinical faculty, students, and the staff at the clinical sites
• Keeps faculty informed regarding agency changes, issues, and project requests

AGNP Preceptor Responsibilities: In accordance with Board of Nursing regulatory guidance and SON policies, the AGNP preceptor will:
• Maintain a one-to-one course of instruction and guidance of the nurse practitioner students’ actions at all times during clinical practice
• Establish, with the student, a clinical schedule according to the preceptors work schedule. The preceptor is not expected to alter his/her schedule to accommodate student scheduling preferences. The student will provide a written copy of the schedule to the preceptor and AGNP course faculty. Any modifications to the schedule will be submitted in writing, in advance, to the preceptor and AGNP course faculty.

• Establish a plan with the student, at the start of the clinical experience to address any unexpected absence by the preceptor or student (such as illness) and how missed clinical hours will be made up. The student will provide the written plan to the preceptor.

• Serve as a clinical practice expert, professional role model, host, resource person, mentor, sponsor, and teacher to the AGNP student.

• Provide the AGNP student with orientation to the clinical setting, staff, policies and procedures, health record system, and share with the student information and expertise necessary to successfully function in the clinical site.

• Provide adequate temporary office space, computer access, and/or examination room facilities for the student’s use during patient care activities.

• Provide the student with clinical experiences as appropriate to meet the course requirements/objectives and specific educational expectations. This includes the selection of appropriate clients for the student to meet specified outcomes based on the student’s level in the program of study, learning readiness, skill level, and the preceptor’s level of expertise.

• Demonstrate the professional characteristics, values and attitudes that contribute to a positive student/preceptor relationship: mutual respect, civility, helpfulness, caring, flexibility, enthusiasm, enjoyment of teaching, commitment to students’ success, and willingness to work with novice practitioners

• Encourage the student to display initiative, individuality, self-expression, self-assessment and increasing autonomy, as appropriate.

• Inform student and faculty of available learning activities and projects likely to fulfill the student's learning objectives

• Maintain ongoing communication with AGNP faculty and provide timely feedback about the student’s progress, strengths, limitations, and learning needs in clinical practice

• Immediately notify the AGNP faculty member and student if the student’s performance, behavior, or compliance with professional, agency, or SON standards and policies, are unsatisfactory. Ending a clinical experience, prior to the scheduled end, is appropriate if the student is inadequately prepared or otherwise deemed incapable of successful practice, and timely phone or email communication with the AGNP faculty is required prior to student’s return to clinical.
SON/AGNP Faculty Responsibilities:

- Assess the safety and adequacy of clinical sites/experiences and appropriateness of clients for the student’s learning objectives and clinical experiences
- Insure all legal and administrative agreements between the SON, university, clinical agency, and/or clinical preceptor are current and complete prior to student beginning work in the clinical agency.
- Insure all mandatory student records/certificates have been provided to the clinical agency
- Provide course information to the Preceptor including course syllabus, objectives, timeline, assessment criteria and other materials related to the student’s clinical performance expectations
- Provides clarification of clinical educational requirements and objectives with the preceptor
- Provide support and educational mentoring, as appropriate, to enable the preceptor to meet expected responsibilities
- In collaboration with the preceptor, set specific goals for the student’s clinical experience appropriate to the student’s educational level and abilities
- Maintain ongoing communication with clinical preceptor with timely regular evaluations and feedback about the student’s clinical progress, strengths, and limitations
- Provide ongoing oversight and evaluation of the educational content, quality, and experiences provided by the clinical preceptor, including at least two conferences and one on-site visit(s) during the semester as required or deemed appropriate/necessary.
- Continuously monitor student performance, progress, strengths, and limitations; student-preceptor interactions, and complete timely formative evaluations throughout the semester
- Maintain ongoing communication about the clinical experience, learning, and performance with the student during the semester Collaborate with student to set specific goals for the student’s clinical experience appropriate to the student’s educational level and abilities
- Develop, implement, and evaluate improvement plans, in collaboration with the preceptor, to address student learning, practice, or behavioral needs or issues in a timely manner
- Complete a summative evaluation of clinical competency and experiences to determine whether course objectives have been met. Evaluation elements will include clinical preceptor and student evaluations, clinical experience tracking program, journals, conference and site visit findings, and other relevant course related information. Communicate immediately with the student to evaluate and initiate, as appropriate, actions to address any unsatisfactory performance, behavior, or compliance with professional, agency, or SON standards and policies
- Provide support and mentoring, as appropriate, to enable the student to meet course objectives and outcomes
AGNP Student Responsibilities:
In accordance with Board of Nursing regulatory guidance and SON policies, the AGNP student will:

- Comply with all state regulatory, professional, clinical agency, and SON policies and requirements related to nurse practitioner students, including pre-clinical compliance paperwork, educational preparation, dress code, and any clinical site-specific requirements at all times.
- Consistently demonstrate the professional characteristics, values and attitudes that contribute to positive student/preceptor/faculty relationships: mutual respect, civility, willingness to work and learn, caring, flexibility, enthusiasm, initiative, and skills in communication, problem-solving, clinical reasoning, and self-directed learning.
- Maintain ongoing communication about the clinical experience, progress, learning needs, and performance with the preceptor and AGNP faculty, with proactive communication should there be a risk that course requirements will not be met.
- Collaborate with the Preceptor and AGNP faculty to set clinical experience goals, appropriate to the student’s educational level and abilities, to meet course objectives.
- Develop, implement, and evaluate self-improvement plans, in collaboration with the Preceptor and AGNP faculty, to address learning, practice, or behavioral needs or issues.
- Communicate immediately with the Preceptor and AGNP faculty in the event of any adverse patient interaction, or problems in performance, behavior, or compliance with professional, agency, or SON standards and policies.
- Complete ongoing tracking programs and assigned self-evaluations of clinical experiences, progress, strengths, and limitations.
- Notify the SON immediately of any change of student address or contact information, or any required clinical/professional elements, such as licensure. (NOTE: The SON office is not responsible for guaranteeing a clinical placement if a student changes residency or is unable to travel to participate with SON clinical partners.)
- Consistently meet all Student Academic Integrity Code requirements. Falsification of any clinical documents, hours, and/or patient data will result in immediate dismissal from the AGNP program and the SON.
- Establish and maintain a collegial, professional relationship with the preceptor.
- Provide written copy of approved goals and objectives to Preceptor prior to beginning clinical hours.
- Be prepared and punctual in all clinical practice interactions.
- Engage in clinical experiences only when precepted continuously, on a one-to-one basis, by the assigned clinical preceptor.
- Determine a plan with the preceptor and AGNP faculty, at the start of the clinical experience, to address an unexpected absence by the Preceptor or student (such as illness) and how missed clinical hours will be made up. The written plan will be provided to the preceptor and AGNP faculty.
• Use the Preceptor's work schedule to arrange clinical experiences. The student will NOT ask the Preceptor to alter his/her schedule to accommodate student scheduling preferences.
• A written copy of the schedule will be provided to the preceptor and AGNP faculty. Any modifications to the schedule will be submitted in writing, in advance, to the preceptor and AGNP faculty
• Coordinate Preceptor and faculty schedules to accomplish any conferences, site visits, or other meetings as required or deemed appropriate and/or necessary
• Keep all scheduled appointments with preceptor and faculty.
• Students are responsible for understanding and practicing within the scope of an advanced practice nurse as regulated by the Nurse Practice Act in the state in which the clinical practice occurs. Students are responsible for determining any state requirements that may hinder their ability to complete clinical practice in their states.

Adopted: Semester Fall 2014
Revised: Semester Spring 2017
CLINICAL LAB DRESS CODE POLICY

Purpose
The School of Nursing requires that students adhere to a dress code when they are in a clinical/lab setting.

When providing patient care in a clinical setting:
- Professional business attire or facility specific attire (e.g. scrubs in acute/emergency care settings)
- Closed Toed Shoes
- Knee-length White lab coat with approved Boise State University Adult-Gerontology Nurse Practitioner Program logo.
- Boise State University Student Photo ID and/or facility required ID badge must be worn at all times in the clinical setting.

The following must be adhered to:
- Shoes are a safety factor as well as an important consideration in your health and comfort. Select a well-fitting shoe that remains comfortable when standing for long periods of time.
- Students are expected to be neat and well-groomed when in the clinical site at any time prior, during, or after class.
- Hair must be kept clean, neat and well groomed. Hair should be pulled back away from the face when in the clinical setting. Hair must be of a natural human hair color.
- Make-up may be used appropriately and moderately.
- Fingernails should be kept clean, rounded and short to moderate in length. Nail polish limited to clear or neutral shades. Pierced or artificial nails are not permitted in the clinical setting.
- Male students may have beards and/or mustaches provided they are well groomed and trimmed conservatively.
- Tattoos are to be covered while in the clinical setting according to agency policy.
- No visible body piercings such as noses, lips, and eyebrows or tongues are allowed.
- Earrings will be limited to two (2) pairs, posts only, no dangling or hoops allowed. All earlobe plugs must be capped with plastic cap.

Lab Coat Vendor(s):
- A list of approved vendors (lab coat embroidery specifically) is available on the AGNP student portal, and in the welcome packet. Students are encouraged to initiate this process early as some vendors have a 1-2 week turn-around time for embroidery completion.
PROCESS FOR REQUESTING PROGRAM OPTION CHANGE

Purpose
Students may request the Graduate Admissions Committee consider a switch in your specialty area. The student must first verify that he or she meets the requirements specified within the admissions criteria of the desired specialty. Secondly, the student is required to submit a new Personal Goal Statement, written in a Word Document, explaining the reason for the change and how it will help you meet his or her career goals. Please email the new Personal Goal Statement to the AGNP Program Coordinator along with an updated resume/CV.

Process:
The Coordinator will then forward these documents, along with the student’s original application, to the Graduate Admissions Committee for their review and decision.

All requests for program option change must be submitted to the AGNP Program Coordinator no later than the semester prior to when the student will enroll in Health and Illness I courses. Requests submitted after this date will not be considered.

Once the student submits these documents, they are forwarded to the Coordinator along with their original supplemental application and transcripts, with the overall undergraduate/graduate GPA, and the date that the student was accepted into the original program. The faculty gives their decision and the student is then informed.
PROGRESSION POLICY

Purpose
Progression in the Boise State University Adult-Gerontology Nurse Practitioner (AGNP) Program is based upon the successful completion of course and program objectives. Courses in each semester of the program are designed for achievement of increasingly complex learning outcomes. Students in the AGNP program will progress through the curriculum upon successful completion of all course objectives each semester. Within the curriculum, all nurse practitioner and specialization area specific courses are sequential and must be taken each semester in the order listed. Students are responsible for monitoring their progression in the Nursing Program and ensuring progression requirements are met.

1. To progress in the Nursing Program the student must:
   a. Maintain a minimum passing grade of 83% in all AGNP required courses.
   b. Adhere to nationally accepted nursing practice standards.
      Complete and/or renew health requirements by renewal deadline. Refer to the School of Nursing AGNP Program Policy for Health Requirements.
   c. Adhere to all Boise State University Graduate College, School of Nursing, and AGNP program policies.
   d. Maintain professional conduct, patient safety, appropriate nursing licensure, and legal-ethical behavior.

2. Students who withdraw in the first semester of the Program, for any reason, must reapply for admission to the AGNP Graduate Program.

3. Students who receive a failing grade (a grade less than 83%) in a required AGNP nursing course will be placed on Academic Probation by the Boise State University Graduate College and will be required to meet with the AGNP Program Coordinator to develop a plan for academic success. Students may be given one opportunity to retake one failed course to achieve a grade of 83% or better. Students will not be eligible to progress in the AGNP program until a grade of 83% or better in the course has been successfully achieved. Repeated course failure (a grade less than 83%) or the subsequent failure of a second AGNP required course will result in dismissal from the AGNP Graduate Program and ineligibility for re-admission to the AGNP program.

4. Students who receive a failing grade (a grade less than 83%) in one co-requisite course are required to retake both courses concurrently in a later semester and achieve a grade of 83% or better in both courses before progression can be achieved. (Corequisite courses are, NURS 534 and 535, NURS 536 and 537, NURS 538 and 539, NURS 542 and 543, and NURS 544 and 545.)
5. A student may be dismissed from the AGNP Program at any time for academic dishonesty, breach of professional ethics and/or practice standards, unsafe clinical practice or impairment from alcohol or drug use. If dismissed, the student will receive a grade of “F” in all nursing courses for which he/she is currently enrolled and will be ineligible for re-admission.

6. Students who voluntarily stop progression in the AGNP program after completing the first semester will be eligible for re-entry or re-admission as outlined in the AGNP Graduate Program Re-Admission and Re-Entry Policies.

All requirements for a master’s degree (including courses completed at another college or university) must be started and completed within a single continuous interval of no more than seven years as outlined in the Boise State University Graduate College Catalog.
ROLE OF STUDENT REPRESENTATIVES

Purpose
Describe the participatory role of the School of Nursing AGNP and DNP student representatives in leadership activities on teams and committees.

Scope
Students in the School of Nursing AGNP and DNP programs.

Responsible Parties
Students and faculty in the School of Nursing.

Policy
Description of Student Representatives’ Roles:

Students may be elected by peers, staff or volunteer to serve on a committee or team.

Each student representative is responsible to:

A. Attend monthly staff meetings via phone or Google Hangout

B. If Student Representatives have an agenda item for the staff meeting, contact the Administrative Assistant to be added to the agenda.

C. Be an active committee/team member by:

1. Being a point of contact for current students in regards to program or course questions (unrelated to questions that should be directed to appropriate faculty).

2. Being a point of contact for prospective students inquiring about the program

3. Consulting on various program print materials and online publications gaining a student perspective as needed for recruitment, communication strategies with students and suggestions for program processes

Reviewed: Spring 2016
Revised: Summer 2016
PROGRAM OUTCOMES

Eligible for national certification as an Adult-Gerontology Primary or Acute Care Nurse Practitioner.

Eligible for licensure as an Advanced Practice Registered Nurse (APRN). Able to direct & manage the care needs of populations in primary or acute care settings.

Prepared with the advanced practice nursing skills & knowledge necessary to address the pressing issues & challenges in today’s complex health care arena.
RE-ENTRY AND READMISSION POLICY

Purpose
The Adult-Gerontology Nurse Practitioner (AGNP) Program Reentry Policy describes the processes for students who successfully complete one or more academic semesters of the AGNP program courses, who stop progression for a maximum of one academic semester, and wish to reenter for degree completion. Reentry into the program will be determined on an individual basis and is contingent on space available.

The Adult-Gerontology Nurse Practitioner (AGNP) Program Readmission Policy describes the processes and establishes priorities for reentry to the AGNP program. Reentry into the program will be determined on an individual basis and is contingent on space available.

Definitions
Reentry: Students who successfully completed one or more academic semesters of AGNP courses who stop progression for a maximum of one academic semester will be considered under the AGNP program Reentry Policy
Readmission: Students, who must stop progression in AGNP courses for longer than one academic semester, will be considered under the AGNP program Readmission Policy.

All requirements for an Adult-Gerontology Nurse Practitioner master’s degree (including courses completed at another college or university) must be started and completed within a single continuous interval of no more than seven years. Reentry or readmission may lengthen program of study. Students are held to Graduate College standards for completing the program in the specified length of time.

Reentry Process
1. To be considered for reentry into the AGNP Graduate Nursing Program, the student must:
   a. Be in good academic standing in accordance with Boise State University Graduate College and School of Nursing policies.
   b. Have successfully completed the most recent graduate nursing course(s) within 1 year of the anticipated date to reenter AGNP coursework. All AGNP required courses must have been successfully completed with a grade of “B” (83%) or better.
   c. Submit a letter to the AGNP Graduate Program Coordinator requesting reentry to the AGNP program. The letter of request must contain the following information:
      i. Steps taken to resolve factors that necessitated leaving the program.
ii. Description of what the applicant has done to maintain currency in AGNP nursing knowledge and skills at the competency level required to pass previous coursework.
iii. A detailed plan and timeline for successful completion of the AGNP program.
iv. The semester for which reentry is being requested

d. Schedule an appointment with the AGNP Graduate Program Coordinator, or designee, to discuss the student’s plan for academic success, program completion, and readiness to return to the AGNP graduate nursing program

2. The AGNP Program Admissions & Progression Team will:
   a. Review all reentry requests and supporting documents including all pertinent academic records.
   b. Develop a detailed action plan for verification/evaluation that student knowledge and skill competencies have been maintained during his/her academic absence. This evaluation/verification must be completed prior to rendering a decision on the request for reentry to the program.
   c. Determine the semester into which the student could be re-admitted if his/her request for reentry was approved.
   d. Notify the student of the committee’s decision of acceptance or denial for reentry into the AGNP program.

Readmission Process
1. To be eligible for readmission the student will:
   a. Be readmitted into the current AGNP program curriculum. Academic adjustments for prior completed course work will be filed as needed.
   b. Have completed the most recent graduate AGNP required nursing course(s) within 1.5 years of the anticipated date to restart AGNP coursework. All AGNP required courses must have been successfully completed with a grade of “B” (83%) or better.
   c. Be in good academic standing in accordance with Boise State University Graduate College and School of Nursing Policies.
   d. Schedule an appointment with the AGNP Graduate Program Coordinator, or designee, to discuss the student’s plan for academic success and program completion, and readiness to return to the AGNP graduate nursing program.
   e. Submit a letter to the AGNP Graduate Program Coordinator requesting readmission to the AGNP program. The letter of request must contain the following information:
      i. Steps taken to resolve factors that necessitated leaving the program.
      ii. Description of what the applicant has done to maintain currency in AGNP nursing knowledge and skills at the competency level required to pass previous coursework.
      iii. A detailed plan and timeline for successful completion of the AGNP program.
      iv. The semester for which readmission is being requested

2. The AGNP Program Admissions & Progression Team will:
a. Review all readmission requests and supporting documents including all pertinent academic records.
b. Develop a detailed action plan for verification/evaluation that student knowledge and skill competencies have been maintained during his/her academic absence. This evaluation/verification must be completed prior to rendering a decision on the request for readmission to the program.
c. Determine the semester into which the student could be readmitted if his/her request for readmission was approved.
d. Notify the student of the committee’s decision of acceptance or denial for readmission into the AGNP program.

Readmission or Reentry letter submission dates:
Letters requesting readmission or reentry must be received by March 1st to be considered for readmission for the subsequent summer or fall semester.

October 1st to be considered for readmission for the subsequent spring semester.

All requests for reentry and readmission will be reviewed on an individual basis and contingent on space available.
PROGRESSIVE REMEDIATION POLICY

Purpose
To create a framework by which program administration will respond to disruptive, unprofessional, or inappropriate student behavior. The policy may also be utilized to address academic performance. The Progressive Remediation Policy will create clarity in expectations, ensure courtesy and fairness in program response, and give opportunities for students to learn from the consequences of their behavior.

Scope
Faculty and students enrolled in the AGNP and/or DNP programs in the School of Nursing.

Responsible Parties
SON Faculty, the Program Coordinator, and students

Policy
Types of Violation
Students are expected to adhere to standards of conduct set forth in the Student Handbook and at the school, college, and university levels (policy.boisestate.edu). Violation of any standard may be grounds for progressive remediation. Early, less stringent, measures may be skipped for offenses such as, but not limited to, violation of academic probation, academic dishonesty, or egregious abuse of professional standards.

Steps of Progressive Remediation
The following are steps of a progressive remediation, in consultation with the Program Coordinator.

- **Counselling or a verbal warning - Initial counseling event**
  - These can range from general discussions of deficiencies and improvements to an official verbal warning. These conversations and student acknowledgement will be documented through official email correspondence or written summary of discussion. Documentation will be placed in student’s academic file in the School of Nursing.
  - Student Learning Contracts are a viable way to document a first event.

- **Student Learning Contract/Written Warning - Second counseling event or failure to meet conditions of initial counseling/verbal warning**
  - Elements of a written warning shall include:
    - a clear identification of the infraction
    - date of the infraction
    - restatement of previous verbal warnings
Specific action to be taken to correct behavior (student learning contract)
- Timeline for completion of the learning contract
- Statement of potential consequences if student fails to take corrective action and the next type of progressive remediation that may be issued

- The warning and student acknowledgement will be documented through official email correspondence or written summary of discussion. Documentation will be placed in the student’s academic file in the School of Nursing.
- If the infraction is academic misconduct, faculty will complete the University Academic Misconduct report and submit to the Office of Student affairs with copy placed in student file.

- Suspension or probation - Third counseling event or failure to meet conditions of written warning
  - A student may be restricted from registration due to failure to fulfill an academic obligation under Boise State University Policy #3200. The Registrar’s office authorizes a hold to be placed on the student account.
  - The suspension or probation and student acknowledgement will be documented through official email correspondence or written summary of discussion. Documentation will be placed in the student’s academic file in the School of Nursing.

- Dismissal - Fourth counseling event or failure to meet terms of suspension/probation
  - A recommendation for dismissal will be discussed with the Program Coordinator and Associate Director of the Program. A dismissal recommendation must be documented in writing and approved. This documentation should state the reason(s) for which dismissal is being recommended and outline efforts which have been made to improve the performance of the student. All supporting documentation must be included with the recommendation for dismissal.

Related Policies/Forms
Boise State University Policy #3200
Boise State University Student Academic Conduct Policy
FILES AND RECORDS MANAGEMENT POLICY

Purpose
To identify the different types of files available in the School of Nursing, how long they are kept by the School and student access to their files.

Descriptions
Student Files

Policy
Files are destroyed when the last activity in the file is seven years old.

Record Management
Electronic contents of each student file are stored on secured servers for seven years from the date of graduation. After seven years, all records are destroyed.

A permanent file for each graduating class is maintained for five years beyond graduation.

Access to Student Files
Accommodations will be made to assist students who wish to review their own files. Students can come into the School of Nursing, AGNP office during regular office hours and review their file in the presence of an Advisor or Chair (BS-Completion, AGNP, DNP programs). This process can also be adapted by faxing or scanning the documents in question and discussing the files on the phone. Additionally, a CD record of selected documents can be mailed to a student.

Student files include all admission data, communications to and from the student, communications about the student's academic status, anecdotal notes, clinical performance evaluations and health records.

Boise State University faculty and staff with a legitimate educational interest may have direct access to students' records.

Related Policies/Forms
DON S-V-203

Adopted: Fall 1993
Revised: Fall 2008
Reviewed: Spring 11
Reviewed: Spring 2014
Revised: Summer 2017
School of Nursing:  http://hs.boisestate.edu/nursing/  
AGNP Program:  http://hs.boisestate.edu/nursing/agnp  
Student Handbook:  http://hs.boisestate.edu/nursing/agnp/resources/  
School of Nursing Directory:  http://hs.boisestate.edu/nursing/about-us/faculty-staff/  
Cost of Program:  http://hs.boisestate.edu/nursing/agnp/costs/  
Computer Resources on Campus:  http://oit.boisestate.edu/classroomlabtech/classroom-and-lab-technologies/computer-labs-and-kiosks  
University Catalogs:  http://registrar.boisestate.edu/undergraduate  http://graduatecatalog.boisestate.edu  
Idaho State Board of Nursing:  http://ibn.idaho.gov/IBNPortal  

The following website is also available as an additional reference:  
http://operations.boisestate.edu/generalcounsel/noticeofnon-discrimination/
This memo is to inform students that an addendum has been filed regarding the 2017-2018 AGNP Student Handbook. The Clinical Placement Policies and Processes have been revised to include previous language requiring all students to have an active unencumbered RN license. The Student Behaviors policy will now include all changes to licenses be reported to faculty advisor.

All changes or additions are highlighted.

BOISE STATE UNIVERSITY  

Policy: AGNP-2

School of Nursing
Effective Date: Spring 2014  
Revised: Fall of 2017

CLINICAL PLACEMENT POLICIES AND PROCESSES

Purpose
To outline the policies and processes for the collaboration between Boise State University, School of Nursing (SON) faculty, Adult Gerontology Nurse Practitioner Program (AGNP) clinical preceptors, and AGNP students.

Definitions:
AGNP Clinical Preceptor: This is an individual who
● Holds current, unencumbered* license/s from a state or territory of the United States,
  ○ registered nurse and nurse practitioner/advanced practice RN licenses AND
  ○ nurse practitioner certification, relevant to the care of adult patients across the lifespan from a nationally recognized certifying organization or
  ○ a current unencumbered* physician license, relevant to care of adult patients across the lifespan, from a state or territory of the United States or
  ○ physician assistant license and a current practice agreement with a current unencumbered* physician license, relevant to care of adult patients across the lifespan, from a state or territory of the United States
* Unencumbered license is one that is not revoked, suspended, or made probationary or conditional by the State licensing or registering authority as the result of disciplinary action.

- Has at least one year of post licensure experience, in primary care, acute care, or specialty practice setting.
- Volunteers to precept/mentor AGNP students
- Is not a friend, family friend, or relative of the student prior to preceptorship
- Is a **credentialed provider** in a primary care, acute care, or specialty practice setting, caring for adults across the lifespan, and has received permission from the organization to precept AGNP students
- Has been properly credentialed as a clinical preceptor by the School of Nursing and is approved to participate as a clinical partner in AGNP education. (Includes receipt and verification of all licenses, certifications, and any other relevant professional documentation requested)
- Possess these professional qualities:
  - professional practice competency for standard nursing and medical processes
  - commitment to high quality, safe, effective, patient-centered care;
  - knowledge and utilization of evidence-based practice;
  - interest in professional growth and lifelong learning;
  - professional representation of the clinical agency and role in the community
  - competent, confident, and knowledgeable in the professional provider role;
    - skilled in communication, problem-solving, teaching, advocacy, conflict-resolution, and goal-setting
  - Respect of peers and interprofessional practice
- Has completed the SON preceptor orientation

AGNP Clinical Preceptor Practice Setting/Clinical Agency: This is a safe, primary care, acute care, or specialty practice setting, caring for adults across the lifespan:
- Where the AGNP preceptor is practicing in good standing
- Has agreed to allow the AGNP student to practice in the setting while being precepted by the clinical preceptor
- Has received **approval by SON AGNP Program** and has an affiliation agreement with the Boise State University School of Nursing allowing students to be onsite as part of this program.

AGNP Student: This is a graduate nursing student, in either the master’s or post-master’s certificate program, who:
- Has met all of the SON, professional, and educational practice requirements for AGNP students
- Is in good standing in all academic coursework
- Assumes responsibility for his/her own learning/practice, and compliance with SON policies.
- Has met, prior to entering the precepted nurse practitioner clinical experience, all of the prerequisite knowledge and practice experience objectives and requirements needed to practice safely under the preceptor’s supervision which includes holding an active, unencumbered RN license throughout enrollment in
the program, or in the case of a certificate student, both an RN and Advanced Practitioner’s active-unencumbered license during enrollment in the program.

AGNP Faculty: These are regular or adjunct SON faculty who:
- Hold current, unencumbered* registered nurse and nurse practitioner licenses from a state or territory of the United States
- Hold nurse practitioner certification, relevant to the care of adult patients across the lifespan, from a nationally recognized certifying organization
- Are accountable for all academic and practice related elements of the AGNP students’ clinical educational processes
- Have at least one year of post licensure experience, in primary care, acute care, or specialty practice setting
- Has been properly credentialed as a clinical faculty by the School of Nursing

AGNP Clinical Administrative Assistant: This is a member of classified staff who:
- Is accountable for facilitating communication between the School of Nursing and its clinical/institutional partners
STUDENT BEHAVIORS AND ACTIONS

Purpose
Boise State University strives to provide a culture of civility where its members feel safe to express themselves free from discrimination, harassment, threats, and intimidation. (See Boise State Student Code of Conduct) http://deanofstudents.boisestate.edu/student-code-of-conduct

Student behaviors and/or performance should promote a healthy environment and not present a danger (or reasonable assumption of danger) to a student/person/client/patient or jeopardize the license of a faculty or individual working with the student.

Scope
All students in the School of Nursing.

Responsible Parties
All students, faculty, administrators and staff in the School of Nursing.

Policy
The student behaviors included in this policy fall into four main categories including 1) imminent danger to self or others, 2) unsafe practice/unethical behavior, 3) code of conduct violations, and 4) at-risk student behaviors.

Process for Imminent Danger to Self and/or Others
If a student on the Boise State campus is deemed to pose an imminent danger to self or others (act or direct threat of violence), the person identifying this behavior should notify Campus Police immediately at 426-1453 or call 911 immediately. Examples of imminent danger include but are not limited to, verbal or physical threats to self or others, repeated obscenities, or unreasonable interference with the learning environment. If this behavior is noted off campus at a healthcare facility, the policy of that institution should be followed. If danger is suspected but not imminent, a Boise State notification to alert others of a potential problem may be made by filing a C.A.R.E.S. report at: https://care.boisestate.edu/

Process for Unsafe Practice/Unethical Behavior
At all times, student behavior and/or performance must be safe, ethical, and must not present a danger (or reasonable assumption of danger) to a person/client/patient or jeopardize the license of a faculty or provider working with the student. Also see Policy for Procedure Practice. Safe practice is judged by standards and codes such as the
American Nurses Association (ANA) Standards of Nursing Practice, the Idaho Nurse Practice Act, and ANA Code of ethics. Students are expected to behave responsibly and they do not have the right to engage in behaviors that may harm and endanger other people, including patients/clients.

1. If a student demonstrates unsafe/unethical practice, the faculty member making the assessment will meet/discuss with the student to talk about the situation; generally, within 3 working days of the incidence occurrence. Faculty must notify the appropriate Program Coordinator of the incident and the Associate Director of the program. Based on the severity of the incident, the faculty member making the assertion in consultation with the Chair, and with permission from the Associate Dean/Dean may choose to remove the student from class or clinical for up to two days while the incident is investigated.

2. A meeting with the student will be arranged. The faculty member making the assertion may choose to invite the Program Coordinator. A representative from the Office of Student Rights & Responsibilities (OSRR) is invited to attend to act as a neutral participant. The student can invite their faculty advisor/mentor and/or another support person to attend the meeting. However, the faculty advisor/mentor and support person may not participate without the approval of the faculty member making the assertion.

3. During the meeting, a discussion will focus on the behavior(s) seen. The student will be provided with ample opportunity to give an explanation for the behavior exhibited. Notes on the meeting will be taken and a copy is distributed to all parties with a copy placed in the student’s file.

4. A recommendation/decision by the faculty (with consultation from academic leadership and OSRR personnel) is made generally within 2 working days of the meeting. The student will be notified of the decision in writing via e-mail and a formal letter will be mailed to the student’s residence.

For unsafe/unethical behavior, decisions/recommendations may include one or more of the following:

- Decision of no sanctions. Dismissal of the situation with a report being maintained in the student file until the student graduates from the nursing program.
- Decision to develop a learning contract with the student.
- Decision to refer the student to OSRR for further assessment.

**Student Duty to Disclose**

Students enrolled in the nursing program have a continuing duty to disclose any relevant circumstances that may affect their ability to continue in the program. This could include any incident that could deem them inappropriate or unable to participate in clinical practicums. Examples include arrests or receiving a citation for a DUI or driving while impaired. It is the legal and ethical responsibility of the student to report potential issues to the Associate Director of the Undergraduate Nursing Program within 48 hours of the incident. **Students are responsible for notifying their advisor of licensure changes.**
On Page 3 of the Handbook the following was added.
The School of Nursing Student Handbook is designed as a student resource to retrieve pertinent policies and procedures of the Boise State University School of Nursing. The vast majority of the information is online. Students are responsible to know and adhere to all established policies and procedures. Changes made to policies in this handbook will result in amendments. Notifications for amendments will be sent via an email announcement in your AGNP Student Portal. Additional sources of information are the Boise State University website and the School of Nursing website.
http://hs.boisestate.edu/nursing