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The postgraduate certificate pathway is designed for registered nurses currently possessing a master's degree in nursing who seek academic preparation in a new specialty or subspecialty area of advanced practice nursing. Postgraduate students can select from the family nurse practitioner option, leadership option, or teaching option. Each certificate pathway is

Anderson College of Nursing and Health Professions (ACONHP) Goals

1. Provide high quality, innovative student-centered nursing and health related programs built upon scientific disciplines.
2. Graduate nurses and health professionals who are prepared to practice patient-centered care in diverse local, regional, and global healthcare environments.
3. Promote scholarship, scholarly activities, teaching, service, and practice that advances quality, safety, and knowledge in healthcare.
4. Develop professional partnerships across professions to enhance healthcare within

K. Diversity Statement

“The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical abilities, religious beliefs, political beliefs, other ideologies. It is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.”

L. Sexual Harassment

University policy prohibits sexual harassment. It is the responsibility of all students and

Documentation Instructions for Required Information:

Students in all MSN and PMC tracks receive instructions for setting up a Viewpoint account via the MSN/PMC Orientation & again in the Practicum Prep course.

Students should have separate accounts for

1. Viewpoint (for health documentation, criminal background check, and urine drug screen)
**Students admitted before Fall 2022, would have been assigned to utilize Immunitrax and Corporate Screening for these items.
2. Typhon (for clinical course use.) Students will be added to Typhon by the university one semester prior to student's first clinical course, however, it is the student's responsibility to create their Viewpoint account.

NOTES for ALL TRACKS:

ALL graduates are required to successfully complete a urine drugscreen and criminal background check through Viewpoint (Previously Corporate Screening). Background checks must be updated annually for clinical courses.

ALL health documentation must be submitted and APPROVED prior to students beginning clinical experiences. Documentation can take up to 5 business days to be reviewed and approved.

At this time, COVID-19 vaccination is not required by UNA; however, some clinical sites may require this separately. There is an area to upload your COVID-19 vaccine status if you choose to do so for a specific clinical site, but otherwise students are not required to submit this.

Account Assistance:

For assistance with your Viewpoint screening account, please reach out to studentsupport@viewpointscreening.com

STUDENTS MUST USE THEIR UNA EMAIL ADDRESS TO CREATE THEIR VIEWPOINT SCREENING ACCOUNTS.

Instructions for updating JUST YOUR CRIMINAL BACKGROUND CHECK IF IT HAS EXPIRED (CB MUST BE UPDATED ANNUALLY): <https://www.viewpointscreening.com/syo2/?s=4649892>

B. Drug/Alcohol Policy

The University of North Alabama Anderson College of Nursing & Health Professions (ACONHP) is committed to the health, safety, and well-being of all students who participate in the program and represent the college in clinical agencies. The ACONHP academic and clinical environment is drug and alcohol free, and the ACONHP enforces a ZERO TOLERANCE POLICY SUBSTANCE ABUSE. Substance abuse interferes with a student's mental faculties, judgement, and other skills and poses an unacceptable risk for patients/clients, colleagues, the University, and affiliated clinical agencies. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance enhancing substances, misuse of alcohol, and inappropriate use of tobacco products, is inconsistent with ACONHP standards and expectations and are prohibited. Such substance abuse will not be tolerated in addition, all nursing students are subject to applicable federal, state, and local laws addressing drug and alcohol use.

The ACONHP strictly prohibits the following:

1. The use, possession, solicitation, or sale of narcotics or other illegal drugs, alcohol, or prescription medications without a prescription on and off ACONHP premises and clinical sites
2. Students from being impaired by or under the influence of controlled substances, legal drugs, or alcohol on or off ACONHP premises and clinical sites

Students s

A. Student Health Requirements

Students are expected to be honorable and observe standards of conduct appropriate to the community of scholars. Additionally, students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty, and graduates.

It is in the best interest of the entire University community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Conduct System for disposition.

Students of the University academic community are expected to adhere to commonly accepted standards of academic honesty. Allegations of academic dishonesty can reflect poorly on the scholarly reputation of the University including students, faculty, and graduates. Individuals who elect to commit acts of academic dishonesty such as cheating, plagiarism, or misrepresentation will be subject to appropriate disciplinary action in accordance with university policy.

Students enrolled in the UNA ACONHP are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to avoid and eliminate academic dishonesty. Academic dishonesty includes misrepresentation, cheating, and plagiarism, which are defined as follows:

- Misrepresentation: purposely altering or inventing information or data; examples include but are not limited to forging a signature, fabricating information on a form, or falsifying the number of clinical practicum hours completed
- Cheating: an attempt to deceive the instructor in the effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, classwork, or required project (in whole or part). Cheating also includes giving, receiving, offering, and/or soliciting information on a quiz, test, or examination. This includes use of devices to alter electronic devices and secure testing services and/or manipulating the testing environment.
- Plagiarism: the copying of any published work, copying of other student's work, or use of one's own work without proper citation (self-plagiarism); this includes use of direct quotes without proper use of quotations. When three or more consecutive words are borrowed, the borrowing should be recognized in accordance with APA guidelines

When it is determined that a student is guilty of misrepresentation or cheating in the graduate program:

- The student will be dismissed from the program
- Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Conduct System for disposition

A grade of "B" or better is required for NU 508, NU 607, NU 614, NU 641, NU 642, NU 643, NU 644, NU 645, E h ò NU 651, NU 652, NU 653, NU 654, NU 655, NU 680, NU 681, NU 682, and NU 683. A student making "C" or below in the above-mentioned courses must repeat that course. A grade of "B" or better must be earned at the time of repeating the course. A MSN/PMC student may make a grade of "C" or below in no more than six (6) semester hours in courses not requiring a grade of "B" aym c 607, cou NU 608 o 0209rb sj609 5Tj09 00209n5Tj0

If you suspect that an individual is suicidal or homicidal, CALL 911.

K. Advisement

Students accepted into the MSN/PMC program are initially provided a plan of study, based on their enrollment status of part-time or full-time, but the graduate enrollment specialists and graduate program academic advisor. This will be received via email, to the student's UNA email address. Additionally, students are assigned a faculty advisor. Student's may reach out to the assigned faculty advisor with advisement questions.

L. Sigma Theta Tau International Nursing Honor Society

Student nurses may be eligible for membership in Upsilon Omicron chapter of the Honor Society of Nursing, SIGMA. Students who have demonstrated superior academic achievement, academic integrity, and professional leadership potential may be invited to join during their academic journey. Academic achievement is defined as a GPA of 3.5 on a 4.0 scale and have completed a minimum of ¼ of the curriculum.

M. Student Representation on ACONHP Committee

Student representatives are encouraged to participate in the committees of the ACONHP. Student representatives on ACONHP committees include the Faculty Organizational Committee, Graduate Program Committee, Student Guidelines and Resources Committee, and Program effectiveness and Curriculum Committee. Students are voting members and may submit agenda items for consideration while serving on these committees. Graduate students are also eligible for membership on UNA committees, including the Graduate Council Committee.

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- o Acknowledgement form regarding the agency's drug and alcohol policy o Release statement form allowing agency to make independent investigation of student's background, which may include but are not limited to:
 - f Professional and personal references
 - f Past and current employment
 - f Criminal and police records
 - f Credit history
 - f Motor vehicle records
 - f Professional credentials
 - f Public records
 - f Education
 - f Urine or blood tests to determine drug or alcohol use

V. Disciplinary Policies

Disciplinary policies and processes of the ACONHP will be identical to those found in the University Catalog regarding general student behavior and as designated in the nursing student handbook. Expectations unique to the ACONHP are listed below.

A. Clinical Practicum Experiences, Expectations, and Conduct

Practice experiences are activities that you complete during courses in your program of study. Completion of the practice experiences ensures that you meet the program and course learning outcomes. For the graduate program, practice experiences include a combination of the following activities and experiences.

- Digital Simulations (DS) for the MSN/PMC programs are practice experiences that involve participation in digital clinical experience through Shadow Health. Digital clinical experiences are a mechanism for verifying early mastery of new levels of direct care practice.
- Preceptor Practicum Experiences (PCE) for the graduate/PMC programs take place in a variety of healthcare facilities in NU 641, NU 642, NU 643, NU 644, NU 645, NU 651, NU 652, NU 653, NU 654, NU 655, NU 680, NU 681, NU 682, and NU 683. In NU 680, PCE in the teaching/learning track includes a practicum in an educational institution, such as a University and/or Community College.

Practice Hours: Digital Simulations (DS) and Preceptor Practicum Experiences (PCE)		
Course Number and Title	DS Hours	PCE Hours
NU 508– Advanced Health Assessment (Shadow Health)	25 hours (may be applied to track specific course)	
NU 680 or NU 682 Practicum I		90 hours each course

<ul style="list-style-type: none"> • 10 hours EBP plus 80 PCE hours = 90 total hours • Teaching/learning track: select a preceptor with a MSN or higher degree in an academic setting • Nurse leadership track: select a preceptor with a MSN or RN with MBA that is a midlevel manager 		
<p>NU 681 or NU 683 Practicum II</p> <ul style="list-style-type: none"> • NU 681: 10 hours EBP plus 55 PCE hours plus 25 DS hours from NU 508 = 90 hours • NU 683: 10 hours EBP, plus 80 PCE hours = 90 hours • Teaching/learning track: select a preceptor who is a nurse practitioner in a hospital or clinical setting (direct care hours) • Nurse leadership track: select a preceptor with a MSN or RN with MBA who works in upper level management 		65-90 hours each course
Total Practice Experience = 180 hours	25 DS hours	155-180 PCE hours

<p>NU 641– NU 645 Family Nurse Practitioner</p> <ul style="list-style-type: none"> • 120 hours minimum in each of the five practicum courses for a total of 600 minimum hours • NU 641NU 643 clinical focus should be primary care, across the lifespan • NU 644 clinical focus should be women’s health 		<p>120 hours each course</p>
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The MSN/PMC program includes 4800 practice experience hours to “provide learning experiences that foster interprofessional team practice and the opportunity to provide care to those from different genders, ages, cultures, religions, and backgrounds. (The Essentials, 2021). Practice experiences are integrated into the following courses:

- NU 508-Advanced Health Assessment
- NU 641, NU 642, NU 643, NU 644, and NU 645: Family Nurse Practitioner Courses
- NU 651, NU 652, NU 653, NU 654, and NU 655: Psychiatric Mental Health Nurse Practitioner Courses
- NU 680, NU 681, NU 682, NU 683-Evidence-based Practice and Practicum Courses

MSN/PMC Student Preceptor Experience

- Students may participate in the identification of appropriate clinical sites and clinical preceptors, as they are most familiar with their geographic location. Keep in mind the individual course requirements.
- It is necessary for UNA to obtain an affiliation agreement with each practicum facility and/or setting. This process can take a considerable amount of time. Graduate students are urged to begin the process as soon as they are enrolled in the first graduate course.
- Written approval from the graduate program is required before you can start any preceptor practicum experience
- All preceptor clinical practicum experiences are graded as pass/fail. A passing grade for clinical practicum experiences is required in order to pass the associated practicum course. A failing grade for the clinical practicum experience results in an associated practicum

Students are expected to seek out learning experiences. Following, or during, the practicum experience, students are expected to complete and submit written work and to seek preceptor, clinical supervisor, and faculty feedback. Student are expected to utilize feedback for personal and professional growth.

Students are expected to be prepared for clinical experiences. This may include having critical

- Forgery, alteration, and/or misuse of patient or clinical facility/organizations documents or records
- Grossly unprofessional behavior, including dismissal from a clinical site by preceptor, faculty, or ACONHP administration

Violation of the professional, legal, and ethical code of conduct for registered nurses, violation of UNA ACONHP policies, or violation of [the UNA Code of Student Conduct](#) constitutes cause for removal from the practicum site, failure of the course, and/or dismissal of the student from the program.

Students in the MSN/PMC programs are licensed registered nurses. However, the student is expected to obtain clinical help and or supervision from clinical preceptors and instructors as needed.

The following behaviors are some examples of unsatisfactory clinical behaviors, but is not all inclusive. Three exhibited/demonstrated unsatisfactory behaviors will result in an overall course p

21. Failure to meet moral and ethical standards
22. Failure to protect self from contact with body fluids of others
23. Failure to protect others from contact with own body fluids
24. Chewing gum, smoking, and/or eating/drinking in undesignated areas
25. Failure to utilize feedback from preceptor/clinical supervisor/faculty
26. Emotional instability to function effectively under stress or to adapt to changing situations
27. Performing procedures or activities without adequate foreknowledge or supervision
28. Inappropriate use of social media
29. Asking preceptor for personal prescriptions
30. Blatant medication errors
31. Any situation where a patient/client is put in danger
32. Failure to meet outcomes
33. Failure to submit required documentation

C. Disciplinary/Grievance Policies

Disciplinary policies and processes of the ACONHP will be identical to those found in the [UNA Student Handbook](#) regarding general student behavior and as designated in specific graduate course syllabi.

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VI. Entering the Profession

A. Graduation Preparation

The [UNA Graduate Catalog](#) describes the minimum hours of study required to be taken at UNA, the number of courses at the 600 level required, the application for graduation procedure, and commencement routines. Students who have questions about graduation can contact their assigned advisor, current professors, or the Graduate Academic Specialists and Enrollment

VII. Appendix

A. Appendix A: Admission/Progression of Persons with Disabilities to the Graduate Program

UNA Anderson College of Nursing & Health Professions

Admission/Progression of Persons with Disabilities to the Graduate Program

Students with disabilities are considered for acceptance to the Graduate Program of the Anderson College of Nursing & Health Professions (ACONHP) on the basis of their ability to meet the objectives of the program and to perform required activities.

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Essential Performance Standards

Issue

Standard

Examples of Necessary
Activities (Not all

Motor Skills

Gross and fine motor abilities sufficient to provide safe and effective nursing care

Calibrate and properly use necessary medical equipment, ability to lift up

Tactile

Tactile ability sufficient for
physical assessment (10/28/29)

C. Appendix C: Blood/Body Fluid Exposure Report

UNA ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS
Blood/Body Fluid Exposure Report

Student Name _____ ID Number _____

1. What type of body fluid was involved?

F. Appendix F: Incident Report

UNA ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS INCIDENT
REPORT

DIRECTIONS: This form is to be completed in ink by supervisors or cost center heads for accidents or incidents involving injury or potential injury to students or visitors on campus or during University-related activities. Complete this form as soon as practical after an incident or accident and deliver copies (no later than 24 hours following) to the DEANS OFFICE (UNA Box 5054).

GENERAL STUDENT/VISITOR INFORMATION:

Injured person is: (check v • ^ š μ v š s] •] š } Œ

Name _____ Student ID Number _____

Name of parent/guardian/spouse _____ Phone _____

UNA Box _____ Academic Classification _____ Age _____

Local Address _____

INCIDENT INFORMATION:

Date of Incident or Accident _____ Time _____ a.m. or p.m.

Location of Incident or Accident _____

Name and phone number of witnesses to the incident or accident: _____

Describe what happened: _____

Treatment:

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Signature of Supervisor/Cost Center Head reporting incident or accident

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Date

Adopted: 10/2018, Reviewed 11/2019, 3/2021, 1/2022