

Zuckerberg College of Health Sciences
Solomont School of Nursing

**Master's Program
Nurse Practitioner Option
Nursing Student Handbook**



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Subject to change and revision
(rev 8/2017)

NURSING PROGRAMS RE-ACCREDITED

The Commission on Collegiate Nursing Education (CCNE) has awarded the BS, RN-BS and MS nursing programs a full, 10-year reaccreditation through 2026.



FULL APPROVAL STATUS

The Nursing program maintains Full Approval Status from the [Massachusetts Board of Registration in Nursing](#).



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A Message from the Faculty of the Graduate Nursing Program

Welcome to the Graduate Nursing Program of the University of Massachusetts Lowell (UML), Zuckerberg College of Health Sciences! This program prepares RNs with a baccalaureate degree in nursing as Family or Adult Gerontological Nurse Practitioners. We are excited that you have chosen UMass Lowell as your next step in the advancement of your nursing career. We want you to know about the educational resources available to you at the University, in the College, and within the Solomont School of Nursing. This handbook has been developed to assist you with your progression through the Master's nursing program. It has been created and updated with two objectives: to provide clear and thorough guidelines; and to serve as a practical, helpful resource. Additional resources can be found at:

Graduate Student Catalog <https://www.uml.edu/catalog/>
Solomont School of Nursing website <https://www.uml.edu/Health-Sciences/Nursing/>
University's website <https://www.uml.edu/>

We encourage you to read this handbook, become familiar with it, and gain an understanding of the policies and procedures that govern our program and contribute to creating Massachusetts Nurse Leaders. Please note that the policies in this Handbook may be updated from time to time. You are responsible for reviewing your UMass Lowell email to keep up to date with any policy changes. If you have any additional questions, please contact your faculty academic advisor.

Prepare to successfully advance in your advanced practice nursing career at the University of Massachusetts Lowell! Your amazing journey begins now!

General Statement of Nursing Student Responsibilities and Rights

Students are expected to adhere to the policies and procedures currently in effect. It is the responsibility of each student to be aware of and to comply with current policies and procedures. General policies can be found at <http://www.uml.edu/Catalog/Graduate/Policies/General-Policies.aspx>.

Please take the time to review all the tabs and links to familiarize yourself with general graduate policies. Occasionally policies that are specific to the Solomont School of Nursing may be more stringent than general graduate policies. This handbook will describe some of those policies. Students are advised to pay attention to the following policies at the above link and contained in this document.

In addition to the above graduate policies, all graduate students taking nursing courses are expected to adhere, in both clinical and didactic settings, to the following Solomont School of Nursing Graduate Level Professional Clinical and Classroom Competencies Contract. Signed copies will be kept in your academic file.

Solomont School of Nursing Graduate Level Professional Clinical and Classroom Competencies Contract

All Master's students are expected to sign and adhere to the following Essential Professional Competencies in both clinical and/or didactic settings. This contract is to be signed by all students in Master's level nursing courses. A Master of Nursing student:

1. Demonstrates effective verbal and non-verbal communication.
2. Assumes responsibility for own actions and outcomes.
3. Demonstrates acceptance of limited knowledge and experience.
4. Follows through on commitments, is dependable and punctual.
5. Demonstrates self-direction in seeking learning opportunities.
6. Shows respect for others in the classroom.
7. Accepts constructive feedback when offered.
8. Seeks validation of clinical judgments with faculty and/or preceptor.
9. Is able to separate personal issues from professional responsibilities.
10. Keeps the patient/client/resident as the priority.
11. Respects cultural and personal differences of others; is not judgmental about patients'/clients', residents' or other students' lifestyles.
12. Sets priorities and reorganizes as necessary.
13. Projects a professional image/demeanor.

Grading of the Solomont School of Nursing's Graduate Level Professional Competencies is **Pass/Fail**. Successful demonstration of these competencies is essential for passing any clinical or didactic course. A warning may be given at any time during the semester. However, any student who is unable to demonstrate these competencies at a level that is considered to be safe to practice or potentially harmful to others, at any time during the semester will fail the course despite academic grades earned.

CONTRACT: I have read the 13 professional competencies that are required for nursing students enrolled in courses in the graduate program. I agree that successful demonstration of these competencies is essential for my passing this nursing course at the University of Massachusetts Lowell.

Student Name _____ (Please Print)

Student Signature _____ Date: _____

Faculty Signature: _____ Date: _____

University of Massachusetts Lowell Mission

The University of Massachusetts Lowell is a “public research university committed to excellence in teaching, research and community engagement. The university is dedicated to transformational education that fosters student success, lifelong learning and global awareness. UMass Lowell offers affordable, experience-based undergraduate and graduate academic programs taught by internationally recognized faculty who conduct research to expand the horizons of knowledge. The programs span and interconnect the disciplines of business, education, engineering, fine arts, health, humanities, sciences and social sciences. The university continues to build on its founding tradition of innovation, entrepreneurship and partnerships with industry and the community to address challenges facing the region and the world.” (<http://www.uml.edu/About/mission.aspx>).

Zuckerberg College of Health Sciences

“The mission of the college is to promote health of individuals, families and populations in a diverse global society through excellence in teaching, research, scholarship and service. Community and health care industry partnerships enable experiential learning activities to enhance the education of health care professionals and scientists.”

We recognize that achieving this mission requires:

- improving our understanding of health, disease and disability and their social context,
- increasing citizens’ understanding of health problems and their environmental, social, economic causes,
- expanding community and workplace opportunities for promoting good health,
- developing environmentally sound systems of production and consumption,
- exploring the fullest understanding of our region defined by common political, social, ethnic, economic and cultural boundaries
- addressing the determinants of social and economic disparities in our region,
- maintaining a health care system that is effective and compassionate, and promoting innovative government policies to support human health and development.
- (<http://www.uml.edu/Health-Sciences/About/Mission.aspx>)

College Policies (<http://www.uml.edu/Health-Sciences/Current-Students/Student-Policies.aspx>)

National Criminal Background Check - By law, certain agencies have the right to require a criminal record check on any student affiliated at their institutions. Zuckerberg College of Health Sciences students are advised that any course-work, placement, community service, voluntary activity or service learning related to the University may require direct and unmonitored access to children, elderly, patients, disabled or other at risk populations and therefore you may be required to undergo a national CORI check (Criminal Offender Record Information) and/or SORI (Sex Offender Record Information). Depending on agency policy, students may be expected to pay for the cost of the CORI or SORI check. Students who refuse to submit to a CORI and/or SORI will be deemed ineligible for placement and continued matriculation in their program may be jeopardized. Personnel who are authorized to request, access and review CORI and/or SORI reports are identified in the UMass Lowell CORI Policy for Students available on the UMass Lowell Human Resource web site. Failure to pass a CORI and/or SORI check may also jeopardize continued matriculation, clinical placements, and state licensure.

Clinical Affiliate Random Drug Screening - Students enrolled in Zuckerberg College of Health Sciences’ programs may also be required to undergo and pass a drug screening analysis in order to be eligible for placement

in an off-campus learning experience. Per contractual obligations with external agencies, students assigned to clinical educational experiences at some facilities may be required to undergo and pass random drug screening analysis in order to remain at that clinical facility. Test results obtained during testing will be held in confidence and treated as medical information. If a student tests positive and further action is required, only those personnel with a need to know will be provided access to test results. Depending on agency policy, students may be expected to pay for the cost of drug screening. Students who do not have a negative drug screen or refuse to submit to a drug screen analysis, will be deemed ineligible for clinical placement which may affect their ability to progress in the program.

Social Media – The Zuckerberg College of Health Sciences recognizes that all involved in health care have a moral, ethical and legal responsibility to maintain individual’s rights to privacy. HIPAA protects patient privacy by law and includes any individually identifiable patient information in oral or recorded form where the information could identify an individual by name, medical condition, demographic data or other means. Students in the Zuckerberg College of Health Sciences are expected to act with honesty, integrity and respect the privacy rights of others. All students in the Zuckerberg College of Health Sciences are expected to meet their professional responsibilities when using social media and other electronic networks including but not limited to blogs, instant messaging, social networking sites, email, public media sites and photographs. This policy prohibits posting written material or photographs that identify patients, health care agencies, educational institutions or other students in clinical sites or patient related activities. This policy applies whether using University devices and computers or personal equipment. In addition, all Zuckerberg College of Health Sciences students are required to abide by clinical agency policies related to the use of social media and technological resources. Failure to adhere to this policy may result in probation, suspension or dismissal from the Zuckerberg College of Health Sciences and/or legal prosecution under the requirements of HIPAA

Solomont School of Nursing

The **Vision** of the Solomont School of Nursing is to excel as a leader among academic institutions in knowledge development through scholarship and research; knowledge dissemination and integration through teaching; and knowledge application through community service and nursing practice. In addition to the dimensions of our vision as noted here, we see ourselves as a leader in global initiatives in nursing and health promotion.

The **Mission** of the Solomont School of Nursing is to educate students, advance knowledge, and provide service to the University, the profession, and the community through excellence in the discovery, application, integration, and dissemination of knowledge. The School emphasizes health promotion needs of individuals, families, groups, and communities. The mission of the Solomont School of Nursing is in concert with the missions of the University of Massachusetts Lowell and the Zuckerberg College of Health Sciences. We aim to provide an affordable education of high quality and to focus scholarship and public service on a global vision of health promotion. Our mission is operationalized in local, regional, national and global initiative.

The **Philosophy** of the Solomont School of Nursing reflects beliefs regarding person, environment, health, nursing and education. People have unique qualities and individual needs for respect, worth and recognition of personal dignity. They have the right to make choices and establish goals, which influence and are influenced by the environment. Health is a dynamic state of physiological, psychological, social and spiritual well-being. Nursing is a health care discipline guided by professional standards of care supporting individuals, families, groups and communities in the promotion of health throughout the lifespan. Education is a self-actualizing, creative lifetime endeavor involving values clarification, inclusivity, progressive systematic inquiry, critical analysis and judgment.

Accreditation

The baccalaureate, Master's, and DNP degree programs in the Solomont School of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Massachusetts Board of Registration in Nursing.

Solomont School of Nursing Diversity & Inclusion Statement

By 2020, the university will be a model campus community where all students, faculty and staff feel appreciated, respected, connected, valued and engaged with the larger life of the campus and beyond (UMass Lowell Strategic Plan 2020, July 2015).

Inclusivity is a key value within the culture of the School of Nursing. We are therefore focused on fostering an environment that values the unique contribution of each member of our community.

This commitment to inclusivity requires that we appreciate and respect our varying backgrounds and viewpoints.

We are committed to recognize the intrinsic importance of each person's role and appreciate every individual's contribution to meeting the Solomont School of Nursing Philosophy, Mission, Vision & Goals.

We commit to treating one another with high regard and respect.

We are dedicated to performing our jobs in a courteous and professional manner.

We are committed to maintaining integrity and courtesy in our dealings with fellow members of the School of Nursing, College, University and community at large.

Communication, cooperation and teamwork are key to achieve our goal to foster a community that respects each individual's worth and rights.

(September 22, 2015)

Chain of Command in the Solomont School of Nursing

In the event that you need to communicate a concern or need relating to courses/clinical expectations while a nursing student, we ask that you follow the designated chain of command:

- First you should discuss your concern/need with the faculty member of the course/clinical that you are having the concern/need.
- If you cannot resolve this issue, you should bring this concern/need to the practicum course coordinator.
- If you still cannot resolve your concern/need or if it pertains to a didactic course, then you should bring this to the attention of the graduate program coordinator.
- If you and the program coordinator cannot resolve your concern/need, then you should make an appointment with the Chair /Associate Chair of the Solomont School of Nursing.
- Furthermore, if you have not resolved your concern/need, then you would schedule a meeting with the Dean of the Solomont School of Nursing.
- Lastly, by appointment, any unresolved concerns or needs can be brought to the attention of the Dean/Assistant Dean of the Zuckerberg College of Health Sciences.

To effectively meet all students' needs, we ask that you follow the appropriate chain of command as outlined for you.

Communication in the Solomont School of Nursing

All persons in the Solomont School of Nursing (students, faculty and staff) are expected to conduct themselves in a professional manner when communicating with one another.

Communication via Email - Students are provided an UML email account. The Solomont School of Nursing and UML business offices send official communications to your assigned UML email account. All students are encouraged to check for e-mail messages frequently, at least twice a week; and periodically during winter and summer breaks. Course faculty may recommend an even greater frequency or may send email via course Blackboard websites. Additionally, email etiquette necessitates proper salutation titles (e.g. Professor or Dr.), grammar, spelling, and conclude with your full name and UML SiS #.

Communication via USPS - The Solomont School of Nursing and University on occasion may send official communications to your home address especially during winter and summer school breaks. It is important that we have your current home address. Please be certain that your contact information is current on the Students Information System (SiS).

Communication via Telephone - The Solomont School of Nursing and University also may attempt to contact you via your telephone number. Once again it is important that we have your current home and cell number. Please be certain that your contact information is current on the Students Information System (SiS).

Communication via Bulletin Board - The bulletin board for students is located in the lobby on the second floor of the Health and Social Sciences building. Postings may include employment opportunities or announcements of upcoming events.

Communication via Online Course Websites - Many graduate faculty use online course websites through Blackboard, the University's learning and course management system as well as Turnitin.com. If your course has designated websites, then it is your responsibility to check it weekly for course announcements, activities, and assignments. Faculty often post student grades for class assignments and exams on the course website.

Technical Standards and Computer Literacy Statement

Upon entrance and throughout the nursing program, all students are required to demonstrate essential functions to fulfill the requirements of the nursing curricula. These include technical standards for admission, continuation and graduation as well as computer literacy. The technical standards can be found at <https://www.uml.edu/Catalog/Undergraduate/Health-Sciences/Departments/Nursing/technical-standards.aspx>

Master's of Nursing Program Goals and Outcomes

Master's Program Outcomes

The Master's Program prepares advanced practice nurses who:

1. Integrate scientific knowledge from nursing and other disciplines to enhance nursing practice with diverse populations.
2. Demonstrate ethical leadership skills from a systems and organizational perspective to improve patient care.
3. Apply quality principles and performance measures to ensure safe, cost effective and quality care.
4. Translate and disseminate research to improve patient outcomes.
5. Integrate patient care and communication technologies in the delivery of care.
6. Engage in policy development to advocate for high quality health care and improved health outcomes.
7. Collaborate effectively with patients, their families and the health care team.
8. Integrate ethical culturally relevant care to promote health and provide care to individuals, families and communities.
9. Provide direct and indirect evidence-based nursing interventions, which lead to improved health outcomes.

Program Goals: Graduates of the Master's Nursing Program are prepared to:	Student Outcomes: Indicators of Success
1. Demonstrate competence in the provision of advanced practice nursing with diverse populations.	<ol style="list-style-type: none"> a. Pass the certification exam in the specialty b. Secure employment in the advanced practice role c. Collaborate with inter-disciplinary health care teams
2. Utilize research in evidence-based practice.	<ol style="list-style-type: none"> a. Participate in a quality improvement or research study at the site of employment b. Participate as a member of Sigma Theta Tau, Eta Omega Chapter c. Attend professional association meetings to examine latest evidence-based research d. Participate in the dissemination of research findings
3. Assume a leadership role in nursing.	<ol style="list-style-type: none"> a. Serve in leadership position in the community. b. Serve in a leadership position in a professional organization. c. Serve in a leadership role in a healthcare facility. d. Participate in the health care policy process.

Graduate Nursing Program

Master's Degree Specialty Options

The graduate nursing program offers a Master of Science (MS) degree with a major in Adult-Gerontological Nursing or Family Health Nursing for preparation as an advanced practice registered nurse (APRN). The two primary care specialty track options are: Adult-Gerontological Primary Care Nursing (A-GPCNP or A-GNP) and Family Health Nursing (FNP). Each requires 42 credits of course work. Although the program is designed as four academic semesters, students have the option for part-time study as long as they complete program requirements within a five-year period from matriculation. Part-time students develop individual programs of study in collaboration with their advisors with the objective of completing requirements within five years.

Specialty Options offered

Adult-Gerontological Primary Care Nurse Practitioner

- The focus is on providing primary care to the entire adult-older adult age spectrum and across the continuum of care from wellness to illness (ages 13 and up).
- Note: The UMass Lowell MS NP program focuses on primary care and does not prepare students as acute care practitioners.
- Graduates are prepared to practice in a variety of settings such as nurse managed and community health centers and clinics, private medical practices, specialty clinics, Veteran's Administration facilities, home care, assisted living facilities, skilled nursing facilities and other long-term care settings, acute and chronic rehabilitation centers, and urgent care departments
- Graduates are eligible to take the Adult-Gerontology Primary Care Nurse Practitioner certification exam given by the American Nurses' Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP).
- **Specialty courses:**
 - NURS.6500 Family and Adult-Gerontological Advance Practice Nursing I
 - NURS.6130 Adult-Gerontological Nursing Practicum I
 - NURS.6110 Adult-Gerontological Nursing II
 - NURS.6140 Adult-Gerontological Nursing Practicum II
 - NURS.6120 Adult-Gerontological Nursing III

Family Nurse Practitioner

- The focus is on providing care to individuals and families throughout the lifespan
- Graduates are prepared to practice in a variety of primary care settings.
- Note: The UMass Lowell MS NP program focuses on primary care and does not prepare students as acute care practitioners.
- Graduates are eligible to take the Family Nurse Practitioner certification exam given by the American Nurses' Credentialing Center or the American Academy of Nurse Practitioners.
- **Specialty Courses:**
 - NURS.6500 Family and Adult-Gerontological Advance Practice Nursing
 - NURS.6630 Family Health Nursing Practicum I
 - NURS.6610 Family Health Nursing II
 - NURS.6640 Family Health Nursing Practicum II
 - NURS.6620 Family Health Nursing III

Master's Student Competencies:

Students receive a specialty track competency checklist based on the American Association of Colleges of Nursing (AACN) 2011 *Master's Essentials* (AACN, 2011), and the National Organization of Nurse Practitioner Faculties (NONPF) Specialty Competencies upon matriculation (NONPF, 2010; NONPF, 2011; NONPF, 2013). The checklist of competencies is to be updated each semester and reviewed with student's assigned academic advisors during the graduate clearance period and completed by end of program of study.

Curriculum Standards

Professional Standards adopted by the Solomont School of Nursing Graduate Program to guide curriculum development and advanced practice:

- *Consensus Model for APRN Licensure, Accreditation, Certification & Education (LACE) Model* (2008). Available at: https://www.ncsbn.org/Consensus_Model_for_APRN_Regulation_July_2008.pdf
- *Nurse Practitioner Core Competencies* (NONPF, 2011). Available at: <http://www.nonpf.org/general/custom.asp?page=14>
- *The Essentials of Master's Education for Advanced Practice Nursing* (AACN, 2011). Available at: <http://www.aacn.nche.edu/education-resources/MastersEssentials11.pdf>
- *Adult-Gerontology Primary Care Nurse Practitioner Competencies* (NONPF, 2010). Available at: <http://www.aacn.nche.edu/geriatric-nursing/adultgeroprimcareNPcomp.pdf>
- *Population Focused Nurse Practitioner Competencies: Family/Across the Lifespan, Psychiatric Mental Health* (NONPF, 2013). Available at: <http://www.nonpf.org/associations/10789/files/PopulationFocusNPComps2013.pdf>
- *Criteria for Evaluation of Nurse Practitioner Programs, 2016 National Task Force on Quality Nurse Practitioner Education* (NTF, 2016). Available at: <http://www.aacn.nche.edu/education-resources/Criteria-Evaluation-NP-2016.pdf>
- *Core Competencies for Interprofessional Collaborative Practice* (AACN, 2011). Available at: www.aacn.nche.edu/education-resources/ipecreport.pdf

Graduate Nursing Program Academic Policies

Matriculated Status

This status refers to students who have met all the requirements for admission to the program and have received a letter of acceptance from the Graduate Admissions Office. Students are generally matriculated in September or January. Non-matriculated students can take courses as a non-degree student (pending available space in the class and faculty permission) and can seek guidance for course selection at by contacting the Graduate MS Program Coordinator.

Transfer of credits

1. Students can transfer up to 6 credits (two, 3-credit courses) from an accredited graduate program. In addition, students can transfer in up to 6 credits taken at UMass Lowell prior to matriculation. Course grades must be a B or better. Courses utilized to meet degree requirements for previous BS, MS or other graduate degrees cannot be transferred.
2. Courses taken prior to matriculation must have been taken within 5 years prior to the date of matriculation and must be equivalent to required courses in the MS NP degree pathway or be an

acceptable elective. Those taken at another institution may be transferred after approval by the UMass Lowell faculty of record for the corresponding UMass Lowell course.

3. Transfer credit from another U.S. or Canadian institution must not exceed equivalent course credit (typically 3) at UMass Lowell, and will be based on UMass Lowell's standard of 37.5 semester contact hours being equal to 3 credits. One- and two- credit course transfers will also be considered provided they are proportional to the 37.5 semester contact hour standard.
4. Courses taken at UMass Lowell *PRIOR* to matriculation in the graduate program (6 credits maximum), must be transferred into your graduate program by academic petition. This also applies to BS-MS and RN-MS Fast Track students who cannot apply graduate courses to their graduate degree until they are accepted.
5. Currently matriculated students should discuss proposed non-UMass Lowell coursework with their academic advisor and obtain approval of course equivalency *PRIOR* to taking the course.
6. Specialty courses with practicum and Advanced Health Assessment must be taken at UMass Lowell and cannot be transferred in. Transfer credit may not be granted for research seminars, clinical courses, practica, internships, or special projects.
7. Transfer credit/academic petitions should be completed upon matriculation or immediately after completing the course. Graduation requirement deadlines will not be waived for lack of petition completion.
8. A graduate academic petition must be completed with all relevant course information (the course syllabus is often needed for determination of UMass Lowell course equivalency) and an official sealed transcript from outside institutions must accompany those academic petitions. Academic petitions need to be signed by the MS NP Program Coordinator or designee (Lead NP faculty)
9. Academic petition is available at: http://www.uml.edu/docs/petition_grad_tcm18-87176.pdf

Academic Advising/Course Registration

Each student is assigned to an academic advisor upon matriculation into the program. The assigned advisor is listed on the student's SIS page <https://www.uml.edu/enrollment/sis/default.aspx>. Advisors are available during office hours to meet with students on two different days per week during designated time periods totaling 3 hours each week, and with 5 hours during pre-registration, at which times students may call or sign up for meetings. Advisors are available to provide advice and counsel about course selection, student concerns and questions, or about resources at the University. **Students are responsible for setting up an appointment with their advisors during registration periods** (early November and April) to discuss academic progress, course selection or any academic concerns the student may have. Once the student is matriculated and after meeting with the advisor, registration may be done on the SIS system.

Students on probation also need to make monthly or more frequent appointments to meet with their advisor. Failure to fulfill this condition of probation may lead to program dismissal.

Course Registration via UMass Lowell SIS Self-Service

Once the student is matriculated and after meeting with his/her advisor, registration may be completed using the UMass Lowell SIS program <http://www.uml.edu/Enrollment/SIS/default.aspx>.

Web Self-Service allows the following:

- Search the course catalogue and schedule of classes
- Registering for classes (as well as adding or dropping classes)
- Requesting official transcripts
- Paying your bill and accepting and declining financial aid

You can also view and print your:

- Class schedule (called a Study List)

Grades
Unofficial transcripts
Advisor's name
Account summary (billing)
Financial aid information

Process

Step 1: Obtain your Self-Service User ID

Obtain your SIS User ID at <http://www.uml.edu/Enrollment/SIS/default.aspx> and click the Get Your Self-Service User ID link.

Enter your birth date, last name and student ID in the appropriate fields and click, Get ID.

The system will display your Self-Service User ID (UMS + eight digits). Write this number down in a safe place.

Step 2: Log into Self-Service

Click the Student Self-Service link at the bottom of the lookup page (or go to

<https://www.uml.edu/enrollment/sis/> and click the Student Self-Service link.

Enter your self-service user ID and your password. Your initial password is the first two letters of your last name followed by your birth date in MMDDYYYY format. For example, if Self-Service user John Smith was born on January 12, 1976, his password would be: js01121976.

The system will force you to change your password and log into Self-Service again using the new password.

Course Scheduling/Sequencing in the MS Program

Full-time is equal to 9 credits or up to 12 credits. Part-time students should complete a Part-time Program of Studies plan with their advisor with a copy in their record.

1. *Advanced Health Assessment and Diagnostic Reasoning* may not be taken unless a student is matriculated in the MS program. Pre- or co-requisites for Advanced Health Assessment include Human Development and Pathophysiology. All students registered for Advanced Health Assessment are required to attend the MS Student Clinical Orientation (usually scheduled for May). Students must be ready to begin specialty courses in the semester immediately following Advanced Health Assessment. Fast-Track UMass Lowell pre-licensure students admitted to the program must have a RN license prior to beginning and have some work experience as an RN prior to the start of Advanced Health Assessment. Advanced Health Assessment may not be transferred in from another institution.
2. *Theoretical Foundations* is a pre-or co-requisite for *Research for Evidence-Based Practice*.
3. *Research for Evidence-Based Practice* must precede *Independent Study: Research Project* (if a student chooses to do a project).
4. An additional elective can be substituted for the *Independent Study: Research Project* course.
5. Specialty courses need to be taken sequentially and are pre-requisites (didactic and practicum) before students can progress to the next course.

Graduate Electives

The masters A-GNP and FNP Degree Pathway includes 1-2 elective courses. If a student elects to do an Independent Study: Research Project, he/she is then allowed one elective. These electives may be taken within the Solomont School of Nursing or from any other department within the University. The elective must have a 5000 or higher number and be reviewed by the academic advisor. Students may also take an elective at an accredited university if they have not already transferred in 6 credits. All transferred courses must be from an

accredited University or College. Grades less than B will not transfer to the MS program in the Solomont School of Nursing.

Drop/Add Period

Courses for which a student is registered may be "dropped" or new courses may be "added" if the drop/add procedure is followed before the deadline date noted on the academic calendar (approximately 10 days after the beginning of the semester). Students may drop or add courses through their SiS account. Please inform your advisor by email of any courses dropped or add

Master of Science in Nursing Family Health Track Degree Pathway - Full Time

YEAR 1					
<u>Fall</u>			<u>Spring</u>		
		<u>Credit</u>			<u>Credit</u>
NURS.6000	Theoretical Foundations for Nursing <i>(online Fall semester)</i>	3	NURS.6500	Family and Adult-Gerontological Advanced Practice Nursing I <i>(on campus- Spring semester)</i>	4
HSCI.5500	Human Development and Pathophysiology <i>(online or on campus Fall/Spring)</i>	3	NURS.6630	Family Health Nursing Practicum I <i>(180 hours- off campus)</i>	3
NURS.6510	Advanced Health Assessment and Diagnostic Reasoning (6 hours/week) <i>(hybrid format Fall semester)</i>	3	NURS.5590	Advanced Pharmacology <i>(online starting 2018- Spring)</i>	3
			NURS.5520	Social, Cultural and Policy Issues in Health Care <i>(online starting 2018- Spring)</i>	3
		9			13
YEAR 2					
<u>Fall</u>			<u>Spring</u>		
		<u>Credit</u>			<u>Credit</u>
NURS.6610	Family Health Nursing II <i>(on campus Fall Semester)</i>	4	NURS.6620	Family Health Nursing III (4 hours/week didactic plus 240 clinical hours)	4
NURS.6640	Family Health Nursing Practicum II <i>(180 hours- off campus)</i>	3	NURS.7330/ XXXX.xxxx	Research Project OR Elective <i>(online or on campus Fall/Spring)</i>	3
NURS.6010	Research for Evidence-Based Practice <i>(online Fall semester)</i>	3	XXXX.xxxx	Elective <i>(online or on campus Fall/Spring)</i>	3
		10			10

TOTAL= 42

Important Prerequisites and Co-requisites:

1. HSCI 5500 Human Development and Pathophysiology is a pre or co-requisite of NURS 6510 Advanced Health Assessment and Diagnostic Reasoning.
2. NURS 6000 Theoretical Foundations for Nursing is a prerequisite for NURS 6010 Research for Evidenced Based Practice.
3. Research for Evidence Based Practice is a prerequisite for NURS 7330 Research Project or Thesis (optional but if taken must be completed within on academic semester)
4. A graduate level elective may be substituted for NURS 7330 Research Project
5. Graduate electives should be 500 level or higher and chosen from any department. It is recommended that students chose electives which will have relevance in nursing or health care
6. Specialty didactic/practicum courses follow in a 3 semester sequence in the semester immediately following NURS 6510 Advanced Health Assessment and Diagnostic Reasoning.
7. External transfer courses must be approved by Graduate Coordinator.

Revised 8/29/17

Master of Science in Nursing Family Health Track- Degree Pathway - Part Time*

YEAR 1					
<u>Fall</u>			<u>Spring</u>		
		<u>Credit</u>			<u>Credit</u>
NURS.6000	Theoretical Foundations for Nursing <i>(online Fall semester)</i>	3	NURS.5520	Social, Cultural and Policy Issues in Health Care <i>(online starting 2018- Spring)</i>	3
HSCI.5500	Human Development and Pathophysiology <i>(online or on campus Fall/Spring)</i>	3	XXXX.xxxx	Elective <i>(online or face to face Fall/Spring)</i>	3
		6			6
YEAR 2					
<u>Fall</u>			<u>Spring</u>		
		<u>Credit</u>			<u>Credit</u>
NURS.6010	Research for Evidence-Based Practice <i>(online Fall semester)</i>	3	NURS.7330 XXXX.xxxx	Research Project OR Elective <i>(online or on campus Fall/Spring)</i>	3
			NURS.5590	Advanced Pharmacology <i>(online starting 2018- Spring)</i>	3
		3			6
YEAR 3					
<u>Fall</u>			<u>Spring</u>		
		<u>Credit</u>			<u>Credit</u>
NURS.6510	Advanced Health Assessment and Diagnostic Reasoning (6 hours/week) <i>(hybrid format Fall semester)</i>	3	NURS.6500	Family and Adult-Gerontological Advanced Practice Nursing I <i>(on campus- Spring semester)</i>	4
			NURS.6630	Family Health Nursing Practicum I <i>(180 hours- off campus)</i>	3
		3			7
YEAR 4					
<u>Fall</u>			<u>Spring</u>		
		<u>Credit</u>			<u>Credit</u>
NURS.6610	Family Health Nursing II <i>(on campus Fall semester)</i>	4	NURS.6620	Family Health Nursing III (4 hours/week didactic plus 240 clinical hours)	4
NURS.6640	Family Health Nursing Practicum II <i>(180 hours- off campus)</i>	3			
		7			4

*Part time Students should complete a Part-time Plan in consultation with her/his academic advisor.

TOTAL = 42

Important Prerequisites and Co-requisites:

1. HSCI 5500 Human Development and Pathophysiology is a pre or co-requisite of NURS 6510 Advanced Health Assessment and Diagnostic Reasoning.
2. NURS 6000 Theoretical Foundations for Nursing is a prerequisite for NURS 6010 Research for Evidenced Based Practice.
3. Research for Evidence Based Practice is a prerequisite for NURS 7330 Research Project or Thesis (optional but if taken must be completed within on academic semester)
4. A graduate level elective may be substituted for NURS 7330 Research Project
5. Graduate electives should be 500 level or higher and chosen from any department. It is recommended that students chose electives which will have relevance in nursing or health care
6. Specialty didactic/practicum courses follow in a 3 semester sequence in the semester immediately following NURS 6510 Advanced Health Assessment and Diagnostic Reasoning.
7. External transfer courses must be approved by Graduate Coordinator.

Revised 8/29/17

Master of Science Adult-Gerontological Primary Care Track - Degree Pathway - Full Time

YEAR 1					
Fall			Spring		
		<u>Credit</u>			<u>Credit</u>
NURS.6000	Theoretical Foundations for Nursing <i>(online Fall semester)</i>	3	NURS.6500	Family and Adult-Gerontological Advanced Practice Nursing I <i>on campus- Spring semester)</i>	4
HSCI.5500	Human Development and Pathophysiology <i>(online or on campus Fall/Spring)</i>	3	NURS.6130	Adult-Gerontological Nursing Practicum I <i>(180 hours- off campus)</i>	3
NURS.6510	Advanced Health Assessment and Diagnostic Reasoning (6 hours/week) <i>(hybrid format Fall semester)</i>	3	NURS.5590	Advanced Pharmacology <i>(online starting 2018- Spring)</i>	3
			NURS.5520	Social, Cultural and Policy Issues in Health Care <i>(online starting 2018- Spring)</i>	3
		9			13
YEAR 2					
Fall			Spring		
		<u>Credit</u>			<u>Credit</u>
NURS.6110	Adult-Gerontological Nursing II <i>(on campus Fall Semester)</i>	4	NURS.6120	Adult-Gerontological Nursing III (4 hours/week didactic plus 240 clinical hours)	4
NURS.6140	Adult-Gerontological Nursing Practicum II <i>(180 hours- off campus)</i>	3	NURS.7330	Research Project OR Elective <i>(online or face to face Fall/Spring)</i>	3
NURS.6010	Research for Evidence-Based Practice <i>(online Fall semester)</i>	3	XXXX.xxxx	Elective <i>(online or face to face Fall/Spring)</i>	3
		10			10

TOTAL= 42

Important Prerequisites and Co-requisites:

1. HSCI 5500 Human Development and Pathophysiology is a pre or co-requisite of NURS 6510 Advanced Health Assessment and Diagnostic Reasoning.
2. NURS 6000 Theoretical Foundations for Nursing is a prerequisite for NURS 6010 Research for Evidenced Based Practice.
3. Research for Evidence Based Practice is a prerequisite for NURS 7330 Research Project or Thesis (optional but if taken must be completed within on academic semester)
4. A graduate level elective may be substituted for NURS 7330 Research Project
5. Graduate electives should be 500 level or higher and chosen from any department. It is recommended that students chose electives which will have relevance in nursing or health care
6. Specialty didactic/practicum courses follow in a 3 semester sequence in the semester immediately following NURS 6510 Advanced Health Assessment and Diagnostic Reasoning.
7. External transfer courses must be approved by Graduate Coordinator.

Revised 8/29/17

*Master of Nursing Adult-Gerontological Primary Care Track- Degree Pathway-Part Time**

YEAR 1					
Fall			Spring		
		<u>Credit</u>			<u>Credit</u>
NURS.6000	Theoretical Foundations for Nursing <i>(online Fall semester)</i>	3	NURS.5520	Social, Cultural and Policy Issues in Health Care <i>(online starting 2018- Spring)</i>	3
HSCI.5500	Human Development and Pathophysiology <i>(online or on campus Fall/Spring)</i>	3	XXXX.xxxx	Elective <i>(online or on campus Fall/Spring)</i>	3
		6			6
YEAR 2					
Fall			Spring		
		<u>Credit</u>			<u>Credit</u>
NURS.6010	Research for Evidence-Based Practice <i>(online Fall semester)</i>	3	NURS.7330/ XXXX.xxxx	Research Project OR Elective <i>(online or on campus Fall/Spring)</i>	3
			NURS.5590	Advanced Pharmacology <i>(online starting 2018- Spring)</i>	3
		3			6
YEAR 3					
Fall			Spring		
		<u>Credit</u>			<u>Credit</u>
NURS.6510	Advanced Health Assessment and Diagnostic Reasoning (6 hours/week) <i>(hybrid format Fall semester)</i>	3	NURS.6500	Family and Adult-Gerontological Advanced Practice Nursing I <i>(on campus- Spring semester)</i>	4
			NURS.6130	Adult-Gerontological Nursing Practicum I <i>(180 hours- off campus)</i>	3
		3			7
YEAR 4					
Fall			Spring		
		<u>Credit</u>			<u>Credit</u>
NURS.6110	Adult-Gerontological Nursing II <i>(on campus Fall Semester)</i>	4	NURS.6120	Adult-Gerontological Nursing III (4 hours/week didactic plus 240 clinical hours)	4
NURS.6140	Adult-Gerontological Nursing Practicum II <i>(180 hours- off campus)</i>	3			
		7			4

*Part time Students should complete a Part-time Plan in consultation with her/his academic advisor.

TOTAL = 42

Important Prerequisites and Co-requisites:

1. HSCI 5500 Human Development and Pathophysiology is a pre or co-requisite of NURS 6510 Advanced Health Assessment and Diagnostic Reasoning.
2. NURS 6000 Theoretical Foundations for Nursing is a prerequisite for NURS 6010 Research for Evidenced Based Practice.
3. Research for Evidence Based Practice is a prerequisite for NURS 7330 Research Project or Thesis (optional but if taken must be completed within on academic semester)
4. A graduate level elective may be substituted for NURS 7330 Research Project
5. Graduate electives should be 500 level or higher and chosen from any department. It is recommended that students chose electives which will have relevance in nursing or health care
6. Specialty didactic/practicum courses follow in a 3 semester sequence in the semester immediately following NURS 6510 Advanced Health Assessment and Diagnostic Reasoning.
7. External transfer courses must be approved by Graduate Coordinator.

Revised 8/29/17

Research

Research is an integral part of the University of Massachusetts Lowell's Graduate Nursing Program. Although research is integrated throughout the curriculum, three courses form the research sequence: Theoretical Foundations of Advanced Nursing Practice (NURS.6000), Research for Evidence-Based Practice (NURS.6010), and Independent Study: Research Project (NURS.7330). An elective may be substituted for Research Project.

Independent Study: Research Project (NURS.7330 - 3 credits)

Research Project is a **one-semester course** in which a student completes one or two phases of the research process in collaboration with a faculty member or another person outside of the University along with a nursing faculty advisor. Prior to registering for Research Project, the student must have permission from the faculty member who will serve as research advisor (see list of faculty section numbers). The student chooses a research advisor based on the one's area of interest. The list of faculty research interests is on the Department of Nursing website. Throughout the semester, the student and advisor meet regularly to discuss the progress of the project. Examples of involvement in faculty research include: participating in an extensive review of the literature, instrument translation, data gathering (administering questionnaires, conducting interviews, conducting focus groups), data entry, and/or data analysis.

After this course, the student must plan to disseminate results either through publication in the literature, presentation at a nursing conference, or poster presentation at the Annual Clinical Research and Practice Symposium/Preceptor Recognition event held in April. The faculty research advisor is responsible for negotiating expectations for the project with the student, and for giving the student a grade (S = Satisfactory, U = Unsatisfactory). Students may not take an incomplete (INC) in this course! **The dissemination of results must be completed by graduation.**

NURS.7330 Research Project Guidelines for Students/Faculty Research Advisor/Mentor

1. Students will be provided with an overview of faculty research interests (see Department website) and instructions on developing posters and abstracts in NURS.6010. Students will be provided with the NURS.7330 course outline and Guidelines for the Project by the faculty advisor for the research project.
2. Students will complete the NIH Protecting Human Research Participants online training module as part of the NURS.6010 course. Students retain a copy for use in the Research Project course. If they do not have evidence of ethics training (misplaced certificate, took course more than 3 years ago, etc.) then the student will be required to retake the training prior to beginning the Research Project course.
3. Students will contact a nursing faculty member during the advising period of the prior semester about a mentorship relationship based on student and faculty research interests.
4. Students will meet with faculty about the mentorship/advising role and an agreement should be reached about student involvement and expectations related to the research project. Students are expected to work **100 hours** throughout the semester on the research project in collaboration with the faculty research mentor/advisor. There should be clear objectives established for the mentorship relationship and for the final product resulting from the Project (e.g. summary paper, review of the literature, etc.). Regular meetings should be planned between the faculty and student researcher. Occasionally, students who register for Project for fall may work with the faculty member during the summer prior to the fall semester. The project must be completed within the semester in which it is registered. Any summer work must be agreed upon with individual faculty.
5. On completion of the project, the student in collaboration with the faculty research advisor, develops an abstract summarizing the research project, utilizing the guide to abstract preparation. After approval by the faculty mentor, a copy of the abstract and the University title page should be provided to: Judith Aquino, for

University records. Guidance about the format of the abstract and title page will be provided by the faculty advisor.

6. Students will develop a poster for presentation at the Annual Clinical Research and Practice Symposium/Preceptor Appreciation program that describes the research project and involvement of the student. Two weeks prior to the Research Symposium, the poster must be approved by the faculty research mentor/advisor.
7. The research project, including the abstract, title page, and poster must be completed and approved by the faculty research advisor/mentor prior to the research advisor signing the Graduation Clearance Form.

Research Project Grades

- S** completed at a satisfactory level: B or better
- U** unsatisfactory, no credit toward degree requirement (incompletes not permitted)

Research Advisor Section Numbers (Areas of Faculty Research Interests may be found on the UMass Lowell Solomont School of Nursing Web Site).

Name	Project NURS 733, Section #	Name	Project NURS 733, Section #
Melillo, Karen Devereaux,	704	MacCulloch, Patricia	722
Abdallah, Lisa,	718	Mawn, Barbara	711
El Ghaziri, Mazen	721	McDonough, Annette	717
Fantasia, Heidi Collins	717	Parker, Susan	TBA
Keough, Lori	720	Peters, Anya	707
King, Valerie	716	Quinn, Brenna	TBA
Knight, Margaret	708	Zhang, Yuan	702

Academic Standing

- No more than 6 credits below a B (B-, C+, C) taken at UMass Lowell may be counted toward the Master's degree. No graduate degree is awarded if the overall cumulative GPA is <3.0.
- Students cannot progress in the program if they receive lower than a B- in any population focused didactic or practicum course.
- The **first** time that a semester and/or cumulative GPA falls < 3.0 **OR** a student receives less than a B- in a specialty course in a semester, the student receives a letter of dismissal from the program. If the student appeals the dismissal, an appointed Graduate Program Professional Review Committee will be convened to determine if the student may return on probation. If allowed to return, it will be on a space available basis and the student's progression may be affected. If the student is allowed to progress, the student, his/her advisor and the MS NP program coordinator must meet within 30 days to determine a plan of action to meet the required conditions of probation in order to remain in the program.
- The second time the student's cumulative GPA is <3.0 **OR** the student receives < B- (B minus) in a specialty course, the student is automatically dismissed from the program with no further right to appeal.
- Students have the right to appeal any decisions related to academic issues by using the formal adjudication process for non-misconduct academic issues. A student who believes that his or her final grade reflects an erroneous, capricious, arbitrary, or prejudiced academic evaluation may appeal the grade.

Americans with Disabilities Act

The University of Massachusetts Lowell, Solomont School of Nursing will consider for admission to its programs any applicant who demonstrates the ability to perform or learn to perform the functions listed in this document with or without reasonable accommodations or academic adjustments consistent with the Americans with Disabilities Act (ADA). Applicants with disabilities are not required to disclose the existence or nature of their disability during the admissions process; however, any applicant with questions about these technical requirements is strongly encouraged to discuss the issue with a Solomont School of Nursing representative. If appropriate, and upon the request of the applicant/student, academic adjustments and/or reasonable accommodations may be provided.

Student Rights Regarding Contested Grades, Withdrawal or Dismissal from the Graduate Nursing Program

- Students will have the option to appeal the dismissal from the program via the University appeals procedure. This is available online.
- There is a formal University process to complain about any aspect of the educational experience that is non-grade related. Students must adhere to this policy that is online for formal complaints or appeals that are not related to grades.
- Students have the right to make a complaint about programmatic or course issues. A complaint should typically be brought to course faculty and if not resolved to student satisfaction to MS NP program coordinator, and then Chair/Associate Chair. Faculty should not be reevaluating papers at the request of a student.

The University appeal procedures include:

Grade appeals:

<http://www.uml.edu/Catalog/Graduate/Policies/Graduate-Grade-Appeal-Process.aspx>

Appeals related to Academic, Non-Misconduct Issues:

<https://www.uml.edu/Catalog/Graduate/Policies/University-Appeals-Process-Regarding-Academic-Non-Misconduct-Issues.asp>**Leave of Absence Policy: Master's Program Solomont School of Nursing**

Leaves of absence (LOA) from the Master's nursing program may be requested for personal, medical or military deployment reasons.

Types of Leaves

- **Military Deployment LOA** - There are no stipulations related to LOA terms for members of the U.S. military forces who have been deployed.
- **Medical LOA** – Medical conditions must be documented in a professional letter by a health care provider, which states the anticipated length of absence. Students should be cleared medically and able to perform and meet all technical standards, including motor skills as described in the Handbook, prior to their return.
- **Personal/Other LOA** - Requests for personal LOA to meet other obligations may be requested.

All LOA's should be discussed with the student's academic advisor and submitted via a formal written request in a graduate academic petition. This petition should be submitted to the MS NP Coordinator with a clear timeline for the requested LOA. There is a **two-semester limit for a leave of absence** related to medical or other personal LOA's. Any absence from the program greater than 2 semesters (other than military-related) will result in dismissal from the program.

Students who leave for more than two semesters may re-apply to the program. Former students who re-apply will be considered as a new applicant and evaluated utilizing current admission criteria. There is a University limit to the number of credits that can be transferred back into the program. At the Master's level, only 6 credits are allowed as transfer credits. The Graduate Admissions Committee or Graduate Coordinator may determine which, if any, courses are allowed back in as transfer credits.

Students whose LOA application is approved are required to register for Continued Matriculation credits for each semester that they are on approved leave and pay the associated fee. All military deployment LOA's are approved automatically. The student's progression in the program may be affected by a leave of absence. Due to space limitations, a student's return to the next cohort may not be guaranteed, and the LOA could result in a delay of academic progression. Students will be placed on a space-available basis.

If on an approved LOA, the student is required to contact the MS NP Coordinator at least **one month prior to his/her expected date of return** to confirm course progression plans. If re-admitted, placement in the next cohort of students will not be guaranteed; it will depend on space availability.

Returning students from a LOA may also be subject to compliance with any changes in the current curriculum/degree pathway. Students that have had prolonged absence from the specialty courses may also have additional conditional terms for their return that address proficiency with readiness for practicum placements. The Graduate Professional Review Committee will determine conditions and academic progression decisions

Program Withdrawal Policy:

A student who wishes to withdraw from the Solomont School of Nursing Master's program must submit his/her request in writing to the Registrar's Office and the Solomont School of Nursing MS NP Coordinator. This procedure ensures that the student's academic and financial obligations are cleared before leaving the University. If a student officially withdraws from the University by the withdrawal date indicated in the graduate academic calendar, the permanent record will indicate a grade of W for courses in that final semester. If the student withdraws after that period, the grade will be an F. If the student is not in good standing, the student will not be permitted readmission to the Nursing Master's program.

All previous application materials will remain on file for a two-year period. At any time during this period, a student who has officially withdrawn and left in good standing may request readmission by completing and submitting only the cover page of the graduate application and paying the application fee. If re-admitted, placement in the next cohort of students will not be guaranteed; it will depend on space availability. After two years, a student must file a new, complete application and submit the appropriate fee to the Graduate Admissions Office in order to be considered for readmission.

Returning students who are re-admitted after a withdrawal may also be subject to compliance with any changes in the current curriculum/degree pathway. Students that have had prolonged absence from the specialty courses may also have additional conditional terms for their return that address proficiency with readiness for practicum placements. The Graduate Professional Review Committee will determine conditions and academic progression decisions.

Specialty Course Withdrawal Policy:

Specialty courses (didactic and practicum) are co-requisites. If a student decides to withdraw from a specialty didactic course for academic reasons (low course grade) or other personal reasons, they must also withdraw from the co-required practicum course. If the student withdraws prior to the official withdrawal date they will receive a grade of W in both courses. They can enroll in the specialty didactic course and practicum the next time the course is offered on a **space available basis**. Generally, specialty courses are offered once a year in specific semesters. Specialty courses cannot be taken out of sequence. Students are not allowed to withdraw from specialty courses if they are currently on academic probation.

Specialty Course Failure Policy

If a student fails a specialty didactic course (grade less than 80) but passes the practicum portion of the course they will be required to repeat the specialty course but not the practicum portion. Faculty may require that the student register for an Independent Study course consisting of additional practicum hours if the student had a weaker (but passing) practicum grade.

Students who fail both practicum and didactic course (7 credits below a B minus) or have greater than 6 credits below a B minus in the graduate program will be dismissed from the program with a right to appeal. Appeal process for dismissal from the MS program is outlined in Academic Standing section.

Academic Course Grades:

94-100	A	4.0
90-93	A-	3.7
87-89	B+	3.3
84-86	B	3.0
80-83	B-	2.7
77-79	C+	2.3
74-76	C	2.0

Below 74 A grade below a C is not passing

Academic Warnings

Students who receive a midterm grade of lower than a B- (80) will receive a midterm warning at midterm or later in the semester, depending on when their grade falls to below a B. Students may also receive a warning or fail a course if they do not meet the Solomont School of Nursing Professional Competencies for each course. Students will remain on warning for the rest of the semester and must contact their academic advisor within one week to develop a plan of action for the remainder of the semester

Grade Exclusion

A request may be submitted to omit a specific course (grade and credits) from the GPA for matriculated students. Such a request must be presented on an Academic Petition, provide detailed justification for the specific action, and certify that the action has been approved by a majority of the departmental graduate committee. Only **one grade exclusion in total**, including a grade for a repeated course, will be permitted for each degree sought by the student as recommended by the departmental graduate committee. **Specialty courses are excluded from this exclusion provision. Excluded grades/credits cannot be applied to the degree progression pathway.** However, the official transcript will list grades for all undergraduate and graduate courses taken at the University with the notation that the grade and credits are excluded from the GPA. Once a grade exclusion has been processed it may not be reversed. Additionally, grade substitutions are not permitted

Incomplete Grades

If, because of unusual circumstances, a student is unable to meet all the requirements of the course by the end of a semester, and if the faculty member agrees, the grade of Incomplete (INC) may be given. Responsibility for making arrangements with an instructor to complete all outstanding coursework rests entirely with the student, who must complete all outstanding coursework by the date listed on the Graduate Academic Calendar during the subsequent academic semester. Incompletes given in a pre-requisite course for a specialty course/practicum will result in student having to withdraw from specialty course registration until incomplete grade is replaced with a passing grade. Because specialty courses are consecutive and because the clinical component requires faculty supervision, incomplete grades may not be given in specialty didactic or practicum courses. INC also may not be given in an Independent Study: Research Project

Change of Specialty Track

Change of Specialty track cannot be considered unless space is available and you have an interview with the specialty faculty. Any changes must be approved by the MS NP Coordinator. Changes made after completing NURS 6500 may result in a delay to your course

Family Health Nursing (FNP track)	Adult Gerontological Nursing (A-GNP track)
Family and Adult-Gerontological Advanced Practice Nursing I NURS.6500	Family and Adult-Gerontological Advanced Practice Nursing I NURS 6500
FNP 1 Practicum NURS.6630	A-GNP 1 Practicum NURS.6130
FNP 2 Didactic NURS.6610	A-GNP 2 Didactic NURS.6110
FNP 2 Practicum NURS.6640	A-GNP 2 Practicum NURS.6140
FNP 3 Didactic/Practicum NURS.6620	A-GNP Didactic/Practicum NURS.6120

Other Policies and Resources

Cell Phone/Laptop Policy

In classrooms, practicum settings and during nursing laboratory sessions, cell phones are to be turned off or set to vibrate when you anticipate receiving an important call. No personal business or texting is permitted. Please inform your instructor of any critical situations. In the classroom, laptops may be used to review class handouts or take notes. Checking emails, playing games, and completing other school or personal work is not permitted. University PC/laptop recommendations can be found at <https://www.uml.edu/IT/Services/Hardware/Student-Hardware-Recommendations-Software-Licenses.aspx>

Student Physical and Mental Health Resources

As a matriculated student, you have access to the Student Health Services, which is located at University Crossing. Full information about their hours, physical and mental health resources can be found at the following website : <http://www.uml.edu/student-services/Health/default.aspx>

Please note that any emergency health issue that occurs after regular hours will be responded to by UMass Lowell Police at 978-934-4911

Disability Services

Students who have disabilities and need services, resources or academic accommodations should consult with Disability Services <https://www.uml.edu/student-services/Disability/default.aspx>. If you are verified to need academic accommodations, then you must provide that documentation to every faculty teaching your courses BEFORE you will need those accommodations. Last minute request for accommodations for testing may not be possible.

University Academic Integrity Policies

Academic dishonesty is prohibited in all programs of the University. Sanctions may be imposed on any student who has committed an act of academic dishonesty. Most courses require that all students purchase the following reference manual: **American Psychological Association (2010). *Publication Manual of the American Psychological Association* (6th edition). Washington, DC, American Psychological Association,** and review expectations for citing references and works when writing papers. Papers submitted in graduate courses must follow APA editorial style for assessing proper use of referencing. Most papers will be submitted to Turnitin or other academic originality checking software.

Definitions of Academic Dishonesty

Academic dishonesty includes but is not limited to:

- a. Cheating - use, or attempted use, of trickery, artifice, deception, breach of confidence, fraud, or misrepresentation of one's academic work. Submission of the same work in its entirety for credit in two courses without obtaining the permission of the instructors constitutes cheating.
- b. Fabrication - falsification or invention of any information or citation in any academic exercise.
- c. Plagiarism - representing the words or ideas of another as one's own work in any academic exercise.
- d. Facilitating dishonesty - helping or attempting to help another commit an act of academic dishonesty, including substituting for another in an examination, misrepresenting oneself, or allowing others to represent as their own one's papers, reports, or academic works.

Initiating Charges of Academic Dishonesty

Any person who has reason to believe that a student has committed academic dishonesty should bring such information to the attention of the appropriate course instructor as soon as possible. The procedures outlined below are intended to provide the process by which sanction may be imposed if it appears that academic dishonesty has occurred, and by which students may appeal such sanctions.

These procedures apply to all students participating in all graduate programs. The procedures associated with this policy are the only official procedures for making allegations of, issuing sanctions because of, or appealing charges of academic dishonesty. Any instructor may initiate charges of academic dishonesty by following the procedures outlined.

<http://www.uml.edu/Catalog/Graduate/Policies/Academic-Integrity.aspx>

Annual Calendar (Approximate, check for exact dates <https://www.uml.edu/Registrar/Calendars/>)

Late Spring/Early Summer	Orientation for new students/those registered for Advanced Health Assessment in Fall
August (prior to Labor Day)	Pre-registration, newly matriculated students
September (week of Labor Day)	Classes begin, Fall Semester
October (mid-month)	Mid-Semester
November (first two weeks)	Advisement/registration for Spring semester
December (mid-month)	Classes end/Examinations/Fall Semester
January (last week)	Spring semester
March (first week)	Mid-Semester
March (mid-month)	Spring break
April (first week)	Advisement/registration for Fall semester
April (mid-late)	Graduation paperwork due for graduating students
May (first week)	Classes end/Examinations for Spring Semester
May (mid-month)	Graduation

Nursing Laboratories

The nursing instructional, health assessment, and Donna Manning simulation laboratories provide a clinical environment where students may practice varied approaches to nursing care with the assistance of a faculty member, laboratory staff, or teaching assistant. Nursing students primarily use the laboratories to learn health assessment and nursing clinical skills. Audio-visual, virtual simulation, computer, and written resources also are used for laboratory preparation and classroom presentation.

Nursing Laboratories Policies

1. Universal Precautions are to be utilized in all nursing simulation and skills laboratory procedures consistent with policies of the Environmental Health and Safety Exposure Control Plan https://www.uml.edu/docs/UMass%20Lowell%20Exposure%20Control%20Plan_tcm18-91024.pdf, Zuckerberg College of Health Sciences and the University.
2. All laboratory instructors* and students utilizing any nursing laboratories will participate in specific training and orientation related to Environmental and Emergency Management blood borne pathogen/biosafety training <https://www.uml.edu/EEM/Training-schedule/>.
3. All individuals utilizing sharps in the laboratories are responsible for disposing of them in designated impermeable needle boxes and never into regular trash.
4. All needles and injectable syringes purchased for the laboratories will be equipped with safety devices.
5. All unused needles and syringes must be returned to their designated locked location and not left unattended in the laboratory.
6. An Incident Report known as University of Massachusetts Lowell Emergency Incident Report Form, available within the Nursing Laboratory and online at the Environmental Health and Safety Office (EHS) http://www.uml.edu/docs/UML%20Emergency%20Incident%20Report%20Form_tcm18-116830.pdf, will be completed by students and supervising faculty for injuries occurring in the laboratory including any sharps injury by a needle stick, lancet or other item. Follow directions on the incident report form immediately notifying (1) EHS and (2) the Nursing Lab Program Manager (x4418), or if not available, the Solomont School of Nursing (x4538).
7. Instructors are responsible for the direct supervision of their students assigned to any learning experience within the laboratory setting.

8. Syringes, needles and medications may not be removed from the laboratory for practice at any time by either instructors or students.
9. Wherever possible, latex-free items have been ordered; however, some items within the lab including mannequins may contain latex. It is the responsibility of the individual student or instructor to make it known if they have a latex sensitivity and to take appropriate precautions. Only latex free gloves will be purchased for the laboratory.
10. Students are required to sign an informed consent form for procedures performed upon them by another student, for physical exams, nursing skills, and for audio or video recording of their performance during simulation or other learning activities.
11. Students may sign out specific laboratory equipment for use outside of the laboratory setting with the written permission of the nursing laboratory staff. Sign-out sheets will be kept until equipment is returned and will be monitored by person authorizing sign-out.
12. Please notify the nursing laboratory staff if any equipment is broken, missing or needs to be replaced.
13. Please request assistance as needed to recharge items such as ophthalmoscopes or otoscopes or replace batteries so that all equipment remains fully charged.
14. Please do not apply povidone-iodine, ink or any substance to the mannequins or patient simulators unless specifically identified as compatible for use with the equipment.
15. Instructors and students using the laboratory should request assistance from the nursing laboratory staff if unfamiliar with any equipment or supplies in the laboratory.
16. All individuals using the laboratories are expected to leave the laboratory in an orderly and clean condition, including disposing of trash, returning equipment to designated locations and organizing the laboratory after each use.
17. Hours of availability for the nursing laboratories and scheduled classes are posted outside of each laboratory room. Scheduling additional laboratory sessions/rooms are available by request.
18. Open lab hours are available per faculty availability and are negotiated between graduate NP student and available faculty.

* *Laboratory instructors include faculty, staff, teaching assistants*

Guidelines for Clinical Practicum Experiences

Zuckerberg College of Health Sciences Policies related to National Criminal Background Check (CORI and SORI), Clinical Affiliation Random Drug Screening and Social media are outlined on pages 8-9 of this handbook.

Solomont School of Nursing Graduate Health and Professional Requirements

Documentation of health and professional requirements is required by both the School of Nursing and Student Health Services. These requirements are mandated by State Law and contractual agreements with each clinical site. UMass Lowell Graduate school utilizes an online platform for health and professional documentation. TYPHON NP student tracking software will be enabled for graduate students in the semester prior to starting specialty course practicums. Documentation will be uploaded to this site, by the student, and verified by the Office of Clinical Resources for accuracy and timeliness. All documentation **MUST** be uploaded prior to the stated deadlines or the student will incur a delay in starting practicum. In subsequent semesters the student is responsible for updating expired documents such as RN license, CPR or PPD and yearly influenza vaccinations.

Documents required by Student Health Services need to be **dropped off separately** at Student Health Services. Information about required documents that must be submitted to the Student Health Services can be found at <https://www.uml.edu/student-services/Health/Health-Services-Requirements.aspx>

Failure to submit University Health Services required documentation will result in a hold in registering for any courses.

During your Fall semester prior to your first practicum course, you will receive information about required documentation including: the list of health and professional requirements, a CORI application and a Consent and Release form. If you are a resident of New Hampshire (NH), you will also need to complete a NH Authorization form. The CORI paperwork will be collected by Judith Aquino, Solomont School of Nursing Clerk. Failure to submit Solomont School of Nursing required documentation will result in: the student not being assigned a clinical preceptor, or delayed clinical start date.

Health Requirements:

- History and Physical Examination (upon entry to the program; forms available from the Graduate School Office or Health Services: <https://www.uml.edu/student-services/Health/Health-Services-Requirements.aspx>)
- PPD within 12 months*; **positive test** requires documentation of provider recommendations and chest x-ray; also, annually a physical exam/letter from your provider stating that you are free of communicable disease and can attend clinical is required. PPD test results should indicate date of planting, date of reading, test result and how many mm of induration.
- Two MMR (measles, **m**umps, **r**ubella) immunizations or titers indicating immunity to rubeola, mumps and rubella titers indicating immunity
- **Tdap** (tetanus, diphtheria, acellular pertussis); then boost with Td every 10 years
- Hepatitis B vaccine series or positive HBsAb titer.
- Varicella vaccine (2 doses) or varicella titer, indicating immunity
- We also strongly recommend that you receive Influenza vaccine each Fall * and submit documentation no later than October 15. Most agencies require this vaccine. If you have not complied with this suggested deadline, it could affect your clinical placement.
- Documentation for each immunization must reflect dates. Tests such as PPD or titers, chest x-ray must reflect results.
- Students who refuse to obtain required immunizations are in jeopardy of not progressing in the program. If you have a documented religious or medical waiver, these waivers must be submitted upon admission to the program. Any medical or religious changes after the start of the program, that warrant a waiver, require waiver submission at the time of the change.

Professional Requirements:

- Current CPR certification (for **Healthcare Provider** or **Professional Rescuer**) *
- Current MA Nursing License (second license required for out of state practica) *
- Signed Consent and Release Form (submit with CORI)
- National background criminal offender check (CORI): One-time requirement unless otherwise requested by clinical facility.

For the national background criminal offender record check, students must attach a government-issued (i.e. driver's license) photo ID. Once the application is submitted, the student will receive an email message requesting electronic signature to process the CORI application. Without electronic signature, the CORI application cannot be processed and will significantly delay your clinical start date. For **students with residence in NH**, in addition to the above, you must complete and have notarized the State of New Hampshire Criminal Record Release Authorization form.

It is suggested that you make **two copies** of all documentation; one copy will be for your own files and can be scanned and uploaded to Typhon NP tracking software. One copy (except for the CORI application, CPR,

nursing license and Consent and Release Form) will go to Student Health Services. If documents are not received by Student Health Services, a class registration hold will be applied. If documents are not uploaded by the due date, students will not be cleared to attend clinical practicums. Late submission of documents will require students to either attend clinical during a subsequent semester or begin clinical later in the semester, with the student responsible for ensuring all clinical hours are met during the current semester.

The following language will add specification of student responsibility related to Health and Professional Requirements after your initial admission submission of documentation. Incomplete or missing data are the responsibility of the student and will affect practicum start dates.

All students must submit the required Health and Professional documentation by the following deadlines:

- **Fall semester practicums - August 1st**
- **Spring Semester practicums - December 1st**

If your data are due to expire within **two months** after the deadline, then you **must** update the data to comply with the August 1 and December 1 due dates (exception is your license. The office of the Director of Clinical Resources must have on file at all times a signed, current and active nursing license).

For example: If you are planning a fall practicum and your PPD expires in August or September, you will need to obtain a new PPD with a “read” date no later than August 1. In preparation for Fall and Spring semester clinical, all students must submit documentation according to the timetable in this document.

*It is highly recommended that students upload expiring documents early in the summer, to meet the deadline of August 1st. It is the responsibility of the student to upload the documents on Typhon NP tracking software which will record your date of submission.

**Other documentation submission routes i.e. fax, US mail, electronically are unacceptable as they do not insure receipt of the documents.

Please note: It is the student’s responsibility to be aware of document expiration dates; the student is held accountable to ensure that all documentation has been uploaded to Typhon and that the date has been verified by the office of the Director of Clinical Resources. Students will be notified **once only**, each semester, of required documentation for submission to the Director of Clinical Resources office. Students can review Typhon regularly and will notice that documents that are due to expire will turn red and will be crossed out when they have expired.

Student Practica/Clinical Experiences

Quality graduate practicum placements are becoming increasingly competitive. Finding quality practicums is a partnership between students, Director of Clinical Resources and faculty. Clinical practicum contracts are finalized by Deirdre Murphy, Associate Dean in the Office of the College of Health Sciences: 978-934-4533 (Deirdre_murphy@uml.edu). Ms. ElAshkar keeps a list of potential preceptors and every effort is made to satisfy program goals and to secure placements within a maximum 60-mile geographical radius of the university. Students will be expected to work on securing their clinical placements. The Solomont School of Nursing has some preceptors who regularly agree to precept a student, and we routinely verify their willingness to precept our students but we do not have enough preceptors for all the students. We rely on students’ contacts and networking to help us expand the available preceptors. There is a well-defined process to securing your clinical placements. Students are urged to CAREFULLY read the following section to fully understand the

process and strongly adhere to deadlines. No exceptions to the steps in the process will be allowed and if a student does not follow the recommended steps, it may jeopardize the clinical placement.

Each semester, starting when students are enrolled in Advanced Health Assessment, students are required to complete the online survey related to the next semester's practicum placement. Questions regarding possible placements can be directed to the Director of Clinical Resources, Arline ElAshkar or the Faculty Practicum Coordinator, Dr. Lori Keough, during the placement-planning phase. Informational sessions will be offered prior to the deadline. Students may seek a potential preceptor within her/his network provided the potential preceptor is Master's prepared, has at least one year of NP experience, and is practicing in an area that supports the learning objectives of the specialty track. Physician preceptors and Physician Assistants are acceptable, upon faculty approval. It is recommended that students strive to have most of their practicum preceptors be Nurse Practitioners. Students who obtain their own approved preceptors must provide the following information to Ms. ElAshkar: name, credentials, telephone number and email address of the preceptor, official name and address of the facility and any contact information of the office manager or other person who handles contracts at the practicum site.

All students are required to submit a clinical placement survey (via online Survey) by October 15 for Spring semester placement and April 15 for Fall semester placement. This survey will ask you specifically about Preceptors that you have secured including all their contact information. This is necessary to allow for the time required for contract completion, which must be completed before students can start a clinical rotation. Preceptor assignments will be reviewed and approved by the Faculty Practicum Coordinator, Dr. Lori Keough in consultation with Arline ElAshkar, Director of Clinical Resources. After all Health and Professional Documentation is submitted and placements have been secured, students will be notified of their approved final practicum site and given instructions for further contact with their preceptors. Ms. ElAshkar will ensure a current contract is in place and each site will receive an official letter of placement agreement and a brochure outlining student/preceptor/faculty responsibilities.

Preceptors may **not** be approved that have the following relationship to the graduate NP student: a personal friend, a relative, student's health care provider, student's child or spouse's health care provider, or a working relationship from current unit or office. Preceptors from larger hospitals, long term care facilities or health care organizations that do not have a direct working relationship with the student may be appropriate. Students are not allowed to precept on the same unit of the hospital or health care organization with whom the student is currently employed, even if they do not have a previous relationship with the preceptor.

NOTE: Students may not change their clinical site once it is finalized. All students who have not met the requirements for clinical documentation submission by the requested dates as noted above will incur either a late clinical start date or will not be able to attend clinical until a subsequent semester.

Solomont School of Nursing Faculty/Student/Preceptor Responsibilities for Precepted Practicum Experiences

Faculty Responsibilities

1. Reviews student's objectives for the clinical experience. Due the first week of practicum.
2. Assists in the selection of a clinical practicum site.
3. Plans practicum learning experience in accord with the agency/University of Massachusetts Lowell contract and collaborating preceptor.
4. Informs preceptor of course requirements and objectives, evaluation methodology, role of faculty and the application process for Adjunct Faculty Status
5. Meets with student and preceptor at practicum site on a scheduled basis to review student's clinical progress and to monitor learning experiences.
6. Provides student with on and off-site individualized clinical educations and input relevant to course objectives.
7. Evaluates student's progress at least once prior to mid-semester and again at the end of the semester.
8. Evaluates the appropriateness of site for forthcoming students.

Student Responsibilities

1. Collaborates with faculty and Director of Clinical Resources in soliciting and selecting an agency.
2. Develops individual objectives that derive from course objectives.
3. Contacts preceptor, within five business days of notification, to discuss objectives, expectations and a schedule that will meet required clinical hours for the practicum experience. Discusses the semester schedule including holidays and semester break.
4. Meets all clinical and professional requirements by the deadline dates as noted above.
5. Maintains compliance with HIPAA regulations. Completes all generic Centralized Clinical Placement (CCP) modules on a yearly basis, after August 1 as well as facility specific modules (if applicable) on a semester by semester basis. The current link will be sent to student in late July.
6. Reviews progress with faculty and preceptor on an ongoing basis.
7. Sees clients as referred by preceptor, only with client permission to do so.
8. Consults with preceptor regarding each client seen and assures that preceptor signs off with client and client's record.
9. Utilizes appropriate techniques for infection control.
10. Completes and documents the designated number of hours in the clinical setting. Makes up any days missed due to weather or illness.
11. Adheres to Typhon documentation guidelines and deadlines.
12. Provides updates or corrections to Typhon and the Director of Clinical Resources on preceptor name, credentials or contact information.

Preceptor Responsibilities

1. Collaborates with faculty and student in planning the learning experience.
2. Orients student to practice setting and to required methods of record keeping.
3. Provides direct supervision of student's client care experiences.
4. Thoroughly reviews each client with student during the client visit and prior to client discharge.
5. Signs off all student records.
6. Assists student in meeting course and student's personal objectives for the practicum experience.
7. In conjunction with faculty, participates in an ongoing assessment of student's learning.

Important Start and Stop dates for Practicums

Students cannot start practicum until the first day of each semester and cannot continue beyond the last day of class. Students can attend on weekends and during Spring break with special permission by faculty if negotiated with their preceptor.

Procedure for Obtaining Clinical Preceptors

Step 1:

As soon as Master students are matriculated into the program, it is advised that they start making inquiries for clinical placements by asking professional contacts for referrals and networking at events particular to their specialty track area. Students are encouraged to consult with their faculty advisors for information and support regarding building appropriate practicum experiences for their specialty.

Step 2:

Prior to the start of clinical, students will receive an email directing them to a survey regarding their practicum needs for the upcoming semester. Students are responsible to understand the practicum requirements for their particular track. They are expected to work on securing their own clinical placements. Students should take the allotted time to search for a placement. Responding to the survey too early in the process does not allow time for a thorough and self-directed search. Once the student has found a preceptor for review he/she must submit the required information prior to the due date of the survey. Failure to do so will result in a student being assigned a preceptor from those available to the University. Otherwise, the student will name the preceptor they are presenting for review and will include all requested information in the survey. Students can repeatedly access the survey to make changes if necessary, until the date specified for completion of the survey. Those who do not complete the survey by the due date will be placed after all other students have been placed resulting in a delay in placement. It is the student's responsibility to understand the due date for the survey and adhere to it. If a student does not find their own placement, we will attempt to secure one for you. **Once one is assigned to you, there is no negotiation for a different placement.** Students who do not secure their own placement or do not accept the placement assigned to them will not be able to progress in the program.

Step 3:

Once the due date arrives, all requests will be reviewed by the assigned faculty member and Director of Clinical Resources. Self-chosen preceptors will be given consideration but there is no guarantee of placement if the preceptor or setting is not appropriate for the chosen track of the student. Surveys completed after the due date will not be considered. Please note, the Director of Clinical Resources and faculty member assigned to the preceptor placement process, Dr. Lori Keough, cannot reply to individual email and requests. All correspondence should be through the survey.

Step 4:

Once the review process and most student assignments have been completed, individual students will be notified of their clinical placement. Students not notified should know that their placements have not been finalized and that they will be notified once a placement has been secured. They are not to contact the Director of Clinical Resources or Dr. Lori Keough, prior to December 15 for the spring semester and August 15 for the fall semester, to inquire about their placement but should understand it is being worked on. Once the confirmation email is received, students are expected to contact their preceptors within 5 business days of notification, to secure the placement with the preceptor. Delay in contacting the preceptor will jeopardize the placement.

Guide to Telephone, Email or In-person Contact with Potential Preceptors

- Identify yourself as a UMass Lowell Solomont School of Nursing nurse practitioner student and request to speak with the potential preceptor directly, the person who arranges the NP student clinical placements or leave a voice mail message for the individual.
- If you do get to speak with the potential preceptor, ask if this is a good time to talk. If not, arrange a more suitable time to connect with each other.
- Describe what you need, stating your specialty track and include the types of experiences i.e. primary care, family, pediatric you are seeking. Specify the total number of hours required and the start and end dates of the semester.
- Describe your role as a student in relation to patient care (scope of responsibilities varies each semester).
- Be prepared with a current resume and availability for an interview should the potential preceptor request either.
- Potential preceptors are not to be texted.
- All in-person, telephone and email correspondence is to be reflective of the professional nurses that you are. Casual correspondence and communication are never to be exercised.

**Adult-Gerontological Nursing Graduate Program
Clinical Placements by Semester**

Long-term care of Skilled Nursing/Rehabilitation setting required in one of the semester placements
Practice experiences should focus on the full spectrum of adult-older adult care and should provide the student with the opportunity to focus on the differing and unique developmental, life stage needs that impact a patient's care across the entire adult age spectrum, A-GNP Primary Care Competencies (NONPF, 2010)

Adult-Gerontological Nursing I Clinical = 180 hours	Adult-Gerontological Nursing II = 180 hours	Adult-Gerontological Nursing III = 180-240 hours
Types of placements: Adult, Gerontological Primary Care	Types of placements: Adult or Gerontological Primary Care Women's Health or Young adult	Types of placements: Adult, Gerontological Primary Care, Women's Health or young adult (either separately or within the adult practice setting)
Internal medicine practice Long-term Care Skilled Nursing/ Rehabilitation Facility VA clinic Women's health Outpatient Clinic Home care Geriatric Evaluation Units on inpatient setting College Health	Internal medicine practice/ Adult Primary Care Long-term Care Skilled Nursing/ Rehabilitation Facility VA clinic Home Care Outpatient Clinic Home care Geriatric Evaluation Units on inpatient setting College Health	Internal medicine practice Long-term Care Skilled Nursing/ Rehabilitation Facility VA clinic Women's health Outpatient Clinic Urgent care/convenient care clinic Home care *Specialty practice (e.g., cardiology, dermatology, rheumatology, heart failure clinic)
Sites should all be ambulatory primary care or long-term care Urgent care/convenient care clinics not recommended in the first semester. One site only per student is recommended	One site only per student is recommended but occasionally will approve 2.	*May specialize in <u>one</u> area (e.g., dermatology, orthopedics, cardiology, etc.) with approval of clinical faculty (80 hours) No more than 2 practice sites in the semester

1. Students may be placed with physicians if the MD has worked with an NP or has supervised students before. Students may have a PA preceptor if the PA has a graduate degree.
These placements must be approved by faculty and Director of Clinical Resources
2. Student placement experiences and the patients they serve should be diverse (inner city or underserved plus suburban).
3. Students are not permitted to change placements once assigned.
4. You can stay at one primary care practicum site for two semesters.

*Specialty placement requests require a written proposal detailing how experience will supplement the students learning objectives for Adult-Gerontology Primary Care clinical practice. Specialty placement hours limited to maximum of 80 hours.

Family Nursing Graduate Program Clinical Placements by Semester

The graduate of an FNP program is prepared to care for individuals and families across the lifespan. The FNP role includes preventative healthcare, as well as the assessment, diagnosis and treatment of acute and chronic illness and preventative health care for individuals and families. Family/Across the Life Span Population Focused NP Competencies (NONPF, 2013)

Family I = 180 hours	Family II Clinical = 180 hours	Family III = 180-240 hours
Types of placements: Adult health care settings, (preferably primary care if available)	Types of placements: Pediatrics or women's health required (either separately or within a family or adult practice setting)	Types of placements: Internal medicine/primary care Ambulatory or long-term care.
Adult Health/Internal medicine, Family Practice	Pediatrics, Women's Health, or Family Practice. Family practice will provide some of both pediatrics and women's health. Internal medicine if women's health specialty is available.	Family Practice, Internal Medicine Primary Care Long-Term Care If no prior women's health in FH II, student may be placed in Internal Medicine or Family Practice where there is women's health.
One practice site preferred; sites should all be ambulatory care with a preference for primary care.	Okay to do 60-90 hours in pediatrics and 60-90 hours in women's health setting or adult setting where you would see women's health problems.	*Specialty Rotation in one area (e.g., dermatology, orthopedics, cardiology, urgent care/convenient care clinic, etc.) with approval of clinical faculty (80 hours) No more than 2 practice sites in the semester.

1. Students may be placed with physicians as long as the MD has worked with an NP or has supervised students before. Students may have a PA preceptor if the PA has a graduate degree. These placements must be approved by faculty and Director of Clinical Resources
2. Student placement experiences and the patients they serve should be diverse (inner city or underserved plus suburban).
3. Students are not permitted to change placements once assigned.
4. You can stay at one primary care practicum site for two semesters.

*Specialty placement requests require a written proposal detailing how experience will supplement the students learning objectives for Family Nurse Practitioner clinical practice. Specialty placement hours limited to maximum of 80 hours.

Typhon Electronic Documentation

Typhon is the software program that nurse practitioner students use to track clinical hours and de-identified patient-related information. Students will receive a Typhon username and password that will be introduced to the Typhon system prior to starting their first practicum rotation. The fee for Typhon registration is paid for by your health assessment lab fees. It is imperative that students keep current with their Typhon logs. Students are expected to complete the Typhon logs ideally within 72 hours after seeing the patients; but the system will lock you out of entering data 7 days after your clinical day or Sunday night (whichever occurs first). Delay in completion of Typhon means that information is lost, and the student will not be able to count those hours for their practicum requirement.

Faculty Responsibilities:

Faculty will review Typhon entries on a weekly basis and provide feedback. Most practicum courses will have a grade associated with completion of Typhon entries. Entries will be graded on their timeliness, completeness, and accuracy.

Practicum Evaluations via Typhon

Student evaluations will be completed electronically, using Typhon software, by faculty, preceptors and students. Preceptors will also be given the option of paper evaluation should they prefer not to use Typhon format, but students and faculty will always use Typhon evaluation format. These evaluations will occur at mid- and end-of-semester. The preceptor evaluation will inform the student's clinical practicum grade. However, final clinical practicum grade is determined by the practicum faculty.

Clinical Hours

Required clinical hours for the graduate MS programs at UMass Lowell

First semester specialty rotation (FNP 1 and A-GNP 1) = 180 hours

Second semester specialty rotation (FNP 2 and A-GNP 2) = 180 hours

Third semester specialty rotation (FNP 3 and A-GNP 3) = 180-240 hours

To advance to the next practicum, you must complete the minimum hours for each practicum course (as listed above). You cannot carry hours over from one semester to the next semester.

Typhon Terminology Defined

The graduate clinical faculty members at the University of Massachusetts Lowell, Solomont School of Nursing, have defined the following terms pertaining to the Typhon electronic log system:

Time Logs: The time log is defined as the total number of hours the student is at the clinical site, delivering patient care, on any given scheduled practicum rotation day. This time log should **not** include time when the student is not involved in patient care or in actively learning the role of the nurse practitioner. For example: lunch breaks and scheduled breaks are not included in this time log of hours. The student is responsible for accurately documenting the clinical practicum time to eliminate any break/lunch time in the total number of hours logged. (for example you were on site for 9.5 hours but your time log should be 9 hours because you took a 30-minute lunch).

Case Logs: Each patient encounter should be documented in an individual CASE LOG. The student will document elements of the care given to that patient. Each case will have its own **patient time and consult time**. This number automatically gets added into the TIME LOGS.

- **Patient Time:** Patient time is defined as the time the student spends in the clinical visit with the patient as well as time reviewing the patient record and any pertinent information that will provide insight into the visit. This time should also include any time the student spends documenting in the patient record (i.e., SOAP note during the face to face time with that patient).
- **Consult Time:** Consult time is defined as time the student is consulting with his or her preceptor regarding the patient. This includes discussing the patient visits, assessment and plan, reviewing laboratory and imaging results, referrals and prescription refills FOR THIS PATIENT
- **Recommendations for completion of the Case Log:** Each encounter should contain the following elements: You will be graded on completeness and adherence to deadlines. Requirements for the number of Case Logs required for each practicum course will be outlined each semester by practicum faculty.
 1. Student information-make sure you have correct course, semester, and preceptor. Also please note Urban or Rural Setting (most clinical sites will be urban).
 2. Patient Demographics - Age, gender, race (referral or insurance information not needed).
 3. Clinical Information-all elements except for encounter number. Please include social problems addressed.
 4. Procedure /Skills - please check off procedures and if observed, assisted or done independently.
 5. ICD-10 diagnosis code-list at least 1-3 (see list of commonly used codes in download section).
 6. CPT billing code - if appropriate.
 7. Birth and Delivery - not indicated for most clinical sites.
 8. Medications - Please try to complete as close to accurate as you can for number of meds, including types and adherence issues.
 9. Patient primary language, veteran, interpreter.
 10. Clinical Information Note - this should be a small paragraph (2-3 lines). This should not be a full SOAP note. It should describe all elements except for social problems addressed. The total number of clinical notes required for each clinical day will be defined in practicum course syllabi. The note must include:
 - Visit type (admit, episodic, discharge, monthly, annual, follow up, etc.)
 - Chief complaint
 - Relevant clinical findings – summarize
 - Assessed diagnosis with status (new, established, pending work up, other)
 - All changes to clinical plan of care (state no changes to plan of care if none)
 - Follow up (what, when, where, by who)

Hours Applied to Clinical Hours for Program Credit:

The total number of hours documented in the TIME LOGS will be credited to the total required practicum hours for the semester (see above). In addition you may spend a small portion of your day involved with other activities such as reviewing lab data for patients you did not see that day, making calls to patients, special research projects as directed by preceptor related to specific patients or clinical encounters, or brief patient conferences/meetings. These hours are added to the total time from CASE LOGS and this number is your total hours for that clinical day. For example: Your CASE LOGS may add up to 5 hours. Then you spend an additional 2 hours in other activities such as reviewing labs, calling patients etc.. You add this time to your CASE LOG time and your TIME LOG for that day is 7 hours.

Please note: You are not allowed to include any time for activities not related to patient care. Lunches, breaks, commuting etc., are not allowed as part of your Typhon logs. If you have a working lunch and you are discussing patients, preparing for afternoon session etc., you can count that time. **REMEMBER: THE MAJORITY OF YOUR TIME NEEDS TO BE DIRECT PATIENT CARE OR PLANNING FOR DIRECT PATIENT CARE.** Learning about general diagnoses, meds, etc. should be part of your practicum preparation **BEFORE** you enter into the clinical site. You will be permitted to research specific information about patients that you are seeing that day and can be counted toward some of your hours (within reason).

Appropriate use of TIME logs will be reviewed with students prior to their first practicum rotation. Time logs document important data needed for your certification process but also to credit the preceptors for their hours of precepting. Accuracy in TIME logs is very important.

Student Responsibilities

The student is responsible for maintaining clinical documentation in the Typhon electronic log system. Documentation should be accurate, honest and completed in a timely manner. If you do not complete the hours before the established deadlines then those hours cannot be counted toward your practicum requirement total. The student should complete documentation according to the course guidelines that can be found in each individual syllabus for the clinical practicum course in which the student is enrolled for the semester. Failure to comply with course guidelines for Typhon documentation will result in a reduced grade for the course. **Any fabrication of data is considered dishonest academic behavior and is grounds for dismissal from the graduate NP program.**

- Students are encouraged to complete the video tutorials that are associated with this software and refer back to the help section for resolution of their problems.
- There will be a mandatory Typhon orientation at the beginning of Specialty 1 course. Additional training and assistance may be arranged with your practicum faculty during their office hours.
- Students must pay attention to selecting appropriate semester, course and preceptor when they begin a CASE LOG. Failure to enter correct data results in inaccurate accrual of hours for preceptors and affects generation of certain reports.

Graduate Students Resources

Graduate Student Organization (GSO) of the Solomont School of Nursing

The GSO is a key student organization available for all graduate nursing students. It operates under the Constitution of the University's Graduate Student Association. Objectives include facilitating professional and social networking among students and faculty, participating in the Annual Clinical Research and Practice Symposium/Preceptor Appreciation, appointing student representation to School of Nursing committees, and orienting new students to the University. The Nursing GSO sponsors lunches and events for students and faculty each semester to allow for meeting these objectives. The faculty encourage all Master's students to participate. Officers are elected yearly, and it is an ideal opportunity for beginning leadership in your profession!

Solomont School of Nursing Committees

Students are encouraged to become members and representatives to the following Solomont School of Nursing standing and *ad hoc* committees: The Solomont School of Nursing Committee and the MS/DNP Nursing Program Committee. Graduate students may be elected or appointed by the student body. Terms are for one academic year.

Library and Electronic Library Services

Students have on and off-campus access to the library, Inter Library Loan services, and access to instruction. See, http://libweb.uml.edu/information_services/library_instr.html for information on the UMass Lowell Libraries. Individual instruction is available for library search questions. There are additional resources for graduate students located at <http://libguides.uml.edu/dnp>

Nursing Laboratories/Simulation

The Donna Manning Nursing Simulation Laboratories provide a simulated clinical environment where students may practice nursing skills, physical assessment, and approaches to nursing care with the assistance of a faculty member or laboratory director. Graduate students primarily use the laboratories to learn physical assessment skills.

Health Assessment Equipment

Physical assessment equipment such as otoscopes, ophthalmoscopes, sphygmomanometers, and stethoscopes may be signed out. Students enrolled in Advanced Health Assessment will have access to assessment kits that they can use individually or shared with a partner (depending on number of students enrolled). These kits will be available at the beginning of the semester and distributed once signed out. Equipment is available on a first come basis according to the date and time of your request. All equipment must be returned at the end of the semester for inventory purposes. Students are responsible for any lost equipment. Replacement costs for kits are approximately \$620.

Audio-Visual Media Equipment

The University Media Center, South Campus has a large volume of programs in house as well as the availability of online programs from libguides.uml.edu/c.php?g=111285&p=3454559 *Films on Demand*. Most classrooms on campus are Smart Classrooms with computer, digital document camera, DVD/VCR player, laptop connection, network connection, integrated sound and a system that controls all audio and video from the lectern.

Virtual Desktops

UMass Lowell vLabs allows students to access the university's software anytime from anywhere, including residence halls, libraries, and even from home. Access and information on vLabs can be found at: <https://www.uml.edu/IT/Services/vLabs/default.aspx>

UMass Lowell vLabs terminals are also available to student; they are located in the following areas:

- South Campus: O'Leary Library - First Floor Learning Commons,
- North Campus: Lydon Library - First Floor Learning Commons

IT Support is available in O'Leary Library, 1st floor, during the academic year Monday through Thursday 8:30 a.m. to 8 p.m. & Fridays 8:30 a.m. to 5 p.m.

Guidelines for Graduate Clearance Procedure

Step 1. Meet with your Advisor:

- Meet with your advisor in the semester prior to graduation to review your Advisement Report and ensure that you have met or will be completing the requirements for your degree pathway. Complete the Declaration of Intent to Graduate and attach a copy of your advisement report showing you have met all requirements. Any outstanding courses, errors or discrepancies should be brought to the attention of your advisor and/or Graduate Coordinator.
- Graduation Clearance form is available at https://www.uml.edu/docs/clearance_form_tcm18-3565.pdf. Deadline is March 30, 2018
- Student completes the form and all forms will be collected by Graduate Coordinator sent in one mailing/fax to the registrar's office.

Step 2. Complete Specialty NP Competencies.

- Nurse Practitioner Competency Self-Study. Review and complete your Specialty Nurse Practitioner *Competencies Handbook*. Plan to discuss this with your academic advisor when you meet for advising in April of your last semester. Once reviewed you should add this to your Professional Portfolio.

Step 3. End of Program Summary and Contact Information. (see Appendix B)

- End of Program summary which lists your Practicum hours and sites and any academic honors or leadership roles. Preferred contact information is collected for future alumni outreach.

Step 4. Research Project (if chosen to complete)

- In collaboration with your Research Project Advisor (develop an abstract summarizing the research project. Plan to submit a copy of the abstract and the University Title Page to each of the following persons:
 - a) Designated faculty for inclusion in the Annual Clinical Research and Practice Symposium/Preceptor Appreciation in April.
 - b) Your faculty research advisor for the project
- Also, if you have not done this already, develop a poster for presentation at the Annual Clinical Research and Practice Symposium/Preceptor Appreciation event. You can also choose to disseminate your Research project at other professional conferences prior to graduation. Your research project, including the abstract, title page, and poster must be completed and submitted as directed above.

Step 5. Complete the Online End of Program Survey.

- All students are required to participate in an outcome evaluation of the MS program through the use of an online survey. The information you enter in the survey is strictly confidential, and there will be no identifying data about those who complete it. Access and complete this survey through the link provided by School of Nursing.

Step 6. Final Checklist of Graduation Requirements

- **Provide attestation that you have completed the following**
 - Declaration of Intent to Graduate
 - Signed competencies for your specialty
 - End of Program Summary with Contact information
 - Research project abstract and plan for dissemination (if project option was completed)
 - End of program survey completion (completed form submitted at this time)

Options for DNP or PhD Programs

Fast-Track DNP Program for Currently Enrolled MS Students

Program Contact: Susan Parker, DNP Coordinator, 978 934-4685: Susan_Parker1@uml.edu

UMass Lowell students currently matriculated in the Master of Science program in nursing may apply for admission to the Master's (MS) to Doctorate of Nursing Practice (DNP) Fast-Track Program. Requirements include:

- Completion of 12 UMass Lowell credits in the Master of Science Nursing program that includes NURS.6510 Advanced Health Assessment and Diagnostic Reasoning
- GPA of 3.5 (must be maintained through MS program)
- Experience working in a professional nursing role
- Submit graduate application (graduate application fee will be waived)
- Two letters of recommendation, one from UMass Lowell Master's faculty and one from a current or recent employer
- Statement of purpose specifying immediate and long-term professional goals, relevant work history, academic honors/awards received, and your professional aspirations as a DNP
- Resume
- Interview with nursing faculty

What happens if I am accepted?

- Accepted Master's students can take up to 6 credits of designated graduate-level (500 or higher) courses which can be counted toward both Master's and DNP degrees.
- Courses taken must satisfy both DNP and MS degree requirements. Course options: NURS.5520 Social, Cultural and Policy Issues in Health Care (this required MS course would fulfill the DNP program elective requirement).
- One of the following required DNP courses would fulfill the MS program elective requirement: PUBH.5120 Operations Analysis for Quality Improvement or PUBH.6070 Healthcare Information Systems
- Before graduating from the MS program, students must meet with their DNP program advisor and develop a course plan for the DNP program.
- Graduation from the DNP program is expected within 2-3 years after MS graduation but not later than 5 years.

Post-MS DNP Program at UMass Lowell

The purpose of the DNP program is to educate nurse practitioners who not only provide quality primary care to patients, but who also assume leadership roles in the health care system and have the knowledge and skills necessary to propose solutions to improve patient care and health care outcomes. This can be achieved by nurses who have strong patient care knowledge and skills obtained at the MS level, and also knowledge and skills in evaluation research, health policy, organizational leadership and financing, evidence-based practice and health care informatics. The DNP is expected to have a positive impact on the sustainability of the health care system by having advanced education in areas necessary to improve health care delivery using an evidence-based approach. The DNP Program at UMass Lowell first began admitting students in 2009. The program, designed for nurses with an advanced practice MS in nursing consists of four academic semesters. The graduate of the post-MS DNP program will build on the foundation of master's degree level advanced practice nursing or graduate degree in Nursing Education or Nursing Administration. The program provides an interdisciplinary

approach to education, and courses are offered by the Solomont School of Nursing and other departments in the Zuckerberg College of Health Sciences

The program is two academic years full-time in length, adding 33 credits of post-masters' education. Part-time study is available. In addition to classroom and on-line experiences a scholarly project is completed that includes an evidence-based intervention to improve practice or patient outcomes and an evaluation of the evidence-based intervention.

Application to the DNP Program

- Applications may be obtained from the Graduate Admissions Office. Specific admission requirements include;
- Prior official transcripts from BS and MS programs
- Masters preparation in any of these categories; APRN, masters in nursing administration, nursing education, or a related nursing field with demonstrated leadership experience
- Resume/CV
- Interview with nursing faculty to assess fit of the candidate's goals with the DNP program
- Current RN/APN licensure in any state and eligibility for RN/APN license in MA
- Minimum Cumulative GPA of a 3.3 on a 4.0 Master's Degree program in nursing.
- Three letters of recommendation (one academic recommendation preferred)
- Written professional goal statement
- 300-500 Master's or Post-Master's practicum hours

PhD Program in Nursing

Program Contact: Barbara Mawn, PhD Program Director, 978-934-4485: Barbara_Mawn@uml.edu

The PhD Program in Nursing prepares nurse scholars in the field of health promotion. Graduates function as researchers, clinicians and educators who demonstrate leadership in health promotion, professional, political and social arenas. The program is a 48-credit, weekend-blended program. Nursing courses meet once/month on Saturdays and the majority of remaining course modules are conducted online. Our own UMass Lowell Master's graduates are encouraged to apply.

The Health Promotion option of the Ph.D. program focuses on the development of nurse scholars who will:

- * Demonstrate leadership roles as educators, researchers and clinicians
- * Advance knowledge in the area of health promotion
- * Improve the health of diverse populations through the development, implementation and evaluation of health promotion strategies and programs.

Admission requirements for the PhD in Nursing Program include:

- * A master's degree in nursing or health related field with a minimum G.P.A. of 3.3*
- * Current Massachusetts R.N. license or eligibility
- * Official transcripts of all previous work (graduate and undergraduate)
- * A personal statement about the applicant's interest in the program and career goals
- * Three letters of recommendation, including at least two from individuals who can assess the applicant's academic preparation for advanced graduate work
- * Acceptable score on the GRE's within past 5 years

Resources

Solomont School of Nursing Resources

Interim Dean, Solomont School of Nursing, Dr. Karen Devereaux Melillo	978-934-4417
Chair, Solomont School of Nursing, Dr. Lisa Abdallah	978-934-4432
Associate Chair, Solomont School of Nursing, Dr. Margaret Knight	978-934-4471
Director, Baccalaureate Program, Ms. Laurie Soroken	978-934-4270
Director, Clinical Resources, Ms. Arline El-Ashkar	978-934-4469
Director, PhD Program, Dr. Barbara Mawn	978-934-4485
Coordinator, Master's Programs, Dr. Valerie King	978-934-4454
Coordinator, DNP Program, Dr. Susan Parker	978-934-4685
Manager, Nursing Lab Program, Ms. Christine Repsha	978-934-4418

Zuckerberg College of Health Sciences & UML Resources

Dean, Zuckerberg College of Health Sciences, Dr. Shortie McKinney	978-934-4460
Assistant Dean, Ms. Pauline Ladebauche	978-934-4419
Staff Assistant, Student Services, Ms. Janet Paton	978-934-4527
Coordinator of Student Success, Ms. Jennifer Keene-Crouse	978.934.4463
IT Service Desk	978-934-4357
Student Financial Services	978-934-3570
Career Services	978-934-2355
Centers for Learning, O'Leary Learning Commons (1 st Floor)	978-934-2941
Counseling Center	978-934-4331
Police campus Emergency	978-934-4911
Graduate School, Dugan Hall	978-934-2380
Libraries: O'Leary Library South	978-934-4550
Lydon Library North	978-934-3205
South Campus Dining Hall	978-934-6517
Police Campus Non-Emergency	978-934-2398
The Solution Center	978-934-2000
UCard, Access and Parking Services (UCAPS)	978-934-2800
University Health Services	978-934-6800
University Web Page	www.uml.edu
University Closing/Weather Cancellations	978-934-2121

Solomont School of Nursing Directory Fall 2017

Faculty Name	Office	Extension
Abdallah, Lisa	213	4-4432
Aquino, Judith	201	4-4525
Burrows, Liz	281	4-4431
Coutu, Tanya	110	4-4647
El-Ashkar, Arline	207	4-4469
El Ghaziri, Mazen	361	4-6839
Fantasia, Heidi Collins	177	4-4404
Fathi, Sadia	205	4-4538
Fraley, Hannah	281	4-3972
Gautam, Ramraj	369	4-4398
Katz, Jeanne	227	4-4462
Keough, Lori	173	4-4462
King, Valerie (Val)	291	4-4454
Knight, Margaret (Peggy)	211	4-4471
Koren, Ainat	283	4-4429
Lane, Stephanie	181	4-4776
MacCulloch, Patricia (Patty)	175	4-4752
Martin, Maureen	295	4-4159
Mawn, Barbara	204	4-4485
McAuliffe, Diana	227	4-4247
McDonald, Kristen	227	4-4742
McDonough, Annette	365	4-4422
Melillo, Karen Devereaux	215	4-4417
Mote, Sandra	110	4-4746
Parker, Susan	293	4-4685
Peters, Anya	367	4-4565
Quinn, Brenna	363	4-4433
Repsha, Christine	240	4-4418
Simons, Shellie	289	4-4401
Soroken, Laurie	209	4-4270
Teates, Jessica	227	4-6827
Wilber, Jennifer	181	4-3671
Zhang, Yuan	285	4-4421

UMASS Lowell Conduct Code FACT SHEET



- The Student Conduct Code can be found at <https://www.uml.edu/student-services/Student-Conduct/Student-Conduct-Code.aspx>.
 - When a student accepts admission to the University they are agreeing to abide by all rules and regulations of the institution, including the Student Conduct Code.
 - The jurisdiction of the conduct code includes behavior both on and off campus, on-line, and via other electronic means.
 - Violation of university policies, local, state, and federal laws are also covered under the conduct code.
 - Where site placements have a student sign an agreement for their clinical placement the University considers violations of that agreement a violation of the conduct code.
 - Violations of the conduct code are kept on a student's educational record for seven years. With your written permission, this information is made available to investigator's conducting background checks for jobs, application state licensure, for future education, or if the information is subpoenaed in a criminal or civil case (with some very narrow exceptions).
 - If a violation is egregious information can be shared with another educational institution without your permission.
- The University staff does not look for information posted on social media outlets that violate the conduct code or other policies. However, when information of any type is brought to our attention we are required to, at a minimum, investigate the allegation(s) and potentially pursue charges against the student.
- Students can be charged both by the University via the conduct process as well as criminally if a crime has occurred.

Please review the Student Conduct Code; if you have questions about the conduct code or the process after reviewing it please do not hesitate to email the conduct staff at studentconduct@uml.edu.

CONFIDENTIALITY

As student in the University of Massachusetts Lowell, Solomont School of Nursing, I understand the significance of confidentiality with respect to information concerning patients. I also acknowledge that, upon my entry into the nursing program, I received a copy of the Nursing Student Handbook which included details about HIPAA and Social Media policy.

✓ **I will uphold the requirements of the Zuckerberg College of Health Science Social Media Policy, the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality.**

✓ **I agree to report any violations of confidentiality that I become aware of to my instructor or to the Solomont School of Nursing Chair.**

HIPAA - the Health Insurance Portability and Accountability Act requires the protection and confidential handling of protected health information.

The HIPAA Privacy regulations require health care providers and organizations, as well as their business associates, develop and follow procedures that ensure the confidentiality and security of protected health information (PHI) when it is transferred, received, handled, or shared. This applies to all forms of PHI, including paper, oral, and electronic, etc. Furthermore, only the minimum health information necessary to conduct business is to be used or shared.

Social Media – The Zuckerberg College of Health Sciences recognizes that all involved in health care have a moral, ethical and legal responsibility to maintain individual’s rights to privacy. HIPAA protects patient privacy by law and includes any individually identifiable patient information in oral or recorded form where the information could identify an individual by name, medical condition, demographic data or other means. Students in the College of Health Sciences are expected to act with honesty, integrity and respect the privacy rights of others. All students in the Zuckerberg College of Health Sciences are expected to meet their professional responsibilities when using social media and other electronic networks including but not limited to blogs, instant messaging, social networking sites, email, public media sites and photographs. This policy prohibits posting written material or photographs that identify patients, health care agencies, educational institutions or other students in clinical sites or patient related activities. This policy applies whether using University devices and computers or personal equipment. In addition, all Zuckerberg College of Health Sciences students are required to abide by clinical agency policies related to the use of social media and technological resources. **Failure to adhere to this policy may result in probation, suspension or dismissal from the Zuckerberg College of Health Sciences and/or legal prosecution under the requirements of HIPAA.**

Signature: _____

Printed Name: _____ **Date:** _____



**Zuckerberg College of Health Sciences
Solomont School of Nursing**

Master's Program Nursing Student Handbook

I (print your name) _____ have received, read, and understand the policies and procedures in the Baccalaureate Nursing Student Handbook of the University of Massachusetts Lowell. By signing this I hereby agree to follow and adhere to these policies. I understand that the content of this handbook including policies and procedure are subject to change and revision.

Printed Name _____

Signature _____ Date _____

Please indicate when you expect to graduate:

I expect to graduate in 20_____

Submission of this signed page is required for progression in the Nursing Program.

Please return signed form to the Solomont School of Nursing, HSS 200.

Thank you!

UNIVERSITY OF MASSACHUSETTS LOWELL
 College of Health Sciences
 School of Nursing
End of Master's Program Summary

Student name:

Graduation Date:

Advisor:

	Specialty 1	Specialty 1
Semester/year	Spring ____	Spring ____
Agency		
Type of setting		
Preceptor		
Total # of hours		

	Specialty 2	Specialty 2
Semester/year	Fall ____	Fall ____
Agency		
Type of setting		
Preceptor		
Total # of hours		

	Specialty 3	Specialty 3
Semester/year	Spring ____	Spring ____
Agency		
Type of setting		
Preceptor		
Total # of hours		

*additional sites/preceptors/information can be added on second page

Total number of Practicum Hours completed at UMass Lowell _____

Other

Research projects:

Publications:

Offices/student leadership held:

Professional memberships:

Awards, honors, recognition:

Best email to reach you after graduation: