



DOCTOR OF NURSING PRACTICE
PROGRAM

STUDENT HANDBOOK
2017-18

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The policies and procedures contained in this handbook are subject to change without notice at the discretion of the Program Director with the approval of the Dean. Any changes made will be communicated to students in a timely manner. It is the responsibility of each student to be acquainted with all requirements, policies, and procedures for his or her degree program and to assume responsibility for meeting those requirements.

Please contact the Program Director, Academic Advisor, or Dean with questions regarding the information in this Handbook or general NMC policies and procedures.

PURPOSE

The purpose of this handbook is to provide students with information that supplements the College Catalog and other institutional policies. It is the student's responsibility to become familiar with these documents and abide by all policies while enrolled at NMC. NMC policies can be found @ <http://www.methodistcollege.edu/about/policies-and-guidelines/general-policies>.

COLLEGE MISSION STATEMENT

As a health profession institution, Nebraska Methodist College provides educational experiences for the development of individuals in order that they may positively influence the health and well-being of the community.

DIVISION OF NURSING VISION & MISSION

Vision: Dynamic nursing education, for today and for tomorrow, for individuals and the global community.

Mission: The Division of Nursing is committed to providing quality education that prepares resilient professional nurses who are caring and practice holistically to meet the ever changing challenges of the 21st century through a culture of evidence-based practice.

Faculty will support students, peers, the College and the community in this mission through a collaborative, accepting environment and through relationships fostered by mentoring and role modeling.

DOCTOR OF NURSING PRACTICE PROGRAM PHILOSOPHY

The philosophy of the Doctorate of Nursing Practice Program of the Division of Nursing builds on the AACN Baccalaureate and Masters Essentials and is reflective of the values and beliefs from which the NMC mission and core values were developed.

Nursing integrates empirical, personal, aesthetic, ethical and emancipatory ways of knowing to care for clients (Chinn and Kramer, 2011). Nursing is concerned with promoting health, preventing illness, restoring health, and caring for the sick and dying. The Doctorate of Nursing Practice prepares graduates for an advanced level of nursing based on nursing science and is

the highest level of nursing practice. Nursing practice influences health outcomes for individuals and populations. The roles of advanced nursing practice include direct care, population based care, nursing administration, and the advancement of health policy (AACN Position Statement, 2004, p. 3).

Learning is a lifelong, continuous process through which humans acquire knowledge that results in changes of behavior, attitudes, and/or ways of thinking. The nursing faculty believe that nursing education is built on the application and synthesis of the biophysical sciences, psychosocial sciences, the humanities, and nursing science. Teaching is an interactive process that uses a system of actions to promote acquisition, application, integration, and synthesis of knowledge. The DNP program utilizes Boyer's Model for Scholarship of discovery, integration, application and teaching. Through philosophical inquiry, the DNP applies theoretical knowledge to address clinical problems using an interdisciplinary collaborative approach in the dissemination of information to improve health outcomes of individuals and populations (Boyer 1990).

Completion of the Doctorate of Nursing Program meets the AACN Essentials for Doctoral Education for Advanced Nursing Practice (2006) to improve healthcare through a culture of evidence-based practice. This education will prepare the graduate with a firm background in clinical decision-making necessary to practice independently and interdependently to deliver services to meet the needs of populations, especially those at risk and underserved. This graduate will function in an increasingly complex health care system that includes responding to global, technological, and environmental issues. Applying nursing theory, health care policy and economics, cultural sensitivity, and ethical decision making frameworks prepares graduates to assume leadership roles in nursing and healthcare.

AACN. (2004). *Position statement on the practice doctorate in nursing*. Washington D.C.: AACN.

Boyer, E. (1990). *Scholarship reconsidered: Priorities for the professoriate*. Princeton, New Jersey: The Carnegie Foundation for the Advancement of Teaching.

Chinn, P.L., & Kramer, M.K. (2011). *Integrated theory and knowledge development in nursing* (8th ed.). St. Louis: Elsevier Mosby.

PROGRAM OUTCOMES

- 1) Organizes practice utilizing theoretical and scientific underpinnings.
 - a. Integrates nursing science with multiple disciplines to positively influence health status of individuals, groups, and populations.
 - b. Utilizes a scientific and theoretical approach to examine health care delivery systems for individuals, groups, and populations.
 - c. Examines care from a holistic perspective.
- 2) Demonstrates organizational and systems leadership aimed at quality improvement and systems thinking.
 - a. Evaluate health care delivery systems effectiveness in minimizing health disparities and promoting excellence in practice
 - b. Display political skills, systems thinking, and business insight in the development of programs to meeting current and future needs of patient populations.

- c. Examine strategies for addressing legal and ethical dilemmas influencing patient care, health systems, and health care delivery.
- 3) Integrates clinical scholarship and analytical methods in the dissemination of evidence-based practice.
 - a. Demonstrate competence in knowledge application, translation of research in practice, evaluation of practice, and dissemination of evidence-based practice findings.
 - b. Design, direct, and evaluate quality improvement methodologies to promote patient-centered care that is safe, timely, and effective.
 - c. Utilize information technology and research methods to identify gaps in practice, collect and analyze existing data, and design and evaluate evidence-based interventions aimed at promoting quality outcomes.
- 4) Evaluates information systems/technology and patient care technology for the improvement and transformation of health care.
 - a. Analyze programs that evaluate and monitor outcomes of care, care systems, and quality improvement initiatives.
 - b. Apply ethical, legal, and regulatory standards and principles in evaluating health information and electronic medical record systems.
- 5) Appraises health care policy in relation to advocacy in health care.
 - a. Design and implement health care policies to positively influence health care practice.
 - b. Examine health care policy from the perspective of the consumer, nurse, and other stakeholders.
 - c. Engage politically competent actions that promote social justice and equity in health care.
- 6) Demonstrates interprofessional collaboration for improving patient and population health outcomes
 - a. Demonstrate leadership skills to advance interprofessional collaboration.
 - b. Display effective communication skills in the development of practice models that improve patient and population health outcomes.
- 7) Applies the principles of clinical prevention and population health for improving the nation's health.
 - a. Analyze appropriate scientific data in the development and implementation of clinical prevention and population health.
 - b. Evaluate health care delivery models and population based programs that addressed health promotion/disease prevention, health status patterns, and gaps in care.
- 8) Advances nursing practice at the community level.
 - a. Demonstrate preparation for advanced nursing practice in an area of specialization within the larger domain of nursing.
 - b. Demonstrate advanced levels of clinical judgment, systems thinking, and accountability in delivering evidence based care to a select population.

- c. Sustain therapeutic relationships and partnerships with patients, populations, and other professionals to deliver optimal care that promotes quality patient outcomes.

American Association of Colleges of Nursing (2006). *Essentials of doctoral education for advanced nursing practice*. Washington DC: American Association of Colleges of Nursing.

ACCREDITATION

NMC is fully accredited by The Higher Learning Commission, the accrediting agency for the region in which the College is situated. The College is authorized to offer programs of study leading to certificate, associate, baccalaureate and master's degrees.

The baccalaureate degree in nursing, master's degree in nursing and Doctor of Nursing Practice program at Nebraska Methodist College is accredited by the Commission on Collegiate Nursing Education (www.aacn.nche.edu/ccne-accreditation).

TRANSFER CREDIT FOR POST MASTER'S STUDENTS

Nebraska Methodist College Doctor of Nursing Practice (DNP) program enables students to obtain advanced education online for leadership roles in a variety of practice environments.

Determination of Post-Master's Clinical Practice Hours Credit

1. Licensed and/or Certified APRNs require a minimum of 500 practice hours for licensure and/or certification as an APRN. These students may be given credit for up to 500 clinical practice hours from their previous program of study. If students have completed their MSN and were eligible to certify and/or license as an APRN upon graduation but have not done so, students may be given credit for up to 500 clinical practice hours.
2. Students with a MSN in nursing administration/leadership or in nursing education will be evaluated based on the number of clinical practice hours in their MSN program.
3. Final determination of clinical hour credit will be based on transcript review on a case by case basis.

Determination of Post-Master's Transfer Credit

1. Course work in MSN program may transfer for DNP credit and will be determined on a case-by-case basis.
2. Students who are certified and licensed as an APRN may wish to enroll in the DNP Completion Program. The program of study is individualized based on courses taken in the MSN program that leads to certification and/or licensure as an APRN. In addition to the advanced practice theory/clinical courses in the MSN program, prerequisite courses include Advanced Pathophysiology, Advanced Pharmacology, Advanced Health Assessment, Nursing Theory, and Nursing Research. Biostatistics and Epidemiology can be transferred if the courses were completed within 5 years of the student starting the program.

TECHNICAL STANDARDS

In order to successfully complete the Doctor of Nursing Practice (DNP) program, certain physical and behavioral capabilities must be demonstrated in course work, as part of your

clinical experience, and/or as a professional working in this profession. DNP students must be able to satisfy these standards with or without a reasonable accommodation. The standards are:"

General Ability

The student is expected to possess functional use of the senses of vision, touch, hearing, and smell so that data received by the senses is integrated, analyzed and synthesized in a consistent and accurate manner. The student is expected to possess the ability to perceive pain, pressure, temperature, position, vibration, and movement in order to effectively evaluate patients. A student must be able to respond promptly to urgent situations.

Observational Ability

The student must have the ability to make accurate visual observations and interpret them in the context of clinical/laboratory activities and patient care experiences. The student must be able to document these observations accurately.

Communication Ability

The student must communicate effectively verbally and non-verbally to obtain information and explain that information to others. Each student must have the ability to read, write, comprehend and speak the English language to facilitate communication with patients, family members, and other members of the health care team. The student must be able to document and maintain accurate records, present information in a professional manner and provide patient instruction to effectively care for patients and their families.

Motor Ability

The student must be able to perform gross and fine motor movements with sufficient coordination needed to provide complete physical assessments and provide safe effective care for patients. The student is expected to have psychomotor skills necessary to perform or assist with procedures, treatments, administration of medications, and emergency interventions including CPR if necessary. The student must have sufficient levels of neuromuscular control and eye-to-hand coordination as well as possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for safe patient care. Students must be able to bend, squat, reach, kneel or balance. Clinical settings may require that students have the ability to carry and lift loads from the floor, from 12 inches from the floor, to shoulder height and overhead. The student must be able to occasionally lift 50 pounds, frequently lift 25 pounds, and constantly lift 10 pounds. The student is expected to be able to maintain consciousness and equilibrium and have the physical strength and stamina to perform satisfactorily in clinical settings.

Intellectual –Conceptual Ability

The student must have the ability to develop problem-solving skills essential to professional nursing practice. Problem solving skills include the ability to measure, calculate reason, analyze, and synthesize objective and subjective data, and to make decisions, in a timely manner that reflect thoughtful deliberation and sound clinical judgment. The student must demonstrate application of these skills and possess the ability to incorporate new information from peers, instructors, and the nursing and healthcare literature to formulate sound judgment to establish care plans and priorities in patient care activities.

Behavioral and Social Attributes

The student is expected to have the emotional stability required to exercise sound judgment, and complete assessment and intervention activities. Compassion, integrity, motivation, and

concern for others are personal attributes required of those in the nursing program. The student must fully utilize intellectual capacities that facilitate prompt completion of all responsibilities in the classroom and clinical settings; the development of mature, sensitive, and effective relationships with patients and other members of the health care team. The ability to establish rapport and maintain interpersonal relationships with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds is critical for practice as a nurse. Each student must be able to adapt to changing environments; display flexibility; accept and integrate constructive criticism given in the classroom and clinical settings; and effectively collaborate in the clinical setting with other members of the healthcare team.

Ability to Manage Stressful Situations

The student must be able to adapt to and function effectively in relation to stressful situations encountered in both the classroom and clinical settings, including emergency situations. Students will encounter multiple stressors while in the nursing program. These stressors may be (but are not limited to) personal, patient care/family, faculty/peer, and or program related.

Background Check/Drug Screening

Clinical facilities require that Nebraska Methodist College perform drug testing and background checks on all students before they are allowed to participate in clinical experiences. Therefore, students will be required to have a background check performed and submit to drug screening before being allowed into clinical practice.

PROGRAM REQUIREMENTS

The BSN-DNP degree requires 75 credit hours of coursework. Eighteen credits or 1080 contact hours are dedicated to clinical experiences and capstone project. Applicable course work at other colleges/universities may transfer to the DNP program. A maximum of 18 credits hours can be transferred from other colleges to NMC's BSN-DNP program but a minimum of 57 credits must be completed at NMC to graduate.

The APRN-DNP degree requires 34 credit hours of coursework. Nine credits or 540 contact hours are dedicated to the capstone experience. Applicable course work at other colleges/universities may transfer to the DNP program but a minimum of 28 credit hours must be completed at NMC to graduate.

The Master's-DNP in Public Health Policy is 50 credit hours of coursework. Sixteen credits or 960 contact hours are dedicated to clinical experiences and the capstone project. Students admitted without clinical hours in their Master's program will be required to take an additional clinical credit hour through a directed study course to meet the requirement of 1000 clinical hours post BSN for a doctor of nursing practice degree. Applicable course work at other colleges/universities may transfer to the DNP program but a minimum of 38 credit hours must be completed at NMC to graduate.

A Capstone Project with dissemination is part of the degree requirements. A portfolio of program accomplishments is an additional graduate requirement.

Capstone Project

The capstone requires students to focus on a practice problem within a specific population and contribute to the advancement of nursing practice. This will involve designing, implementing,

and evaluating a practice change that will improve health outcomes for a population. This population may be individuals, families, communities, and/or other populations. Translation and dissemination of capstone project is required. The practice problem and population selected will be based on student interests and future career goals.

DNP E-Portfolio

An E-Portfolio is an end-of-program requirement. The purpose of the E-portfolio is to showcase your scholarly and practice course work that exemplifies the program outcomes. The Typhon Clinical Tracking System provides the platform for the E-Portfolio. The portfolio has the possibility for 10 pages.

Your E-portfolio should consist of:

- Home page: The content of the home page should include your curriculum vitae (CV) content and a reflection examining:
 - This is who I have become
 - This is how I got here
 - This is where I am going
- A page of the E-portfolio should be devoted to each of the program outcomes. A minimum of one artifact (assignment) should be uploaded to this page. Statements as to how this artifact meets the outcome should be included. This statement should be a critical analysis of how this artifact(s) meets the outcome.
- The last page of the E-portfolio should include the Final Capstone Paper along with a reflection related to the capstone experience and how this experience as prepared you impact population health as a DNP graduate.

PROFESSIONAL COMMUNICATION

DNP students are expected to engage in communication practices that is respectful and follows the expected channels. Students who are experiencing issues in a course should begin the conversation with the course faculty member. Program directors should be included in the communication when the student and/or course faculty member feel it is appropriate.

Some general guidelines include:

- You have the right to respectfully ask questions and request clarifications about a course or program requirements.
- Read all assignment feedback, course announcements, and emails in a timely manner.
- Check your college email at least every other day. This is an expectation and the primary means of communication with students. Use college email for all communication with NMC faculty.
- Calling faculty member's personal phone or texting faculty members should be reserved for urgent situations. Email or office calls are the most effective means of timely communication. Faculty make every effort to respond to students within 24 hours of receiving an email or call.
- Review the syllabus throughout the semester as this outlines the student expectations and responsibilities for the course.
- Grades are earned based on the assignment requirements. If you have a question about your grade, review your work and compare it to the assignment requirements before contacting the faculty member about the grade. If you are still concerned about the grade, contact the faculty member directly to discuss what you can do differently in future assignments.

- While grades have some element of importance, learning is more important. Focus on your learning more so than your grade.

DNP students are expected to abide by the personal conduct policies as outlined @ <http://www.methodistcollege.edu/about/policies-and-guidelines/personal-conduct>.

CLINICAL EXPERIENCE OVERVIEW

The clinical experiences are divided among primary preceptor experiences with based on degree focus, capstone hours with faculty mentor, and other approved clinical experiences. Students are responsible for identifying appropriate preceptor experiences based on course objectives. Guidance from program director and/or clinical coordinator is available however ultimately it is the student's responsibility to obtain an acceptable clinical site and preceptor. Students may not begin their clinical experience until approval from program director and/or clinical coordinator has been received.

A contract must be in place with the preceptor's agency before the student may begin their clinical experience. This contract process can take months so planning ahead is important to timely completion of clinical hours.

A lab coat and student identification should be worn at all times which at clinical sites. The program specific Clinical Preceptor Handbook should be accessed for a complete summary of the clinical experience policies and procedures.

ACADEMIC PROGRESSION

Students enrolled in the NMC DNP programs must maintain a cumulative GPA of 3.0 to graduate. All programs at NMC require satisfactory progression be made during the student's academic career. A satisfactory grade in graduate programs is defined as a final course grade of "B" or higher. A grade below "B" in any course triggers an automatic progression review by the program. A student receiving a course grade of "C" for the first time will receive credit for the course unless the course is a clinical based course or a capstone course (800 level courses). In this case, the course must be repeated. A grade below "C" will be referred to the Council of Academic Deans to determine the student's academic standing (repeat of course or program dismissal). A grade below "B" in two courses is unacceptable and results in dismissal from the program.

The DNP program has the following test policy:

1. Students must have a minimum quiz/test average of 75% in all courses where quizzes and exams are part of the coursework.
2. Prior to the final course grade computation, quiz/test averages will be determined.
3. If the quiz/test average is <75%, student course grade will be the quiz/test average.
4. If the quiz/test average is 75% or greater, the final course grade is computed incorporating all graded assignments.

The academic advisor will make every effort to keep the student apprised of their status; however given the short turnaround between courses, formal communication regarding progression may not occur until after the start of the next course. Ultimately it is the student's responsibility to track their academic progression. Any questions may be directed to the academic advisor.

All required coursework for the DNP degree must be completed within six calendar years from the date of program matriculation (or the first day of class).

ON-LINE TECHNOLOGY REQUIREMENTS

The computer and technology requirements for on-line programs are available on the College Website (<http://www.methodistcollege.edu/about/online-technology-requirements>) and through MyMethodist (FAQs and Help tabs.)

MY METHODIST STUDENT PORTAL

MyMethodist: The student portal for the accessing courses and NMC information is called MyMethodist. It is located at: <https://my.methodistcollege.edu/>. If you log into the portal, you can access your online courses in the eRacer learning management system. This portal also provides student announcement and a FAQ section.

Writing Across the Curriculum: On MyMethodist is a set of resources WAC (WAC – writing across the curriculum) for improving your writing.

NetTutor: Free online tutoring services from NetTutor are available through MyMethodist for currently enrolled students. Available subjects include writing and the sciences. Graduate and certificate students are particularly encouraged to use the writing resources through NetTutor and WAC (above).

COLLEGE CATALOG

Students are encouraged to access the college catalog for NMC policies and information. The NMC College Catalog can be accessed @ <http://www.methodistcollege.edu/college-catalog> . Areas to review include but is not limited to:

- Academic record policies related to leave of absence, course and college withdrawal, course incompletes, and transcript requests'
- Financial aid policies
- Grievance and resolution policies
- Online textbook policies
- Online calendar

STUDENT SUPPORT SERVICES

A complete guide to Student Support Services can be found on the NMC Website at <http://www.methodistcollege.edu/student-life/services>. Below is a brief summary of some services that are directly related to you and your program. It is strongly recommended that you consult the Website for additional information.

- **Academic Advising:** Following admission to the program, an academic advisor is assigned to each student. The academic advisor serves as the point of contact for students and facilitates academic planning and course registration (including course, program or college withdrawal, leave of absence).

- **Counseling:** The NMC website provides links to local and national resources related to counseling services. This information can be found at the following link: <http://www.methodistcollege.edu/student-life/services/advising-and-counseling>.
- **Campus Safety:** All information and policies related to Campus Safety are available on the College Website at <http://www.methodistcollege.edu/about/policies-and-guidelines/campus-safety>. While most of the policies are related to campus-based safety issues, there are many general health and safety tips that are applicable to any individual.
- **Campus Emergencies/Closings:** NMC utilizes a system called E2Campus to communicate campus closings/emergencies with students and employees via cell phone text messaging. Many campus closings do not impact online students; however, it is still important for everyone to be kept updated when such emergencies or campus closings occur. Emergencies can be weather related, power outages, mechanical breakdowns, health emergencies, or local/national crises.

All students with cell phone access may register for E2Campus by completing the following steps. **Please note: You must have your cell phone with you when you register.**

1. Click on the link <http://e2campus.com/my/methodistcollege/signup.htm> and fill in the information to create an account.
2. Enter your phone and carrier, fill in an opt-out date (use your expected graduation date), check the box “agree to terms” and click “Create Account.”
3. A validation code will be texted to your cell phone. Enter the 4-digit validation code into the website as requested, and submit.

Contact the NMC Help Desk if you experience any technical difficulty. NMC will run a test of the service once in the spring and fall terms.

Campus emergencies are recorded on the College Hotline at 402-354-7222, and communicated via NMC email accounts, and posted on the NMC website as long as the emergency has not impacted the internet/computers/server.

TECHNICAL SUPPORT

- **Password Reset:** All students are provided with one network password that will permit access to each of the following – MyMethodist, Outlook Web Access (for email), and campus computer log-on. If you have a password question or need to have your password reset for any of the above functions, contact the Methodist Health System IT Help Desk at 402.354.2280 or support@nmhs.org and refer specifically to your “Network” password (*if you reference MyMethodist.edu, they will not know how to help you*).
- **Other support:** If you need technical help with computer access, please contact NMC help at nmchelp@methodistcollege.edu or call the NMC HELP LINE at **402.354.7008**. If you need assistance after hours (after 4:30 M-F or weekends) email is the best form of communication. Response will occur within 24 hours.

CONTACT INFORMATION

Title	Description	Contact
Director of Doctoral Studies	Provides oversight for all doctoral programs. Director of the Adult	Alice Kindschuh, DNP, RN, APRN-CNS, CNE

	Gerontology Clinical Nurse Specialist program & Public Health Policy program.	402-354-7845 alice.kindschuh@methodistcollege.edu
BSN-DNP/FNP Program Director	Director of Family Nurse Practitioner program	Tara Whitmire DNP, APRN-FNP 402-354-6529 tara.whitmire@methodistcollege.edu
Dean	Administrative oversight	Linda Hughes, PhD, RN 402-354-7049 linda.hughes@methodistcollege.edu
Advisor	Student Point of Contact	Jackie Lee 402-354-7224 jackie.lee@methodistcollege.edu
Financial Aid	Student Point of Contact	Mark Araujo, Associate Director 402-354-7227 mark.araujo@methodistcollege.edu Penny James, Director of Financial Aid 402-354-7225 penny.james@methodistcollege.edu
Military Benefits	Student Point of Contact	Mark Araujo, Military Ombudsman 402-354-7227 mark.araujo@methodistcollege.edu
Business Office	Tuition Payment Options	Business Office 402-354-7105 nmcbusoff@methodistcollege.edu
Bookstore	Contact Information	402-354-7241 http://www.methodistcollege.edu/student-life/campus-life/bookstore bookstore@methodistcollege.edu

NURSING STUDENT INTERACTION WITH MINORS POLICY

PURPOSE: To identify expectations and requirements regarding interaction of nursing students with Minors except in situations of direct patient care.

Minor is defined as a person under the age of nineteen (19) who is not enrolled or accepted for enrollment at NMC

POLICY:

Required Training: In recognition of the imperative of protecting Minors, NMC requires that nursing students working with Minors be trained regarding policies and issues relating to interactions with Minors. This training shall be at least annually before a nursing student begins working with Minors. Training shall be documented, with the nursing student signing a statement indicating his/her understanding and receipt of NMC policies and procedures. This training shall include:

- a. NMC policies regarding interactions

- b. Use of background checks to screen nursing students
- c. Responsibility for modeling respectful behaviors
- d. Consequences of conduct violations
- e. Behavioral signs that Minor victims may exhibit
- f. Sexual abuse and sexual harassment
- g. Inappropriate behavior
- h. Other appropriate topics
- i. Reporting requirements and procedures.

Behavioral Expectations when interacting with Minors: Nursing students should be positive role models for Minors, and act in a caring, honest, respectful and responsible manner that is consistent with the mission and core values of NMC. Nursing students working in NMC programs covered by this policy must follow these expectations to avoid behaviors that could cause harm or be misinterpreted:

- a. Do not be alone with a single Minor except in situations of direct patient care.
- b. Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material (or assist in any way to provide access to such material) with Minors.
- c. One-on-one interactions should occur only when at least two nursing students are present at all times with a Minor. If a one-on-one interaction is required, meet in open, well-illuminated spaces or rooms with windows observable by other nursing students.
- d. Do not meet with Minors outside of established times for Program activities. Any exceptions require the written parental authorization and must include more than one Nursing student.
- e. Do not invite Minors to your home. Any exceptions, if any, required the written authorization by the Minor's parent/guardian.
- f. Do not engage or allow Minors to engage you in romantic or sexual conversations, or related matters, unless required in the role of counselor or health care provider.
- g. Do not engage or communicate with Minors through email, text message, social networking websites (e.g., Facebook, Twitter, blogs, etc.), internet chat rooms, or other forms of social media expect and unless there is an educational or Programmatic purpose and the content of the communication is consistent with the mission of NMC.
- h. Do not touch a Minor in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Minor's needs, for purpose that is consistent with the Program's mission and culture, and/or for a clear educational, developmental, or health-related (i.e. treatment of any injury) purpose. Any resistance by the Minor should be respected.
- i. Do not engage in any abusive conduct of any kind toward, in the presence of, a Minor, including but not limited to verbal abuse, striking, hitting, punching, spanking, or restraining. If restraint is necessary to protect a Minor or other Minors from harm, all incidents must be documented and disclosed to the coordinator of the Program and the Minor's parent/guardian.
- j. Do not use, possess or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor's welfare.
- k. Nursing students must not transport Minors in vehicles.

- I. Possession of or use of any type of weapon or explosive device is prohibited.

Reporting Allegation(s) of Inappropriate Behavior or Abuse of a Minor: Every member of the NMC community has an obligation to report immediately instances or suspected instances of the abuse of or inappropriate interactions with Minors – “If you see something, say something.” Nebraska law requires any person who has a reasonable cause to believe that a child has been subjected to abuse or neglect or observes such a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, report it to the proper law enforcement agency or to the Department of Health and Human Services. Accordingly, if you have reasonable cause to believe that child abuse or neglect has occurred, including sexual assault:

- a. You must report it;
- b. You should give as much information and details as possible;
- c. Reporting Adults are immune from liability, civil or criminal, if the report is made in good faith and not giving maliciously false statements;
- d. If you willfully fail to make a report, you will be in violation of Nebraska Statute 28-717.

DHHS has established the following toll-free number to be used by any person at any hours of the day or night, to report child abuse: (800) 652-1999.

Any suspecting member of the NMC community is also required to contact and report the inappropriate behavior and/or abuse to their Program director and/or campus security.

Reviewed: 2/2015
Effective: 2/2015

ATTESTATION POLICY

Purpose: To ensure that doctoral students have completed a health screening or have documented health status while in the DNP Program

Policy: In order to have compliance in the clinical/practicum courses, all doctoral students must sign the electronic attestation form annually.

Procedure:

1. Students will be provided a link to complete and submit via NMC email the attestation form.
2. Students who do not complete and submit the attestation form will not be able to complete clinical hours until the form has been received.

Reviewed: 6/2016
Effective: 6/2016