



HEALTH PROFESSIONS

RN-to-BSN

CENTRAL MICHIGAN UNIVERSITY

RN-to-BSN Student Handbook



2021-2022
(Updated 7/19/2021)

Dear RN-to-BSN Student,

Welcome to the Central Michigan University RN-to-BSN Program. All the faculty and staff are excited to work with you on your educational journey to receiving your Bachelor of Science in Nursing.

The staff and faculty have created this Nursing Program Student Handbook to guide your success in this program. This handbook should be read before starting your first class to understand the program's expectations of students. We encourage you to make notes and ask questions if you need to clarify any issues or concerns.

The Central Michigan University undergraduate bulletin in conjunction with the RN-to-BSN Program Student Handbook should be used as a resource throughout your education to ensure your success in the program. The university undergraduate bulletin & student handbook guide your college success and is familiar to all students. The RN-to-BSN Program student handbook contains specific content areas of knowledge for the BSN program. The policies and expectations contained in both handbooks will be evident in your nursing courses.

The policies and practices presented in the RN-to-BSN student handbook are subject to review and revision each year but may be updated more frequently as necessary. The Herbert H. and Grace A. Dow College of Health Professions (CHP) of Central Michigan University and the RN-to-BSN program reserves the right to change the policies and procedures in this handbook on an as-needed basis and notify the students accordingly.

On behalf of the faculty and staff at Central Michigan University, we thank you and wish you the best of success on your educational journey.

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Welcome to Central Michigan University

Welcome to Central Michigan University! We are pleased that you have selected Central Michigan University (CMU) to continue your education. The faculty and staff here at the college look forward to working with you to achieve your educational goals.

We hope to instill the passion for education and encourage lifelong learning in all our students.

Purpose of the RN-to-BSN Student Handbook

This handbook is designed to provide the RN-to-BSN student with specific information regarding the RN-to-BSN program that supplements the University and College Bulletin. This student handbook addresses faculty contacts, policies, and procedures as it relates to the RN-to-BSN student. This handbook is not inclusive of all the University's policies and procedures. The [college bulletin](#) is the primary source for general policies and procedures of the university.

The faculty are here to support you through the process of continuing your education or transitioning back to school!

Accreditation

The [Higher Learning Commission](#) (HLC) accredits [Central Michigan University](#) and the Nursing program.

The baccalaureate degree program in nursing at Central Michigan University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. www.ccneaccreditation.org.



Administration Faculty and Staff Contact List

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Central Michigan University Mission, Vision, and Value Statements

University Mission, Vision, and Values

The Central Michigan University Board of Trustees has adopted the following statements and values as the cornerstone of the university's dedication to quality education for everyone.

Vision Statement

"Central Michigan University, an inclusive community of scholars, is a national leader in higher education inspiring excellence and innovation."

-Adopted by the Board of Trustees, December 6, 2012

Mission Statement

At Central Michigan University, we are a community committed to the pursuit of knowledge, wisdom, discovery, and creativity. We provide student-centered education and foster personal and intellectual growth to prepare students for productive careers, meaningful lives, and responsible citizenship in a global society.

-Adopted by the Board of Trustees, December 2, 2010

Core Values

To achieve our mission, we adhere to the core values of integrity, respect, compassion, inclusiveness, social responsibility, excellence, and innovation.

-Adopted by the Board of Trustees, December 2, 2010

View the [definition of mission statement core values](#).

Central Michigan University Strategic Plan

Central Michigan University's [strategic plan](#).

College of Health Professions (CHP) Mission, Vision, and Value Statements

Vision

The Herbert H. and Grace A. Dow College of Health Professions is to be nationally recognized for the development of professionals who contribute to an inclusive, healthy society.

Mission

Through the Herbert H. and Grace A. Dow College of Health Professions, we foster and sustain a culture of excellence through collaborative clinical/professional practice, learner-centered education, leadership, research, and service.

Values

To achieve our mission, we adhere to the core values of integrity, respect, compassion, inclusiveness, social responsibility, excellence, and innovation adopted by the Board of Trustees, December 2, 2010. Definition of [mission statement core values](#) of the university.

CHP Strategic Plan

The Herbert H. and Grace A. Dow College of Health Professions [strategic plan](#).

RN-to-BSN Program Mission, Goals, Vision, and Philosophy

Mission Statement

The mission of the RN-to-BSN program is to create a culture of excellence that promotes the personal and professional growth of students to become nursing leaders through systems thinking, research, and service.

The RN-to-BSN program recognizes the unique characteristics and needs of our diverse, primarily rural setting, preparing graduates to provide nursing care to individuals, families, groups, communities, and populations in a variety of settings.

Program graduates demonstrate competence in clinical judgment, collaborate as members and leaders of interprofessional healthcare teams, and utilize evidence-based interventions to manage illness; promote, maintain, and restore health across the lifespan.

Est. 2/2018
Reviewed 5/2019; 4/2020
Revised: 3/2020; 4/2020

The RN-to-BSN Program Goals:

1. Provide graduates with a strong foundation in nursing leadership, evidence-based practice, systems thinking, and population health to meet the demands of health care employers.
2. Build upon a foundation of the arts, sciences and humanities and professional nursing education that provide a base for our graduates' eligibility for graduate degree education to prepare for advanced nursing practice roles.
3. Implement innovative and accessible models of nursing education to meet the personal and professional needs of an increasingly diverse student body.
4. Recruit and retain qualified and diverse students committed to academic excellence, professional development and lifelong learning.
5. Recruit and retain qualified faculty who contribute to the university, the profession, and service and scholarly endeavors.

Est. 2/2018
Reviewed 5/2019; 4/2020
Revised: 3/2020; 4/2020

To achieve our mission, the program will emphasize learner-centered education and incorporate the institution's core values of integrity, respect, compassion, inclusiveness, social responsibility, excellence, and innovation. View the University's [definition of mission statement core values](#) adopted by the Board of Trustees, December 2, 2010.

Vision Statements

University	CHP	RN-to-BSN Program
<p>"Central Michigan University, an inclusive community of scholars, is a national leader in higher education inspiring excellence and innovation."</p> <p>-Adopted by the Board of Trustees, December 6, 2012</p>	<p>The Herbert H. and Grace A. Dow College of Health Professions is to be nationally recognized for the development of professionals who contribute to an inclusive, healthy society.</p>	<p>The vision of the RN-to-BSN program is to prepare engaged, inclusive, compassionate, ethical, and visionary healthcare leaders.</p> <p>Est. 4/2019</p>

Philosophy of the RN-to-BSN program

The central purpose of the RN-to-BSN program in the School of Rehabilitation and Medical Sciences (SRMS) is to increase the quality of healthcare by graduating baccalaureate prepared nurse generalists who excel in meeting the healthcare needs of diverse individuals and communities. The program promotes collaborative practice designed to meet the ongoing challenges of a dynamic healthcare environment and society. Nursing education at Central Michigan University supports the belief that nursing practice is based on the premise of faculty providing students with the tools and information necessary to sustain growth, promote self-care, and lifelong learning.

The faculty believe that healthcare is a fundamental right that takes place in all communities. Fostering respect for different perspectives guides students to provide effective intercultural care, contribute to local and global efforts to eliminate health disparities, and advocate for vulnerable populations. The faculty is committed to designing and implementing curricula in which students develop critical thinking, decision-making skills, clinical judgment, cultural sensitivity, and professional nursing values in an increasingly complex healthcare system. The faculty views the teaching-learning process as an interactive and collaborative relationship with students, who are valued as colleagues. The faculty are responsible as role models, mentors, and teachers for providing a caring environment in which students are free to explore and develop personally, professionally and intellectually.

Baccalaureate education provides the foundation for graduate education, advanced practice, and expands an individual's perspectives on life, attitudes, values, and beliefs. Faculty believe that the application of knowledge from nursing science as well as a broad, liberal education is an essential foundation, upon which the training of a competent and compassionate professional nurse is constructed. The program provides a full range of nursing activities within the multiple contexts of legal and ethical boundaries, political and economic forces, sociocultural influences, and spiritual and historical factors. This environment will provide quality education, which develops critical thinking and nursing competence. A graduate of the program will possess the ability to integrate theories, concepts, and research findings into nursing practice, shaping the future of nursing and meeting the emerging healthcare needs of a global society.

The students are expected to be accountable adults, who have the responsibility to be actively involved in the education process; to identify their learning goals, needs, and styles; to become knowledgeable and skilled; to question and propose new ideas; and to use peer, faculty, college and university resources to further their learning. The collaborative, student-focused nature of this academic program creates an individualized education that motivates students to push the boundaries of personal growth and expectations.

Est: 4/2019
Reviewed: 3/2020

Program Student Learning Outcomes

<i>Proposed Program SLO</i>	<i>BSN Essential</i>	<i>QSEN Competency</i>
Integrate knowledge from the liberal arts, sciences, and nursing to provide culturally competent nursing care for diverse populations.	<p><u>Essential I:</u> Liberal Education for Baccalaureate Generalist Nursing Practice</p> <p><u>Essential VIII:</u> Professionalism and Professional Values</p> <p><u>Essential IX:</u> Baccalaureate Generalist Nursing Practice</p>	<p><u>Patient-Centered Care:</u> Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.</p>
Demonstrate nursing leadership principles to plan and implement patient safety and quality improvement initiatives within the context of a dynamic complex healthcare system and interprofessional care.	<p><u>Essential II:</u> Basic Organizational and Systems Leadership for Quality Care and Patient Safety</p> <p><u>Essential VI:</u> Interprofessional Communication and Collaboration for Improving Patient Health Outcomes</p>	<p><u>Teamwork and Collaboration:</u> Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.</p> <p><u>Safety:</u> Minimize risk of harm to patients and providers through both system effectiveness and individual performance.</p>
Apply concepts of global health to plan appropriate culturally-safe care and health promotion for vulnerable populations.	<p><u>Essential VII:</u> Clinical Prevention and Population Health</p>	<p><u>Patient-Centered Care:</u> Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.</p> <p><u>Safety:</u> Minimize risk of harm to patients and providers through both system effectiveness and individual performance.</p>

<p>Utilize the best current evidence and systems thinking to improve nursing and healthcare practices for groups or populations.</p>	<p><u>Essential III: Scholarship for Evidence-Based Practice</u></p> <p><u>Essential IV: Information Management and Application of Patient Care Technology</u></p>	<p><u>Evidence-Based Practice:</u> Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal healthcare.</p> <p><u>Quality Improvement:</u> Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems.</p> <p><u>Informatics:</u> Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.</p>
<p>Incorporate concepts of interprofessional collaboration and communication, health policy, finance, and regulatory environments as leaders in nursing practice.</p>	<p><u>Essential V: Healthcare Policy, Finance, and Regulatory Environments</u></p> <p><u>Essential VIII: Professionalism and Professional Values</u></p>	<p><u>Teamwork and Collaboration:</u> Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.</p>

Established: 2/2018

Reviewed: 10/2018; 1/2019; 3/2020

Section Two: Curriculum

Program Requirements

Students must complete a minimum of 30 credit hours at CMU.

NUR 300WI Transition to Baccalaureate Nursing Practice	3 hours (3-0)
NUR 301 Health Assessment	3 hours (Spec)
NUR 302 Research and Evidence-Based Practice	3 hours (3-0)
NUR 390WI Concepts of Culture and Diversity	3 hours (3-0)
NUR 400 Concepts of Global and Population Health	4 hours (4-0)
NUR 401 Nursing Leadership and Health Care Systems	4 hours (4-0)
NUR 499 Capstone: Systems Thinking and Quality Improvement	4 hours (Spec)

Nursing Electives (6 hours)

Select two of the following:

NUR 320 Nursing Informatics	3 hours (3-0)
NUR 321 Health Care Finance and Economics	3 hours (3-0)
NUR 322 Introduction to Nursing Education	3 hours (3-0)
NUR 323 Case Management and Care Coordination	3 hours (3-0)

TOTAL

30 semester hours

Course Description(s)

The course description for each required nursing course follows:

NUR 300WI Transition to Baccalaureate Nursing Practice **3 hours (3-0)**

This online writing intensive course focuses on the role of the BSN-prepared nurse. Emphasis is on nursing theory, expanded professional nursing roles, and socio-cultural, political, and economic variables that impact the profession.

NUR 301 Health Assessment **3 hours (Spec)**

This course builds on the student's knowledge and skills by including environmental, socio-cultural, spiritual, and behavioral health assessments of individuals and families. An online practice component is required; Prerequisite/Admission into the RN-to-BSN program.

NUR 302 Research and Evidence-Based Practice **3 hours (3-0)**

This online course emphasizes evidence-based practice and introduces students to the research process, common research methods, and relevant statistical analysis for quantitative and qualitative studies. Prerequisite/co-requisite: NUR 300WI.

NUR 390WI Concepts of Culture and Diversity **3 hours (3-0)**

This online course expands the students' knowledge and understanding of cultural beliefs and practices as they influence nursing practice and healthcare delivery. Prerequisite/co-requisite: NUR 301 or 302.

NUR 400 Concepts of Global and Population Health **4 hours (4-0)**

This online course focuses on concepts of global health, epidemiology, and health promotion and disease prevention within groups and communities. Factors influencing the delivery of healthcare for vulnerable populations will be explored. Prerequisites: NUR 301, 302.

NUR 401 Nursing Leadership and Health Care Systems **4 hours (4-0)**

This online course expands the knowledge and skills required for leadership and management roles within healthcare systems. Concepts include health policy, finance, and regulation as they impact nursing practice and leadership. Prerequisite: NUR 302.

NUR 499 Capstone: Systems Thinking and Quality Improvement **4 hours (Spec)**

This course is the capstone for the program in which students will synthesize course and current evidence to improve healthcare outcomes through the development of a quality improvement project within a healthcare unit or agency. Prerequisites: All required and elective NUR courses.

The course description for each elective nursing course follows:

NUR 320 Nursing Informatics

3 hours (3-0)

This online course introduces students to the science and social/ethical issues for research and practice related to nursing informatics and information management; Prerequisite/Admission into the RN-to-program.

NUR 321 Health Care Finance and Economics

3 hours (3-0)

This online course focuses on the complexities of healthcare finance, economics, and policy as they impact professional nursing practice; Prerequisite/Admission into the RN-to-BSN program.

NUR 322 Introduction to Nursing Education

3 hours (3-0)

This online course expands students' teaching and learning skills by introducing principles and best practices required for professional and academic educators. Prerequisite: NUR 300WI.

NUR 323 Case Management and Care Coordination

3 hours (3-0)

This online course introduces students to the basic components and practice of case management and care coordination in a variety of healthcare and third-party payer settings. Prerequisite: NUR 300WI.

Established: 2/2018
Revised: 1/2019;
Reviewed: 6/2019; 3/2020

Clinical Learning/Practice Opportunities/Activities

Nursing is a practice discipline that includes both direct and indirect care activities that affect health outcomes. Baccalaureate programs provide rich and varied opportunities for practice experiences designed to assist graduates to achieve The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008). Practice experiences are embedded in baccalaureate nursing programs to prepare students to care for a variety of patients across the lifespan and the continuum of care.

The clinical learning opportunities/activities are accomplished to experiential learning in any setting where healthcare is delivered, or health is influenced that allows for and requires the student to integrate new practice-related knowledge and skills. Simulation and laboratory experiences may augment practice experiences. The table below identifies the areas that fulfill the clinical learning opportunities in the program.

Breakdown of CMU RN-to-BSN Clinical Learning/Practice Experiences

All clinical practice experiences enable students to integrate new knowledge and demonstrate the attainment of program outcomes and will be evaluated by faculty.

<i>Experience</i>	<i>Course</i>	<i>Hours</i>	<i>Examples</i>
Shadow Health-Digital Clinical Experience	NUR 300	10	Concept labs, focus assessments, and comprehensive assessment
Community Assessment	NUR 400	8	Community Windshield and Assessment Project
Service Learning	NUR 400	22	Meaningful community service with instruction, preparation, log, and reflection.
Capstone Project	NUR 499	20	Evidence-based quality improvement project
Total		60 hours	

Established: 7/2019 (Check minutes)
Reviewed: 2/2020

Clinical Learning/Practice Experiences Important Deadlines

FALL SEMESTER DEADLINE	SPRING SEMESTER DEADLINE	SUMMER SEMESTER DEADLINE
August 20 th 11:59pm	December 3 rd 11:59pm	April 15 th 11:59pm
NUR499 – Intent to Register and Mentor CV NUR400 – Completion of immunizations in ACEMAPP and Background Check	NUR499 – Intent to Register and Mentor CV NUR400 – Completion of immunizations in ACEMAPP and Background Check	NUR499 – Intent to Register and Mentor CV NUR400 – Completion of immunizations in ACEMAPP and Background Check

Documents **MUST** be submitted in order to the department in order to complete registration for NUR400 and NUR499. Contact Nursing Director Dr. Iheduru-Anderson if you have any questions or concerns regarding deadlines or registration at ihedu1k@cmich.edu.

Est: 05/2021

Capstone

NUR 499: Capstone: The purpose of this experiential learning course is to provide you with the opportunity to apply and integrate knowledge from previous coursework in the development of an evidence-based practice (EBP) quality improvement (QI) proposal and presentation. With the help of a

Registered Nurse mentor, you will initiate a proposal that may influence a practice change in a healthcare agency that has the potential for future implementation. Students must be compliant in ACE-MAPPS before starting this course (see handbook section on Health and Wellness). Before starting this course a signed “Intent to Register for NUR 499” must be completed, signed, and emailed to the nursing secretary. The Capstone course will count as 20 hours of clinical learning/practice opportunities. Please see **appendix G** for a list of capstone required documents, **appendix H** for Capstone Welcome Letter and other related documents and **appendix J** for Capstone log.

Established: 3/2019
Reviewed: 2/2020

E-Portfolio

The purpose of the portfolio requirement is to give students the opportunity to document their educational growth throughout the RN-to-BSN program. The portfolio will serve to demonstrate accomplishment in meeting the BSN program outcomes as well as a tool in seeking employment. The following guidelines are provided to aid students in preparing the portfolio. The evaluation tool faculty will use when reviewing the portfolio is included. See **appendix A** for detailed information about setting up your portfolio and **appendix B** for portfolio grading rubric.

Established: 1/2019
Reviewed: 2/2020

Application of Evidence-Based Service Learning Guidelines

Service Learning

Academic Service-Learning is a form of experiential education in which students participate in meaningful service activities that meet identified community needs and are integrated with course student learning outcomes. This method holds both the service and the student learning as equally important components of the experience. Service-learning helps integrate CMU’s student success and community engagement goals, especially our goals to:

- Develop academic program opportunities that provide meaningful and distinctive educational and cultural experiences.
 - Encourage sustained community engagement in and across all disciplines.
 - Develop community-centered research and scholarship that creates knowledge through engaging with the community around relevant opportunities.
 - Foster a mindset of leadership and participation in community engagement.
 - (CMU Office of Community Engagement Vision Statement, 2019).
-
- ❖ See **appendix C** for detailed guideline for the service learning activities.
 - ❖ See **appendix D** Agency contract for service learning form.
 - ❖ See **appendix E** rubric for service learning journal rubrics.
 - ❖ See **appendix F** rubric for service learning presentation rubrics.

Established: 3/2019
Reviewed: 2/2020

Clinical Agency Policies

Students are expected to abide by the policies of the agency in which clinical (Service Learning and Capstone) placement occurs. Students will sign an agreement outlining their relationship with the clinical agency. Failure to abide by the policies of the clinical agency can result in the student's dismissal from the agency and may in turn impact the student's progression in the nursing program.

Clinical Experience and Student Placement

The RN-to-BSN program has been designed to offer experiences to the student which complement previous nursing education and practice and yet provide the student with new opportunities for development within their respective and future roles. Guidelines for the NUR 400 (Service Learning) and NUR 499 (Capstone) practicum experience can be accessed on [RN-to-BSN Program webpage](#).

Students enrolled in the RN-to-BSN program will be able to select their clinical site for their service learning and capstone experience. The capstone site can be the student's place of employment. If an alternate site is desired, the site must be approved in advance of the semester the course will be taken by the instructor assigned to teach NUR 499. These are CMU's current [affiliation agreements](#).

Established: 3/2019
Reviewed: 2/2020

Recommended Course Sequence

Full Time (12 months) plan of study Current Registered Nurse License					
Semester 1-A	Credits	Semester 2-A	Credits	Semester 3-A	Credits
*STA282: Statistics or General Education if needed		NUR390WI: Concepts of Culture and Diversity	3	NUR499: Capstone: Systems Thinking and Quality	4
NUR301: Health Assessment	3	NUR400: Concepts of Global and Population Health	4	* General Education if needed	
NURXXX: Nursing Elective (1)	3	* General Education if needed			
Semester 1-B	Credits	Semester 2-B	Credits	Semester 3-B	Credits
*STA282: Statistics or General Education if needed		NUR401: Nursing Leadership and Health Systems	4	* General Education if needed	
NUR300WI: Introduction to Baccalaureate Nursing Practice	3	NURXXX: Nursing Elective (2)	3		
NUR302: Research and Evidence-Based Practice	3	* General Education if needed			
Credits	12		14		4
Full Time (12 months) plan of study. Starting last semester of Associates Degree Program or before RN licensure. 2 semesters after pass NCLEX					
Semester 1-A	Credits	Semester 2-A	Credits	Semester 3-A	Credits
*STA282: Statistics or General Education if needed		NURXXX: Nursing Elective (2)	3	NUR390WI: Concepts of Culture and Diversity	3
NUR301: Health Assessment	3	*General Education if needed		NUR400: Concepts of Global and Population Health	4
				* General Education if needed	
Semester 1-B	Credits	Semester 2-B	Credits	Semester 3-B	Credits
*STA282: Statistics or General Education if needed		NUR300WI: Introduction to Baccalaureate Nursing Practice	3	NUR401: Nursing Leadership and Health Systems	4
NURXXX: Nursing Elective (1)	3	NUR302: Research and Evidence-Based Practice	3	NUR499: Capstone: Systems Thinking and Quality	4
		* General Education if needed		* General Education if needed	
Credits	6		9		15

*These courses will be additional credits over the 30 hours of professional nursing courses.

Nursing required courses 30 credits. The student's total credits may exceed 30 depending on the number of credits transferred.

Must pass the NCLEX examination before beginning semester two nursing courses.

Part Time (18 months) plan of study Current Registered Nurse License					
Semester 1-A	Credits	Semester 2-A	Credits	Semester 3-A	Credits
NUR301: Health Assessment	3	NUR300WI: Introduction to Baccalaureate Nursing Practice	3	NURXXX: Nursing Elective	3
*STA282: Statistics or General Education if needed		*General Education if needed		*General Education if needed	
Semester 1-B		Semester 2-B		Semester 3-B	Credits
NURXXX: Nursing Elective	3	NUR302: Research and Evidence-Based Practice	3	NUR390WI: Concepts of Culture and Diversity	3
*STA282: Statistics or General Education if needed		*General Education if needed		*General Education if needed	
Credits	6		6		6
Semester 4-A		Semester 5-A			
NUR400: Concepts of Global and Population Health	4	NUR499: Capstone: Systems Thinking and Quality	4		
*General Education if needed		*General Education if needed			
Semester 4-B		Semester 5-B			
NUR401: Nursing Leadership and Health Systems	4	*General Education if needed			
*General Education if needed					
Credits	8		4		

*These courses will be additional credits over the 30 hours of professional nursing courses.

Nursing required courses 30 credits. The student's total credits may exceed 30 depending on the number of credits transferred.

Must pass the NCLEX examination before beginning semester three nursing courses.

Part Time (2 1/2 year) plan of study					
Current Registered Nurse License					
Year 1: Semester 1-A	Credits	Semester 2-A	Credits	Semester 3-A	Credits
NUR301: Health Assessment	3	NUR300WI: Introduction to Baccalaureate Nursing Practice	3	NURXXX: Nursing Elective (2)	3
*STA282: Statistics or General Education if needed		*General Education if needed		*General Education if needed	
Semester 1-B		Semester 2-B		Semester 3-B	Credits
*STA282: Statistics or General Education if needed		*General Education if needed		*General Education if needed	
		NURXXX: Nursing Elective (1)	3		
Credits	3		6		3
Year 2: Semester 4-A		Semester 5-A		Semester 6-A	
*General Education if needed		NUR400: Concepts of Global and Population Health	4	*General Education if needed	
		*General Education if needed			
Semester 4-B		Semester 5-B		Semester 6-B	
NUR302: Research and Evidence-Based Practice	3	*General Education if needed		NUR390WI: Concepts of Culture and Diversity	3
*General Education if needed				*General Education if needed	
Credits	3		4		3
Year 3: Semester 7-A		Semester 8-A			
*General Education if needed		*General Education if needed			
Semester 7-B		Semester 8-B			
NUR401: Nursing Leadership and Health Systems	4	NUR499: Capstone: Systems Thinking and Quality	4		
*General Education if needed		*General Education if needed			
Credits	4		4		

*These courses will be additional credits over the 30 hours of professional nursing courses.

Nursing required courses 30 credits. The student's total credits may exceed 30 depending on the number of credits transferred.

Must pass the NCLEX examination before beginning semester three nursing courses.

Part Time (3 year) plan of study Current Registered Nurse License					
Year 1: Semester 1-A	Credits	Semester 2-A	Credits	Semester 3-A	Credits
NUR301: Health Assessment	3	NUR300WI: Introduction to Baccalaureate Nursing Practice	3	NURXXX: Nursing Elective (1)	3
*STA282: Statistics or General Education if needed				*General Education if needed	
Semester 1-B		Semester 2-B		Semester 3-B	Credits
*STA282: Statistics or General Education if needed				*General Education if needed	
Credits	3		3		3
Year 2: Semester 4-A		Semester 5-A		Semester 6-A	
*General Education if needed		NURXXX: Nursing Elective (2)	3	*General Education if needed	
		*General Education if needed			
Semester 4-B		Semester 5-B		Semester 6-B	
NUR302: Research and Evidence-Based Practice	3	*General Education if needed		NUR390WI: Concepts of Culture and Diversity	3
*General Education if needed				*General Education if needed	
Credits	3		3		3
Year 3: Semester 7-A		Semester 8-A		Semester 9-A	
NUR400: Concepts of Global and Population Health	4	*General Education if needed			
*General Education if needed					
Semester 7-B		Semester 8-B		Semester 9-B	
*General Education if needed		NUR401: Nursing Leadership and Health Systems	4	NUR499: Capstone: Systems Thinking and Quality	4
		*General Education if needed			
Credits	4		4		4

*These courses will be additional credits over the 30 hours of professional nursing courses.

Nursing required courses 30 credits. The student's total credits may exceed 30 depending on the number of credits transferred.

Section Three: Policies and Procedures

Student Honor Codes

The RN-to-BSN program follows CMU's [Code of Student Rights, Responsibilities and Disciplinary Procedures](#). As part of the School of Rehabilitation and Medical Sciences (School) in The Herbert H. and Grace A. Dow College of Health Professions, the RN-to-BSN program identifies with and abides by the seven core values, which should permeate and support all activities of the school and its members. These core values include Integrity, Respect, Compassion, Inclusiveness, Social Responsibility, Excellence, and Innovation. It is the intent of the RN-to-BSN program to embody these core values in all program activities, as they “are the beliefs describing, defining and directing our work through the University and its operations and provide direction and purpose.”

The program is committed to developing and maintaining an environment of honest intellectual inquiry, characterized by the highest standards of ethical and professional conduct. Standards of high academic and professional conduct are expected from students who shall conduct themselves in accordance with this Code of Conduct. Breaches of this high expectation of ethical and professional conduct will not be tolerated and may lead to separation from the University or other disciplinary sanctions.

A thorough understanding of and adherence to the Code of Student Rights, Responsibilities and Disciplinary Procedures is an essential part of each student's matriculation. This type of honor system demands a commitment from everyone. Students who violate the spirit of trust weaken the academic community. Therefore, it is the responsibility of all to identify and address misconduct. The faculty/student community intends to require high ethical and professional values and conduct of all its members. The Code protects the rights of students and the program.

Students continue to be subject to city, state, and federal laws and appropriate regulatory board rules while a student at CMU and violations of those laws/regulations may also constitute violations of the Code. In such instances, the School may proceed with disciplinary action under this Code independently of any criminal, administrative, or other proceeding involving the same conduct and may impose sanctions for violation of the Code even if such other actions are not yet resolved or are resolved in the student's favor. All persons should report all potential Code violations to an official of the School as soon as possible.

Therefore, students of the program are expected to familiarize themselves with the [CMU Code of Student Rights, Responsibilities and Disciplinary Procedures](#).

Established: 10/2018
Reviewed: 4/2019, 2/2020

Commitment to professionalism

The RN-to-BSN program is committed to the advancement of the nursing profession. This is best accomplished through the professional obligation to conduct oneself in a manner that reflects honesty, integrity, and respect for others. As registered nurses, CMU RN-to-BSN students are expected to perform functions they have been deemed competent to perform and permitted to undertake within their state's Nurse Practice Act – in keeping with the terms of their professional license. Students are also expected to uphold the professional values and standards described in the American Nurses Association's [Code of Ethics for Nurses](#).

Established: 1/2019
Reviewed: 4/2019
Revised: 3/2020

Social Media Policy

Current widespread use of social media and social networking creates new challenges for nursing professionals in relation to client/patient to nurse interactions, professional engagement, and privacy both for self and for clients/patients. The nursing program supports the use of social media to reach audiences important to the university such as students, and faculty. The university presence or participation in social media sites is guided by university policy. RN-to-BSN nursing students should comply with the [ANA's Principles for Social Networking for Nurses](#), including but not limited to, protections of patient identity in all communications.

This Student Social Media Policy applies to nursing students who engage in internet conversations for school related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

Social media is defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Instagram, Snapchat, Allnurses.com, Twitter, Facebook, YouTube, and Myspace. Students are encouraged to review the links below for guidance regarding the use of social media provided by CMU and the other professional nursing organizations.

Established: 1/2019
Reviewed: 5/2019
Revised: 3/2020

General Information:

- As students, you will want to represent the college and the nursing profession in a fair, accurate and legal manner while protecting the reputation of the institution. When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others.
- Be aware of your association with CMU in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on behalf of CMU, unless you are authorized to do so in writing.
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

Established: 11/2018
Reviewed: 4/2019, 2/2020

Follow University Policy. All Central Michigan University student policies apply to social networking and students must adhere to all applicable student policies and the standards of conduct.

- [CMU Code of Student Rights, Responsibilities, and Disciplinary Procedures](#)

Faculty, staff, and students are expected to follow the University Social Media Guidelines when sharing communications via the School of Rehabilitation and Medical Sciences and The Herbert H. and Grace A. Dow College of Health Professions social media channels.

- [CMU Social Media Guideline](#)

Social Media Guidelines – What do nurses need to know?
[White Paper: A Nurse’s Guide to the Use of Social Media](#)

American Nurses' Association: Principles for Social Networking and the Nurse- Guidance for Registered Nurses.

[ANA's Principles for Social Networking for Nurses](#)

[ANA 6 Tips for Nurses using Social Media](#)

Established: 4/2019

Reviewed: 2/2020

Use of the CMU Logo and Endorsements. Do not use unlicensed versions of the CMU logo, action C, wordmark, seals, or other CMU images on your personal online sites. Do not use CMU's name to promote or endorse any product, cause, political party, or candidate. Students, faculty, and staff should reference Brand Identity Standards for more information.

- [CMU/CHP Brands-Visual & Name Identity Guidelines](#)

Established: 1/2019

Reviewed: 5/2019

Revised: 3/2020

Technology requirement & Acceptable Use Policies

Software overview

Microsoft Office and Office 365: We recommend Microsoft Office. It is used across campus and is the most compatible productivity suite with the programs that our faculty and staff utilize. Microsoft Office is available free to students. Visit our [knowledgebase](#) for more information on how to download, install, and activate Microsoft Office on a personal computer. CMU provides a complete Office 365 educational suite that includes, OneNote, OneDrive cloud storage, Office 365 Groups, and Microsoft Teams.

- OneNote is the recommended tool for taking and managing notes. These, as well as all Office documents, can be stored and shared within the OneDrive.
- Office 365 Groups is a tool used by special interest groups and student organizations to collaborate with group email, task management, shared storage, and documents.
- Microsoft Teams is a web conferencing tool offering more than the basic messaging and video calling of traditional Skype. It can support large group video meetings as well as offers in-call collaboration tools.
- Learning Technologies (Microsoft office, Panopto, Blackboard, Shadow health)
- **Panopto:** A recording program that we use to record most lectures in the nursing program. You can also use this to record presentations for any assignment that requires it. It is easy to use. Instructional videos are available once you access Panopto.
- Mobile device use policy.

Office Software

Through CMU's partnership with Microsoft, CMU students are eligible to download and use the latest version of Microsoft Office at no cost for as long as they are current students. This software can be [downloaded](#), then choose Office 365 in the settings menu.

Use of Mobile devices at clinical sites

The use of mobile devices in clinical settings must conform to the guidelines of the organization. Students are responsible for confirming guidelines with faculty and preceptors.

Established: 3/2019
Reviewed: 4/2019, 2/2020

Global ID

Students admitted to the university are issued an identification number, unique username (Global ID), and a randomly generated password. Once issued, the identification number and Global ID are the permanent unique identifiers of the student. Your Global ID consists of the first five letters of your last name, a number, and your first and middle initials (e.g., Jones1aa.). Activating your Global ID and password is an essential and required first step in connecting to CMU's virtual infrastructure and services, including email. Your Global ID and password provide secure access to a variety of systems via CentralLink. If you experience difficulty using your Global ID and/or password, contact the CMU Information Technology Help Desk for assistance at (989) 774-3662 or online at the following link: <http://helpdesk.cmich.edu>.

When you activate your Global ID, you also enable your CMU email account. Your CMU email account provides a means for delivery of communications from CMU. Each time you wish to log into your CMU e-mail account, you will need your Global ID and password. You can access your CMU e-mail account via the CentralLink portal. It is vital that you check your CMU e-mail account daily. If you choose, you can forward your CMU e-mail to another account or vice versa. However, official university communications are sent only to your CMU e-mail account, and the university expects that students are accessing their CMU email.

Email

Upon acceptance to CMU, each student will be issued a complimentary personal university email account (a "CMU account") for his/her use while enrolled at CMU. All official university correspondence will be directed to these CMU accounts, and it will be the student's responsibility to monitor this account regularly and to read all posted university correspondence. Students may use these CMU accounts as they wish, subject to restrictions of CMU's Acceptable Use Policy. Also, students are reminded that some of the CMU-generated correspondence to these accounts will contain confidential information, and it is vital that they keep their passwords as secure as possible and change it at least twice each year. Students are responsible for activating and regularly checking their CMU e-mail accounts. This is the only e-mail address that the university

will centrally maintain for sending official communications to students, and the single e-mail address that the university will use for sending official communications to students after they enroll. Your CMU email will be the form for numerous vital announcements and information. All course correspondence will be through your CMU emails. Failure to read official university communications sent to the students' official CMU e-mail addresses does not absolve students from knowing and complying with the content of those communications. If you need assistance setting up your email contact the [IT help desk](#) or you can configure your mobile device to access [Office 365 CMU email](#).

Examples of CMU communications sent only to your CMU e-mail account.

- Tuition Statements and Payment Deadlines
- Financial Aid Updates
- Registration Notifications
- Faculty-Student Correspondence
- Academic Progress Communications
- Course-related Information

CentralLink

CentralLink is CMU's web-based information portal, which puts CMU at your fingertips! Students are able to access the items below via one mail log-in.

Accessing the CentralLink portal:

- [CentralLink](#)
- Enter your Global ID and password

Via your Global ID and password, the CentralLink portal provides easy access to:

- CMU e-mail
- CMU directory
- Grades
- Registrar's Office
- Course registration
- View/pay bill
- Academic history

IT Service Desk & Support Contact Information

Healthcare IT is a team of IT professionals and student technicians that directly support The Herbert H. and Grace A. Dow College of Health Professions staff, faculty, and students. The Healthcare IT team supports all CHP systems and services, will provide courtesy support and advice for personal computer issues, as well. Detailed troubleshooting and repair for personal computers are referred to the OIT Help Desk. See 'Personal Computer Repair' for details.

The **OIT Help Desk** provides support to all Central Michigan University students, faculty, and staff. They work hard to assist anyone with their electronic device problems, for a very reasonable price.

- **Hours**
- Mon-Thurs: 7 a.m. to Midnight
- Friday: 7 a.m. to 6 p.m.
- Saturday: 12 p.m. to 6 p.m.
- Sunday: 12 p.m. to Midnight

Cellular Phone Services

Office of Information Technology (OIT) offers Verizon, AT&T, and Sprint cellular phone service and equipment through the Telecom Service Center. Competitive rates are available to all students, faculty, and staff. For additional information, contact the Telecom Service Center at 989- 774-3087, or via their [website](#).

Computer Purchases

CMU offers discounted and highly competitive purchasing opportunities with several major computer manufacturers. These [purchasing opportunities](#) are available to all CMU students, faculty, and staff.

Academic Writing

Writing standards for the nursing program

The university requires that students reference a style manual when writing required papers and bibliographies. The reference format adopted by the Nursing program is the Publication Manual of the American Psychological Association (most recent edition).

APA format requirement: ALL papers and assignments must be in APA format.

At a minimum the student's paper should have;

- Title page
- Header/running head
- The first line indented for each new paragraph
- Double spaced
- Headings
- Page numbers
- In-text citations
- Fonts: Times New Roman size 12
- References with hanging indents

Any student who has difficulty with the process of writing a paper should contact his/her course instructor for assistance. Assistance is also available by appointment at the [CMU Writing Center](#).

Writing Center

Writing is a skill that students will use as a professional in any field, and it is essential that you write well. No matter what degree you're pursuing. The Writing Center is free to all CMU students and can assist you with any writing project. With two locations on campus and extended hours, writing assistance is more available than ever. Writing Center services include one-on-one consulting, online, for-credit classes, workshops, and outreach. Check the [Writing Center hours and locations](#) for specific hours of operation.

Library Services

The university library in the Charles V. Park Library building offers a broad range of collections and services for CMU students, faculty, and staff. Its collections contain more than 1,000,000 books and other print items, 100,000 electronic books, 125 electronic periodical article databases, electronic access to the full-text content of more than 70,000 journals, and more than 15,000 multimedia items. Electronic collections are accessible around the clock, on or off campus, via the [Park Library website](#).

Additionally, the Park Library is a selective federal and state government document depository library, providing access to items published by the United States Government and the State of Michigan. Items not owned by the library may be obtained from other institutions through the library's interlibrary loan service, Documents on Demand. The Park Library provides a wide array of library services and study spaces. Librarians are available to assist students, faculty, and staff with research projects and to help users effectively access library resources. Users may consult with a librarian in person on the second floor of the library and also by email, chat, and telephone.

Students enrolled in CMU's online or off-campus programs have full access to the CMU Libraries' services and resources, whether enrolled at an off-campus center or through an online class. The library's Documents on Demand office will deliver electronic copies of journal articles and book chapters, as well as copies of print books, to students upon request. There is no charge for these services, and electronic requests are typically filled within 24 hours.

Several academic support services are located in the library:

- The [Library Services for Distance Students](#)
- The [Writing Center](#)
- The [Mathematics Assistance Center](#)
- The [Statistical Consulting Center](#)
- The [Student Disabilities Services](#)
- [Scholarships and Financial Aid](#)

- The [Test Proctoring Center](#)
- The [Center for Excellence in Teaching and Learning](#)
- [Ask the Librarian](#)
- [Library hours](#) of service are posted online
- [Online Learning Resource Center](#)
- [Global Campus Student Resources](#)

Other Services

The University Center (UC) across from the Park Library has several helpful services for students including a post office, bank, the CMU bookstore, and CMU student service offices.

Student Disability Services

Central Michigan University is committed to providing students with disabilities the academic accommodations and auxiliary aids necessary to ensure access to all university services, programs, and activities. In addition to the university's campus-wide efforts to promote access and inclusion, students with disabilities are further accommodated based on specific individual needs. The Office of Student Disability Services (SDS) is responsible for determining these accommodations and providing services and assistance to enrolled students who are either permanently or temporarily disabled. The SDS office is located in the Park Library, Suite 120, and is part of the Division of Enrollment and Student Services.

For further information regarding CMU's Student Disability Services, please see the following link: [Students affairs: Student Disability Services](#).

Student Participation in Program Governance

- RN-to-BSN students are afforded many formal and informal opportunities to have a voice in governance of the RN-to-BSN program and the Nursing program by providing continual input into program's decisions.
- The nursing programs staff and faculty meet every two weeks to discuss program affairs. Students are invited to attend. This provides an opportunity for students input into policy, planning, and budgeting recommendations as deemed necessary for decision-making.
- **RN-to-BSN Committee:** The RN-to-BSN Committee conducts the work of the program and meets regularly for discussions on relevant issues including curriculum revisions and policies. The direct participation of RN-to-BSN student representatives to the committee is expected. It is expected that the students might have recommendations to make concerning modification of existing courses, addition of new ones, and spelling out of degree requirements and procedures formulated by the program. Therefore, the student's input are solicited on a continuing basis through the student representatives.

- Student representatives should attend RN-to-BSN committee meetings and participate within the limits defined by this statement of principles. The agenda will specify the areas in which students are allowed to participate.
- **RN-to-BSN Open forum:** An open forum is held twice a year during the fall and spring semester. The forum is open to all current and potential students. The forum provides an opportunity for students to receive information, ask questions, share their points of view, and develop visible solutions on issues affecting the student.
- **Program Advisory Board:** The nursing program has a formal advisory committee which includes students from the BSN and the associate degree program. Two students are selected annually to serve on the departments Advisory. If interested in serving, contact the RN-to-BSN [program director](#).
- **Other opportunities:** Often the RN-to-BSN program, the College, and departments gather information from surveys and focus groups conducted on an on-going or a periodic basis. At times students are appointed to ad hoc committees.

Established: 4/2019
Reviewed: 3/2020

Students Rights and Policies

Central Michigan University’s RN-to-BSN program follows many guidelines that support a civil and respectful environment and provide procedures to ensure fair treatment. The primary right of students is to pursue their education so long as they maintain their eligibility to remain a member of the community by meeting its academic standards and so long as they observe the regulations imposed by the university for the governance of the academic community. Every student has the constitutional rights and responsibilities of any citizen under the law. Conversely, the responsibility of any student is to respect the rights of any other member of the university community. It is the responsibility of students to be familiar with and adhere to all university.

- i. [Policies and Procedures Related to Students](#).
- ii. Student Rights under the Family Educational Rights and Privacy Act (FERPA): [FERPA](#)
- iii. Resource for Persons with Disabilities: [Student Disability Services](#)
- iv. Impaired Student Nurse Policy: [drug-free schools and communities act amendments of 1989](#)
- v. [Inclement Weather Policy](#)
- vi. [Academic Policies and Procedures](#)
- vii. [Attendance Policy and Absences](#)
- viii. [Grade Policies](#)
- ix. [Grade Changes/Grievances](#)
- x. [Academic Probation, Suspension and Dismissal](#)

Established: 4/2019
Reviewed: 2/2020

Academic Policies & Procedures

i. Academic Standards (check bulletin)

The Program faculty and staff monitor progression through the nursing programs. Progress is dependent on the program requirements. Failure to meet the progression requirements may result in dismissal from the nursing program.

ii. Withdraw Policies: [Course Drops/Withdrawals Information](#)

iii. Student Progress Reports (Check policy early alert).

iv. Policies, Procedures and Forms: The university's policies, procedures and forms of special interest to Off-Campus and Online Instructors.

<https://www.cmich.edu/academics/new-faculty-orientation/pre-orientation/administrative-policies-procedures-and-guidelines>.

Established: 4/2019
Reviewed: 2/2020

Legal Regulation of Nursing Practice

Students enrolled in the program must conduct themselves as to conform to the nursing practice regulations of the State of Michigan as presented in the Michigan Public Health code Act 368 of 1978 and as amended, or in the Nursing Practice Act of the state in which they are practicing, if it is not Michigan. Students must also demonstrate judgment maturity. In assessing the quality of a student's academic and clinical performance, the faculty takes account of the student's judgment maturity, as well as the professional development guidelines noted above. The nursing program may refuse enrollment, discontinue enrollment, or refuse re-enrollment of any student who violates the state nursing practice regulations, or who, in the professional judgment of the faculty, exhibits a serious deficiency concerning her or his judgment maturity or conformity with the professional development guidelines.

Established: 11/2018
Reviewed: 4/2019, 2/2020

Evaluation of Program Instruction

- i. End of semester course evaluation
- ii. University End-Of-Course Survey
- iii. End of program course evaluation (EBI, Exit survey)
- iv. 12-month alumni survey

Established: 10/2018
Reviewed: 8/2019; 3/2020

Attendance Policy

Class lectures, discussions, demonstrations and all other associated educational experiences are critical to the learning process. It is the expectation of the university that students attend and arrive on time to all class, laboratory, shop, practicum, and clinical experience sessions. Students are responsible for accounting to their instructors any absence and should contact the faculty member following any absence to determine if and when work may be made up. Habitual tardiness may, at the discretion of the instructor, be considered in computing attendance. For more details see [CMU Attendance Policy and Absences](#).

Established: 4/2019
Reviewed: 10/2019, 2/2020

Grading Policy

- i. The passing grade for all nursing program **courses is a C**. Incomplete grades are allowed only if the student is passing the course and completes the proper paperwork as stated in the university's policy. See [CMU Policies for Classroom Management](#) for details.
- ii. All assignments must be submitted via Blackboard on or before the due date. No late assignments will be accepted unless there is prior written authorization by faculty before the due date.
- iii. It is crucial that you review the rubrics for all assignments prior to completing the assignment.
- iv. All written papers must be in APA format. For help writing and formatting in APA style visit the [CMU Writing Center](#) or [Park Library APA LibGuide](#).

Grading System, Quality Points, and GPA

Grade	Quality Points	Grade Equivalencies in %
A	4.0	100-93
A-	3.7	92-90
B+	3.3	89-87
B	3.0	86-83
B-	2.7	82-80
C+	2.3	79-77
C	2.0	76-73
C-	1.7	72-70

D+	1.3	69-67
D	1.0	66-63
D-	0.7	62-60
E	0	59 or below
W	Withdrawn	No grade

Established 4/2019
Reviewed 8/2019; 3/2019
Established 9/2018
Reviewed 4/2019, 2/2020

Grade Change/Grievances

If a student has a question regarding a grade they have received, they may appeal through the grade grievance procedure. Information regarding this policy is in the online undergraduate bulletin at [Grade Grievance Policy](#).

Health and Wellness Compliance

IMMUNIZATIONS AND INFECTIOUS CONDITIONS:

STANDARD PRECAUTIONS: All Nursing students are expected to follow Universal Precautions as defined by the Center for Disease Control (CDC) [Standard Precautions for All Patient Care](#).

INJURY: Students injured during practicum experience may receive treatment according to the agency policy. The cost of the treatment is the responsibility of the student. Incident reports for the agency and the university must be completed.

POST-EXPOSURE STATEMENT: Students exposed to blood-borne/body fluid pathogens during clinical experience will follow the agency's policy. The cost of treatment is the responsibility of the student.

Immunization Requirements:

Prior to the beginning of the RN-to-BSN program, students are required to provide evidence of immunity for the following diseases:

- **Tetanus/diphtheria and Tdap:** All students need to have documentation of one dose of Tdap. If the last Tdap is more than ten years old, provide the date of last tetanus (Td) plus Tdap.
- **MMR (Measles, Mumps, and Rubella):** Students must provide proof of either: two doses of live attenuated measles, mumps, rubella vaccine or if no combined vaccines, then two doses of live measles and mumps, at least 28 days apart after the age of 12 months and at least one dose of live rubella vaccine OR proof of positive immune titers.

Please note: we prefer proof of two MMR vaccines over the serologic proof. If you cannot locate the MMR records, we will accept serologic proof.

- **Varicella:** All students must provide proof of Varicella immunity with either proof of having received the two-shot series, OR a positive immune titer.
- **Hepatitis B:** All students must provide proof of having received the three-shot Hepatitis B series AND proof of immunity with a positive quantitative Hepatitis B surface antibody. Students with a negative Hepatitis B surface antibody (titer) after the initial three-dose series will require a second Hepatitis B vaccine series followed by a repeat Hepatitis B titer drawn 30 days after the 3rd vaccine in that series. If the Hepatitis B surface antibody is negative after a subsequent series, additional testing including hepatitis surface antigen and Hepatitis core antibody should be performed. A vaccine whose antibody remains negative after six doses are considered a "non-responder." Healthcare workers that are non-responders should be considered susceptible to HBV and should be counseled regarding precautions to prevent HBV infection. Those with a positive Hepatitis B surface antigen will have appropriate counseling and a recommendation to seek a medical evaluation.
- **Influenza:** All students are required to have the vaccine annually.

Students will fall into one of these categories:

- Students without immunization documentation, and/or negative titers are considered non-immunized and will be required to have the following vaccines:
 - Hepatitis B vaccines: Three doses AND a positive titer
 - MMR: Two doses
 - Varicella: Two doses
 - TD/Tdap: one Tdap, if longer than ten years then an updated TD
 - Influenza: Annually
- Proof of basic Life Support (BLS) certification.

Established: 4/2019

Reviewed: 7/2019; 10/2019; 2/2019; 7/2020

ACEMAPP:

CMU's RN-to-BSN program utilizes the ACE-MAPP (ACE Matching and Placement Program) System, which is an on-boarding compliance database and an online learning system that members (nursing schools and healthcare agencies) utilize to process clinical placement requirements for students.

Enrollment in the ACE-MAPP System is an annual requirement for RN-to-BSN students prior to their nursing experience in a NUR 400. The annual cost for a student is \$50. A link for ACE-MAPPS is coming soon.

[ACEMAPP Information](#)

ACEMAPP is a software program used in the nursing program at CMU to help organize/store health documents, CPR cards, background check information as well as various other mandatory requirements.

Prior to the start of the semester, students receive a welcome email from ACEMAPP. Use the directions below (Student Log-in Information), to help log-into the system. Once you set up an account, there will be directions on how to complete your student profile, and to complete the 3 annual mandatory assessments: blood borne pathogens, HIPPA and OSHA. There is a video available to help orient students to ACEMAPP. The 3 assessments, along with all other required documents are housed in ACEMAPP. Students are encouraged to save all original documents for their own personal records.

All health records, BSL, vaccinations, background check, etc. are uploaded electronically by the student into ACEMAPP. Please see the “Step by Step” directions below on how to upload. Please note when taking a picture to upload in the system including student name, date and name of requirement (for example, Hepatitis B shot series documentation), that all documents are visible and readable in order for the Nursing Program Coordinator (NPC) to approve.

It is the students’ responsibility to monitor expiration dates of all mandatory requirements In ACEMAPP to stay current. ACEMAPP sends out email reminders 30 days prior to the expiration of any requirement. Failure to do so may result in the inability to register for required courses which could negatively impact students’ success in the program.

ACEMAPP STUDENT GUIDE

Welcome To ACEMAPP

ACEMAPP is an Internet-based clinical rotation matching tool and an online learning and certification system. You will be completing a profile and several courses and corresponding assessments. This system also includes a checklist of additional requirements which are necessary for you to begin your clinical rotations.

1. Locate your welcome email from ACEMAPP

You will receive an email from ACEMAPP which will contain a link allowing you to set your password.

2. Log in to your ACEMAPP account

Navigate to acemapp.org and log in with your email address and password. When you log in you will be asked to agree to the FERPA consent, the Honesty Pledge and the Terms and Conditions.

3. Complete each component of your student profile

This information is shared with the sites you attend for rotations. Please keep this information up-to-date, as it may be used for name badges and parking permits.

4. Provide Payment

Click "Make Payment" on your student homepage to input your credit or debit card information for the \$50 membership dues. If you have problems with processing a credit or debit card, contact PayPal at 1-888-221-1161.

5. Complete all courses, assessments and requirements

Any courses and assessments that you have been assigned will be listed; complete them by clicking "Take Course" or "Take Test". Upload your immunization requirements into your ACEMAPP account.

6. You will receive an email when you are placed on a roster

As soon as your school places you on a clinical rotation roster, you will receive an email. Log in to ACEMAPP to see your new schedule and to complete any new assignments and orientation items from your clinical site. Be sure to do this promptly!

7. Verify completion

Your account dashboard will show green checkmarks when all these components are complete. You are now ready to be assigned to rotations!

8. Log in to ACEMAPP to maintain and confirm compliance

You will receive an email when something is close to expiring. If you are going to be attending a clinical rotation soon, please log in to ACEMAPP regularly to check for compliance.

Contact your school coordinator with any additional questions.



Requesting ACEMAPP Support

Our team is happy to provide support M-F 8:00am-5:00pm

email: support@acemapp.org

phone: 844-223-4292

You may also request support directly from your ACEMAPP account. Follow these simple steps to request support anywhere, anytime:

1. Log In

Go to acemapp.org and log in to your account.

2. Click "My Support"

Click on your user name in the upper right hand corner and click "My Support".

3. Submit New Ticket

Enter any information pertaining to your question or comment and click "submit". We will contact you as soon as possible.

www.acemapp.org



ACEMAPP Student Guide

Student Dashboard Overview

The screenshot shows the ACEMAPP Student Dashboard with the following sections and callouts:

- 1 Membership Period:** Shows the expiration date as 07/31/2017.
- 2 Affiliations:** A table with columns for Organization, Pay, Profile, Req, and Test. It lists affiliations for Michigan Consortium, Ohio Consortium, ACE College, and ACE College Ohio.
- 3 ACE College:** A section with a note: "Please download and sign the Metro Health Confidentiality Form."
- 4 All Requirements:** A table with columns: Requirement, Date Complete, Date Expires, Pre-Req Valid, Post-Req Valid, and Documents. It lists various requirements like TB, BLS, and Immunizations.
- 5 Courses and Assessments:** A table with columns: Course/Assessment Name, Current Attempts, Available Attempts, and Test Exp. Date. It shows "Diseases Pathogens - Course" with 02 current attempts and 14 available.

Navigation icons at the top include Profile, Support, View Rotations, Transcript, Courses & Assessments, Manage Rotations, Requirement Documents, and Billing.

Access everything you need to prepare for a successful clinical rotation directly from your ACEMAPP dashboard.

Membership Period [1] This is your membership period information, and will show if payment is needed. Memberships last for one year.

Affiliations [2] Before you can attend your clinical(s), you need to complete everything required by your school & clinical site(s).

Announcements [3] Items needing your attention will be listed here.

Rotation Requirements [4] All requirements are listed here. You can upload or submit requirement documentation for review by your school coordinator. Once approved, requirements will be marked with a green checkmark. You will be notified when requirements expire.

Courses and Assessments [5] This is a list of courses and tests required by your school and clinical site(s). Beside each course, you'll see the number of attempts you've used, how many are available and the test expiration date. You will be notified when assessments expire.

Profile [6] Update your personal information.

Support [7] Request ACEMAPP support and/or check the status of your last request.

View Rotations [8] See the details of your clinical rotation(s).

Transcript [9] View your ACEMAPP portfolio.

Billing [10] View payment history.



Uploading Your Requirements

Student Dashboard Overview

Completing your ACEMAPP requirements are an important first step toward participating in a clinical rotation. The documents you upload through ACEMAPP will be sent to your school coordinator for approval.

From your dashboard you will see a list of **“Rotation Requirements”** [1].

To submit a requirement, click **“Upload Document”** [2].

Enter a completion date, then click **“Browse”** [3] to select your document from your computer. You may add additional supporting documents under **“Additional files”** or notes for your coordinator in the **“Notes”** box to the right.

Once your document(s) have been selected, click **“Upload Documents”** [4].

Your requirement will appear as **“Pending Approval”** [5] until your school coordinator approves the document. If they deny the document, you will receive an email notification.

You may click **“Manage Documents”** [6] to view documents which have already been approved to review any comments made by your school/site.

1 **Rotation Requirements**

Requirement	Date Complete	Date Expires	Pre-Req Valid	Post-Req Valid	Documents
Tetanus, Diphtheria & Pertussis (TDAP)	—	N/A	—	✗	2 Upload Documents
St. John Providence Physician Network Resume	—	N/A	—	✗	5 Pending Approval
Varicella (Chicken Pox)	02/16/2016	N/A	—	✓	Manage Documents
Drug Screen	03/14/2016	N/A	—	✓	6 Manage Documents
Hepatitis B	03/14/2016	N/A	—	✓	Manage Documents
TB	08/10/2016	08/10/2017	—	✓	Upload Documents
ELS	09/08/2016	09/08/2016	—	✓	Upload Documents
SJP Physician Network Confidentiality Agreement	02/21/2017	02/21/2016	✓	✓	Upload Documents

Your school manages and updates your requirements in ACEMAPP, please contact your school with any requirement related questions

Tetanus, Diphtheria & Pertussis (TDAP)

Enter a completion date **Required**

Select a file (PDF and Image only) **Required**

3

Additional files (PDF and Image only, hold control to select multiple)

4

Notes

Health Professions Educational Modules:

As a student preparing for a career in health professions, it is important for you to be introduced to topics that you will be expected to understand in the healthcare field. We have produced four educational modules in the following health topics, and these can be completed in Blackboard under the “HP Learning Modules” course. After each module, you will be asked to complete a quiz to test your understanding of each module. Once you have successfully completed your educational modules and obtained a passing grade of 85% or greater, you can generate a certificate good for one year. You will be asked to review each module once a year to keep your knowledge of these areas up to date.

- **HIPAA:** Health Insurance Portability and Accountability Act of 1996 is United States legislation that provides data privacy and security provisions for safeguarding protected medical information.
- **BBP:** Blood borne Pathogens are infectious microorganisms in human blood that can cause disease in humans.
- **Human Trafficking:** The action or practice of illegally transporting people from one county or area to another, typically for the purposes of forced labor or commercial sexual exploitation.
- **Ethics & Professionalism:** A system of moral principles governing the appropriate conduct of a person or group.

Confidentiality:

Students and faculty may not take any patient records, notes, or any identifying data out of a clinical agency on paper [must be shredded] or electronically. Students will conform to the guidelines of the Health Insurance Portability & Accountability Act (HIPAA). Failure to comply with HIPAA guidelines may result in program dismissal. Additionally, it is the policy of the CMU RN-to-BSN Program that students will conduct themselves professionally and no photos will be taken in the clinical (Service Learning and Capstone) setting for any reason. Additionally, students are to refrain from discussing patient/clinical situations in public venues, including Facebook, Instagram, MySpace, or similar online arenas (even if client names are not used). Failure to abide by this policy may result in dismissal from the nursing program.

Established: 4/2019
Reviewed: 2/2020

Capstone Policy:

It is important that you prepare for your Capstone two semesters in advance by identifying a mentor. You need to select at a minimum a baccalaureate prepared registered nurse (RN) mentor, review and sign the mentor/student agreement, obtain a copy of your mentor’s resume/curriculum vitae (CV), and send in the “Intent to Register for NUR 499” one semester before you intend to take NUR 499. If the RN-to-BSN program does not receive these documents, you will NOT be allowed to start this course. Please read the following carefully.

Purpose of Capstone:

The purpose of this experiential learning course is to provide you with the opportunity to apply and integrate knowledge from previous coursework in the development of an evidence-based practice (EBP) quality improvement (QI) proposal and presentation. With the help of a baccalaureate prepared RN mentor, you will initiate a proposal that may influence a practice change in a healthcare agency/setting that has the potential for future implementation.

Registered Nurse (RN) Mentor and Qualifications:

To help you identify a focus for your EBP proposal, you will need to identify a Registered Nurse Mentor who will provide assistance and guidance with your EBP quality improvement proposal development. Your RN mentor should be a resource person with knowledge of the EBP process. The mentor may assist you with identifying a question of inquiry (generally a quality improvement concern identified on a unit or agency-wide). The mentor may offer guidance in designing an implementation plan for your EBP proposal post-graduation. Essentially, a RN mentor has knowledge of the organizational culture and quality improvement concerns of the unit/agency/facility. **The RN mentor should hold a minimum of bachelor's degree in nursing prior to the start of the course and two years' experience in their area of expertise.** The signed mentor contract and mentor resume/CV are a course requirement that is due the first week of the course.

Mentor's Role:

The focus of the Mentorship Practicum is on leadership, evidenced-based nursing practice, quality improvement, nursing education, and clinical management. It is our expectation that the role of mentor includes guidance and support to assist the student in meeting their NUR 499 learning outcomes. A key component of this mentorship practicum is an evidenced-based practice quality improvement project, developed by the student, and drawn from a real-life situation. It is our expectation that the mentor will assist the student in developing and meeting these outcomes. A mentor guideline booklet is provided to the mentor once the student provides the mentor information to the faculty. The mentor will provide feedback to student and faculty on student's participation and performance only. **The Final evaluation of capstone project is completed by the primary faculty for the course.**

Student's Role:

The student is responsible for setting up and attending all meetings with the mentor. The student is responsible for completing the capstone requirements of NUR499. The student will use the mentor as a resource to help develop the project, but all work is to be done by the student. It is the student's responsibility to notify course facilitator of any change. The student must complete a total of 20 hours for the capstone project.

Grading of Capstone:

All grading of the capstone project is the responsibility of the primary course faculty. See the course syllabus for specific details on the grading criteria. The student and faculty will complete evaluations of the overall capstone experience at the end of the course.

Additional Resources to Review:

- Review Capstone Course Video
- Review all the documents in the Capstone Folder

Review Prior Course Work with Emphasis on EBP and Research

Established: 7/2020
Reviewed: 7/2020

Criminal Background Checks:

CMU's Policy: [CMU BACKGROUND CHECKS FOR STUDENTS](#)

On April 1, 2006, a revised Public Health Code Legislation was enacted that impacts our ability to place students in a number of clinical settings. The enactment of this new legislation requires that healthcare students complete a criminal background check with fingerprints that include a FBI check. All students, once accepted to the nursing program, must complete a criminal background check.

There are multiple misdemeanors, and combinations of offenses that would prevent you from meeting the minimal objectives of the program. Students with felony convictions will not be permitted to complete the RN-to-BSN program at our college. Any student who becomes subject to criminal prosecution while participating in the nursing program is required to report such allegations immediately to the nursing program director.

You will receive an email from the Herbert H. & Grace A. Dow College of Health Professions Clinical Compliance Coordinator with instructions to complete your fingerprinting requirement. This email will include the forms that are needed to be completed and returned. The cost of the background check (\$19.95) is not covered by the college fees and therefore is the responsibility of the student. Results of fingerprinting will not be released unless the paperwork is returned to the Clinical Compliance Coordinator as directed.

Carolyn Cardon, MBA
Clinical Compliance Coordinator
HPB 1202 Mount Pleasant, MI 48859
E: cardon1ce@cmich.edu
P:989-774-2981 F:989-774-1853

In addition to fingerprinting, some agencies may also require drug screening as part of their requirement for you to be a student in their institution. The cost of all screenings is the responsibility of the student. See **appendix I** for the Student Disclosure Statement form. This must be completed and returned to the program [administrative assistant](#).

Established: 04/2018
Reviewed: 4/2019, 2/2020
Revised: 2/2020, 3/2020

Section Four: Appendices

Appendix A: E-Portfolio Guideline

PORTFOLIO:

Introduction:

The purpose of the portfolio requirement is to give students the opportunity to document their educational growth throughout the RN-to-BSN program. The portfolio will serve to demonstrate accomplishment in meeting the BSN program outcomes as well as a tool in seeking employment. The following guidelines are provided to aid students in preparing the portfolio. The evaluation tool faculty will use when reviewing the portfolio is included.

Format guidelines:

Students should consult with faculty in appropriate courses as needed during the portfolio preparation. It is the student's responsibility to seek out assistance prior to submission of the portfolio if anything is unclear.

- A. The portfolio framework will be established in NUR 300 using [Live Binder](#). There will be video instructions on "How to Create Your Portfolio" in NUR 300 & NUR 499. The portfolio will contain the following pages.
 1. An introductory page- introduces yourself and the portfolio.
 2. A page for each of the nursing courses in the program.
 3. A page labeled BSN Program Outcomes.
 4. A page for your resume.
- B. The portfolio will be submitted for review in your final Capstone course (NUR 499). It is up to you to keep it up to date throughout the program.
- C. The portfolio should be professional and meet scholarly standards.
 - Careful attention to grammar, spelling, punctuation, and sentence structure.
 - A professional portfolio is not a "memory book," scrapbook or checklist.
 - Portfolios involve critical thinking, synthesis, and self-direction.
- D. Throughout the program, students will place documents that provide evidence of accomplishment of the program outcomes.
 - The introductory page should have a brief introduction of yourself and the purpose of the portfolio (include a photo of yourself or a graphic that represents nursing).
 - Each course reflection should be placed under the appropriate course tab.
 - The artifacts should be "clean" versions of previously submitted work. Meaning that students must make all suggested corrections in writing and content, remove editing remarks prior to inclusion in your portfolio.
 - Do not include papers or projects that did not receive a passing grade without making corrections.

- In the BSN Program Outcome tab, include the chart of how the BSN program outcomes align with the BSN essentials and the QSEN competencies (use chart in appendix A). Also include a chart showing how you accomplished the outcomes will be included in the “BSN Outcomes” tab. An example of this is included in Appendix C.
- The Resume should be current, follow appropriate professional guidelines and be free from errors.
- The following table outlines the documents that are required for each course.

RN-to-BSN Program Outcome (SLO's)	Artifact	Artifact
1. Integrate knowledge from the liberal arts, sciences, and nursing to provide culturally competent nursing care for diverse populations	Comprehensive Physical Assessment Score (NUR 301)	Philosophy of Nursing Paper (NUR 300WI)
2. Demonstrate nursing leadership principles to plan and implement patient safety and quality improvement initiatives within the context of a dynamic complex healthcare system and interprofessional care.	Leadership Final Presentation (NUR 401)	Capstone Project: paper and presentation (NUR 499)
3. Apply concepts of global health to plan appropriate culturally safe care and health promotion for vulnerable populations.	Transcultural Nursing Paper (NUR 390)	Final Scholarly Paper (NUR 390)
4. Utilize best current evidence and systems thinking to improve nursing and healthcare practices for groups or populations.	Community Wind Shield Survey (NUR 400)	Service Learning Presentation (NUR 400)
5. Incorporate concepts of interprofessional collaboration and communication, health policy, finance, and regulatory environments as leaders in nursing practice.	Scholarly Paper (NUR 300WI)	Discussion (NUR 499)

*Add elective course artifacts under the program outcome it meets.

Appendix B: Portfolio Rubric

E-portfolio Criteria	Exemplary	Accomplished	Developing	Incomplete	Points
Homepage: Creativity, color, readability, organized	Creativity and original ideas enhance the content of the e-portfolio in an innovative way. 5 Points	Use of creativity and original ideas are demonstrated to meet objectives. 4 Points	Some use of creativity or original ideas is evident. 3 Points	No use of creativity or original ideas is evident that enhances the content of the e-portfolio. 0-2 Points	_____
Personal/ Introduction	All components well written. 10 Points	All components present and satisfactory. 8 Points	All components present but brief or not fully developed. 5 Points	Missing components or poorly developed. 0-4 Points	_____
Course tabs/outcomes: Course description including what outcomes were met and what samples of work demonstrate the outcomes.	Significant information about each outcome. Each program outcomes is addressed. Evident that program outcomes have been met through a variety of documents, provide evidence that support the outcomes. 20 Points	Well organized, each outcome well documented, evidence of each outcomes being met. 15 Points	Most documentation supports evidence of meeting program outcomes. All program outcomes addressed. Somewhat unorganized. 10 Points	Limited documentation to provide evidence of meeting program outcomes. 0-5 Points	_____
Writing Samples	All six samples of work included in the portfolio is complete, organized, and neatly presented. 20 Points	Missing information for one writing sample in the portfolio. The portfolio is organized and neatly presented. 15 Points	Missing information from two writing samples in the portfolio. The portfolio is organized and neatly presented. 10 Points	Missing information from three or more writing samples in the portfolio. Or the portfolio is unorganized and/or not neatly presented. 0-5 Points	_____
Self-Reflections	All reflections clearly describe and expand upon all the elements of self-reflection and program evaluation: personal and educational goal, experiences, changes and lifelong learning. 20 Points	All reflections describe all elements of self-reflection and program evaluation. Each element addressed is complete but not through 15 Points	Missing part or one element from the self-reflection and program evaluation. Or reflections are brief and missing components. 10 Points	Missing two or more elements from the self-reflection and program evaluation or the reflections do not illustrate the ability to effectively analyze work. 0-5 Points	_____

RN-to-BSN Outcomes Tab	Brief introduction, charts of program outcomes and linkages to BSN essentials and QSEN, chart of how you met the outcomes with assignments. 10 Points	Missing one component or charts incomplete. 8 Points	Missing 2 or more components. 5 Points	Missing all components. 0-4 Points	<hr/>
Grammar, Punctuation, spelling, sentence structure, and APA	Clean, well-written with minimal mistakes. 15 Points	Clean with very few mistakes. 10 Points	Not well organized with few mistakes. 5 points	Very disorganized with several mistakes. 0-2 Points	<hr/>

Appendix C: Service Learning Guideline

Academic service-learning is a form of experiential education in which students participate in meaningful service activities that meet identified community needs and are integrated with course student learning outcomes. This method holds both the service and the student learning as equally important components of the experience. Service-learning helps integrate CMU's student success and community engagement goals, especially our goals to:

- Develop academic program opportunities that provide meaningful and distinctive educational and cultural experiences.
- Encourage sustained community engagement in and across all disciplines.
- Develop community-centered research and scholarship that creates knowledge through engaging with the community around relevant opportunities.
- Foster a mindset of leadership and participation in community engagement.
 - (CMU Office of Community Engagement Vision Statement, 2019).

This innovative interdisciplinary community service learning course will allow nursing students to integrate meaningful community service with instruction, preparation and reflection to enrich their learning experience, teach civic responsibility, and strengthen communities. This course will enable students to examine social justice and social determinant of health issues and apply these principles in a structured service learning practicum that is conducted in and meets the social and health needs of a community partner in a culturally competent manner.

Such activities for the professional nursing student will include documented service occurring outside assigned program activities, and those not required by their employer. This activity may involve service to the community, university, a healthcare institution, or the nursing profession. Such activity is expected to enhance their professional development and should be related to healthcare. Service learning is a form of practical experience, enhances learning in all areas of a nursing program, and the experience of community service reinforces the moral and civic values inherent in serving others.

The goals of service learning for the professional nursing student are:

1. To develop a plan for community service learning to take place over the course of NUR 400: Concepts of Global and Population Health course.
2. To provide a health-related service to a community of need.
3. To complete a written report (journals) and presentation which identifies what significant personal and professional insights have been gained due to this service learning activity.
4. To clearly described and give verifiable examples of such learning experiences.
5. To critically examine how this service learning has impacted their career process.

Guidelines:

Purpose: The service learning project is designed to help students appreciate the value of volunteering time to healthcare related cause or program and to gain perspective of the value of global health.

Requirements: Service learning will be structured in the following format:

1. **Service Learning Hours:** The student is responsible for a total of 22 hours of service learning activities.
 - a) Eight hours of orientation to the agency and the community for which they provide services (background research, setting up hours, and volunteer requirements that need to be completed for the site).
 - b) 12 hours of on-site work to be completed in NUR 400. These hours can be completed ahead of time as long as it was completed while the student was enrolled in the RN-to-BSN program.
 - c) Two hours preparation for the service learning presentation.

2. **Reflective Journals:** Students should reflect on how the service learning experience promoted personal growth and growth toward the program outcomes. A total of three journals will be submitted for evaluation.

#1: Describe the service learning site, the community it provides services too, what you plan to do as a volunteer, what you hope to learn, how you plan to evaluate your learning.

#2 & #3: For each six hours completed, please write a journal that describe what you did as a volunteer, how this furthered your personal and professional growth, and how your experience did help accomplish the course goals.

3. **Service Learning Presentation:** At the conclusion of NUR 400 the students will give a voice-over PowerPoint presentation about their capstone experience. The presentation should be between five to 10 minutes long. See **appendix E rubric** for service learning presentation rubrics.

Appendix D: Service Learning Log

CMU RN-to-BSN Program
NUR 400 Service Learning
Student Log to be submitted through Blackboard
(Total of 22 hours required)

Name:

Hours:

Completed:

Student needs to demonstrate 12 on-site hours:

Date	Hours	Activity	Learning Outcome How met?	End of Program Outcome How met?	Summary (include how you are meeting your mentorship goals)

NUR 400 LEARNING OUTCOMES	RN-to-BSN PROGRAM GOALS	Essentials of Baccalaureate Education for Professional Nursing Practice
<p>Upon completion of this course students will be able to:</p> <ol style="list-style-type: none"> 1. Analyze the principles, goals, and determinants of global health, including social, economic and educational factors. (Program SLO 1, 2, 3, 5; BSN Essentials I, V, VI, VII) 2. Assess factors which influence the health of families, groups, communities, and populations in a global society. (Program SLO 1, 2, 3, 5; BSN Essentials I, V, VI, VII) 3. Analyze the implications of healthcare policy on issues of access, equity, affordability, and social justice in public health care. (Program SLO 1,2, 3, 5; BSN Essentials I, V, VI, VII, VIII) 4. Conduct a family nursing assessment to determine genetic risks, environmental exposure, and health disparities to identify current and future health problems. (Program SLO 1, 3, 4; BSN Essentials III, IV, VII, IX) 5. Prioritize evidence-based collaborative practices for clinical prevention, surveillance, outbreak investigation, and case management for individuals and groups. (Program SLO 1, 2, 3, 4, 5, BSN Essentials II, III, V, VI, VII, IX) 6. Apply community and public health principles to plan population-focused nursing care for selected vulnerable populations to promote safety and quality. (Program SLO 1, 2, 3, 4, 5; BSN Essentials III, IV, VI, VII, VIII, IX) 	<p>By completion of the BSN program, the graduate will be able to:</p> <ol style="list-style-type: none"> 1. <i>Integrate knowledge from the liberal arts, sciences, and nursing to provide culturally competent nursing care for diverse populations.</i> 2. <i>Demonstrate nursing leadership principles to plan and implement patient safety and quality improvement initiatives within the context of a dynamic complex health care system and interprofessional care</i> 3. <i>Apply concepts of global health to plan appropriate culturally safe care and health promotion for vulnerable populations</i> 4. <i>Utilize the best current evidence and systems thinking to improve nursing and health care practices for groups or populations.</i> 5. <i>Incorporate concepts of interprofessional collaboration and communication, health policy, finance, and regulatory environments as leaders in nursing practice.</i> 	<p>The RN-to-BSN program utilizes <i>The 2008 Essentials of Baccalaureate Education for Professional Nursing Practice</i> as the organizing framework for the program. http://www.aacn.nche.edu/education-resources/BaccEssentials08.pdf</p> <ol style="list-style-type: none"> I. Liberal Education for Baccalaureate Generalist Nursing Practice II. Basic Organizational and Systems Leadership for Quality Care and Patient Safety III. Scholarship for Evidence-Based Practice IV. Information Management and Application of Patient Care Technology V. Healthcare Policy, Finance, and Regulatory Environments VI. Interprofessional Communications and Collaboration for Improving Patient Health Outcomes VII. Clinical Prevention and Population Health VIII. Professionalism and Professional Values IX. Baccalaureate Generalist Nursing Practice

Appendix E: Service Learning Agency Contract Form

Student Name: _____

Agency Name: _____

Contact Person: _____

Contact email: _____ Phone: _____

Agency address: _____

Description of agency and type of service learning the student will engage in:

I agree to let the above-named student participate in 12 on-site hours of volunteer service as a part of their service learning requirement at Central Michigan University.

Signature of Agency Representative (agreeing to student volunteer):

Printed Name

Signature

Date

Appendix F: Service Learning Journals Rubric

Criteria	Needs Improvement (0-7 points)	Meets Expectations (8-14) points	Exceptional (15-20)
Journal number, name of agency, dates, and short intro to the journal.			
Explanation of the services you provided, and what you learned.			
How did this further your personal and professional growth?			
Which course objectives were met and why?			
APA format, grammar, spelling.			

Appendix G: Service Learning Presentation Rubric

1. **Service Learning Presentation:** At the conclusion of NUR 400 the students will give a voice-over PowerPoint presentation about their service learning experience. The presentation should be between five to 10 minutes long. Use the following rubric for presentation requirements.

Criteria	Novice	Competent	Proficient
Introduction: Agency Description	0 to 1 points Topic may not be clear; missing a large amount of information; does not compel audience.	2 to 3 points Introduces topic and include some supplementary information but is not thorough enough or missing some aspects.	4 to 5 points Compelling introduction that clearly introduces audience to the agency.
Volunteer Role Described	0 -7 points Missing critical components; it is not clear.	8- 14 points Minimal information or description given.	15- 20 points What volunteers and students did for the agency.

Objectives	0-7 points Missing or very incomplete discussion of this.	8-14 points May comment on issue but does not go into detail; lacks critical thought.	15-20 points Critical thought and discussion on how service learning met personal and program objective.
Evaluation	0-7 points Missing or very incomplete discussion of this.	8-14 points May comment on issue but does not go into detail; lacks critical thought.	15-20 points Critical thought and discussion on students' personal experience and growth as a result of the service learning.
Nursing Implications	0-7 point Lack of understanding of nursing implications.	8-14 points Provides some nursing implications, may not have example or impact.	15-20 points Compelling discussion of nursing implications. How does volunteer service impact nursing, how does this organization impact nursing?
Conclusion	0 -1 points Lacks conclusion.	2-3 points Only partially summarizes.	4-5 points Thoroughly concludes all aspects of presentation.
Presentation Quality	0 to 3 points Not well-presented or well prepared; unprofessional; does not meet time criteria. Slide difficulty to read.	4 to 7 points May be too short or long, not clearly presented or unprofessional, may show lack of preparation. Format of slides have some difficulty in presentation.	8 to 10 points Students present their resource thoroughly and professionally, in the allotted time. Slides are professional and easy to read.
Total Points	100		

Appendix H: Capstone Students' Required Documents

Student must complete and provide documentation where appropriate for all the activities listed below by the end of this course. The timeline is provided.

Students name: _____ Semester: _____

	Required documents	Required by (date)	Submitted (date)
1	Intent to register for NUR 499.	Prior to registration.	
2	Signed student and mentor contract.	Two weeks into the course.	
3	Mentor resume (must have BSN or above).	Two weeks into the course.	
4	Student evaluation of learning activity.	End of course.	
5	Complete EBI survey online. (<i>Must be complete before the final class, or your final grade will not be released</i>).	Email will be sent to students within the first two weeks of the course with two reminders.	
6	Faculty evaluation of student (done as part of the final presentation grade).	End of course.	
7	Student's resume.	Submitted with portfolio.	
8	Student's proposal paper.	Date posted by faculty.	
9	Final project presentation.	Date posted by faculty.	

Appendix I: Student capstone letter

Dear Future Capstone Student:

Subject: NUR 499 Capstone

Capstone Course Information:

The information in this letter is intended to help you prepare for your final course in the RN-to-BSN program, NUR 499 capstone. Knowing the following will assist you making your capstone course a meaningful and enriching learning experience, and in preparing you to incorporate evidence-based practice (EBP) in your professional practice.

Capstone Course Objectives:

Upon completion of this course, it is expected that the learner will be able to:

1. Apply concepts of change theory, care coordination, and evidence-based practice to improve quality of care and ensure healthcare safety. Program 1, 3, 4, 5; BSN Essentials I, III, V, VII.
2. Utilize best current evidence, systems thinking, and appropriate quality improvement tools to improve nursing and healthcare practices. Program SLO 1, 2, 4; BSN Essentials II, III, IV, VI, VII, IX.
3. Participate in the quality improvement process to promote safety and positive healthcare outcomes. Program SLO 1, 2, 3, 4, 5; BSN Essentials II, III, IV, VI, VII, VIII, IX.
4. Incorporate concepts of interprofessional collaboration and communication to improve health for groups or populations. Program SLO 1, 2, 3, 5; BSN Essentials I, II, VI, VII, VIII, IX.
5. Demonstrate nursing leadership principles to plan and implement patient safety, quality improvement initiatives, and health policy within the context of a dynamic complex health care system. Program SLO 1, 2, 3, 4, 5; BSN Essentials II, III, V, VI, VII, VIII, IX.

Preparation for Course Assignments (including EBP QI Proposal Paper):

The purpose of this experiential learning course is to provide you with the opportunity to apply and integrate knowledge from previous coursework in the development of an evidence-based practice (EBP) quality improvement (QI) proposal and presentation. With the help of a Registered Nurse mentor, you will initiate a proposal that may influence a practice change in a healthcare agency that has the potential for future implementation.

Capstone course in nursing is fast paced. Time management and organizational skills are essential! To prepare, please review prior course work with emphasis on evidence-based practice and your research skills. All prior knowledge related to the concept of evidence-based practice, and skills related to critical thinking, searching the literature, identifying research designs, appraising evidence, and writing is essential for success. These previously learned skills are essential as you develop an evidence-based quality improvement proposal.

The following reading will provide a strong resource for the capstone course:

LoBiondo-Wood, G., Haber, J. & Titler, M. (2019). *Evidenced based practice for nursing and healthcare quality improvement* (1st ed.). St. Louis, MO: Elsevier. ISBN: 9780323480055

- Student handbook and course syllabus for NUR 499- This provides a wealth of useful information that prepares you to be successful in the course. Please take the time to review prior to the start of the course.

Selection and Importance of a Registered Nurse (RN) Mentor:

To help you identify a focus for your EBP proposal, you will need to identify a Registered Nurse Mentor (also referred as **nurse** clinical liaison) who will provide assistance and guidance with your EBP quality improvement proposal development. Your RN mentor should be a resource person with knowledge of the EBP process. The mentor may assist you with identifying a question of inquiry (generally a quality improvement concern identified on a unit or agency-wide). The mentor may offer guidance in designing an implementation plan for your EBP proposal post-graduation. Essentially, a RN mentor has knowledge of the organizational culture and quality improvement concerns of the facility. The RN mentor should hold a minimum of bachelor's degree in nursing prior to the start of the courses. This will assist you in meeting course objectives and completing weekly assignments in a timely manner.

We recommend that you identify your RN mentor about four to eight weeks prior to the start of class. The RN mentor will be your contact person and will serve as your agency representative for proposal development and for sharing of ideas related to your evidence-based practice proposal. The mentor contract and mentor resume are a course requirement for your first assignment.

The amount of time you spend with your RN mentor varies depending on the scope of your evidence-based practice proposal. Please note this is **not a “hands-on” clinical experience** that involves direct patient care activities under the direct supervision of a preceptor. The RN mentor may be selected from your place of employment or can be selected from an acute care/long term care facility, school, community agency, health department or any organization in which professional nursing is practiced (including your service learning site).

As you plan your EBP QI proposal, you may be meeting with your RN mentor at intervals throughout the course. The type and/or location of meetings is your preference and should be arranged at a convenient location for you and your RN mentor. It is not a requirement that meetings occur at the clinical agency.

Agency Contract or Letter of Agreement:

Capstone course in nursing does not require direct patient care, access to individual patient information, or any direct clinical hours under the supervision of a preceptor. In rare instances, a formal contract or an informal letter of agreement may be needed to comply with agency policy. If you have verified that a contract or agreement is required, please contact the clinical compliance coordinator to initiate the process. If a contract or letter of agreement is necessary, it

may take up to three months to secure, and will require that you to provide health documents that the agency requests, such as immunization records, criminal background check, or current CPR certificate. It is your responsibility to initiate and complete this process at least three months prior to capstone enrollment due to the length of time it may take to complete.

Steps to Take:

1. Check with the RN mentor or the agency nursing education department to verify whether a contract or letter of agreement is necessary for this EBP QI proposal.
2. If you are told that a contract or letter of agreement is necessary, the clinical compliance coordinator should be notified by the student, indicating the following:
 - a. Intended start date.
 - b. Name of the chosen RN Facilitator.
 - c. Name and location of the agency requesting a contract.
 - d. Name, title, address, phone number, and email of the person who negotiates nursing student contracts at the facility.
3. Negotiations between Central Michigan University and the chosen healthcare facility can take up to three months. If a contract is required, the student must comply with the clinical requirements listed in the contract.

Steps for Capstone Success:

- After selection of your RN mentor, engage in a dialogue about a quality improvement, nursing practice, and/or patient outcomes initiatives that may lead to ideas for your evidence-based practice (EBP) quality improvement proposal.
- Your EBP quality improvement proposal must be within the scope of practice for an RN at the BSN level of practice. It cannot be within the scope of an advanced practice nurse or outside the scope of nursing (such as pharmacotherapeutics or comparing medications and/or chemical preparations).
- The key to a successful proposal is to initiate a proposal that may influence a practice change in the identified healthcare agency and has the potential for future implementation. This proposal is developed based on a rigorous search and critical appraisal of the best available evidence and best practice guidelines.
- Proposals may be related (but not limited to):
 - Clinical issues affecting patient/family/and/or population served by the agency.
 - Issues related to the agency's work environment.
 - Quality of care or safety issues.
 - Needs identified requiring policy changes.
- You must identify a question of inquiry—a PICO question (Population, Intervention, Comparison or Condition, Outcome). Please remember that this question must be in the scope of practice for an RN at the BSN level of practice.
 - **Practice writing your question in PICO format.** We cannot emphasize this enough! Your PICO is the framework for your proposal. It must be written clearly and scoped to nursing practice interventions. Your PICO must be scaled to be able to complete in the eight-week course.

- The implementation phase of your proposal may take much longer, as practice changes often takes time for sustainability. You are not expected to implement during the capstone course, but you will have to write about how you would implement and the evaluation process. We have provided comprehensive EBP QI content through videos, course readings, and extensive library resources through CMUs RN-to-BSN library guide.
- Using evidence to guide practice is essential in proposal development, implementation, and evaluation. Students have access to CMU's Health Professions Librarian for assistance with database searches.
- Finally, **read, read, and read!** This includes course readings, recommended readings, RN-to-BSN library research guide, announcements, etc. And once you are in the course, review all resources, PowerPoints, the EBP proposal template/rubric, and other aides that will help you be successful in the course.

Making Capstone Course in Nursing and the EBP Proposal Experience Meaningful

- **Develop your PICO** question including the following key points:
- When meeting with your RN facilitator/clinical liaison, you should have a prepared written outline of possible proposals. Having a good understanding of EBP is necessary for arriving at a proposal to meet your educational needs and needs of the clinical agency.
- **Organize** and use appropriate time management principles. An extensive time commitment is essential for proposal development and course assignments.
- **Engage** in your EBP QI proposal development. It is an expectation that you adhere to professional standards and policies established by the healthcare agency.
- Take time throughout the course to critically reflect on the experience, your professional goals and course objectives.
- **Evaluate** the learning that occurred through reflection, discussions, and assignments.

Additional Resources to Review Prior to Course Start (Three R's):

- Review RN-to-BSN handbook
- Review capstone course video
- Review prior course work with emphasis on EBP and research

Finally, congratulate yourself for developing a substantive EBP QI proposal for future implementation to change nursing practice at your agency. Celebrate course completion and your achievement of a BSN!

We hope this information will assist you prior to course start.

Sincerely,

Dr. Bethany Brown, DNP, CNM, WHNP, EFM-C, MSN, RN
Assistant Director of Nursing
Central Michigan University

Appendix J: Student Intent to Register



Intent to Register for NUR 499

In order for you to be registered and successfully placed into your NUR499 Capstone, please complete the following and return to the RN-to-BSN Nursing Director or the nursing office attendant/professional following the schedule laid out on page 18 of the handbook.

Name: _____

Semester for NUR 499: _____

Intended Clinical Site: _____

Mentor: _____

Discussed with Clinical Site any required documents or contracts: Yes / No

Student Signature: _____

Printed Name: _____

Appendix K: Student Clinical Disclosure Statement

To be retained by the Educational Institution

Student Name: _____ Date of Birth: _____

Educational Institution Name: _____

Training Program: _____

1. **I certify** that I have not been convicted of a crime or offense that prohibits me from being granted clinical privileges in a long-term care setting as required by P.A. 27, 28, and 29 of 2006 within the applicable time period prescribed by each crime.

Signature of Student Date

2. **I certify** that I have not been the subject of an order or disposition under the Code of Criminal Procedure dealing with findings of “not guilty by reason of insanity” for any crime.

Signature of Student Date

3. **I certify** that I have not been the subject of a state or federal agency substantiated finding of patient or resident neglect, abuse or misappropriation of property or any activity that caused my nurse aide certification to be “flagged.”

Signature of Student Date

4. I have listed below all offenses for which I have been convicted, including all terms and conditions of sentencing, parole and probation and any substantiated finding of patient or resident neglect, abuse or misappropriation of property.

Signature of Student Date

Conviction/Offense	Date of Conviction/Finding	City	State	Sentence	Date of Discharge

5. **I certify** that I have reviewed the list of prohibited offenses as defined in P.A. 27, 28, and 29, and that the above list of my convictions and/or substantiated findings of patient or resident neglect, abuse or misappropriation of property (if any) is true, correct and complete to the best of my knowledge. I also understand that if the information is not accurate or complete, my clinical privileges will be withdrawn immediately. I understand that the facility or educational program denying my privileges based on information retained through a background check is provided immunity from any action brought by a student due to the decision to remove clinical privileges.

Signature of Student

Date

SIGN & RETURN TO:

Dr. Kechi Iheduru-Anderson
The Herbert H. and Grace A. Dow College of Health Professions
Health Professions Building 1215
Mount Pleasant, MI 48859
Email: iheduk@cmich.edu

Appendix L: Student Capstone Log

**NUR 499 Capstone
Student Log to be submitted through Blackboard**

Name: _____ Hours: _____ Completed: _____

Student needs to demonstrate at least three hours/week (total of 20 hours required).

Date	Hours	Activity	Learning Outcome How met?	End of Program Outcome How met?	Summary (include how you are meeting your mentorship goals)

Outcomes, Program Goals and Essentials

NUR 499 LEARNING OUTCOMES	RN-to-BSN PROGRAM GOALS	Essentials of Baccalaureate Education for Professional Nursing Practice
<p>Upon completion of this course students will be able to:</p> <ul style="list-style-type: none"> • Apply concepts of change theory, care coordination, and evidence-based practice to improve quality of care and ensure healthcare safety. Program 1, 3, 4, 5; BSN Essentials I, III, V, VII. • Utilize best current evidence, systems thinking, and appropriate quality improvement tools to improve nursing and healthcare practices. Program SLO 1, 2, 4; BSN Essentials II, III, IV, VI, VII, IX. • Participate in the quality improvement process to promote safety and positive healthcare outcomes. Program SLO 1, 2, 3 4, 5; BSN Essentials II, III, IV, VI, VII, VIII, IX. • Incorporate concepts of interprofessional collaboration and communication to improve health for groups or populations. Program SLO 1, 2, 3, 5; BSN Essentials I, II, VI, VII, VIII, IX. • Demonstrate nursing leadership principles to plan and implement patient safety, quality improvement initiatives, and health policy within the context of a dynamic complex healthcare system. Program SLO 1, 2, 3, 4, 5; BSN Essentials II, III, V, VI, VII, VIII, IX. 	<p>By completion of the BSN program, the graduate will be able to:</p> <ul style="list-style-type: none"> • Integrate knowledge from the liberal arts, sciences, and nursing to provide culturally competent nursing care for diverse populations. • Demonstrate nursing leadership principles to plan and implement patient safety and quality improvement initiatives within the context of a dynamic complex healthcare system and interprofessional care. • Apply concepts of global health to plan appropriate culturally safe care and health promotion for vulnerable populations. • Utilize the best current evidence and systems thinking to improve nursing and health care practices for groups or populations. • Incorporate concepts of interprofessional collaboration and communication, health policy, finance, and regulatory environments as leaders in nursing practice. 	<p>The RN-to-BSN program utilizes <i>The 2008 Essentials of Baccalaureate Education for Professional Nursing Practice</i> as the organizing framework for the program.</p> <ul style="list-style-type: none"> X. Liberal Education for Baccalaureate Generalist Nursing Practice. XI. Basic Organizational and Systems Leadership for Quality Care and Patient Safety. XII. Scholarship for Evidence-Based Practice. XIII. Information Management and Application of Patient Care Technology. XIV. Healthcare Policy, Finance, and Regulatory Environments. XV. Interprofessional Communications and Collaboration for Improving Patient Health Outcomes. XVI. Clinical Prevention and Population Health. XVII. Professionalism and Professional Values. XVIII. Baccalaureate Generalist Nursing Practice.



**RN-to-BSN Nursing Program Student/Mentor Contract & Credentials
NUR 499 – Capstone**

Year: _____ Semester: _____

1. Student Information:

Name: _____

Address: _____

City/State/ Zip: _____

Cell Phone: _____

Home email address: _____

The *best* way to reach me is by _____

Central Michigan University RN-to-BSN Program is required by our accrediting agency to document the credentials and professional experiences of the mentors. Please complete the following information.

2. Mentor Information:

Name of Mentor with Credentials: _____

Title/Position: _____

Unit/Department: _____

Work Phone: _____

Work Email: _____

Preferred way of contact: _____

Name of Institution, Agency, or Affiliate: _____

Address: _____

City/State/Zip: _____

Mentor's Last University/College attended: _____

Degree Granted: _____

Date Degree Granted: _____

Current Valid Licenses: _____

Active Certifications (If any): _____

A copy of Mentor's updated resume is required. Mentors must have a minimum of baccalaureate (BSN) degree and at least two years' experience in their area of specialty.

Student and Mentor Agreement Form

Mentor's role:

The focus of the Mentorship Practicum is on leadership, evidenced-based nursing practice, quality improvement, nursing education, and clinical management. It is our expectation that the role of mentor includes guidance and support to assist the student in meeting their NUR 499 learning outcomes. A key component of this mentorship practicum is an evidenced-based practice quality improvement project, developed by the student, and drawn from a real-life situation. It is our expectation that the mentor will assist the student in developing and meeting these outcomes. The mentor will provide feedback to student and faculty on student's participation and performance only. Final evaluation of capstone project is completed by the primary faculty for the course.

NUR 499: Capstone Outcomes:

1. Apply concepts of change theory, care coordination, and evidence-based practice to improve quality of care and ensure health care safety. (Program 1, 3, 4, 5; BSN Essentials I, III, V, VII)
2. Utilize best current evidence, systems thinking, and appropriate quality improvement tools to improve nursing and health care practices. (Program SLO 1, 2, 4; BSN Essentials II, III, IV, VI, VII, IX)
3. Participate in the quality improvement process to promote safety and positive health care outcomes. (Program SLO 1, 2, 3, 4, 5; BSN Essentials II, III, IV, VI, VII, VIII, IX)
4. Incorporate concepts of interprofessional collaboration and communication to improve health for groups or populations. (Program SLO 1, 2, 3, 5; BSN Essentials I, II, VI, VII, VIII, IX)
5. Demonstrate nursing leadership principles to plan and implement patient safety, quality improvement initiatives, and health policy within the context of a dynamic complex health care system. (Program SLO 1, 2, 3, 4, 5; BSN Essentials II, III, V, VI, VII, VIII, IX)

As the student's mentor, I am willing and able to meet all mentorship practicum requirements as stated above.

Mentor Signature: _____ Date: _____

Student's Role:

The student is responsible for arranging and attending all meetings set up between student and mentor. The student is responsible for completing the capstone requirements of NUR499. The student will use the mentor as a resource to help develop the project, but all work is to be done by the student. It is the student's responsibility to notify course facilitator of any change.

Student Signature: _____ Date: _____