PREFACE

This College of Nursing PhD Student Handbook is designed to share information, procedures and policies specific to students enrolled in the College of Nursing. The information presented here will be helpful as you negotiate your way through your graduate studies. Our expectation is that you will use this Handbook as your first point of reference when you have questions concerning your program of study or academic policies within the college.

The primary reference for rules, policies and procedures concerning graduate education at The Ohio State University is the Graduate School Handbook published by the Graduate School. You may access it via the Graduate School web site: www.gradsch.ohio-state.edu.

It is expected that all PhD in Nursing students become familiar with the policies and rules contained in the Graduate School Handbook and that PhD in Nursing students are also familiar with the contents of the Doctor of Philosophy in Nursing Student Handbook.

While the primary responsibility for your success lies with each of you, many individuals stand ready to assist you in your efforts. On behalf of the dean, the faculty and the staff of the College of Nursing, we wish you continued success with your academic studies.
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COLLEGE OF NURSING DIRECTORY

Office of the Dean
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Assistant Dean for Pre-Licensure Programs Linda Daley, PhD, RN 292-4928

Office of Student Affairs, Equity and Inclusion
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Graduate Outreach Manager Jacqueline Min 688-8145
Graduate Admissions Counselor Megan Alexander 688-2191
Diversity & Inclusion Manager 292-6668
Diversity & Inclusion Associate 292-7613

Graduate Studies Committee
Chair Celia Wills, PhD, RN 292-4699

Student Representatives
Graduate Entry option Katherine Joseph joseph.458
Traditional MS option Katherine Garmann garmann.6
DNP Program Dane Youtz youtz.4
PhD Program Randi Bates bates.204
Academic Program Coordinator

Director, Graduate Entry Program
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Director, DNP Program
Joyce Zurmehly, PhD, DNP, RN, NEA-BC 292-4524

DNP Subcommittee Student Representative Aaron Begue begue.4

Interim Director, PhD Program
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PhD Subcommittee Student Representative Kristin Greathouse greathouse.27

Director, MS Program Kristine Browning, PhD, CNP 247-8116

Program Coordinator, MS Program Randee Masciola, RN, MS, CNP 292-4994

Director, Center for Transdisciplinary Evidence-based Practice Lynn Gallagher-Ford, PhD, RN 688-0983

Professional Misconduct Committee Chairperson Barbara Warren, PhD, PMH APRN-CNS-BC 292-4847

Technology Learning Complex
Director Lisa Rorhig, RN, BSN 247-6466

Preceptor Specialist Stephanie Hall, MA 247-2368

Information Technology
Director of Information Technology Awais Ali 688-5370
Systems Specialists Scott Blake 292-8199
Manager Instructional Services Joni Tornwall, MEd 292-6804
Network Administrator Erik Yarberry 292-0626
Database Solutions Amy Alger 247-7634
Educational Technologist John Pryba 292-1402
Web Services Manager Jonathon Gutzwiller 292-8250

Alumni Society
President Stephanie Stelmaschuk Stelmaschuk.2

Donor & Alumni Relations Coordinator Megan Denison 292-2658
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<th>Specialty Track</th>
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<tr>
<td>Adult Gerontology Acute Care NP</td>
<td>Carolyn McClerking, MS, RN</td>
<td>292-4934</td>
</tr>
<tr>
<td>Adult Gerontology Primary Care NP</td>
<td>Janinie Overcash, PhD, GNP-BC</td>
<td>247-2365</td>
</tr>
<tr>
<td>Psychiatric Mental Health NP</td>
<td>Barbara Warren, PhD, RN, PMHCNS-BC, FAAN</td>
<td>292-4847</td>
</tr>
<tr>
<td>Clinical Nurse Leader</td>
<td>Janice Wilcox, MSN, RN, CNL</td>
<td>292-4934</td>
</tr>
<tr>
<td>Family Nurse Practitioner</td>
<td>Oralea Pittman, DNP, CRNP, FAANP</td>
<td>292-4742</td>
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<tr>
<td>Nurse-Midwifery and Women’s Health NP</td>
<td>Sharon Ryan, DNP</td>
<td>292-4994</td>
</tr>
<tr>
<td>Nursing Science (Interim)</td>
<td>Cindy Anderson, PhD, RN, WHNP-BC, FAAN</td>
<td>292-4179</td>
</tr>
<tr>
<td>Nursing &amp; Health Systems Management</td>
<td>Laureen Smith, PhD</td>
<td>292-4902</td>
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<tr>
<td>Neonatal Nurse Practitioner</td>
<td>Deborah Steward, PhD, RN</td>
<td>292-4978</td>
</tr>
<tr>
<td>Pediatric Primary Care NP &amp; Pediatric Acute Care NP</td>
<td>Rosie Zeno, MSN, RN, CNP</td>
<td>292-4762</td>
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USEFUL LINKS

BuckeyeLink
http://buckeyelink.osu.edu/
Access to registration, grades, course information, statement of account, etc.

Carmen online course management system
www.carmen.osu.edu

College of Nursing StudentWeb Home Page (Sharepoint)
http://studentweb.con.ohio-state.edu/default.aspx

College of Nursing Student Affairs Home Page (Sharepoint)
http://studentweb.con.ohio-state.edu/sa/default.aspx
Information and links concerning:
- CARMEN
- Commencement
- Deadlines
- Financial Aid
- Forms
- Graduate School
- Graduation
- Handbook
- Headset information
- Licensure/NCLEX
- Name changes
- Ohio Board of Nursing
- Petitions
- Registration
- Student handbooks
- Technology recommendations
- University Directory

College of Nursing IT Home Page (Sharepoint)
http://studentweb.con.ohio-state.edu/it/default.aspx
Information on CON information technology, resources, and support.

College of Nursing public website
www.nursing.osu.edu

College of Nursing Faculty & Staff Directory
http://nursing.osu.edu/faculty-and-staff-directory.html
Graduate School Home Page
http://www.gradsch.ohio-state.edu/

Graduate School Handbook

Graduate School Policies, Publications, Forms and Guidelines
http://www.gradsch.ohio-state.edu/forms-guidelines-and-policy1.html

Graduate Minors and Interdisciplinary Specializations
http://www.gradsch.ohio-state.edu/graduate-interdisciplinary-specializations.html

Office of Chief Information Officer
http://ocio.osu.edu/
Includes the University IT Help Desk, webmail, software downloads and system status.

Office of Distance Education & eLearning
http://www.ced.osu.edu/

    Digital Union
    http://digitalunion.osu.edu/
    Provides support for teaching and learning with technology

Registrar
www.registrar.osu.edu

Student Financial Aid
http://www.sfa.osu.edu/
VISION, MISSION, GOALS, AND VALUES STATEMENTS

Strategic Vision of the College of Nursing
The Ohio State University College of Nursing is the world’s preeminent college known for accomplishing what is considered impossible through its transformational leadership and innovation in nursing and health, evidence-based practice and unsurpassed wellness.

Strategic Mission of the College of Nursing
We exist to revolutionize healthcare and promote the highest levels of wellness in diverse individuals and communities throughout the nation and globe through innovative and transformational education, research and evidence-based clinical practice.

Core College Goals and Values

Core Goals

• Produce the highest caliber of nurses, leaders and health professionals equipped to effectively promote health, impact policy and transform healthcare across culturally diverse individuals, groups and communities.

• Transform healthcare to positively impact and sustain wellness through transdisciplinary and innovative education, research and evidence-based clinical practice.

• Ensure that all students, faculty and staff engage in healthy lifestyle behaviors and promote the highest levels of wellness in diverse individuals, groups and communities.

• Foster collaborative, entrepreneurial initiatives with local, national and international partners to improve healthcare and health outcomes.

• Support faculty, staff and students to achieve their highest career aspirations by sustaining a positive and extraordinary culture of wellness and excellence to the point where everyone wants to come here to teach, conduct research, practice and to learn.

Core Values

Excellence: in the standards we set, the results we produce, the relationships we are in, and the dedicated service we provide.

Collaboration and Authenticity: our aspirations demand we remove internal boundaries—we must share information, promote teamwork, and think creatively to make this happen. We must also be authentic and transparent in our relationships and activities.

Curiosity and Intellectual Rigor: we engage in lifelong learning, ignite a spirit of inquiry in our colleagues and students, and stimulate critical thinking to solve health and healthcare’s greatest challenges.
Integrity and Personal Accountability: we accept responsibility for our actions, we keep our word, we focus on solutions rather than fault and blame, and we take initiative to make things happen.

Openness, Trust and Respect: our communication is direct, honest and respectful; we are open to constructive feedback and coaching, and we give feedback with candor and respect.

Integrity and Personal Accountability: we adhere to a code of moral values and take responsibility for our actions.

Diversity in People and Ideas: we respect and welcome diverse individuals and ideas, and interact with them in a way to facilitate their growth and development.

Empathy and Compassion: our actions seek to understand and be sensitive to the feelings, thoughts and experiences of others; we routinely engage in acts of caring.

Personal and Professional Wellness: we engage in and model healthy lifestyle behaviors and interactions with our colleagues and students in order to achieve the highest level of wellness in our personal and professional lives.

Transformational and Innovation Leadership: we lead and inspire others to: innovatively solve the most pervasive problems in education, health and healthcare, and to be entrepreneurial; we walk our talk.

College of Nursing (2013). College of Nursing Strategic Plan 2011-2016. Columbus, OH: The Ohio State University.
THE GRADUATE STUDIES COMMITTEE

Purpose

Each academic unit which offers a graduate degree has a Graduate Studies Committee to oversee and administer the graduate programs offered by that academic unit and to serve as a liaison between the Graduate School and the graduate faculty. The PhD in Nursing Graduate Studies Committee is one of the standing committees of The Ohio State University College of Nursing.

Membership

Chair: Chair of the PhD in Nursing Graduate Studies Committee elected by the voting members of the faculty for a term of three years. A member can serve no more than two consecutive terms as chair. The Chair is in addition to the elected members.

Elected Members: (5) - Five regular faculty, at least one of whom is tenured and one of whom is certified as an advanced practice nurse.

Students: (4) - One graduate entry, one traditional MS, one PhD student, and one DNP student

Ex-officio: (8) - Associate dean for academic affairs, assistant deans, PhD director, DNP director, director of MS in Nursing program, the nursing graduate program manager.

Functions

1. Carries out specific functions required by the Graduate School and the dean of the College of Nursing.
2. Reviews faculty for Graduate School appointment.
3. Reviews and recommends to the faculty for approval or modification the aims, objectives, philosophy, conceptual framework, and offerings of the graduate programs.
4. Reviews and approves revisions in existing courses, changes in course content, and changes in course titles or credits, and forwards to the faculty for approval.
5. Initiates and/or reviews proposals for new courses and/or any reorganization of the curriculum, and makes recommendations to the faculty for approval.
6. Evaluates outcomes of the graduate program.
7. Recommends to the faculty criteria consistent with the Graduate School for admissions, progression, and graduation.
8. Reviews and selects candidates for admission to the graduate program.
9. Monitors progression of students in the graduate program.
10. Acts upon student petitions for exceptions to or modifications of policies or procedures for progress in (including reinstatements) and graduation for the graduate programs.
11. Selects candidates for fellowships, grants, and honors.
12. Communicates with graduate student recruiters regarding design, implementation, and outcomes of graduate student recruitment strategies.
13. Appoints one member and one alternate to serve on the Professional Misconduct Committee.
Frequency of Meetings

The PhD in Nursing Graduate Studies Committee meets every other week during the academic year, with specific meeting dates arranged around the academic calendar.

Student Input

The PhD in Nursing Graduate Studies Committee is the formal channel whereby students can be involved in the policy- and decision-making of the nursing graduate program. Students are, therefore, encouraged to familiarize themselves with the responsibilities of the PhD in Nursing Graduate Studies Committee and to provide input to this committee for its tasks. When students would like the committee to discuss policy, they may request through their representative that an item be placed on the committee’s agenda for discussion. Student representatives are elected by their peers. Students nominated to act as the representative for each cohort must agree to the nomination prior to the start of voting.

PhD Subcommittee

The PhD Program Committee is a permanent subcommittee of the Graduate Studies Committee (GSC). It reports to the Graduate Studies Committee.

Membership

Chair: The chair of the PhD program committee will be the PhD Program Director.
Elected Members: (3) - Three tenure-track faculty – at least one of whom is an assistant professor.
Ex-Officio: (1) - Graduate Studies Committee chairperson.
Students: (1) - One PhD student.

Functions

1. Advises the GSC about PhD curriculum implementation. Collects and presents programmatic quality indicators, as directed by GSC.
2. Reviews and recommends PhD program applications for admission to GSC.
3. Implements the Preliminary Examination Process, as directed by GSC.
YOUR FACULTY ADVISOR

Academic advising is an interactive process whose aim is to develop a plan that helps the student move smoothly through the academic endeavor s/he has chosen. This process works best when the advisor and the advisee partner to achieve a mutually agreed upon outcome. Both parties have areas of accountability to assure that this process proceeds in a smooth and beneficial manner. Below are listed some elements of the responsibility the student has in the process:

1. **Contact your advisor first.**
   The student must contact the advisor of record immediately after acceptance of admission in order to develop the curriculum plan.

2. **Contact your advisor at least once per semester or session to discuss your progress.**
   Additionally, the student should contact the advisor at any time during the semester or session to inform him/her of any proposed changes in the curriculum plan that the student wishes to make to assure that the overall plan is still sound and meets progression requirements.

3. **Contact the advisor if there are academic or other life issues that interfere with successful completion of a course or courses.**
   Although dialogue with the course instructors is essential, it is also essential that the student’s advisor be informed of any problems. Often, the advisor can help to plan strategies, give suggestions about appropriate petitions, and be a sounding board to recognize consequences of actions the student might think about implementing.

4. **Discuss decisions to change specialty tracks, take a leave of absence, waive a course, or other decisions that affect completion of an academic program.**
   Advisors recognize that goals, objectives, and commitments may change. Your advisor is the first line academic official with whom these changes should be discussed. Procedures, consequences, and suggestions for appropriate strategies are resources that advisors may use to help.

5. **Discuss decisions about thesis and comprehensive examination procedural clarification**
   The advisor can often serve as the first line for recommendations for decisions about a thesis option or comprehensive exam option. The advisor is the person who can make initial and informed suggestions about the best people to have on the student’s committee should the thesis option be selected. In most cases, the advisor would serve as the student’s committee chair.
6. **Request, as needed, the advisor to serve as a professional reference after graduation.**
   The advisor is a person who, in most cases, has known the student since the beginning of the student’s program. Advisors are often the best persons to complete a professional reference when the new PhD in Nursing student is applying for a position or entry into a subsequent advanced or degree program.

Please also review [APPENDIX F](#) of the Graduate School Handbook: Graduate Advising Best Practices
Program Fees

Registrar Fees

Information on tuition and explanation of the fees charged by the Registrar may be found at http://registrar.osu.edu/FeeTables/MainFeeTables.asp.

Distance Education Fee

A distance education course is defined as those courses with no scheduled in-classroom or on-site activities. A distance education administration surcharge of $100 and a Nursing distance learning surcharge of $190 per student per term is charged for any student who is enrolled for only courses tagged as distance education courses. The revenue generated from this fee will fund 24/7 distance education support. If a distance education student is enrolled as a non-resident, a non-resident distance fee of $5 will be assessed, but the regular non-resident fee will be waived. Site-based fees (e.g. COTA Fee, Recreation Center Fee and the Ohio Union Fee) will also be waived for such a student. If a student has any regular or “hybrid” (regular courses that also have a significant distance education component but are not exclusively distance education) courses in addition to distance education classes, all regular fees will be assessed.

Student Health Insurance

Students are required to have health insurance. You will be automatically enrolled in and billed for the OSU Comprehensive Student Health Insurance plan if you qualify and if you do not make a selection by the deadline each year. To qualify for Student Health Insurance the student must be enrolled part-time in eligible classes. Students who are enrolled exclusively in online, distance-learning courses are not eligible to purchase the OSU Comprehensive Student Health Insurance. However, students may request an exception to the eligibility requirement by completing the necessary petition form and obtaining a letter of support from his or her Graduate Program Manager (for on-campus students) or Online Programs Coordinator (for online students). Go to http://shi.osu.edu/ for additional information.

College of Nursing Fee

A Nursing Program Fee is a prorated fee based on full-time enrollment. All graduate nursing students incur this fee each semester. The purpose of the fee is to balance the cost of quality education beyond tuition, which includes program/clinical experiences that require low faculty-student ratios.
The purpose of the OSU College of Nursing PhD program is to produce scholars who will contribute to the scientific basis for nursing practice. This scientific base is interdisciplinary in nature and drawn from the biological, biomedical, social and behavioral sciences. Requirement for interdisciplinary study has been included in the PhD curriculum since its inception. PhD students are expected to develop breadth of understanding of the scientific basis for the discipline across biological and psychosocial science areas, and to develop depth in one area.

The focus of our PhD program is an examination of the broad determinants of health and disease in individuals, families, and communities, with the intent to develop and test interventions to improve health. Consistent with the biopsychosocial focus of our discipline, and growing national emphasis on interdisciplinary research and translational health science, special attention is given to the interactions among mind, body, and environments through interdisciplinary research studies. PhD students in the College of Nursing are required to complete a cognate minor outside the College of Nursing. Cognate study allows the student to develop sound theoretical, substantive and methodological knowledge in the biological, behavioral, and/or social science area related to his or her research focus. A committee member from the related discipline is part of the candidacy exam, and these faculty members often continue as members of the dissertation committee. The required cognate study places the students in close contact with faculty and graduate students in other departments, increasing opportunities for collaborative, interdisciplinary research training.

Post master’s students are required to complete a minimum of 50 hours and post baccalaureate students a minimum of 80 hours for graduation. Students at OSU are required to complete a minimum of 8 credit hours per semester to be considered a full time student. The coursework is designed to provide program trainees with foundational scientific knowledge to conduct rigorous research. In figure 1 a pyramid is used to show how training program builds and becomes increasingly more individualized. At the bottom (level 1) are courses required for all PhD students at the CON; these form the basis for becoming a nursing scientist. At level 2 core courses specific to the student’s area of interest/research are identified. At level 3, program requirements that are tailored to the specific research training needs of a student are identified.

The faculty strive to establish a learning environment that provides the opportunity for interchange between students and faculty that fosters individual growth, collegial relationships, and the pursuit of knowledge. Both faculty and students have a commitment to the development of nursing science through empirical work. To this end, the College of Nursing offers a PhD program requiring approximately four years of full-time study. This program is flexible in scheduling so that part-time study is possible, except for the two semesters of full-time study necessary to meet the residency requirement of the Graduate School. However, full-time study is strongly encouraged.
Characteristics of the Graduate

Graduates of the PhD program are prepared to:

1) Synthesize knowledge from nursing and other disciplines to develop and test theory that affects health.
2) Conduct research that builds nursing science.
3) Communicate the results of theory development and research.
4) Provide leadership in the area of health promotion, disease prevention and the advancement of clinical science through the development and application of new knowledge.
PhD CURRICULUM

The PhD program has three components--a nursing science major, a cognate minor, and electives. In addition, students are required to complete a preliminary examination, a candidacy examination, and a dissertation. The nursing science component is required of all students, and comprises the foundation for the development and testing of theory about the health of human systems. Nursing courses pertain to the philosophies of nursing science, theory development and verification, qualitative and quantitative analysis in nursing science, and synthesis of theories from nursing, social, behavioral, and biological sciences.

The nursing science major includes courses in research methods and statistics. The cognate minor (six credit hours) is taken in a discipline that is congruent with the student’s research area. In addition, nine credit hours of electives in nursing or another discipline are required. Finally, doctoral students are expected to attend the college’s colloquium series held biweekly throughout autumn and spring semesters.

Nursing Science Major

Nursing 8400 Leadership for Nurse Scientists (1 credit hour)
Examine current professional issues facing the nurse scientist in academia, practice, and research. Prereq: Doctoral standing or permission of instructor.

Nursing 8440 Scientific Underpinnings of Nursing Science I (3 credit hours)
Examines the scientific underpinnings used to investigate, understand and improve health status within the context of Nursing Science. Prereq: Doctoral student in Nursing or permission of instructor. Not open to students with credit for 901 or 915 or 916.

Nursing 8441 Scientific Underpinnings of Nursing Science II (3 credit hours)
Integrates scientific approaches used to investigate, understand and improve health status within the context of Nursing Science. Prereq: 8440, or permission of instructor. Not open to students with credit for 901, 915, or 916.

Nursing 8460 Scientific Communication (1 credit hour)
Preparation, submission, and critique of scientific writing; ethical issues impacting manuscript preparation and editorial review. Prereq: Doctoral student in Nursing or permission of instructor.

Nursing 8461 Scientific Communication II (1 credit hour)
Preparation and review of research funding applications; matching research ideas with funding sources. Prereq: Doctoral student in Nursing; or permission of instructor.
Nursing 8462   Scientific Communication III (3 credit hours)
Preparation, presentation, and mock review of an individual research training fellowship application. Prereq: Doctoral student in Nursing or permission of instructor. Not open to students with credit for 904.

Nursing 8780   Research Methods I (3 credit hours)
Survey of quantitative design and measurement approaches relevant to nursing and health. Emphasis is placed on experimental designs and measurement in nursing and health research. Prereq: Doctoral student in Nursing or permission of instructor. Not open to students with credit for 902.01 or 912.

Nursing 8781   Research Methods II (3 credit hours)
Survey of qualitative and mixed methods approaches relevant to nursing and health. Emphasis is placed on observational research designs in nursing and health research. Prereq: 8780 or permission of instructor.

Nursing 8782   Research Methods III (4 credit hours)
Integration and application of theoretical and measurement approaches applied at micro-, meso- and macro-levels in nursing and health research. Emphasis is on selected measures of individual and population health. Prereq: 8781 or permission of instructor.

Nursing 8890   Professional Issues in Nursing (0.5-2 credit hours)
Examine professional issues facing the nurse scientist in academia, practice, and research. Prereq: Doct standing. Repeatable to a maximum of 8 cr hrs or 10 completions. This course is graded S/U.

Nursing 8980   Research Residency (1-10 credit hours)
Doctoral research training through participation in on-going research of one or more graduate faculty members and contribution to these research projects. Prereq: Completion of the preliminary examination. Repeatable to a maximum of 20 cr hrs or 2 completions. This course is progress graded (S/U).

Nursing 8999   Dissertation (1-10 credit hours)
Dissertation research involves the generation of new knowledge that will contribute to nursing science. Prereq: Completion of candidacy examination. Repeatable to a maximum of 40 cr hrs or 4 completions. This course is graded S/U.

BS to PhD students: If a student enters the PhD program post-baccalaureate a plan is developed to have the student acquire clinical specializations at the master’s level. The CoN offers multiple options for specialty content. The goal of this work is not to become certified as an advanced practice clinician, but rather to use these courses to develop depth of knowledge within a clinical area related to research goals.
Other Courses in Nursing Science Major

Advanced statistics courses (6 credit hours)
Students are also required to complete a 2 course sequence in graduate level statistics offered outside of the College taken either in:

Public Health: Biostatistics (PUBHBIO 6210 & 6211)
Psychology (PSYCH 6810 & 6811)

Cognate/minor (total 6 hours): The purpose of the cognate is for the student to develop further depth in a scientific area. For example, students have completed cognates in sociology, psychology, women’s studies, genetics, and public health.

Electives

Doctoral students select 3 elective courses to enhance coursework in statistics, cognate areas, or population of interest.

Nursing 7193 Individual Studies in Nursing (1-5 credit hours)
Students will gain skills and knowledge within a focused area of study within the area of expertise of a nursing faculty mentor. The course will expose students to novel scholarly activities and provide individualized learning opportunities. Prereq: Grad standing in Nursing. Repeatable to a maximum of 20 cr hrs or 5 completions. This course is graded S/U.

Nursing 8193 Individual Studies (1-5 credit hours)
Students will gain skills and knowledge within a focused area of study within the area of expertise of a nursing faculty mentor. The course will expose students to novel scholarly activities and provide individualized learning opportunities. Prereq: Enrollment in Nursing program and permission of instructor. Repeatable to a maximum of 20 cr hrs or 4 completions. This course is graded S/U.

Nursing 8194 Group Studies in Nursing (0-5 credit hours)
Group studies of special problems in nursing. Prereq: Grad standing or permission of instructor. Repeatable to a maximum of 20 cr hrs or 4 completions.

Nursing 8900 Professional Seminar (2 credit hours)
Examination of current health care problems, national research priorities, issues within nursing science, and career patterns of doctorally prepared nurses. Students will be introduced to various faculty and their programs of research. Prereq: Doct standing or permission of instructor.
Sample Plan of Study: Post Masters to PhD

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<td>Cognate Course #2: 3 credits</td>
<td>Candidacy Examination</td>
</tr>
<tr>
<td></td>
<td>Cognate # 1: 3 credits</td>
<td>Leadership for Nurse Scientists: 1 credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Scientific Communication III: 2 credits</td>
<td>Elective: 3 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research Residency: 3 credits</td>
<td>Research residency: 3 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NRSA submission</td>
<td>Total: 12 Credits</td>
<td></td>
</tr>
<tr>
<td><strong>Year 3</strong></td>
<td>Elective: 3 credits</td>
<td>Professional Issues in Nursing: 0.5 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professional Issues in Nursing: 0.5 credits</td>
<td>Dissertation: 2 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total: 3.5 credits</td>
<td>Total: 2.5 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Year 4</strong></td>
<td>Professional Issues in Nursing: 0.5 credits</td>
<td>Professional Issues in Nursing: 0.5 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dissertation: 2 credits</td>
<td>Dissertation: 2 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total: 2.5 credits</td>
<td>Total: 2.5 credits</td>
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</tr>
<tr>
<td><strong>Total hours:</strong></td>
<td>58 credits</td>
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</tr>
</tbody>
</table>

**Years Three and Four**
Progression Criteria: Dissertation must be completed within five years post-Candidacy Exam.

   You and your advisor will determine when you are ready to present to faculty.
2. Receive committee approval of Dissertation Proposal.
   Three members __________________
   Must be continuously enrolled while working on dissertation. 6 credit hours of 8999 required over a minimum of two semesters of study.
4. Graduate!
PhD PROGRAM REQUIREMENTS

ePortfolio
The ePortfolio is designed to document a PhD student’s achievement and growth throughout their doctoral studies at the College of Nursing. These repositories also allow for individual assessment and long-term program evaluation.

Students in the PhD program at the College of Nursing are required to utilize an ePortfolio throughout their academic career and should update them regularly. Faculty advisors will review portfolios a minimum of three times to ensure adequate progress is achieved in each area: prior to the administration of the Preliminary and Candidacy examinations, and before the dissertation defense. Results will be reported to the PhD Director. Students will receive a copy of the advisor’s evaluation, and are required to remedy any missing or inaccurate data within two weeks of the receiving the advisor’s evaluation.

Progress toward and timely completion of the goals listed below is viewed by College and program faculty as the minimum necessary to remain in good academic standing and progress through the program. Students are encouraged to exceed these, as possible, in the pursuit of their scholarly and professional goals.

A student’s ePortfolio should include evidence of the following items (at minimum):

1. Research
   a. Submission of at least one grant application (include in portfolio)
   b. Submission of at least two manuscripts (include in portfolio)
   c. Scientific presentation of a paper or poster at a local, regional, or national conference (include abstract in portfolio)

2. Teaching (Required for GAANN and NFLP fellows; and for other students only if relevant)
   a. Development as a teacher
   b. Classroom planning and management
   c. Student-teacher relationship
   d. Structuring and evaluating learning
   e. Evaluation of teaching (include Student Evaluation of Instruction, faculty evaluation, self-evaluation documentation for courses taught)

3. Service
   a. Membership in at least one professional organization
   b. At least one guest lecture in a collegiate course in the College of Nursing or other department(s)

4. Specializations and Honors (if applicable)
   a. Notation of Graduate Minor or Graduate Interdisciplinary Specialization
   b. Fellowships
   c. Awards and honors resulting from scholarly activities

5. Current Curriculum Vitae
Evidence of completion of the items listed may be either documentary or narrative in form, or a combination of both. For example, a student might include the Student Evaluation of Instruction summary to meet requirement 2e and explain via narrative how these have informed their development as an educator to help meet requirement 2a. Narrative passages should be concise, and are typically no longer than 200 words in length for each item.

Standardized templates have been created for use by doctoral students at the College, and are located at www.blogs.nursing.osu.edu. For further information on ePortfolios, including access instructions and data retention policies, please see the Computing Resources section of this handbook.

**Research Residency**

Each doctoral student is required to complete a minimum of two semesters of a research residence experience. The purpose of the experience is to enhance the research training of doctoral students through participation in ongoing research of one or more graduate faculty members and contribution to these research projects.

The research residence requirement can be met by the student while participating in the on-going research of any graduate faculty member. A student may choose to do the entire research residence with one faculty research project or be involved with more than one project. Each semester of the research residence the student must spend a minimum of six hours a week involved with the research experience. A student must enroll for a minimum of three credits of N8193 per semester to earn credit for the residence requirement.

The actual research residence is developed by the student and the major academic advisor. This experience may or may not be related to the student’s research area of interest. The experience should build upon the prior research expertise of the student and facilitate the accomplishment of the residence goals as defined by the student and advisor.

The student is responsible for submitting a written plan (including measurable objectives) for meeting the requirement, which has been approved by the advisor, to the director of the doctoral program no later than the end of spring semester prior to taking the preliminary examination. The student and the advisor are responsible for submitting an evaluation of the experience at the end of the research residence to the director of the doctoral program. If there are any changes in the plan, the student must notify the director of the doctoral program.

The Research Residency form and Research Residency Evaluation form can be found on the Student Web > Student Affairs > PhD Documents and Resources.
Graduate School Residency Requirement

The following requirements must be fulfilled after the master’s degree has been earned or after the first 30 hours of graduate credit have been completed:

1. a minimum of 24 graduate credit hours must be completed at this university
2. a minimum of two consecutive pre-candidacy semesters or one semester and a summer session with a full time enrollment must be completed while in residence at this university
3. a minimum of six graduate credit hours over a period of at least two semesters or one semester and a summer session must be completed after admission to candidacy

Collaborative Institutional Training Initiative (CITI)

All doctoral students must take the Basic Human Research CITI training course online regardless of whether or not they will apply to the IRB with a proposal. Students can take either the Biomedical or the Social/Behavioral course depending on their research focus. A subsequent refresher course will be required every 3 years as well. Once the course is completed, print out the completion certificate which should be turned in to the Academic Graduate Program Coordinator on the third floor in the College of Nursing. Information on the CITI training can be found at www.citiprogram.org. Information on the policy and additional details may be found at the Office of Responsible Research Practices website http://orrp.osu.edu/irb/training/citi.cfm.

Training and Security

HIPPA Training

The College of Nursing requires all College personnel to take a short online test on HIPAA. Such training must be completed annually on Sharepoint.
Training Plan

Following the completion of 20 credit hours of study, a student must submit to the director of the doctoral program a training plan that outlines all courses (past and future) that will be completed (see the training plan guide on page 13). The plan of study must be approved by the student’s Committee before taking the Candidacy Examination.

EXAMPLE: TRAINING PLAN (PLAN OF ACADEMIC STUDY)

**NOTE: The following serves as an example only.** Students should list ALL courses that will be taken to fulfill PhD program requirements. Courses taken at OSU for a previous degree need not be listed.

PhD: NURSING SCIENCE MAJOR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Completed</th>
<th>Grade</th>
<th>Credit</th>
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<tbody>
<tr>
<td>NURSING 8900</td>
<td>Pro Seminar in Nursing</td>
<td>Autumn 2013</td>
<td>A</td>
<td>2</td>
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<tr>
<td>NURSING 8400</td>
<td>Scientific Underpinnings of Nursing Science I</td>
<td>Autumn 2013</td>
<td>A-</td>
<td>3</td>
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<tr>
<td>NURSING 8441</td>
<td>Scientific Underpinnings of Nursing Science II</td>
<td>Spring 2015</td>
<td>*</td>
<td>3</td>
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<tr>
<td>PSYCH 6810</td>
<td>Statistical Methods I</td>
<td>Autumn 2014</td>
<td>B</td>
<td>4</td>
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<tr>
<td>PSYCH 6811</td>
<td>Statistical Methods II</td>
<td>Spring 2014</td>
<td>A</td>
<td>4</td>
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</table>

* = to be completed

**Total = 18**

COGNATE & ELECTIVES (list cognate area)

<table>
<thead>
<tr>
<th>Course</th>
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<th>Completed</th>
<th>Grade</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>PSYCH 8878</td>
<td>Current Research: Social Cognition</td>
<td>Autumn 2014</td>
<td>A</td>
<td>3</td>
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<tr>
<td>PSYCH 7845</td>
<td>Cognitive Development</td>
<td>Spring 2014</td>
<td>A-</td>
<td>3</td>
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**Total = 6**

RESEARCH RESIDENCY (two semesters)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Completed</th>
<th>Grade</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURSING 8193</td>
<td>Independent study, Dr. _____</td>
<td>Spring 2014</td>
<td>S</td>
<td>2</td>
</tr>
<tr>
<td>NURSING 8193</td>
<td>Independent study, Dr. _____</td>
<td>Summer 2014</td>
<td>S</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total = 4**

**Plan Total = 28**
CANDIDACY EXAMINATION COMMITTEE MEMBERS:
Professor X Nursing
Professor Y Nursing
Professor Z Nursing
Professor A Cognate
ACCELERATED BS-PhD PROGRAM DESCRIPTION

The purpose of the doctoral program in nursing is to produce intellectual leaders with analytical skills who can contribute to the development of nursing science. Nursing science has as its goal the development of a body of knowledge to be used as the basis for nursing practice. Doctoral study in nursing is built upon and expands the student’s knowledge acquired in baccalaureate and master’s degree programs in nursing. Students bring to doctoral study unique combinations of experiences, knowledge, and capabilities that serve as the base for the development of programs of study congruent with the overall curriculum, but individualized to allow for the opportunity to gain in-depth knowledge of a particular theoretical area.

The focus of the PhD program in nursing is the determinants of health of individuals, families, and communities and their experiences of health and illness. Psychobiobehavioral and psychosocial inquiry examines interactions among mind, body, and environments with emphasis on interdisciplinary study. In addition, the College of Nursing embraces the philosophy of the “integrated scholar”--academicians, clinicians and researchers who possess knowledge with regard to research training, grantsmanship, publications, teaching and clinical practice. Students study nursing theory and inquiry, theory from related disciplines, research designs and methods, and advanced data analysis.

The faculty strive to establish a learning environment that provides the opportunity for interchange between students and faculty that fosters individual growth, collegial relationships, and the pursuit of knowledge. Both faculty and students have a commitment to the development of nursing science through empirical work.

Characteristics of the Graduate

Graduates of the PhD program are prepared to:

5) Synthesize knowledge from nursing and other disciplines to develop and test theory that affects health.
6) Conduct research that builds nursing science.
7) Communicate the results of theory development and research.
8) Provide leadership in the area of health promotion, disease prevention and the advancement of clinical science through the development and application of new knowledge.
ACCELERATED BS-PhD CURRICULUM

The semester-based curriculum consists of five core courses required of students in the master’s program. These courses provide a foundation in nursing science and research and the theoretical base for advanced nursing practice. The remainder of the curriculum is specific to the area of clinical specialization, and provides the opportunity for elective coursework.

Specialties include Adult Gerontology Acute Care, Adult Gerontology Primary Care, Clinical Nurse Leader, Family Nurse Practitioner, Neonatal Nurse Practitioner, Nurse-Midwifery, Nursing and Health Systems Management, Nursing Science, Pediatric Primary Care Nurse Practitioner, Pediatric Acute Care Nurse Practitioner, Psychiatric Mental Health Nursing, and Women’s Health Nurse Practitioner.

Core Courses

**Nursing 7403  Innovation Leadership in Advanced Nursing Practice (3)**

Analysis of organizational leadership and ethical essentials necessary to deliver high quality patient care in diverse settings. Prereq: Enrollment in Grad Nursing. 
*(14 week semester)*

**Nursing 7483  Quality Improvement and Informatics (3)**

Explores advanced concepts of collaboration, design, leadership, implementation and evaluation of quality improvement initiatives in health care utilizing information technology strategies. Prereq: Enrollment in Grad Nursing. *(14 week semester)*

**Nursing 7491  Health Promotion and Disease Prevention across the Life Span (3)**

Analyze strategies to encourage change in both individual's and population's health behaviors that influence risk reduction in multiple settings. Develop educational strategies utilizing advanced critical thinking. Prereq: Enrollment in Grad Nursing. *(7 week session)*

**Nursing 7500  Health Policy and Advocacy (2)**

Analysis of the U.S. health care delivery system and the policy making process, with an emphasis on the social, political and economic factors affecting the delivery of Nursing services. Prereq: Grad standing in Nursing or permission of instructor. Not open to students with credit for 603. *(7 week session)*
Nursing 7780  **Evidence Based Nursing Scholarship (3)**

Introduction to intermediate research methods and statistics applied in evidence based nursing scholarship. Includes literature search methods, critique of research methods and results, and synthesis of evidence related to clinical nursing problems. Prereq: Grad standing in Nursing, or permission of instructor. Not open to students with credit for 702. *(14 week semester)*

**Other Required Courses**

**Assessment**

Nursing 7302  **Advanced Health Assessment of the Neonate (3)**

Development of advanced health assessment and psychomotor skills to comprehensively assess and manage high-risk neonates. Prereq: Enrollment in the Neonatal NP specialty. Not open to students with credit for 729. *(14 week semester)*

Nursing 7330  **Advanced Pediatric Health Assessment (4)**

Advanced knowledge and skills in the health assessment of children birth through young adulthood with an emphasis on sophisticated clinical reasoning. Prereq: Enrollment in Pediatric NP Primary, Acute Care, or Child and Adolescent Psychiatric Mental Health specialty. Not open to students with credit for 715. *(14 week semester)*

Nursing 7410  **Advanced Health Assessment (3)**

Development of advanced health assessment skills. Emphasis on acquisition of pertinent assessment data across the life span for advanced nursing care for multiple specialties. Prereq: N7450, Grad standing in Nursing; or permission of instructor. Not open to students with credit for 705. *(14 week semester)*

**Pathophysiology**

Nursing 7300  **Developmental Physiology and Pathophysiology of the High-Risk Neonate I (5)**

Biological basis for case management of the high-risk neonate incorporating analysis and synthesis of principles of embryology, developmental physiology, and pathophysiology. Prereq: N7302, Enrollment in the Neonatal NP specialty. Not open to students with credit for 727. *(14 week semester)*
Nursing 7301  Developmental Physiology and Pathophysiology of the High-Risk Neonate II (3)

Biological basis for case management of the high-risk neonate incorporating analysis and synthesis of principles of embryology, developmental physiology, and pathophysiology. Prereq: 7300. Not open to students with credit for 728. *(14 week semester)*

Nursing 7450  Pathophysiology of Altered Health States (5)

Analysis of theories and research regarding alterations of health states across the life span with an emphasis on pathophysiological processes. Prereq: Grad standing in Nursing or permission of instructor. Not open to students with credit for 703 or 704. *(14 week semester)*

**Pharmacology**

Nursing 7303  Advanced Newborn/Infant Pharmacology (3)

Pharmacotherapeutic principles applied to the high-risk neonate/infant with an emphasis on pharmacokinetics and pharmacodynamics when applied to neonatal physiology. Prereq: N7302, Enrollment in the Neonatal NP specialty. Not open to students with credit for 708. *(14 week semester)*

Nursing 7470  Advanced Pharmacology in Nursing (4)

Pharmacokinetic principles and clinical application and principles of the use of drugs and therapeutic devices in the prevention of illness and maintenance of health. Meets criteria for APNs prescribing in Ohio. Prereq: N7450, Grad standing in Nursing or permission of instructor. Not open to students with credit for 706. Repeatable to a maximum of 12 cr hrs or 3 completions. *(14 week semester)*

*Additional courses are required in some specialties. See specialty curriculum.*
Sample Plan of Study: Post Baccalaureate to PhD

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scientific Underpinnings I: 3 credits&lt;br&gt;Scientific Communication I: 1 credit&lt;br&gt;Responsible Conduct of Research: 2 credits&lt;br&gt;Clinical-related electives: 6 hours&lt;br&gt;Total: 12 Credits</td>
<td>Scientific Underpinnings II: 3 credits&lt;br&gt;Scientific Communication II: 1 credit&lt;br&gt;Elective: 3 credits&lt;br&gt;Clinical-related electives: 5 hours&lt;br&gt;Total: 12 Credits</td>
<td>Preliminary examination&lt;br&gt;Nursing Science Electives: 6 credits</td>
</tr>
<tr>
<td>2</td>
<td>Research Methods I: 3 credits&lt;br&gt;Statistics: 3 credits&lt;br&gt;Clinical-related electives: 6 hours&lt;br&gt;Total: 12 Credits</td>
<td>Research Methods II: 3 credits&lt;br&gt;Statistics: 3 credits&lt;br&gt;Clinical-related electives: 6 hours&lt;br&gt;Total: 12 Credits</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Research Methods III: 4 credits&lt;br&gt;Cognate # 1: 3 credits&lt;br&gt;Scientific Communication III: 2 credits&lt;br&gt;NRSA submission&lt;br&gt;Research Residency: 3 credits&lt;br&gt;Total: 12 Credits</td>
<td>Cognate Course #2: 3 credits&lt;br&gt;Leadership for Nurse Scientists: 1 credit&lt;br&gt;Elective: 3 credits&lt;br&gt;Research residency: 3 credits&lt;br&gt;Total: 10 Credits</td>
<td>Candidacy Examination</td>
</tr>
<tr>
<td>4</td>
<td>Elective (Advanced statistics, HLM, SEM, longitudinal analysis: 3 credits&lt;br&gt;Professional Issues in Nursing: 0.5 credits&lt;br&gt;Total: 3.5 credits</td>
<td>Professional Issues in Nursing: 0.5 credits&lt;br&gt;Dissertation: 2 credits&lt;br&gt;Total: 2.5 credits</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Professional Issues in Nursing: 0.5 credits&lt;br&gt;Dissertation: 2 credits&lt;br&gt;Total: 2.5 credits</td>
<td>Professional Issues in Nursing: 0.5 credits&lt;br&gt;Dissertation: 2 credits&lt;br&gt;Total: 2.5 credits</td>
<td></td>
</tr>
</tbody>
</table>

87 credits total - Need to be three credit post-candidacy

Years Four and Five
Progression Criteria: Dissertation must be completed within five years post-Candidacy Exam.

   You and your advisor will determine when you are ready to present to faculty.
2. Receive committee approval of Dissertation Proposal.
   Three members __________________
   Must be continuously enrolled while working on dissertation. 6 credit hours of 8999 required over a minimum of two semesters of study.
4. Graduate!
PRELIMINARY EXAMINATION

The purposes of the preliminary examination are to assess a student’s ability to:
A. Synthesize and apply principles of research design and methods to selected problems in nursing/health sciences;
B. Articulate how research design, methods and approach are informed by understanding of theory and conceptual framework, and;
C. Communicate in a scholarly and scientific manner.

PROCESS
A written closed-book preliminary examination will be administered. Students will be provided reference materials and scientific papers and provided specific prompts to address in the written responses. Preliminary examinations are reviewed by members of an examination review committee comprised of members of the PhD subcommittee and other faculty designated by the PhD subcommittee chair. If an examination is considered unsuccessful, a second attempt may be made no less than 3 months, nor more than 6 months, after the first examination. A student’s advisor may serve as a reader, but non-voting member for second examinations. Examination results are communicated to the student and advisor. Students must be enrolled in a minimum of 1 credit at the time the preliminary exam is taken.

PREREQUISITES
Preliminary examinations are typically taken in the Spring after completion of the equivalent of first-year level coursework.

RESULTS
Preliminary exams are required for graduation and for research residency.
PHD STUDENT CANDIDACY EXAMINATION INFORMATION AND GUIDELINES

This document contains information and guidelines for the candidacy examination as administered in The Ohio State University College of Nursing. The sections of this document are: (1) description of College of Nursing candidacy examination; (2) student instructions; (3) written and oral examination information and instructions; and, (4) candidacy examination honor code. This document is guided by the policies and procedures for candidacy examinations as described in the Ohio State Graduate School Handbook. The OSU Graduate School Handbook should be reviewed in conjunction with this document.

Description of Candidacy Examination (1)

The candidacy examination is a single examination consisting of two portions, written and oral, administered under the auspices of the graduate studies committee in conjunction with the student’s candidacy examination committee and the Graduate School. The candidacy examination is a test of the student’s comprehension of the field, allied areas of study, his or her capacity to undertake independent research, and his or her ability to think and express ideas clearly.

The written portion of the candidacy examination addresses the following areas:

- Scientific underpinnings of Nursing Science
- Research Design and Methods
- Cognate Minor

The Candidacy Exam includes questions addressing each of the above areas. The written exam is completed in either an on-campus or take-home format, decided upon by the Candidacy Examination Committee in consultation with the student.

Student Instructions (2)

Candidacy Examination Information and Procedures

1. The Candidacy Examination is taken after all required doctoral coursework is completed.

2. The student must be registered for at least 3 credit hours during the semester in which the Candidacy Examination is taken.

3. Students who plan to take the Candidacy Examination during summer semester are responsible for confirming that all committee members are available.
4. The Candidacy Examination Chairperson arranges the dates/time for the Candidacy Examination (written and oral portions) in collaboration with the student.

Candidacy Examination Committee

1. The Committee is comprised of at least four authorized graduate faculty members, and usually includes the student’s major advisor as the Chairperson.

2. Faculty who are eligible to serve on the committee must have Category P status or prior approval from the OSU Graduate School to serve on PhD student committees.

3. The Chairperson of the committee must have Category P status in the College of Nursing.

4. At least one committee member from the cognate minor and who has a primary OSU faculty appointment outside the College of Nursing.

5. Responsibility for evaluating the Candidacy Examination (written and oral portions) rests with the student’s Candidacy Examination Committee.

6. The student, in collaboration with the adviser (who typically acts as chair of the Advisory Committee), sets the date and time for all portions of the examination.

General Instructions (applicable to on-campus and take-home written exam formats)

1. Double-space the text and use a 12-point font (Arial or Times New Roman) and 1-inch margins.

2. Use a minimum 10-point font for tables, and a minimum 8-point font for figures.

3. Answer should be sufficient to address the content and should not exceed 30 pages per area, including tables and figures, excluding references.

4. Organize responses in order by exam areas. Include the verbatim exam question, followed by your response for that question.

5. Format citations and references in APA format unless directed otherwise. Use a separate reference list for each question, and place the reference list for each question just following the response for that question.

6. Paginate the entire document consecutively and include a Title Page and Table of Contents.

7. The candidacy examination is to be completed independently without consultation or assistance from other persons, regardless of method of communication. The student must sign
and submit a copy of the Candidacy Examination Code of Honor document prior to starting the examination. Do not discuss or show your exam questions or answers to anyone else during the examination period. Non-compliance with any of these conditions is a violation of the OSU Graduate School and College of Nursing Student Codes of Conduct.

8. The time period and due date for completing and submitting the exam is arranged with your Candidacy Examination Chairperson.

**On-campus Format:**
The examination is administered over 4 days at the College of Nursing. The student receives question(s) each day and completes and submits responses to those questions the same day they are received.

**Procedures for On-Campus Written Exam Option**

1. The Candidacy Examination Chairperson arranges for a room to be scheduled for the student to take the Candidacy Examination, and provides the questions and instructions for answering questions to the Student Affairs Student Data Manager at least one week in advance of the scheduled examination.

2. On the first day of the examination, the student retrieves a print copy of the exam questions, honor code agreement and directions from Student Affairs. The honor code agreement form is to be completed, signed, and submitted to Student Affairs prior to starting the examination questions.

3. The on-campus written examination is a 4-day ‘CLOSED BOOK’ examination, in which all examination materials and computer are provided to the student (see Description of Candidacy Exam). At the completion of each day’s examination, the student is responsible for uploading completed examination materials to the designated electronic storage site.

4. Upon completion of the examination, a print copy of the entire examination is provided to the student, who then prints duplicate copies of the examination and distributes copies of the examination to the Candidacy Examination Committee members.

**Take-home Format:**
The examination is completed within a pre-determined 4-week time period, and all questions are provided to the student at the start of the exam time period.

**Procedures for Take-Home Written Exam Option**

1. On the first day of the exam time period, the student retrieves a print copy of the exam questions, honor code agreement and directions from Student Affairs. The honor code agreement form is to be completed, signed, and submitted to Student Affairs prior to starting the examination questions.
2. The 4-week take-home written examination is an ‘OPEN BOOK’ examination, in which appropriate scientific and professional resources may be used while developing responses to examination questions.

3. At the conclusion of the examination time period, the student is responsible for uploading completed examination materials to the designated electronic storage site.

4. The student prints duplicate copies of the examination and distributes copies of the examination to the Candidacy Examination Committee members.

**Oral Portion of Candidacy Examination:**

The oral portion of the Candidacy Examination is scheduled after the student has submitted completed written exam materials, and usually occurs by within 4 weeks of the completion of the written exam. The 2-hour session is facilitated by the student’s committee chairperson, and consists of examining the student’s knowledge of the examination areas. The Candidacy Examination Committee is comprised of authorized graduate faculty members, including a representative from the cognate (see Graduate Student Handbook).

**Information and Instructions for the Oral Portion of the Candidacy Examination (3)**

1. The oral portion of the Candidacy Examination, which lasts approximately two hours, is held after completion of the written portion. This typically occurs within 4 weeks of the completion of the written portion.

2. The Graduate School must be notified at least 2 weeks in advance of the date/time and location of the oral examination (see instructions for Doctoral Notification of Candidacy Examination Form).

3. After the Candidacy Examination Committee has been approved by the Dean of the Graduate School, the “Candidacy Examination Report” form is sent to the Chairperson of the Candidacy Examination Committee.

4. A typed copy of the examination questions, a copy of these procedures, and the student’s responses to the written portion of the Candidacy Examination must be presented to each member of the Candidacy Examination committee by the student, by no later than 2 weeks in advance of the scheduled oral examination.

**Result of the Candidacy Examination**

1. The student is considered to have completed the Candidacy Examination successfully only when the decision of the Candidacy Examination Committee is unanimously affirmative.
2. Each examiner indicates judgment by signing the “Candidacy Examination Report” form that must be submitted to the Graduate School.

3. If the examination is judged unsatisfactory, the Candidacy Examination Committee must decide whether the student will be permitted to take a second Candidacy Examination and must record that decision on the Candidacy Examination Report form.

4. The “Candidacy Examination Report” form is returned to Student Affairs to submit to the Graduate School.

Candidacy Examination
Code of Honor Agreement Form (4)

By signing this statement:

(1) I understand that the candidacy examination is to be completed independently without consultation or assistance from other persons regardless of route of communication, e.g., face-to-face, phone call, email or other personal communication methods. I understand that failure to comply with this requirement is academic misconduct and subject to the consequences outlined in the OSU Graduate School and College of Nursing Student Conduct codes.

(2) I will not discuss the contents of this examination with anyone until I have been notified of the outcome of this process. I understand that failure to comply with this requirement is academic misconduct and subject to the consequences outlined in the OSU Graduate School and College of Nursing Student Conduct codes.

Signature ________________________________

Today’s Date __________________

Printed Name ________________________________
Checklist for Candidacy Examination

Eligibility for the candidacy examination includes successful completion of:

- Nursing science major course work (24-25 semester credit hours)
- Cognate minor course work (minimum of 6 semester credit hours)
- Elective course work (minimum of 6 semester credit hours)
- Research residency (two consecutive semesters of 6 minimum)
- Training plan
- Preliminary examination

Post-Candidacy Registration Requirements

The Graduate School has outlined the following policies for post-candidacy registration, starting Autumn 2008:

1) the definition of full-time has been reduced to three credit hours per semester for all post-candidacy doctoral students whether they are funded or self-funded;
2) continuous academic year registration is now required for post-candidacy doctoral students admitted to the university Autumn 2008 or after (although leaves of absence could be requested); and
3) summer session registration will be optional starting in Summer 2009.

The College of Nursing requires enrollment in a one half-credit hour seminar for Autumn and Spring semesters for all post-candidacy students. This seminar will allow post-candidacy students to discuss progress, problems, and concerns as well as get assistance from peers and doctoral faculty.

The Dissertation

Each student must complete a dissertation under the direction of an advisor and two other graduate faculty members. The dissertation research involves the generation of new knowledge that will contribute to nursing science. A student must enroll for Nursing 8999 for a minimum of 6 credit hours over at least two semesters.

Graduate School Guidelines

Graduate School guidelines are available in Guidelines for Preparing Theses, Dissertations and D.M.A. Documents.
College of Nursing Guidelines

- The Dissertation Committee is composed of the advisor who must be a Category P graduate faculty member and at least two other graduate faculty members who must be either Category M or P.
- The Dissertation Committee is established at a time thought appropriate by the student and the advisor.
- The student must present his or her proposed research study at a seminar for students and faculty. This should be done after completion of candidacy and prior to the meeting for final approval of the dissertation proposal. This presentation must be scheduled by the student’s advisor only.
- The student is responsible for scheduling a meeting of the Dissertation Committee and distributing to all members a copy of the dissertation proposal at least seven days in advance of the meeting.
- Acceptance of the prospectus by the student’s Dissertation Committee indicates agreement that it meets the standards and requirements for dissertation research which will be a scholarly contribution to nursing science. A copy of the approved prospectus should be filed with the chair of Graduate Studies.
- A draft of the entire dissertation must be given to each committee member at least three weeks prior to the final oral examination. A draft approval form must be signed by each committee member at least two weeks before the final oral examination. This form and a copy of the dissertation must be taken to the Graduate School at least two weeks before the Final Oral Examination.
- A copy of the dissertation must be distributed to each committee member as well as the Graduate School representative at least one week prior to the Final Oral Examination.

Dissertation Oral Defense and Presentation

The oral defense will be held as a closed committee meeting. A student is considered to have completed the Final Oral Examination successfully when there is unanimous approval by the Final Oral Examination Committee members. Satisfactory completion of the research, the written document and the oral examination will constitute fulfillment of the dissertation requirement for the PhD degree. The student must present their dissertation findings in a public meeting. This can either be part of the oral defense lasting no more than 30 minutes, or done prior to the defense. If done prior to the defense, it must be done two weeks prior to the scheduled defense date but not on the same date as the oral defense with dissertation committee. This open presentation is scheduled by the advisor and will last no more than 60 minutes, including time for questions.
CHECKLIST FOR PhD PROGRAM REQUIREMENTS

Attainment of a PhD requires successful completion of the following. This Handbook provides additional information regarding each requirement (pages 7-20). Other sources of information include the Graduate School Handbook and College of Nursing faculty, specifically major advisors.

- Nursing science major course work (36 credit hours)
- Cognate minor course work (minimum of 6 credit hours)
- Elective course work (minimum of 9 credit hours)
- Integrated scholar portfolio
- Research residency
- CITI Training and Renewal, when necessary
- Graduate School Residency Requirement (both pre-candidacy and post-candidacy)
- Training plan
- Preliminary examination
- Candidacy examination and candidacy examination defense
- Dissertation and dissertation defense

Graduation Requirements

The requirements for awarding the PhD in Nursing include:

1. Completion of an approved program of study with a minimum cumulative point-hour ratio of 3.0 on a 4.0 scale.
2. Successful completion of the Preliminary Examination and the Candidacy Examination.
4. Completion of minimum Graduate School requirements for the PhD degree.
5. Registration for at least three graduate credit hours during the semesters or session when the Candidacy and Final Oral Examinations are taken and during the semester or session in which graduation is expected.
6. Completion of a minimum of 80 graduate credit hours, at least 50 of which must be completed beyond the master’s degree
7. Completion of the following residence requirements after the master’s degree has been earned or after the first 30 hours of graduate credit have been completed:
   a. a minimum of 24 graduate credit hours at this University
   b. a minimum of two consecutive pre-candidacy semesters or one semester and a summer session with full time enrollment while in residence at this university
   c. a minimum of six graduate credit hours over a period of at least two semesters or one semester and a summer session after admission to candidacy
8. Completion of Ph.D. degree requirements within five years after being admitted to candidacy
See Graduate School Handbook for complete Ph.D. Degree Graduation Requirements

End of Semester
A student who does not meet published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following semester may graduate the following semester without registering or paying fees.

Hours to Graduate
A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a doctoral degree. If a master’s degree has been earned by the student, then a minimum of 50 graduate credit hours beyond the master’s degree is required. If the master’s degree was earned at another university, it must be transferred to this university. A student must be registered for at least three graduate credit hours during the semester or summer session of candidacy examination, the semester or summer session of the final oral examination, and the semester or summer session of expected graduation.

In order to transfer the credit from the master’s degree from an outside university the student must petition the Graduate Studies Committee to transfer in the master’s degree as a block of 30 credit hours. The petition to transfer in the graduate credit may be found on the Graduate School’s website under forms. This petition is completed and submitted to the Graduate Records Office in 252 Newton Hall along with an official copy of the final transcript demonstrating the earned degree.

Application for Graduation
The semester before the doctoral candidate expects to graduate, the candidate should contact the Graduate Records Office in Room 252 Newton Hall. The records associate will give the candidate graduation materials and discuss deadline logistics.

Form submission is now online. Students must be aware of and adhere to the deadlines published on the Graduate School’s website. Payment of doctoral hood must be made by the published deadline on the Graduate School website.
Commencement Weekend Information
There are two separate ceremonies for College of Nursing graduates every spring semester graduation weekend.

Saturday:
The College of Nursing has their Convocation Ceremony. Convocation is a very special ceremony for all nursing graduates, their friends and families. You as the graduate are being celebrated by the faculty and staff of the College of Nursing. Undergraduates receive their nursing pins, master’s graduates receive their specialty certificates, and doctoral graduates receive special recognition on stage with their advisor. This is also the time that awards and honors from the college are presented to the recipients. All graduates are expected to wear their caps and gowns. The ceremony will be held at The Franklin County Veteran’s Memorial Saturday morning. Detailed information will be distributed through OSU e-mail during the early part of spring semester.

All information regarding the convocation ceremony can be addressed to:
Ken Sigler, EdD
Assistant Dean for Student Affairs, Culture, and Diversity
(614) 292-4041
sigler.62@osu.edu

Sunday:
The Ohio State University has their Commencement Ceremony on Sunday. This ceremony is for the entire university and it is when all graduates receive their diplomas. All graduates are expected to wear their caps and gowns. The ceremony is held in The Ohio Stadium. More detailed commencement information can be found midway through spring semester at: http://commencement.osu.edu. Graduate students- You will receive further instructions and your number in the commencement line from the graduate school.

Additional questions regarding the commencement ceremony can be addressed to:
Graduation Services
Graduate School
250 University Hall
230 N Oval Mall
614-292-6031
ACADEMIC POLICIES FOR PhD IN NURSING STUDENTS

Academic Standards

To be in good standing in the Graduate School, a student must maintain a cumulative point-hour ratio (CPHR) of 3.0 or better in all graduate credit courses and must maintain reasonable progress toward PhD in Nursing program requirements. The Graduate School rules concerning probation and dismissal apply to students:

a) Whose CPHR drops below a 3.0 (see Graduate School Handbook, sections II.4.1 to II.4.5), or
b) Are determined to not be making reasonable progress toward graduate program requirements (see Graduate School Handbook, sections II.4.6 to II.4.9). Reasonable progress is defined below...

In addition, the College of Nursing stipulates that:

c) A grade of C+ or below in a required course in the PhD in Nursing graduate program will not contribute to credit for graduation.

Any student receiving a C+ or below, or a U, shall be reviewed for progression by the PhD in Nursing Graduate Studies Committee. A student who earns a grade of C+ or below in a required course in the nursing major, or a U in any course, will be issued a lack of progression warning, stipulating that:

i. The student is required to repeat the course, earning a grade of B- or better, or an S in the case of a U grade.
ii. Earning a second grade of C+ or below in a required course in the nursing major and/or a U in any course, may result in dismissal from the program.
iii. All course prerequisites must be met in order to progress in the program. The student may not take a subsequent course if they received a C+ or below, or a U, in a course for which that course is listed as a prerequisite.

d) The student who earns a U in an independent study course must repeat that course with the faculty member who assigned the U grade.

e) No more than 5 credits of C+ or below in cognate courses will contribute to graduation.

The student who earns a W in a required course in the nursing major will be reviewed for progression by the PhD in Nursing Graduate Studies Committee and may be issued a lack of progression warning, stipulating that:

i. The student is required to repeat the course, earning a grade of B- or better, or S in the case of a pass-fail course.
ii. All course prerequisites must be met in order to progress in the program. The student may not take a subsequent course if they received a W in a course for which that course is listed as a prerequisite.

iii. PhD in Nursing students who have two or more withdrawals from required nursing courses will be reviewed by the PhD in Nursing Graduate Studies Committee and may be disenrolled from the nursing program.

Note: Students who withdraw from a course after the posted course drop date earn a grade of “W” for withdrawing from the course. Students who drop courses before this deadline are not subject to progression review by the PhD in Nursing Graduate Studies Committee. Students are responsible for being aware of course drop dates that are posted in the Registrar’s website at: http://registrar.osu.edu/registration/index.asp.

Progression in the Program

A student is making reasonable progress in the program if he or she receives a B- or better in all required courses, the student’s overall GPA is 3.0 or above, and the student successfully completes the relevant required program level examinations in the respective program at the time these examinations occur; i.e., PhD Preliminary and Candidacy Examinations, DNP Professional Examination, and PhD in Nursing Comprehensive Examination. A student who fails a program level examination is considered to be making insufficient progress in the program and will be issued an academic progression warning letter from the Graduate School stipulating that the examination must be retaken and passed in order to reestablish satisfactory progression in the program.

Program level examinations may be retaken one time only. Students may not progress to any subsequent required Nursing courses or undertake other subsequent program requirements for which the program level examination is a pre-requisite, until the program level examination has been successfully completed.

If a PhD student does not pass the PhD in Nursing Preliminary Examination, a retake examination must be taken within 6 months of the date of the failed attempt.

All course prerequisites must be met in order to progress to next courses in the program. Students in the College of Nursing are expected to meet the Ohio Board of Nursing (BON) requirements as listed in the Ohio Administrative Code (BON 4723-5-12 B 1-23) as a condition for satisfactory progression in the program. A student who has not successfully completed a clinical course due to unsafe clinical practice is not eligible to progress to next clinical courses until remediation has been successfully completed. Remediation may not be done concurrently with any subsequent clinical course.
Many of the required courses in the College of Nursing are only offered once per year. Enrollment in courses is on a space-available basis. If it becomes necessary for a student to repeat a course, this may require waiting a full year before the course can be repeated.

Graduate Entry nursing students may not progress to nursing master’s level clinical courses until the NCLEX-RN examination has been successfully passed and there is verification of an active unencumbered R.N. license documented in the Ohio Board of Nursing licensure verification website. Graduate Entry students must pass the NCLEX-RN licensure examination by the end of the semester preceding the start of the nursing master’s specialty clinical courses.

Grade Changes

A change of grade is made only when an error has been discovered in the evaluation or recording of a grade. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class (e.g., extra credits cannot be granted to one student but not offered to all in the class). Action to change a grade must be initiated before the end of the second succeeding semester or session. For more information, see rule 3335-8-23.

Grade Grievance Procedures

If a student believes that a procedural error in grading was made as defined in the OSU Board of Trustees rule 3335-8-23 paragraph (A), the student should meet with the instructor. If the instructor does not agree that a procedural error was made, the student may request a review by the Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs shall respond to the student no later than thirty days after the student has requested a review.

Upon receipt of the Associate Dean of Academic Affair’s response, if the issue is not resolved to the satisfaction of the student, the student may within two weeks request in writing, by duplicate submission to the College of Nursing Dean, Vice Dean, and the Associate Dean of Academic Affairs, a review by a College of Nursing Faculty Review Committee appointed by the Vice Dean. The Faculty Review Committee shall consult both the student and the instructor and shall determine the validity of the grade grievance due to grading procedures as described in the OSU Board of Trustees rule 3335-8-23 paragraph (B). The Faculty Review Committee will provide its findings in writing to the student, the instructor, and the College of Nursing Dean, Vice Dean, and Associate Dean of Academic Affairs, within thirty days of the student’s written request for a Faculty Review Committee.

Unresolved cases of grade grievance due to grading procedures are subject to paragraph (B) of rule 3335-8-23; unresolved cases of grade grievance due to other causes are not subject to paragraph (B) of this rule. For more information see the OSU Board of Trustees university rule 3335-8-23.
Faculty Review Committee Composition

- The Vice Dean appoints a Faculty Review Committee within 2 weeks of receipt of the student’s written request for a Faculty Review Committee.
- The Faculty Review Committee will consist of one representative from either the Undergraduate and PhD in Nursing Graduate Studies Committees or an appropriate alternate, and two other faculty members, all of whom are voting members and can review the grade grievance without prejudice.
- The Vice Dean appoints the chair of the Faculty Review Committee from among the three members of the committee.
- If the grievance concerns a grade for a clinical course, a clinical faculty member shall serve as a member of the Faculty Review Committee.
- The College Secretary serves as a non-voting ex officio member of the Faculty Review Committee.

Faculty Review Committee Procedures

- The Vice Dean provides the Hearing Committee with the grade grievance documentation from the Associate Dean for Academic Affairs and arranges for a Faculty Review Committee meeting with the student.
- The Faculty Review Committee consults the instructor for the course prior to the meeting with the student.
- The student may have one person present at the Faculty Review Committee meeting to provide advice and/or support. The support person may only counsel the student and may not actively participate in the committee consultation with the student.
- The student will complete and sign a Student Consent Form to authorize the presence of the support person at the meeting and for discussion of the student’s academic record with the support person at the Faculty Review Committee meeting.
- When applicable, an Authorization to Release Information form (FERPA form) also will be completed and signed by the student to provide authorization for the release of information in educational records to a support person who is present at the Faculty Review Committee meeting, which will disclose the name and address of the person/agency to receive information and the purpose of the information to be released in relation to the role of the support person at the meeting.
- At the start of the meeting, the Faculty Review Committee chairperson provides an orientation to procedures, including the confidentiality of committee proceedings.
- The Faculty Review Committee chairperson shall make a tape recording of the hearing.
- There will be the opportunity at the Faculty Review committee meeting for the student to present his/her concern about his/her grade in relation to procedural error in grading. Unresolved cases of grade grievance due to grading procedures are subject to paragraph (B) of rule 3335-8-23; unresolved cases of grade grievance due to other causes are not subject to paragraph (B) of this rule.
- The Faculty Review Committee will have the opportunity to discuss the matter with
the student until any necessary information has been gathered and clarified. Following this process, the student and any support person will be excused from the room so that the committee can go into a closed untaped session to discuss the evidence and render a decision.

- An outcome of either “no procedural error in grading” or “procedural error in grading” is based on the greater weight of the evidence. The Faculty Review Committee will provide its findings in writing to the student, the instructor, and the College of Nursing Dean, Vice Dean, and Associate Dean of Academic Affairs, within thirty days of the student’s written request for a Faculty Review Committee.

**Records**

All records pertaining to the incident are given to the College Secretary at the end of the hearing. These records are confidential and retained for five years in a file in the Nursing Graduate Records Office that is separate from the student’s academic record.

**Other Grievances**

Other student grievances (see grade grievance procedure above) should be discussed with the student’s instructor, advisor, the graduate student representative to the Graduate Studies Committee, or the Graduate Studies Committee Chair. The student’s concern may be forwarded to the Graduate Studies Committee. If the problem remains unresolved, the student may discuss the problem with the Assistant Dean for Prelicensure Studies or the Associate Dean of Academic Affairs. In instances when local processes do not lead to the resolution of a grievance, the Graduate School is available to offer advice, and in certain situations, to provide a formal hearing and adjudication. The Graduate School is specifically authorized by the rules of the Graduate Faculty to review grievances related to graduate examinations and Graduate Associate appointments. Graduate Student Grievance Review Guidelines are provided in Appendix C in the University’s Graduate School Handbook. In accordance with University policy, complaints of harassment and allegations of scholarly misconduct are directed to the appropriate offices authorized to address them.

**Code of Student Conduct and Academic Integrity**

While enrolled at The Ohio State University, graduate students are expected to abide by the Code of Student Conduct (see http://studentaffairs.osu.edu/resource_csc.asp). This Code prohibits certain types of student behavior such as inflicting emotional or bodily harm, dishonest conduct, failure to comply with University officials, and academic misconduct. Cases of alleged academic misconduct are adjudicated through a formal hearing process by the Committee on Academic Misconduct (COAM), a standing committee of the University Senate.
Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University’s Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University’s Code of Student Conduct may constitute “Academic Misconduct.” The Ohio State University’s Code of Student Conduct (Section 3335-23-01) defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.” Ignorance of the University’s Code of Student Conduct is never considered an “excuse” for academic misconduct. While many people associate academic misconduct with “cheating,” academic misconduct actually includes a wider scope of student behaviors. Examples of academic misconduct include (but are not limited to):

- Violation of course rules;
- Violation of program regulations;
- Knowingly providing or receiving information during a course exam or program assignment;
- Possession and/or use of unauthorized materials during a course exam or program assignment;
- Knowingly providing or using assistance in the laboratory, on field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor or, where appropriate, a project/research supervisor;
- Submission of work not performed in a course: This includes (but is not limited to) instances where a student fabricates and/or falsifies data or information for a laboratory experiment (i.e., a "dry lab") or other academic assignment. It also includes instances where a student submits data or information (such as a lab report or term paper) from one course to satisfy the requirements of another course, unless submission of such work is permitted by the instructor of the course or supervisor of the research for which the work is being submitted;
- Submitting plagiarized work for a course/program assignment;
- Falsification, fabrication, or dishonesty in conducting or reporting laboratory (research) results;
- Serving as or asking another student to serve as a substitute (a 'ringer') while taking an exam;
- Alteration of grades in an effort to change earned credit or a grade;
- Alteration and/or unauthorized use of University forms or records.

If a faculty member suspects that a student has committed academic misconduct, s/he is obligated by University Rules to report his/her suspicions to the Committee on Academic Misconduct. If COAM determines a student has violated the University’s Code of Student Conduct (i.e., committed academic misconduct), sanctions for the misconduct could include a failing grade and suspension or dismissal from the University.
If you have any questions about the above policy or what constitutes academic misconduct in a course, please contact the Chair of the Graduate Studies Committee. Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages (oaa.osu.edu/coam/home.html)
- Ten Suggestions for Preserving Academic Integrity (oaa.osu.edu/coam/ten-suggestions.html)
- Eight Cardinal Rules of Academic Integrity (www.northwestern.edu/uacc/8cards.html)

Cell Phone and E-transmission Policy

The use of cell phones is prohibited during class/seminar/clinical with the exception of break times. Students who need to have a cell phone on for emergency purposes should discuss the issue with the designated faculty course head. Students found in violation of this policy should be aware that faculty have the option of lowering the course grade and/or reporting the violation to the academic and/or professional misconduct committee chair. Taking pictures of the College of Nursing/College of Nursing property, clinical sites, and patients using ANY device are prohibited without the written consent of the institution and all parties involved.

Please be aware that electronic transmission of data related to patient specific identifiers and student to student health information obtained in physical assessment labs with student identifiers is a violation of HIPAA.

Length of Program

A student must complete the requirements of the master’s program within five years from the first semester or session of enrollment. Completion of Ph.D. degree requirements must occur within five years after being admitted to candidacy.

If a student fails to submit the final copy of the dissertation or DMA document to the Graduate School within five years of being admitted to candidacy, his or her candidacy is cancelled. In such a case, with the approval of the advisor and the Graduate Studies Committee, the student may take a supplemental candidacy examination. If the student passes this supplemental candidacy examination, the student is readmitted to candidacy and must then complete a dissertation or DMA document within two years.
Reactivation

Option 1

A former student who has been enrolled within the previous two years and has taken a Leave of Absence from the College may petition to reactivate a program of study. This petition should be directed to the Specialty Director for the student’s current specialty as well as the Graduate Studies Committee Chairperson, the names of which may be found in the current Doctor of Philosophy Student Handbook. The petition should then be submitted in writing to the Graduate Program Manager if an on-campus student or Online Programs Coordinator if an online student.

The student should also submit a “Permission to Reactivate Enrollment Eligibility” form found on the Graduate School’s website at http://www.gradsch.ohio-state.edu/Depo/PDF/Reactivation.pdf. Please note the GSC Chair approval is required for any graduate nursing student who wishes to reactivate, regardless of the length of time the student has been absent from the program.

Instructions:

1. The petitioner should include in the petition:
   - Date of leaving the program
   - Reason for leaving the program
   - Whether an official Leave of Absence petition has been filed with the GSC and approved
   - Rationale for wanting to reactivate
   - Term of desired re-entry
   - Coursework left to complete

2. Sign and date the petition.

3. Email the statement and reactivation form to the Graduate Program Manager or Online Programs Coordinator, who will facilitate the approval of the petition and the reactivation of the student.

Option 2

A student who has not been enrolled for two consecutive years or more, and has not graduated from the nursing graduate program, may petition to reactivate a program of study. This petition should be submitted in writing to the Graduate Studies Committee and must include the rationale for wanting to reactivate as well as tentative plans for completing the program of study.
Instructions:

1. The petitioner should include in the petition:
   - Date of leaving the program
   - Reason for leaving the program
   - If the reason for leaving the program was due to academic and/or clinical non-progression, include actions taken during absence that will improve academic and/or clinical performance
   - Rationale for wanting to reactivate
   - Term of desired re-entry

2. Sign and date petition.

3. Include postal address, phone number, and email address.

4. Send petition to:
   Graduate Studies Committee
   The Ohio State University College of Nursing
   1585 Neil Avenue
   Columbus, OH 43210-1289
   FAX: (614) 247-8618

5. The Graduate Studies Committee meets every other week during the academic year. Petitions must be received two weeks in advance of a meeting to be reviewed by the committee.

6. Petitioners will be notified by email of the Graduate Studies Committee decision.

7. If the petitioner has been previously dismissed from the OSU Graduate School, but the committee approves the petition, a recommendation from the Graduate Studies Committee will be sent to the OSU Graduate School to approve reactivation of the petitioner. **The OSU Graduate School will make the final decision regarding the petitioner’s reactivation.** The OSU Graduate School will send the final decision via postal mail to the petitioner.

8. If the petitioner has **not** been previously dismissed from the OSU Graduate School and the committee approves the petition, the Graduate Studies Committee will instruct the OSU Graduate School to reactivate the petitioner.
   - The petitioner should also request a reactivation request form from the College of Nursing Graduate Program Manager or Online Programs Coordinator, which will be submitted to the Graduate School.
Option 3

A former student who has not been enrolled for two consecutive years or more and has graduated from the nursing graduate program may petition to reactivate a program of study. This petition should be submitted in writing to the Graduate Studies Committee. The petition must include the rationale for wanting to reactivate as well as the requested term of reactivation. The petitioner should also request a reactivation request form from the College of Nursing Graduate Program Manager or Online Programs Coordinator, which will be submitted to the Graduate School.

PETITION POLICIES

Petition Policies

- Students may petition the Graduate Studies Committee for an exception to standard curriculum requirements and policies with the signature of his/her advisor. All student petitions must be signed by the advisor and submitted by the student at least two full weeks prior to the Graduate Studies Committee meeting. Within one week following the GSC meeting, the student will be informed of the decision by the Graduate Program Manager or GSC Chair and is encouraged to speak to their advisor regarding curriculum plan changes and/or other considerations that may arise following the GSC decision.

If there is not satisfaction with the outcome of the Committee’s decision regarding the petition, the student should discuss the matter with his/her faculty advisor or the Graduate Studies Committee Chair. If the student is able to provide additional information that may have bearing on the committee’s decision, the student may appeal the original decision and resubmit the petition with the inclusion of the additional information. Following a second review, the Graduate Studies Committee will render a decision that is final.

The Graduate Studies Committee has developed procedures for the following requests:
- Request for transfer credit
- Request for course waiver
- Request to transfer specialty track
- Request for leave of absence
- Request for out-of-state clinical placements
Petition Submission Guidelines

- **Petition forms** (including specific directions) are available in the Student Affairs area of the StudentWeb at http://studentweb.con.ohio-state.edu/sa/Masters/

- **Petition submission.** All student petitions must be submitted by the student at least 2 full weeks prior to the Graduate Studies Committee (GSC) meeting. The list of dates for the GSC meetings are also available at the website listed above. Any petitions submitted after this submission deadline will be placed on the agenda of the following GSC meeting.

- **Student notification.** Within one week following the GSC meeting, the student will be informed of the decision by the Graduate Program Manager or GSC Chair and is encouraged to speak to their advisor regarding curriculum plan changes and/or other considerations that may arise following the GSC decision.

- **Faculty notification.** A hard copy of the petition decision will be sent by the Graduate Records Office to the student’s advisor (or Specialty Program Director if a new advisor must be assigned) as a prompt to update curriculum plans and/or perform any other advising related functions.

- **Record keeping** A hard copy of the petition and all supporting documentation will be placed in the student’s file.

- **Appeal.** Students are permitted one appeal. Decisions rendered by the Graduate Studies Committee following a second review are final.

Copies of each of the petition forms follow. If you wish to make such a request, please follow the directions on the appropriate form.

**Petition to enroll in additional credits over the Graduate School limit**
Students wishing to take more than the allowable number of credits specified by the Graduate School should discuss the possibility first with his or her advisor. The student must be in good academic standing with a strong GPA, and there should be clear and compelling rationale why the student will be able to manage such a course load. If the advisor agrees, the student and advisor each write a letter of request specifying the academic rationale for the credit overload to the Graduate Studies Committee Chair. If the GSC Chair approves the petition he or she will write a letter of support and the three letters will be sent to the Graduate School. The Graduate School will increase the credit limit if approved. Increases of one or two credits over the standard Graduate School limit for our College will be supported by the Graduate Studies Committee; more than two credits is unlikely.
Petitions to the Graduate School to drop a course after the deadline

Students who do not drop a course by the deadline posted by the Registrar for that term may petition the Graduate School to drop the course using the Graduate Student Course Petition form. Please note that proof of extenuating circumstances affecting the student’s ability to drop the course by the deadline will be required by the Graduate School. If there are questions regarding the validity of one’s circumstances please contact the Graduate Program Manager (for on campus students), the Online Programs Coordinator (for online students), or the Graduate Studies Committee Chairperson for clarification.

Petition Forms

The various petition forms are hyperlinked in the Doctor of Philosophy in Nursing Student Handbook, and can also be found on the Student Web > Student Affairs.

The Ohio State University College of Nursing Graduate Program
Request to Transfer/Add (circle one) Specialty Within the Graduate Program

Students may request a transfer of specialty or add a specialty. The request requires review by the College of Nursing graduate faculty members in the “new” specialty track. Track recommendations must be approved by the PhD in Nursing Graduate Studies Committee. Students must be in good standing to initiate such a request. The process is detailed on the form.

The Ohio State University College of Nursing Graduate Program
Request to Waive a Course in the Graduate Program

Because the College of Nursing requires far more than the 30 credit hours required by the Graduate School to graduate, students most often need only to waive a Nursing course without actually transferring the credits. Please note: The PhD in Nursing Graduate Studies Committee will not accept undergraduate coursework in place of required graduate courses. The process is detailed on the form.

The Ohio State University College of Nursing Graduate Program
Request to Transfer a Course into the CON Graduate Program

The graduate credit must have been earned as a graduate student at an accredited university, with a grade of B or better, but not used toward completion of a previous degree. The PhD in Nursing Graduate Studies Committee and the Graduate School must approve the transfer. The process is detailed on the form.
The Ohio State University College of Nursing Graduate Program
Request for Leave of Absence (LOA) From the Program of Study

A student who needs a LOA must notify his or her advisor and the PhD in Nursing Graduate Studies Committee (Chair). Please note: taking an LOA may alter the availability of clinical placement sites and also ensures the time taken off does not count towards the completion requirement for the PhD in Nursing degree.

The Ohio State University College of Nursing Graduate Program
Petition Process Regarding Out-of-State Clinical Placement for Specialty Clinical Experiences

Students who request an out-of-state clinical placement for the Advanced Practice Practicum must submit a written request to the College of Nursing Graduate Studies Committee for approval. This request should be received prior to beginning any clinical work out of state. Only students who are making reasonable progress as defined in the progression guidelines as described in the College of Nursing Graduate Handbook will be considered for this clinical placement petition.

NON-ACADEMIC POLICIES FOR GRADUATE STUDENTS

The Ohio State University Non-Smoking and Tobacco Free Policy

Ohio State strives to enhance the general health and wellbeing of its faculty, staff, students and visitors, to become the world’s healthiest university. We desire to support individuals to be tobacco free, achieve their highest state of health and to launch students into their careers at a high level of health and wellbeing. To support this commitment, we intend to provide a tobacco free environment. Smoking and the use of tobacco are prohibited in or on all university owned, operated or leased property including vehicles as of January 1, 2014.

What is considered a tobacco product and therefore prohibited?
Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, kretexs), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation.

How will the new policy be enforced?
The College of Nursing will encourage faculty, staff, and students to take the lead in helping to make the College a healthy environment by being courteous and informing others of the tobacco-free policy. Corrective action will be taken with employees who do not follow this policy. Students who are not employees will be referred to the Office of Student Judicial Affairs.
Are there resources to help students with smoking cessation?
All students, faculty, and staff are required to refrain from smoking and using tobacco products while attending classes, working or visiting the College of Nursing and the Medical Center.

The OSU James Cancer Hospital provides smoking cessation opportunities through the Kick-It program. Go to www.jamesline.com or call 1-800-293-5066 for more information.

The OSU College of Dentistry Tobacco Cessation Clinic is located at 305 West 12th Avenue. More information is available by calling 614-292-1140 or at the Ohio Tobacco Quit Line at 1-800-QUIT-NOW. Programs are also available online at www.quitnet.com.

The Student Wellness Center has quit kits that can be picked up in B130 in the Recreation and Physical Activity Center (RPAC) with a valid BuckID.

MyStudentBody.com also has a resource for successful smoking cessation. Go to www.mystudentbody.com and use the school code “Buckeyes” to enter the site.

The university’s revised non-smoking policy (Policy #7.20) can be viewed online at: http://hr.osu.edu/policy/policy720.pdf. Contact Human Resources: 293-4988 or 292-2800.

Food and Drink in the Technical Learning Complex and Computer Lab Policy

Eating and drinking in the rooms of the Technical Learning Complex (TLC), or clinical education lab, are prohibited.

The TLC is being updated at a cost of over $1.5 million to create a setting that simulates the clinical environment as closely as possible. Food and drink are not permitted on hospital units except in designated areas (break rooms or lounges). To have food or drink on the clinical unit otherwise is an OSHA violation resulting in fines and violates a Joint Commission requirement. Just as food and drink are strictly prohibited in science laboratories on campus and universally as a matter of Federal and state good laboratory practices and as an accreditation/certification requirement, it is appropriate that the College of Nursing adhere to the same standards for our clinical education lab.

Designated eating areas include the student lounge on the second floor, the basement canteen, and the newly redecorated lobby. Please use care when eating in the lobby to keep this area as nice as possible for others.
The following guidelines apply to eating and drinking in the computer lab (220 Newton Hall) and the computer classroom (260):

- Snacks are permitted.
- Beverages are permitted in covered, preferably spill-resistant, containers.
- Be considerate of others and avoid messy or smelly foods. Hot foods or fast foods are discouraged.
- “Group/party foods” are not appropriate (pizzas, cakes, etc.).
- Food deliveries will be turned away.
- Properly dispose of leftovers, empty containers and wrappers.
PROFESSIONAL STANDARDS

The American Nurses Association (ANA) and the National Student Nurses Association provide guidance regarding what constitutes professional conduct in documents such as the ANA Code for Nurses, the ANA Standards of Clinical Nursing Practice, and the Student Nurse Association Code of Academic and Clinical Professional Conduct. Nursing students are responsible for conducting themselves in accordance with these professional standards. Professional conduct is manifest by behaviors that embody the values of Nursing including integrity, regard for self and others, respect, and responsibility. Professional misconduct includes activities that undermine the values of Nursing. Professional standards augment the behavioral expectations for all students at The Ohio State University as stated in the University Code of Student Conduct. The professional standards to which students are expected to adhere include the following adapted from the Student Nurse Association Code of Academic and Clinical Professional Conduct, the rules promulgated from the law regulating the practice of nursing (Ohio Board of Nursing), and The Ohio State University College of Nursing Professional Standards.

Students in the College of Nursing are expected to:

- Treat others with respect in all areas of the clinical and academic setting.

- Facilitate an environment in the classroom and clinical setting that promotes learning and allows faculty to educate nursing students.

- Comply with the directives of a college official which is defined as faculty, staff, clinical instructor, teaching assistants, or college administrator.

- Comply with requirements in course syllabi and the College of Nursing policies as outlined in the current College of Nursing Handbook.

- Comply with the Code of Student Conduct.

- Arrive punctually and prepared for clinical and other academic experiences or inform appropriate individuals in a timely fashion if unable to attend.

- Refrain from performing any technique or procedure, including medication administration, for which they are unprepared by education or experience and/or without faculty or preceptor approval.

- Accurately identify and represent self as a nursing student in all professional and clinical settings.
• Communicate academic and clinical information in a truthful, timely and accurate manner.

• Abstain from the use of alcoholic beverages, illicit substances and/or any substance that may impair judgment while in the academic and clinical setting.

• Identify variables in own health state that would impair clinical performance and arrange for substitute clinical experiences as needed.

• Accept the moral, ethical and legal responsibility for own actions.

• Maintain patient/client confidentiality and privacy in all written, verbal and non-verbal communication.

• Serve all patient/clients impartially and accept no personal compensation from those entrusted to their care.

• Strive for excellence by maintaining and promoting integrity, truthfulness and honor in all aspects of academic and clinical responsibilities.

• Uphold policies and regulations related to academic and clinical performance.

• Refrain from any deliberate action or omission of care in the clinical setting that creates risk of injury to the client, self, or others.

• Refrain from any deliberate action in the academic setting that creates risk of injury to self or others.

• Provide care for the client in a timely, compassionate, and professional manner.

• Promptly report known violations of any professional standard by other nursing students to a College of Nursing official.

Students in the College of Nursing are also expected to follow the Ohio Board of Nursing regulations prescribed in Rule 4723-5-12(C) of the Ohio Administrative Code as outlined below:

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in Chapter 4723, section 4723.01 of the Revised Code for Registered Nurses;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not

   (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

   (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

   (a) Engage in behavior to seek or obtain personal gain at the patient's expense;

   (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

   (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of section 10 above, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of section 11 above, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section 2907.01 of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not be allowed in the nursing program and/or attend clinical if they have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication. Any use of unofficial electronic media is strictly prohibited.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of these sections, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.
A complete list of all Ohio Board of Nursing rules, and the Ohio Nurse Practice Act, can be accessed from: [http://www.nursing.ohio.gov/Law_and_Rule.htm](http://www.nursing.ohio.gov/Law_and_Rule.htm). Law and rules change periodically; please refer to this website for current information. Be advised that licensed RNs in the graduate programs must comply with all relevant Ohio laws and rules while students in the program.

**PROFESSIONAL MISCONDUCT PROCESS**

The College of Nursing Professional Misconduct Committee (PMC) conducts hearings in accordance with the procedures outlined in the Undergraduate and Graduate College of Nursing Handbook for suspected incidences of professional misconduct by nurses enrolled in the College of Nursing. The committee is comprised of the chair, faculty representatives from Undergraduate and PhD in Nursing Graduate Studies committees, clinical instructors, and nursing students. Students who are suspected and accused of committing professional misconduct are subject to a hearing in the College of Nursing according to the following procedure.

Faculty and/or a preceptor may remove a student from the clinical area when either deems that a student exhibits behavior that is unsatisfactory, not safe, unprofessional, or violates the professional standards set forth in the College of Nursing Student Handbooks. Permanent removal from a clinical site is under the judgment of the faculty of record for the relevant course.

**Procedure for alleged misconduct**

All College of Nursing personnel are obligated to report suspected incidences of professional misconduct to the chair of the Professional Misconduct Committee (PMC). The following will apply for cases of alleged violation of the professional standards of the College of Nursing.

Following is a description of the process for reporting an alleged professional misconduct:

- Any person (including students) may report an incident of professional misconduct to any faculty member.

- If the allegation is made by a student, the initial report, along with a witness statement from the student making the allegation, is submitted by the College Official who promptly forwards a written description of the alleged incident to the chair of the PMC. A college official is defined as faculty, staff, clinical instructor, teaching assistants, or college administrator.
• If a college official directly observes an alleged professional misconduct, the college official forwards a written description of the alleged incident to the chair of PMC promptly after the allegation comes to his/her attention.

• Upon receipt of the written report of an alleged incident, the PMC chair will notify the student in writing about receipt of the written allegation.

• Within 30 days of receiving notification of the alleged incident, the PMC chair or her/his designee will investigate the alleged incident to determine if the incident meets the criteria for professional misconduct. The PMC chair may consult with others to determine if there are other sites of adjudication in addition to the College of Nursing. If the adjudication body is not the PMC, then the university procedures outlined in the Student Code will be followed. However, behavior may constitute both professional and academic misconduct and thus, could be adjudicated in more than one site.

• If the PMC chair determines that the severity of the alleged incident does not merit a hearing for professional misconduct but does represent behavior that is not in accordance with College of Nursing policies or professional standards, the PMC chair will meet with the student to issue an informal admonition. An informal admonition is not considered a disciplinary sanction, but may be considered in any future hearings. Following the issuance of an informal admonition, the student can request a hearing of the incident. A written request for a hearing must be filed with the PMC chair within 5 working days of the student’s receipt of the informal admonition.

• If the PMC chair determines that there is probable cause to believe professional misconduct has occurred he/she submits a report of the incident to the appropriate Associate Dean for informational purposes and initiates the hearing procedure. The PMC chair will also give the accused student prompt confidential written notice of the allegation.

**Hearing Procedure**

After the PMC chair has notified the student(s) involved of the specific charges of alleged professional misconduct, the chair will:

• Inform the student(s) of the procedures for the hearing process.

• Make all materials received pertaining to the incident available to the student(s).

• Notify the student(s) of the hearing date at least seven (7) days in advance of the hearing.
  The student may request a continuance for just cause.
• Appoint a hearing panel from among the members of the standing Professional Misconduct Committee within 14 days of notifying the student of the disposition of the allegation. The panel will consist of one representative from both Undergraduate and PhD in Nursing Graduate Studies committees or an appropriate alternate, two students at the level of the student who is charged with misconduct, and one clinical instructor or clinical faculty, all of whom can hear the case without prejudice. The PMC chair serves as chair of this panel. The PMC chair serves as an ex-officio member without vote. If the PMC chair cannot hear the case without prejudice, then the PMC chair will appoint an alternate committee chair.

• Instruct the hearing panel that all hearing proceedings are confidential.

• Make an audio recording of the hearing.

The student against whom the alleged incident is charged is initially presumed to be “not in violation” of the professional standards of the College of Nursing. Those present at the hearing include individuals directly involved in the alleged incident and witnesses requested by the PMC chair or the accused student. The accused student may have a person present to provide advice and/or support. If the support person is an attorney, a member from The Ohio State University Office of Legal Affairs will be present at the initial meeting between the PMC Chair and the student as well as during the hearing. During the hearing, the support person may only counsel the student and may not actively participate in the hearing. If a student reported the incident to a college official, the official making the report will be present in the hearing.

During the hearing, both student(s) and college official (person forwarding the allegation) will be given the opportunity to describe the alleged incident without interruption. Following their presentations, panel members will ask questions of all parties until they are satisfied that their understanding of the incident is clear. After the information has been gathered and clarified, the college official and the student(s) leave the hearing room so the panel can go into closed (no audio) session to discuss the evidence and render a decision. An outcome of “in violation” is based on the greater weight of the evidence. An outcome of “in violation” is reported to the Office of Legal Affairs.

If a student is found in violation of Professional Standard, the College Secretary maintains records of the allegations and hearing according to the College’s records retention policy. A record of the allegations and hearing is also kept in the University’s Office of Legal Affairs. All records are confidential.

• The proceedings are kept confidential and not shared with anyone outside of the committee except the Dean when the student is found in violation.
Sanctions

If a student is found in violation of the allegations, the College Secretary will open a letter from the Office of Legal Affairs to ascertain whether there has been any previous violations. The committee then determines the sanction based on current and previous findings. The range of sanctions imposed by the College of Nursing’s PMC is the same as used by other university adjudicatory bodies. Sanctions are listed below. Educational sanctions can accompany any of the listed sanctions. These sanctions follow Faculty Rule http://trustees.osu.edu/rules/code-of-student-conduct/3335-23-17.html. Exemplars of sanction may include but are not restricted to the following:

- Formal Reprimand
- Disciplinary probation
- Disenrollment from the College of Nursing for a specified term

Notification Process

The student(s) and the college official(s) reporting the incident are notified in writing of the PMC’s decision within seven days following the hearing.

If the student is found in violation, the PMC chair notifies the Dean of the PMC’s decision.

Appeal Process

The student has the right to appeal the decision made by the hearing panel. Appeals must be filed with the appeals officer (college Dean) within 14 days of the date on the sanction letter. Appeals are based on any of the following:

- Procedural error
- Finding of “in violation” not supported by the greater weight of the evidence
- Substantial new evidence not available at the time of the hearing
- Sanction grossly disproportionate to the violation

The Dean will review all pertinent materials. After reviewing the materials, the Dean may uphold the original sanction, dismiss the original sanction, impose a lesser sanction, or order a new hearing. The Dean’s disposition is final.

Records

All records pertaining to the incident are given to the College Secretary at the end of the hearing to be placed in a locked file in the Student Affairs Records Office. These records are confidential and retained for five years in a file separate from the student’s academic file.
Annual Reporting Process

The PMC chair will prepare an annual report of hearing actions that is submitted to the Dean. Findings will be de-identified and include the type of violation, subsequent action and any implications for ongoing program improvement. The PMC chair will track and analyze all data and institute immediate action with the appropriate college official should program enhancements be needed.
Student Policy Regarding Impaired Practice Involving Substance Abuse

Overview
The policy was developed based upon the recommendations and guidelines from American Association of Colleges of Nursing (AACN), and The Ohio State University Student Health Services. According to AACN, substance abuse is a universal health problem affecting all segments of society, including the profession of Nursing. Moreover, college students are one of the segments of the population at highest risk for substance use and abuse problems. Nursing students’ use and abuse of substances not only compromises their educational process but also their ability to provide patient care (http://www.aacn.nche.edu/publications/position/substance-abuse-policy-and-guidelines).

The College of Nursing has the responsibility to educate students who will be responsible professional, knowledgeable nurses who provide quality health care. Students with impaired practice involving substance abuse are incapable of providing this care. Therefore, it is imperative that students with impaired practice be identified and referred for evaluation and treatment of their substance use/abuse problems. Specific criteria for identification of a student with impaired practice are listed in the identification and documentation section of this policy. The purpose of this policy is to establish a process to facilitate the identification and management of nursing student substance abuse problems within the College of Nursing.

Identification and Documentation of Student With Impaired Practice

Faculty in the College of Nursing have a professional and ethical responsibility for the identification, documentation and referral of students who are suspected of having an impaired practice to the Professional Misconduct Committee. Confidentiality for every student is to be maintained throughout the entire process. Identification of a student with possible impaired practice is based on a pattern of observed and/or objective behaviors that may indicate substance use and/or abuse. This pattern of behaviors includes the violation of professional standards policy, alcohol on the breath, cognitive impairment, slurred speech, motor incapacity, absenteeism, tardiness, and inconsistent performance.

Specific information based on behaviors arising from impaired practice must be documented in the student’s academic and/or clinical record. Faculty involved in the identification of a possible substance use/abuse problem must initially meet with the student. A subsequent meeting will then occur between the student, faculty involved in the identification of the problem, and a member of the Professional Misconduct Committee. After this meeting, it is the responsibility of the Professional Misconduct Committee to review written materials regarding a student who is suspected and/or identified as having an impaired practice.

The committee is also responsible for any additional or continued action necessary for each student case. In addition, this committee has the responsibility for the referral of a student who is identified as having impaired practice to The Ohio State University Student Health
Services for evaluation, intervention, and treatment of their substance use and/or abuse problems. Any student who is identified and verified as having a substance use/abuse problem will not be allowed in any clinical area as long as the use/abuse continues. Finally, this committee also has the responsibility to determine whether the re-entry of the student into clinical and/or academic settings can occur.

Procedure for a student with a positive urine drug screen

Students in the College of Nursing are required to undergo urinary drug screen testing according to College and Agency guidelines in which students may be located for clinical and/or research experiences. Students will be responsible for incurring any costs associated with urine drug screen testing.

Laboratory results for urine drug screen will be sent to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will review the urinalysis test results to determine whether a legitimate medical explanation could account for any “confirmed positive” result reported by the laboratory. This is accomplished by an in-person interview with the specimen donor and by giving the donor an opportunity to provide evidence of legally prescribed medication use that may have caused the positive lab result. If the Associate Dean determines that a legitimate medical explanation exists, the results reported will be recorded as “negative.”

If there is no legitimate medical explanation, the protocol for a positive drug screen will be implemented. Any student testing positive will not be permitted in a clinical setting. A student who tests positive will be asked to make an appointment with the Counseling and Consultation Services (CCS) at The Ohio State University Younkin Success Center. CCS will ask the student to attend three one-hour assessment sessions. The student will be asked to sign a release notifying the Associate Dean for Academic Affairs of the disposition of the visits. The student will be asked to be tested again, at the student’s expense, prior to returning to a clinical course.

If the student tests positive the second time, the student will be asked to withdraw from the program and will need to petition to re-enter. Upon petition to re-enter the program, the student will provide the Associate Dean for Academic Affairs with documentation from a certified drug and alcohol counselor indicating readiness to return to the program and prognosis for full recovery.

After a student has completed the required counseling sessions at CCS, has a negative drug screen, and returns to the clinical setting, random drug testing will occur periodically until the student graduates from the program. The Associate Dean of Academic Affairs office will notify students of the required random drug screening which will be completed within five days of notification, at the student’s expense. If a positive drug screen occurs, the student will be asked to withdraw from the program and will need to petition to re-enter as indicated in previous paragraph.
Evaluation of Student Progress

A student may be granted re-entrance into the clinical area, one time only, upon completion of his or her treatment programs as defined in accordance with The Ohio State University Student Health Services. The Undergraduate Studies and/or Graduate Studies Committee is responsible for the review and maintenance of documentation of all materials regarding re-entry of any student into clinical and/or academic areas. Any student who is identified as having impaired practice more than once will be disenrolled from the College of Nursing. Re-admission to the College of Nursing will be determined using standard re-enrollment procedures.

Policy And Guidelines For The Prevention And Management Of Infectious Diseases

Introduction

During the performance of clinical practice or research activities, students may have contact with patients or research participants with infectious diseases. This contact may place the student at risk for exposure to an infectious agent and/or may result in an infectious disease being transmitted to others. This policy has been established to address The Ohio State University, College of Nursing’s concern for protecting both students and clients from the risk of infectious diseases. The policy is in accordance recommendations of the American Association of Colleges of Nursing (AACN) and recognizes individual rights, voluntary testing, and the confidentiality of test results of all involved. The document is organized in relation to: (1) Prevention, (2) Responsibilities of the student in the care of infected patients, and (3) Post-exposure safety measures.

Prevention

Students can be reasonably protected from the risk of contracting and transmitting an infectious disease in the course of nursing practice with appropriate education, skills training, and immunizations.

Education

Students will receive printed materials and oral instruction on potential infectious hazards, risk behaviors, and preventive measures in accordance with the current guidelines of the Centers for Disease Control (CDC). In addition, students are expected to have the necessary basic science content (anatomy/physiology of the immune system), pathophysiology, epidemiology, and standard precaution information necessary to provide safe care to patients and protection for
themselves. Additional information may also be found at [http://shs.osu.edu/services/prevention-immunizations/health-professional-students/](http://shs.osu.edu/services/prevention-immunizations/health-professional-students/).

**Adherence to Standard Precautions**

Students are expected to understand and strictly adhere to *Standard Precaution* guidelines and infection control practices as established by the CDC and the Occupational Safety and Health Administration (OSHA) to reduce the risk of contact, droplet and airborne transmission of pathogenic microorganisms.

**Vaccinations and Testing**

- **Mandatory Vaccination/Testing**

Undergraduate and Graduate students must meet The Ohio State University College of Nursing *Health Requirements* prerequisite to contact with a clinical setting.

[NOTE: Students who are pregnant or think they are pregnant should report their condition to the nurse in Preventive Medicine at the Student Health Clinic. Some health requirements may be waived for pregnant students or for individual students whose situations may warrant such action. In general, pregnant women should be advised to avoid live vaccines and to avoid becoming pregnant within 28 days of having received one (no harm to the fetus has been reported from the accidental administration of these vaccines during pregnancy) [http://www.cdc.gov/nip/publications/preg_guide.htm](http://www.cdc.gov/nip/publications/preg_guide.htm).]

- **Discretionary Vaccination/Testing**

**INFLUENZA:** Influenza vaccination is now required annually of all undergraduate and graduate students in clinical placements.

**MENINGOCOCCAL MENINGITIS:** Vaccination with the currently available quadrivalent meningococcal polysaccharide vaccine will decrease the risk for meningococcal disease. Vaccination does not eliminate risk because a) the vaccine confers no protection against serogroup B disease and b) although the vaccine is highly effective against serogroups C, Y, W-135, and A, efficacy is <100%. The risk for meningococcal disease among college students is low; therefore, vaccination of all college students, all freshmen, or only freshmen who live in dormitories or residence halls is not recommended, but is available to students who desire to reduce their risk.

**HIV TESTING:** Nursing students who are at risk for HIV and who have a desire to be tested can avail themselves of testing and pre and post testing counseling through the Columbus Health Department or The Ohio State University Student Health Services.
**SMALLPOX**: Routine smallpox vaccination is currently only recommended for persons who are designated by the appropriate federal, state, and local bioterrorism and public health authorities to conduct investigation and follow-up of initial smallpox cases that might necessitate direct patient contact (CDC, 2003). Additionally, vaccination is recommended to persons responsible for administering smallpox vaccine in a pre-event smallpox vaccination program.

**Responsibilities of the student in the care of infected patients**

Nurses are front-line providers of health care, and the delivery of nursing care is not without safety hazards. All nursing personnel are professionally and ethically obligated to provide client/patient care with compassion and respect for human dignity and the uniqueness of the persons for whom they care, unrestricted by considerations of social and economic status, personal attributes, or the nature of health problems (ANA, 2001). Students who follow the recommendations developed by the Centers for Disease Control have minimal danger of contracting any infection in the course of their clinical practice/research activities.

Refusal to care for an infected patient is contrary to the ethics of the nursing profession. Students who express apprehension or concern over personal safety and health because of a clinical assignment that brings him/her in contact with individuals who are at risk for or who are infected with an infectious disease will be counseled by his/her clinical instructor and directed to specific information concerning the pathogenic organism and recommended precautions. Students who refuse to care for an infected individual because of the belief that it will place him/her at risk of exposure, when reasonable risk cannot be demonstrated (e.g., the student is immunosuppressed), will be advised that such action is not in accordance with satisfactory clinical performance. Such cases will be handled as individual instances in which students have not met the course requirements. Career counseling may be recommended to determine if the student should continue a career in nursing. Students who are pregnant will be considered on a case to case basis with consideration of CDC and institutional policy.

When caring for persons with infectious diseases, students and faculty are expected to understand and follow current HIPAA rules of privacy and confidentiality.

**POST-EXPOSURE SAFETY METHODS**

*Management of Student Exposed to Pathogenic Microorganisms*

Any incident that exposes a student or a patient to the risk of a pathogenic microorganism by needle puncture or contact with secretions/body fluids while in the clinical setting should be reported to the student’s clinical instructor and clinical nursing supervisor (preceptor and/or charge nurse) immediately. Specific agency/institution procedures for such contact should be adhered to. Immediate actions should include:

- Wash needle sticks and cuts with soap and water
• Flush splashes to the nose, mouth, or skin with water
• Irrigate eyes with clean water, saline, or sterile irrigants
• Immediately seek medical treatment.

Treatment areas at the OSU Medical Center include: Employee Health (293-8146), Occupational Medicine (257-3559), or, after hours and on weekends and holidays, Emergency Department (293-8333). Any questions should be directed to the Ohio State University Environmental Health and Safety Office (292-1284). Students who are at agencies other than the OSUMC system should follow the guidelines according to the placement agency. The College of Nursing does not reimburse for the costs of blood tests, medical follow-up, and treatment. Students should submit invoices to their personal health insurance providers of blood tests, medical follow-up, and treatment. Students should submit invoices to their personal health insurance providers.

For more information on blood borne pathogen exposures, please refer to the Wilce Student Health Center web site: http://shs.osu.edu/services/prevention-immunizations/health-professional-students/.

Management of Student who is a Source of Pathogenic Organism

Students who have been diagnosed with infectious diseases should understand that they may pose a risk to patients, particularly highly vulnerable populations like neonates, oncology patients and those immunocompromised from disease or treatment. Students have an ethical duty to be aware of their immunity status or chronic infectious disease (e.g., Hepatitis B, HIV) status to ensure they do not place others at risk of infection. Students who know they are infected are encouraged to voluntarily inform the Academic Associate Dean in the college who will refer the students to the Office of Disability Services for modifications or accommodations in clinical education. Such modifications will be made on a case by case basis considering compliance with CDC recommendations and University policy.

It is the desire of the College of Nursing to prevent discrimination against students who may have an infectious disease. Qualified individuals cannot and will not be denied admission to the nursing program solely on the basis of his/her infectious disease status. Screening of potential candidates or inquiry into infectious disease status should not be part of the student application processes.

References


Centers for Disease Control (CDC) Web site: www.cdc.gov/niosh/topics/bbp/.


*Note: This policy is based on currently available information. It will be updated as new information is forthcoming from the Centers for Disease Control (CDC). In the absence of new CDC directives, the policy will be reviewed annually in accordance with the University Infection Control guidelines/requirements. Policy review will be initiated by the Assistant Dean and approved by the faculty of the College of Nursing. A copy of the policy will be included in student handbooks given to entering students. It is the responsibility of faculty members and students to familiarize themselves with this policy.

LAST REVIEW/REVISION DATE: September 2010
REQUIREMENTS FOR CLINICAL COURSES

Health Requirements

Health requirements are necessary for students for the protection of their own health as well as for that of the patients and clients for whom they will be caring in the nursing program. The health requirements in place for students are requirements set by the health care agencies where students are assigned for clinical study. As agency health requirements change, health requirements for students enrolled in the College of Nursing may also change. Some health requirements require a YEARLY update and it is the student’s responsibility to assure that the tests are completed and the report submitted to Certified Background, as indicated below. If health requirements are not met, students will not be permitted to engage in clinical coursework. A Compliance Tracking Form is available for student use at http://studentweb.con.ohio-state.edu/sa/default.aspx under the Compliance section.

The health requirements include:

1. Diphtheria/tetanus immunization within the past ten years;
2. Verification of immune status or vaccine administration for the following infectious diseases:
   a. Hepatitis B
   b. Mumps
   c. Rubella
   d. Rubella/Measles
   e. Varicella
3. Annual PPD after initial two-step PPD. If there is a history of a positive PPD, then a chest X-ray is required.
4. Seasonal flu vaccine within a month of release to our students, for those students at Nationwide Children’s Hospital. Students with clinical placement elsewhere will be required to have the vaccine by December 1.

Students who are pregnant or think they are pregnant should report their condition to the Graduate Program Manager in order to update their record. Some health requirements may be waived for pregnant students or for individual students whose situations may warrant such action. A waiver from a physician will be required in these situations.

Health records for incoming students are maintained online through the Wilce Student Health Center. Records may be mailed, dropped off, or faxed to Wilce using the fax cover sheet found on the Student Web under Student Affairs- Clinical Compliance Information. A Compliance Tracking Form is available for self-auditing purposes in the same area.

If your health records are not accepted by Wilce please contact the Student Affairs Office at (614) 292-4041 or by emailing nursing@osu.edu
Criminal Background Check

Students are required by state law to complete a criminal background check. Students will be fingerprinted before they begin their initial clinical experience for the purpose of identifying those who may have a criminal record. Students with a criminal record may be denied the ability to participate in clinical study based on agency and College of Nursing policies.

Mandatory Drug Screening

All students enrolled in a clinical course will be required to provide a sample for a urine drug screen. This is a requirement among agencies that accept our students for clinical experience. The College of Nursing has contracted with a laboratory to come to the college to provide the service. No other previous drug screen results will be accepted. Students who have not completed a drug screen will NOT be permitted in any clinical setting. All course heads will be notified of students who are non-compliant. Students will be responsible for the cost of subsequent screening for just cause. Students may pay for their drug screen at http://nursing.osu.edu/checkout/proficiency.aspx.

Insurance

Students are covered for general and malpractice insurance by The Ohio State University. (The EXCEPTION is that nurse midwifery students in their final three semesters of clinical experience are not covered by this policy. Individual insurance arrangements must be made by these students.) Students may access evidence of required insurance coverage procured by Ohio State for clinical compliance by accessing the following URL: http://busfin.osu.edu/FileStore/PDFs/OSU_2014_Student%20GL.pdf. Notwithstanding anything to the contrary herein, Ohio State shall have the right to elect to self-insure for the amount of the liability coverage Ohio State is required to carry hereunder.

In addition, the College of Nursing requires that all students carry health insurance through a family, employment, or student policy comparable to The Ohio State University Student Health Insurance Plan. Verification must be completed on the Registrar’s web site at the time of course registration.

Cardio-Pulmonary Resuscitation (CPR) Certification

Students need to be certified in CPR before they can participate in clinical course work. The only acceptable certification is:

* American Heart Association, BLS for the Healthcare Provider (good for two years)
Collaborative Institutional Training Initiative (CITI)

All doctoral students must take the Basic Human Research CITI training course regardless of whether or not they will apply to the IRB with a proposal. Master’s students doing a thesis or engaged in research as a GRA must also complete the basic CITI course. Students can take either the Biomedical or the Social/Behavioral course depending on their research focus. A subsequent refresher course will be required every 3 years as well. Once the course is completed, print out the completion certificate which should be turned in to Megan Peterseim, room 347 on the third floor in the College of Nursing. Information on the CITI training can be found at www.citiprogram.org. Information on the policy and additional details may be found at the Office of Responsible Research Practices website http://orrp.osu.edu/irb/training/citi.cfm.

Training and Security

HIPPA Training

The College of Nursing will require College Researchers and related College employees to take a Health System approved course(s) to educate themselves on HIPAA. Such training must be completed annually by all College Researchers and employees.

Guidelines for Reducing the Risk of Transporting Bedbugs

Given the widespread and growing problem of bedbugs in Ohio, the College of Nursing is recommending that individuals follow the recommendations for protection as provided by the Central Ohio Bed Bug Task Force (http://www.centralohiobedbugs.org/pdf/healthcare_guidelines.pdf)

In addition, the College of Nursing has taken the following protective measures for students working with vulnerable populations:

- Ziploc bags with supplies will be used in lieu of traditional community bags.
- Foot covers, as well as full protective covering will be provided to clinical faculty and made available to students on an ‘as needed’ basis. All gear should be removed in the same manner as one would remove any contaminated clothing prior to exiting the premise. Protective coverings should be placed in a tightly sealed plastic bag and then discarded into an outside trash container.
- All faculty and students are encouraged to avoid sitting or placing any items on upholstered furniture, bedding or carpeted floors.
- Isopropyl alcohol spray can be used to clean equipment that may have come into contact with bed bugs or bed bug larvae.
In general:

- Pay attention to the inside and outside of shoes, lace holes, socks, pant legs and leg area around the hands and arms.
- Any clothing or items taken into the home that cannot be washed or dry cleaned should be placed in a hot dryer for at least 15 minutes.
- Keep a separate pair of shoes and a jacket for use in client homes in a sealed bag.
- Do not redistribute items from one consumer to another.

The ‘guidelines’ as provided on the website listed above provide additional helpful suggestions for maintaining personal protection.
College of Nursing Clinical Compliance Requirements Policy

✓ It is expected that all students are physically, mentally, emotionally and cognitively prepared to fulfill clinical assignments in a safe manner. Students who are unable to meet these expectations and/or are deemed unsafe in the clinical setting will be asked to leave the unit/agency. A follow-up assessment with the appropriate personnel must be completed in order to return to the clinical setting.

✓ Clinical compliance is a prerequisite for nursing clinical courses*. Clinical compliance as a prerequisite is included on every clinical course syllabus.

✓ Nursing students enrolled in a clinical course must be in compliance with the College of Nursing clinical requirements by the end of the first day of the semester or session in which they are enrolled in a clinical course.

✓ Each semester or session, instructors are provided with updates on your compliance status. They will notify you should the status change during the course of the semester or session. **It is the responsibility of the student to note the expiration dates of health compliance requirements.** Students who allow their compliance status to lapse during the semester or session will have two weeks to regain their compliance status. Some agencies are requiring an additional drug screening within a short interval prior to the clinical experience in that agency. In addition to re-screening for just cause, the college will conduct annual drug re-screenings of students chosen at random at the expense of the college.

✓ **Student’s clinical compliance status is posted to the College of Nursing’s Clinical Compliance database.** Information is entered into the database by staff at Certified Background or in the Wilce Student Health Center (vaccine, disease, and/or test) and the College of Nursing (HIPPA, CPR, criminal background check, and drug screening). .

✓ Students have met the clinical compliance requirement only after the information appears in the Clinical Compliance database. **NOTE:** It can take up to **four weeks** for the Wilce Student Health Center to enter data received from physician offices, employers, and students. It can take up to **six weeks** for the College of Nursing to receive the results of the criminal background check.

✓ Verification from physicians, employers, and other agencies of vaccinations, tests, background checks, and drug screenings presented by the student to the clinical instructor does not meet the clinical compliance requirement. Verifications must be uploaded by the student to Certified Background, sent to the appropriate office at in the Wilce Student Health Center or the College of Nursing in order for that information to be entered into the Clinical Compliance database. **All verifications must be sent to the Wilce Student Health Center with the College of Nursing health compliance cover letter.** (See health compliance cover letter)

☆ Nursing students enrolled in a clinical course must be in compliance with the College of Nursing clinical requirements by the end of the second day of the semester or session in which they are enrolled in a clinical course. If the student is not compliant with the clinical requirements by the second day of the semester or session the student must drop the course immediately or receive an ‘E’ for the course. Students may re-enroll in the course in a subsequent semester or session if there is an opening. Dropping a course will increase the time to graduation.
Identification Badges

The Security Office of The Ohio State University Hospitals issues identification badges to all its faculty, staff and students. The College of Nursing student identification badge is to be worn in all clinical areas as well as other designated areas in the College of Nursing and the Health Center; failure to wear the identification badge may result in being denied access to these areas. If you have a Medical Center staff identification badge you must be sure to use the student badge when on site as a student. This identification badge does not replace the university identification card which needs to be used to access university services and facilities. Validation stickers will be issued upon initial receipt of the identification badge and as needed thereafter. All identification badges are the property of The Ohio State University. **As soon as the results of the background check are received, a form to secure an identification badge can be obtained from the Office of Student Affairs. Students will receive an email stating your form is ready for pick-up.**

CLINICAL DRESS CODE (Rev. Jan 2011)

The dress code policy for students is the policy established by The Ohio State University Hospitals for its employees. All students must adhere to the dress code policy when a uniform is needed for clinical study. Personal appearance must demonstrate neatness, cleanliness, and good hygiene. Extremes in appearance or accessory attire potentially interfering with patient care or perception are not acceptable.

1) Student identification badge must be worn at all times.
   a. Identification badges are to be clearly visible, above the waist.
   b. Student photographs on identification badges must be worn face out, with no defacement (pins, stickers).
   c. When caring for inmates in any patient care area, employees may tape over (cover) their last name.
   d. Lanyards to hold your identification badge may be worn meeting the following criteria:
      i. Must be breakaway, for your protection.
      ii. No more than five professional pins may be worn at one time.
      iii. The Lanyard must not interfere with patient care.
   e. Identification badge holders may be worn meeting the following criteria:
      i. Must be solid in color or with hospital logo.

2. Hair must be clean, neatly groomed and controlled.
   a. Long hair must be secured away from the face.
   b. Hair decorations must be kept plain and simple.
c. Extreme styles and colors are not permitted.
d. Facial hair must be kept neat and well-trimmed.
e. Fashion headscarves or skullcaps are not permitted.
f. Hairbands are permitted if they are white, or match scrubs or hair color.

3. Nails must be neat, clean, and support the functional use of hands and fingers.
   a. Artificial fingernails are prohibited for all staff who touch or transport patients.
   b. Nail polish and decorative designs are prohibited.
   c. Length of natural nails will be kept at less than ¼ inch long.

4. Jewelry must be plain and inconspicuous. Jewelry must not interfere with patient care or present a hazard to the employee.
   a. One pair of small post earrings that do not dangle from the earlobes are permitted.
   b. No necklaces are permitted.
   c. Bracelets or armbands are not permitted unless they are a Medical Alert bracelet.
   d. Only one ring or ring set is allowed.
   e. A form fitting wrist watch is permitted.
   f. Facial piercing jewelry (i.e. eyebrow, nose, tongue, lip, etc.) is prohibited.
   g. Exception: If a nose ring is worn for religious purposes, the student must supply the instructor with proper documentation to support this.

5. Fragrances must be minimally evident. With some patient care populations, fragrances may not be permitted.

6. Tattoos must be inconspicuous or covered.

7. Footwear should be clean, appropriate for clothing, protective and fit securely.
   a. Shoes should be non-permeable entirely white or black.
   b. Shoes must have a closed toe and closed heel.
   c. Canvas shoes or “crocs” with holes are not permitted in patient care areas.
   d. Shoes and shoelaces must be kept clean. Shoelaces must be white or match shoes.
   e. Staff must wear white hose or white socks at all times.

8. Uniform accessories:
   a. Buttons, hats, pins (or other types of insignia) are prohibited.
   b. Organizational belt / adjustable belt pack (“fanny packs”) must be a solid color, reasonable size, washable, and free of logos.
   c. Cloth stethoscope covers or decorative items attached to stethoscope are not permitted.
   d. Cell phones may not be used during clinical.
   e. Pens worn around the neck are prohibited.

9. Uniform/Clothing Standards:
   a. Undergarments must be worn and inconspicuous under uniform or clothing.
   b. Clothing must be clean and neatly pressed.
   c. Faded / yellowish, discolored or ripped clothing is not acceptable.
d. All clothing should be non-see through.
e. Tops:
   i. True Red scrub top is to be worn in the clinical area.
   ii. A white mock turtleneck, turtleneck or tee shirt, (long or short sleeves) may be worn under the scrub top. No tee-shirt writing may be visible under scrub top.
   iii. The crest of the College of Nursing is a part of the uniform. It is worn on the upper left-hand quadrant of the uniform. The crest must be sewn on or held in place with Velcro. Using safety pins is not appropriate. Crests are not required on lab jackets.
   iv. It is strongly suggested that you stand in front of a mirror and raise your hands over your head. If your abdomen is exposed by this movement, your attire is inappropriate -- the pants are hanging too low and/or the top is too short.

g. Pants:
   i. True Red scrub ankle length pants must be worn in the clinical area.
   ii. Scrub pant bottoms are not permitted to drag on floor.
   iii. Flared hems are permitted; however, the pants must be hemmed.

h. Scrub Jackets/Lab Coats:
   i. White jackets/coats may be worn.
   ii. Scrub jackets must be removed when it can potentially interfere with patient care, for example, sterile dressing changes.
   iii. No sweatshirts or hooded sweatshirts (hoodies) may be worn.

i. Skirts
   ii. If a student wishes to wear long skirts to clinical it has been recommended that they order True Red XX large pants from the vendor and alter the material into a skirt.
   iii. Length must be at the knee or longer.
   iv. Must wear pantyhose with skirts.

j. Scarfs:
   i. A white head scarf may be worn as part of the nursing uniform for religious purposes.

Special note: If you are working with a preceptor outside of a clinical area, ask about the expected dress code for the office. For example, if you are a male and the male preceptor wears a tie, you should plan to wear one as well. It is important to present yourself and the College of Nursing in the best possible light.

Students who have clinical experience on units where patients are being treated with radiation therapy may obtain a radiation badge. The radiation badge requisition form should be obtained from the nurse manager on the assigned unit. Students should return the completed form to the nurse manager who will forward it to the Radiation Safety Department. It takes approximately one week to receive the badge from the Department of Radiology.
Clinical Absence
Clinical course syllabi specify the procedure students need to follow regarding any clinical absence.

Incident Policy

**ILLNESS**
In the event a student becomes ill during his or her clinical study, the instructional staff member shall refer the student to the Student Health Center or the student’s private physician for treatment.

If the student's condition is one that warrants treatment in an Emergency Department, the instructional staff member, or designee, shall assist the student to the Emergency Department. All medical costs for treatment are the responsibility of the student. If necessary, an incident report shall be filed following the policy of the institution. The student may also need to contact their academic advisor if the illness necessitates a change in the student’s current semester or session course attendance or future semester or session enrollment.

**NEEDLE STICK OR RELATED INJURY**
If a student sustains a needle stick or related injury, this incident shall be reported immediately to appropriate agency personnel and to the physician who is responsible for the Preventive Medicine Program at the Student Health Center. The student should be referred for follow-up to Student Health Services, Preventive Medicine Department. The instructional staff member and student should complete any incident report forms required by the agency and inform the Office of the Associate Dean for Academic Affairs in the College of Nursing. Any follow-up testing and treatment expenses that are incurred are the responsibility of the student.

Specialty Clinical Locations and Travel

In most of the specialties, students will be placed in a clinical setting outside of Columbus during one or more semesters or sessions of the precepted clinical experiences. It is probable that a clinical site outside of Columbus or even outside of Ohio may be arranged should this best meet the needs of the student. These clinical sites will be developed by the course head in consultation with the student and the Graduate Studies Committee. It is essential that the student have a reliable means of transportation to all clinical sites as there is very limited public transportation available.
RESOURCES AVAILABLE TO GRADUATE STUDENTS

Career Resources

The College of Nursing offers a variety of career resources to students, including career advising, job fairs, and job posting information. Lisa Mowry, advisor in the Office of Student Affairs, serves as the College’s career advisor and helps all students with all issues and questions relating to career planning. She advises students on career exploration, resumes, cover letters, interviewing tips, as well as any other topic related to the employment search process (full or part time jobs, externships, internships, etc.). Reference materials on selected career topics can be found in the Office of Student Affairs and online in the Student Affairs section of StudentWeb. Students can also find job information at the College of Nursing job site, http://www.nursing.osu.edu/jobboard/. The website contains postings from hospitals and health care agencies.

College of Nursing Diversity Committee

“Diversity” refers to the variety of differences and similarities/dimensions among people, which can be along the lines of gender, race/ethnicity, tribal/indigenous origins, age, culture, generation, religion, class/caste, language, education, geography, nationality, different abilities, sexual orientation, work style, work experience, job role and function, military involvement, thinking style, personality type, and other ideologies. Welcoming diversity requires moving beyond simple tolerance to respecting and embracing differences in a safe, positive, and nurturing environment.

OSU College of Nursing Diversity Committee is comprised of faculty, staff, and students, who meet monthly to develop opportunities that enrich student, faculty, and staff cultural experiences and to create an environment that values and supports diversity.

If you have any recommendations on how to strengthen diversity efforts, or if you have experienced or witnessed an act of bias, please contact:

Jen Robb, Diversity Coordinator, robb.48@osu.edu, 614-292-6668
Jodi Ford, Faculty Liaison for Diversity, ford.553@osu.edu, (614) 292-6862
Bias Assessment Response Team (BART)

What is BART?
The Bias Assessment and Response Team (BART) is an initiative of the Ohio State University Office of Student Life. The team receives, monitors, refers, makes recommendations, and, as necessary, coordinates university responses to hate and bias-related incidents that impact all or a significant portion of the university community.

What is a Bias Incident?
An act or behavior motivated by the offender's bias against a race, religion, disability, veteran status, ethnic/national origin groups or sexual and gender identity group. While such an act does not necessarily rise to the level of a crime, a violation of state law, University policy, or the student code of conduct; a bias act may contribute to creating an unsafe, negative, or unwelcoming environment for the victim, anyone who shares the same social identity as the victim, and/or community members of the University.

Where can I file a report?
Website (www.studentlife.osu.edu/bias)

When do I file a report?
- When you are experiencing an act of bias
- When you witnessed an act of bias
- When you hear about an act of bias incident

What happens once I submit a BART Form?
- Your report will be received by the BART Convener, Rebecca Nelson, nelson.4@osu.edu; 614-292-1090
- You will receive an e-mail confirming the receipt of your incident form within 48 hours (if you requested follow up)
- If you requested follow up, you will be contacted within 48 hours by a BART member via the preferred method identified on the form
- The BART member will contact you and talk about the specifics of the case and possible types of follow up

What happens if I submit anonymously?
- You will only receive the generic submission complete form
- The specifics of the incident (date, type of incident, a brief summary) are listed into a data base
- The status of the incident is updated regularly Portions of the data base will be made available on the BART website (www.studentlife.osu.edu/bias)
Locker Assignments

There are a limited number of lockers available to students in the basement of Newton Hall. They are assigned on a first-come, first-served basis. Please contact the Office of Student Affairs for a locker assignment. Students are responsible for providing their own lock; all items and the lock must be removed from lockers by the end of spring semester of each year. Items kept in lockers must be limited to non-perishable items that are in compliance with The Ohio State University’s Code of Student Conduct.
Introduction
These recommendations cover computer hardware and software that you will need to participate in courses and view course materials. It also describes the minimum technical skills that you need to participate successfully in your nursing courses.

The recommended systems, devices, and software are intended to meet your needs throughout your time in the program. If you have any questions about the recommendations in this document or if you need technical support, contact con-s-help@osu.edu. If you are on campus, you can also visit the Student Computer Lab in the College of Nursing (Newton Hall, Room 220, open 8 a.m.-8 p.m. Monday-Friday).

Computer Recommendations
The College of Nursing operates with Windows and Macintosh platforms. In order to facilitate support, course software planning, and other compatibility issues, we recommend that students use whichever system they are more comfortable in. We also have a Windows-based and Mac-based Student Computer Lab (Newton Hall, Room 220, open 8 a.m.-8 p.m., Monday-Friday).

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Recommended (PC)</th>
<th>Minimum</th>
<th>Mac Recommended</th>
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</thead>
<tbody>
<tr>
<td>Processor</td>
<td>Multi-core Intel “i” series</td>
<td>Intel/AMD 1.5 Ghz</td>
<td>Multi-core Intel “i” series</td>
</tr>
<tr>
<td>Memory</td>
<td>4GB (32 bit) or 8GB (64 bit)</td>
<td>2 GB</td>
<td>2GB (2048 MB)</td>
</tr>
<tr>
<td>Available Storage</td>
<td>At least 75 GB</td>
<td>50 GB</td>
<td>75 GB</td>
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<tr>
<td>Screen Resolution</td>
<td>1920x1080 or better</td>
<td>1366x768 minimum</td>
<td>1366x768 minimum</td>
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<tr>
<td>Other</td>
<td>DVD/CD-RW</td>
<td>DVD/CD-RW</td>
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<tr>
<td>Connection Speed</td>
<td>3 Mbps</td>
<td>1-5 Mbps Internet</td>
<td>3-5 Mbps Internet</td>
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</tbody>
</table>

Software Requirements
Students should prepare their computer in advance to handle a variety of media and document formats. The required software follows, if students have any questions about meeting these guidelines, they should contact con-s-help@osu.edu for support.

<table>
<thead>
<tr>
<th>Software Name</th>
<th>Recommended Version</th>
<th>Minimum Version</th>
<th>Mac Recommendation</th>
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<tr>
<th><strong>Office Suite</strong>*</th>
<th>Microsoft Office 2013 Professional or Microsoft Office 365 University**</th>
<th>Office 2010 Professional</th>
<th>Office Mac: 2011 or Microsoft 365 University**</th>
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<tr>
<th><strong>Web Browser</strong></th>
<th>Internet Explorer 10 or current Firefox</th>
<th>Internet Explorer 9 or current Firefox</th>
<th>Current Firefox, Safari</th>
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<tr>
<th><strong>Media Players</strong></th>
<th>Current Versions of: Windows Media Player Quicktime Real Player Adobe Flash Player</th>
<th>Current Versions of: Windows Media Player Quicktime Real Player Adobe Flash Player</th>
<th>Current Versions of: Quicktime Windows Media Components for Quicktime Real Player Adobe Flash Player</th>
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<tr>
<th><strong>Virus Scan</strong></th>
<th>Microsoft Security Essentials</th>
<th>Microsoft Security Essentials</th>
<th>Clam AV or Sophos Antivirus for Mac</th>
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<tr>
<th><strong>Adobe PDF Reader</strong></th>
<th>Current Version (<a href="http://www.adobe.com">www.adobe.com</a>)</th>
<th>Current Version (<a href="http://www.adobe.com">www.adobe.com</a>)</th>
<th>Preview (Part of OS X) or Adobe Reader 8</th>
</tr>
</thead>
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*Microsoft Office 2011 may be purchased at a discounted student price from the University. See [http://uniprint.osu.edu/services/software.aspx](http://uniprint.osu.edu/services/software.aspx) for more information.


# If running a 64-bit operating system, install the 64-bit version of Java

**Minimum Technical Skills (for success in the program)**

Recommended technology skills include the following Internet and computer competencies:

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• ability to use a Web browser—such as Internet Explorer or Mozilla Firefox
• knowledge of search engines and how to search efficiently
• ability to download and view files in Adobe PDF format
• competence with using e-mail and protecting against viruses
• competence with Microsoft Word and PowerPoint
• competence with Ohio State's Carmen platform. If you need basic instruction and trouble-shooting assistance with using Carmen, please refer to Carmen Help for Students.

Configuration and testing
Below are a few links to examples of various types of media that you will probably use at some point during your nursing program. Click on these links to access the media and test your playback performance on your computer.

Test your Silverlight Plugin (if you can view these videos, you’ve got it):

- iSWAT (for physical assessment videos):
  http://nucleus.con.ohio-state.edu/Embedded/Embedded/705sp11/ThoraxandLungs/default.html
- Panopto:
  http://panopto.con.ohio-state.edu/Panopto/Pages/Viewer/Default.aspx?id=0ca83dbd-434b-4cd0-aefe-5eced068cd34

Test your Java:  http://www.java.com/en/download/testjava.jsp

Test your Flash player:  http://helpx.adobe.com/flash-player/kb/find-version-flash-player.html

CarmenConnect
• Test your Adobe Connect:
  https://ocio.osu.edu/elearning/services/tools/carmenconnect/plan-session/connection-test/
  (Follow the instructions and click on the link to the Connection Test.)
• Participant Information for joining a Connect meeting:
  https://ocio.osu.edu/elearning/services/tools/carmenconnect/participants/
• You’ll need a headset for Connect meetings. Headset information:
  https://ocio.osu.edu/elearning/services/tools/carmenconnect/hold-session/headset-information/
Guidelines for EPortfolio use in the OSU College of Nursing

As a student in a doctoral program at the OSUCON you will be required to utilize an electronic portfolio throughout your academic career. The E-Portfolio is a comprehensive, competency based assessment of learning in the Doctor of Nursing Practice and PhD programs in the OSU College of Nursing. This electronic document is based on literature that propose a portfolio offers students the opportunity to demonstrate their ability to integrate knowledge amassed during the course of study and apply this learning to direct care of patient populations\(^1\). Standardized templates have been created for use by the DNP and PhD students free of charge and are located at www.blogs.nursing.osu.edu

The eportfolio serves three distinct purposes in the OSUCON curricula for doctoral education.

1. **Individual Assessment**: The eportfolio provides a standardized template for students to display artifacts of learning, demonstrate progression within the curricula and provide reflection on learned activities. Annually, the eportfolios are assessed by the DNP/PhD subcommittee to determine individual student progression, degree goal achievement and to ensure the program is providing resources the student needs to succeed.

2. **Program Assessment**: The eportfolios provide data for collective evaluation of overall program effectiveness and program outcome evaluation to ensure the curricula builds student competence, knowledge remains relevant to best-practice and curricula aligns with regulatory initiatives (DNP essentials, etc.).

3. **Accreditation Review**: The eportfolios provide a structured presentation platform for accreditation and administrative auditing of the curricula. The eportfolio may also be used as a presentation platform for prospective employers.

**Student Responsibilities:**

- Utilize the eportfolio system for intended academic purposes only.
- Students are responsible for all content creation and maintenance on their eportfolio.
- Use the standardized theme and template. Do not change the themes, logos or page layouts.
- Determine what personal information is posted in your eportfolio and set appropriate privacy settings because information can be viewed by all individuals authorized to access your account.
- Maintain integrity of account by not sharing passwords or contracting outside consultants to modify, maintain or complete your eportfolio.
- Contact con-informationtechnology@osu.edu with questions about account function, privacy setting or if you think your password has been compromised.
Data Retention Policy:
- Eportfolios data will be retained on the server for a minimum of 10 years after graduation.
- To ensure integrity, data is automatically backed up to both a local and remote secure server each day.

Access:
The software and infrastructure of the eportfolio system is owned and maintained by the OSU College of Nursing. All data entered into the eportfolio template is owned by the student. To protect privacy and comply with FERPA rules, access to the information is restricted to the student and other authorized users. In order to facilitate tracking clinical hours and compliance with accreditation bodies, certain people will automatically be granted authority to access your eportfolio. The following people will have access to the eportfolio.
- The student.
- The student’s primary advisor.
- The appropriate Graduate Studies subcommittee (DNP/PhD) for annual review each May.
- Instructional faculty of the DNP clinical courses to track compliance and experience hours logs. Access will only be for the semester in which the course is taken (Leadership, Health Policy, Quality improvement, Immersion).
- Instructional faculty of any pre-immersion clinical courses to track compliance and experience hours logs (DNP).
- Legally authorized system administrators in pursuit of accreditation reviews, legal actions or compliance requirements as designated by the College of Nursing Dean.

Additional accounts may be created upon request of the student. This includes access by other students, family, faculty and potential employers. Please contact con-informationtechnology@osu.edu to request additional access accounts.

After Graduation:
Students will continue to have regular access to the eportfolio with current credentials for 6 months after graduation. If longer access is desired, please contact con-informationtechnology@osu.edu
At any time, the student may make a copy of their eportfolio and transfer it to a free WordPress account. The eportfolios can also be exported to a file for long-term storage.

**Note that free accounts do not have built-in security features to protect personal data. Students are highly encouraged to speak to an IT specialist before transferring data to an outside service.

APPENDIX
Graduate School Policy on the Investigation of Allegations of Research Misconduct by a Graduate Student

This document is used by the Graduate School when allegations of research misconduct by a graduate student have been forwarded by the Committee of Inquiry as detailed in the document “University Policy and Procedures Concerning Research Misconduct.”

When a Committee of Inquiry determines that an allegation of research misconduct by a graduate student has substance so as to warrant further investigation, such investigation shall be handled by the Graduate School.

Upon receipt of the final report by the Committee of Inquiry, the Dean of the Graduate School shall appoint an Investigation Committee. The Committee shall be composed of at least five members: two members of the Graduate Council (one of whom shall chair the Committee), one member of the graduate Faculty from the college in which the student is enrolled, one member of the Graduate Faculty with academic expertise relevant to the field of study of the student alleged to have committed research misconduct, and one graduate student selected in consultation with the president of the Council of Graduate Students. If the Dean of the Graduate School determines that the complexity of the case requires that the Committee be larger than five members, additional members may be added at the discretion of the Dean of the Graduate School.

Upon receipt of a referral from the Dean of the Graduate School, the Investigation Committee shall review any documentary evidence submitted by the Committee of Inquiry and shall meet with the graduate student alleged to have committed research misconduct. At its discretion, the Committee shall interview individuals having information relevant to the allegation(s). The student shall be given copies of any documentary evidence submitted by the Committee of Inquiry. However, the student shall not have the right to be present when witnesses are interviewed or to question such witnesses. When the student is interviewed, he or she may be accompanied by legal counsel or other advisor, but the role of such person in the process shall be limited to advising the student. The student may submit any relevant evidence for consideration by the Investigation Committee and may request that witnesses with information directly relevant to the allegation of research misconduct be interviewed by the Committee. Findings of the Committee shall be based on greater weight of the evidence and the decision is reached by simple majority vote of the Investigation Committee. At the conclusion of its investigation, the Committee shall report its findings to the Dean of the Graduate School, including a conclusion concerning the merits of the complaint.

The Investigation Committee shall make every effort to conduct its investigation and submit its report to the Dean of the Graduate School within 45 days. If the Investigation Committee finds that the greater weight of evidence indicates research misconduct, the dean shall forward the Committee’s report to the coordinator of the Committee on Academic Misconduct. The coordinator shall schedule a hearing of the Committee on Academic Misconduct for the determination of sanctions. This hearing shall be held within a reasonable time, not to exceed 30
Graduate Student Grievance Review Guidelines  
(For grievances related to graduate examinations and graduate associate appointments)

I. Overview
The Graduate School is specifically authorized by the Graduate Council to review grievances related to graduate examinations and graduate associate appointments. The purpose of this document is to outline the process for the systematic review of grievances filed by graduate students related to graduate examinations and graduate associate appointments. The aim of the guidelines is to ensure that a graduate student who is unable to resolve a dispute over a graduate examination or a GA appointment locally has access to a review by a knowledgeable group of neutral faculty and graduate students who are not associated with the student’s graduate program or appointing unit or who in any other way have a conflict of interest.1 2

II. Authority
Under the rules of the Graduate Faculty, the Graduate School is authorized to review two specific kinds of grievances:

• graduate examinations
• graduate associate appointments

III. Procedures
A. When the Dean of the Graduate School receives a petition for the review of a grievance related either to a graduate examination or to a graduate associate appointment, the dean will determine first that there has been an attempt to resolve the problem at the local graduate program or individual appointing unit level. If such a resolution is not achieved, the dean will review the petition and determine if the matter should be referred to the chair of the Graduate School Grievance Committee.

B. Upon receipt of such a request from the dean, the Graduate School Grievance Committee will conduct, expeditiously, a hearing for the review of the grievance. The Graduate School Grievance Committee will consist of the following members:
• three Graduate Faculty members of Graduate Council (voting)
• two graduate student members of Graduate Council (voting)
• an Associate Dean of the Graduate School (nonvoting), who will serve as chair of the Grievance Committee. In the event of a tie vote, the chair casts the deciding vote. In cases where any of the individuals serving in these roles have a conflict of interest or perceived conflict of interest, substitutions will be permitted with the permission of the Dean of the Graduate School.
C. The chair of the Grievance Committee will convene the hearing. Faculty members or graduate students who are members of the graduate program(s) involved are disqualified from sitting on the Grievance Committee.

D. At least one week prior to the hearing, the chair of the Grievance Committee will provide the materials listed below to all members of the Grievance Committee and to all parties to the grievance, depending on the nature of the grievance:

1. Many graduate programs have local procedures for resolving grievances, such as discussions with an advisor, supervisor, graduate studies committee chair, department chair, or college dean. Graduate associates should also consult their appointment documents.

2. The Graduate School is occasionally called upon to address a complaint by a graduate student related to other academic matters. The Graduate School becomes involved in such matters only after all reasonable local efforts to resolve the problem have failed. In accordance with university policy, complaints of harassment, sexual or otherwise, and allegations of scholarly misconduct are directed to the appropriate offices authorized to address them.

   • a letter detailing the nature of the grievance and establishing the time, location, and expected duration of the hearing
   • a copy of these guidelines
   • a copy of the complainant’s letter to the dean

E. Each party is expected to attend the hearing in person to present his or her case and may call witnesses in his or her behalf. A party unable to attend the hearing may submit a written statement. Parties are defined as follows:

   1. Graduate Examination Grievance
      a. the student
      b. the members of the examination committee, including the Graduate Faculty Representative (doctoral-level examinations only)

   2. Graduate Associate Grievance
      a. the student
      b. the student’s GA supervisor and/or head of the GA appointing unit

F. Additional persons who may attend the hearing include the Graduate Studies Committee chair of the student’s graduate program and resource personnel from the Graduate School.

G. The parties may submit written statements related to the charges. Such documents must be received no later than three working days prior to the scheduled date of the hearing. All materials so submitted will be shared with all parties and the Grievance Committee members on a confidential basis.

H. Notice must be given to the Graduate School at least one week prior to the hearing if any of the parties is to be accompanied by witnesses and/or legal counsel.
IV. Conduct of the Hearing
A. At the beginning of the hearing, the chair will outline the procedures to be followed in the hearing.

- The chair shall allocate a specific amount of time to each party to state his or her case.
- Members of the Grievance Committee shall be present during the entire testimony portion of the hearing.
- Parties to the grievance are expected to be present to hear and participate in the entire testimony portion of the hearing.

Witnesses, if called by either party, may attend only the portion of the hearing directly related to their testimony.

B. The testimony presented at the hearing will be recorded on audiotape. A party to a grievance may request a copy of the tape.

C. Committee members may ask questions to obtain a full understanding of the case.

D. At the conclusion of the testimony portion, all persons attending the hearing are excused except for the Grievance Committee members and the Graduate School personnel. The parties to the hearing will be asked to wait in a designated location outside the hearing room until freed to leave by the chair.

V. Hearing Committee Decision and Action
A. The decision of the Grievance Committee is reached in closed session, with only the hearing committee members and the Graduate School personnel present.

B. All members of the Grievance Committee vote on the outcome. The Graduate School personnel, including the associate dean who serves as the chair, may participate in the discussion and decision, but they do not vote (except when the chair votes to break a tie vote).

C. The Grievance Committee will decide on the basis of a simple majority as follows:

- The Grievance Committee shall decide whether the master’s examination, candidacy examination, or final oral examination was conducted in conformity with Graduate School rules and those of the local graduate program.

- The Grievance Committee shall decide whether actions taken with respect to a graduate associate appointment were in conformance with the rules of the appointing unit and the Graduate School. As stipulated in the Graduate School Handbook, the appointing unit is required to develop, publish, and make available its graduate associate rules.

- The chair of the Grievance Committee will report the committee’s finding in writing to the Dean of the Graduate School.
• If the Grievance Committee finds that a violation of Graduate School rules or other violation has occurred, the chair of the committee will also communicate a recommended resolution.

• The Dean of the Graduate School shall make the final decision regarding the grievance and the recommendation of the Grievance Committee and shall notify all the participants in the proceeding.

The Ohio State University Medical Center
Vendor Interaction Policy

Approved OSUMC Executive Cabinet, March 12, 2009
Policy effective July 1, 2009

Purpose

All healthcare professionals and institutions have an ethical obligation to provide safe, effective, patient-centered, timely, efficient, and high-quality care for their patients. In order to ensure that the care provided is always in the best interest of the patient, healthcare professionals and institutions should always strive to maintain the trust of their patients and to minimize any conflicts of interest in the delivery of care. The fiduciary nature of the relationship between patients and the healthcare professionals who treat them is based on an inequality of information about medicine and an imbalance of control between the parties. However, it is also based on an implicit understanding that a healthcare professional will make decisions that are in the best interest of the patient as opposed to the best interest of the professional.

Over the past twenty years, healthcare professionals have continued to redefine the appropriate ethical boundaries for relationships with vendor corporations and their representatives that have an interest in marketing products or services to professionals, institutions and patients. Since the early 1990’s, a variety of professional and vendor organizations have developed broad statements of ethical principles related to this issue. In the last few years, a number of medical centers and medical schools have developed detailed policies that operationalize those ethical statements. These policies tend to include (but are often not limited to) a focus on the issues of gifts to healthcare professionals, payment to healthcare professionals for consulting or other advisory work, and payment to healthcare professionals who participate in speakers’ bureaus or other educational programs.
The purpose of this policy is to outline a set of acceptable business practices and ethical principles that will guide the interactions of all faculty, staff, and trainees of The Ohio State University Medical Center with vendor corporations and vendor representatives. The goal of this policy is not to completely or even materially limit the ability of vendor representatives to enter Medical Center facilities or to interact with individual Medical Center staff members. A separate policy entitled “Vendor Access and Control” covers the physical access of our facilities for vendor representatives. Ethical relationships between healthcare professionals, institutions, and vendor representatives can often be beneficial for all parties involved – including patients – in that these relationships may be the basis of advances in research, education and patient care. The goal of this policy is simply to place ethical boundaries on the actions of both parties.

Policy

1) Definitions:

a) Scope: This policy applies to all sites operated by or affiliated with the OSU Medical Center including but not limited to:
the OSU Health System, including all hospital business units, the Primary Care Network and the Specialty Care Network.
the James Cancer Hospital and Solove Research Institute.
the Office of Health Sciences.
the College of Medicine including the School of Biomedical Sciences, the School of Allied Medical Professions, and all clinical departments.
the Comprehensive Cancer Center, the Davis Heart Lung Research Institute, and all other research labs or other entities under the OSU Medical Center.
the sites operated by Ohio State University Physicians (OSUP) and Nationwide Children’s Hospital will operate under a vendor interaction policy with similar principles that will be adopted by their respective organizations.

b) Medical Center Unit: The use of the term “Medical Center unit” in this policy refers to an identifiable administrative unit within those areas outlined in section 1.a of this policy. For example, this could include an academic department, a division, a training program, a research center, a diagnostic department, a patient care unit, etc.

c) Medical Center Staff: The use of the term “Medical Center staff” in this policy applies to:
All regular faculty members, auxiliary faculty members employed full-time by the University, and all employees (including clinical, administrative, clerical and other support staff members) working within any entity within or affiliated with the OSU Medical Center as noted in section 1.a.
The term also applies to any student, intern, resident, clinical fellow, postdoctoral fellow, or other trainee enrolled in an educational program through the OSU College of Medicine or one of its departments.
The term also applies to all members of the medical staff of University Hospital and/or the James Cancer Hospital who may or may not be directly employed by the University.

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This policy does not apply to auxiliary or volunteer faculty (e.g., those with a “no salary” appointment) who are not working at a site noted in Section 1.a. However, those individuals are strongly encouraged to adopt this policy in their respective practices, especially when OSU trainees are rotating in that setting.

d) “Off-site and After-Hours Activities”: For those individuals to whom this policy applies as defined in this section, this policy should be considered to apply equally to both on-campus activities as well as off-site, out of town, or after-hours (e.g., evening, weekend, etc.) activities.

Vendor Corporation: This policy applies to those businesses, corporations or other entities that supply or wish to supply equipment, goods, services or other clinically related products to physicians, nurses, administrators or hospitals. This also includes organizations to which OSUMC patients are referred for clinical services (e.g., extended care facilities, skilled nursing facilities, etc.).

Vendor Representative: This policy applies to any individual who is employed by or who represents any entity defined in section 1.e who is not also an OSUMC faculty member, staff or student. Vendor representatives are guests of the Medical Center and, as such, must provide their services in accordance with acceptable rules of conduct as determined by this policy and in a manner that provides the greatest benefit to the Medical Center and to our patients.

Continuing Medical Education (CME) or Continuing Education: In this policy, the use of the terms “continuing medical education” and “continuing education” relate to a certified or accredited continuing professional education activity that provides credit toward maintenance of licensure for a healthcare professional. For example, CME in this document means a program that has been certified to provide Category 1 CME credit by an Accreditation Council for Continuing Medical Education (ACCME) accredited CME provider.

2) Gifts to Individuals

Individual Medical Center staff members are prohibited from accepting any gifts from vendor representatives or vendor corporations regardless of the value of the gift. This includes items of minimal value like pens, mugs, notepads, etc. that have been commonly distributed by vendors in the past.

Individual Medical Center staff members may receive marketing, instructional, warning or other educational information from a vendor about the vendor’s products at any time.

Any gifts that are delivered directly to an individual Medical Center staff member at any site must be either:

Returned directly by the Medical Center staff member to the vendor, or

Forwarded to the Medical Center Corporate Compliance Office (N-143 Doan Hall) which will return the gift to the vendor.
In either case, a standard letter will be prepared by the Compliance Office that should accompany the returned gift that explains that individuals can no longer accept any gifts from vendors.

3) Gifts to Medical Center Units

Any Medical Center unit may accept cash donations, gifts or other items of value that support the education, clinical or research missions of the unit from a vendor corporation in accordance with this policy. Any donations or gifts accepted by a Medical Center unit should remain the property of the Medical Center.

i) In the case of a cash donation to a Medical Center unit, those funds may be used by a Medical Center unit to:
   (1) purchase items that may be given to individual Medical Center staff members to use in relation to their professional duties (e.g., textbooks for trainees) or
   (2) to compensate individual Medical Center staff members for work done on behalf of the Medical Center unit.

Samples of equipment for non-patient care related activities (e.g., sample research equipment, a sample textbook for evaluation for use in a course, etc.) may be accepted by Medical Center units in accordance with the policies of the respective purchasing department assigned to work that Medical Center unit. These non-patient care related sample equipment must remain the property of the Medical Center unit.

d) When working with vendors who would like to provide a donation, gift, or other item of value to a Medical Center unit, the unit leadership must work with Medical Center development to ensure that the gift is appropriately processed and that the vendor gets appropriate recognition with the University for the gift. When possible, Medical Center development should be contacted before the plans for the gift are finalized to ensure that appropriate processes are followed.
   If the gift is provided to support a research project or program, OSURF must be contacted regarding the policy for accepting funds to support research programs.
   If the gift is provided to support a CME education program, the Center for CME must be consulted regarding the policy for accepting funds to support a CME education program.
   If the gift is provided to support a GME training program, the GME Office must be consulted regarding the policy for accepting funds to support a GME training program.
   If the gift is for another purpose beyond those listed above, the unit accepting the gift must work with the appropriate University or Medical Center administrative oversight entities to coordinate the gift based on the gift’s purpose.
e) All donations and gifts from vendors to Medical Center units should be documented in writing. Although no specific form is required, at a minimum, this documentation should include:
the total amount of the gift,
the timeframe over which the gift will be given (e.g., lump sum, quarterly, annually, etc.), and
the intended use of the funds or the gift.

f) All gifts to a Medical Center unit of greater than $10,000 (either in individual or cumulative gifts from one vendor to one unit over the course of a fiscal year) must be reviewed by the Medical Center Associate General Counsel’s Office to ensure that they are being documented and managed appropriately.

4) Meals

Vendors are prohibited from directly supplying meals, food, snacks or other food items to Medical Center staff. The exceptions to this rule are:

a modest meal as part of an event that grants CME or other continuing education credit when the event is sponsored by the vendor. This does not include departmental Grand Rounds or other OSUMC sponsored CME/CE events that are officially sponsored by a Medical Center unit but that may have some funding support from a vendor corporation.
a meal in conjunction with an individuals role as an advisor or consultant to a vendor corporation.
Medical Center units are allowed to provide meals, food, snacks or other food items to staff members at any time in accordance with applicable Medical Center and University policies. The source of funding for the unit to provide such food may be a donation from a vendor or vendor representative but the Medical Center unit must be responsible for providing and paying for the food.

5) Vendor Sponsored Events

Medical Center staff members are permitted to attend, participate in and/or lead any off-site event that offers CME or other continuing education credit regardless of the sponsor of the event.

Individual Medical Center staff members may attend any non-CME/CE dinners or other events sponsored by a vendor only if the staff member pays for their own meal, beverages, etc.
Documented of payment by the individual should be maintained and must be produced upon request by a supervisor.

Individual Medical Center staff members are prohibited from receiving payment or gifts in exchange for attendance as an audience member at any event.
An individual Medical Center staff member is permitted to accept an item with a vendor logo on it in conjunction with an educational conference (e.g., a tote bag, a water bottle, etc.) if:

- the item has the name of the conference or sponsoring organization on it,
- the item is provided by the educational conference,
- the item is provided to all conference attendees.

Meetings with vendors regarding the potential purchase, lease or rental of equipment or services from the vendor and any meals provided at such a meeting must be in accordance with the policies of the respective purchasing department working with that Medical Center unit and the laws of the State of Ohio. In general, all costs for meals, travel, lodging, etc. for these meetings should be covered by a Medical Center unit and not by the vendor unless explicitly approved by a member of the purchasing department or other senior administrator.

Vendor sponsorship

If a vendor is interested in providing support to a Medical Center unit to underwrite an educational event or conference (including for the purchase of food by the Medical Center unit), the vendor should make a monetary donation to the Medical Center unit to facilitate the event.

1. The planning and coordination of the event must remain under control of the Medical Center unit that is sponsoring the event.
2. The donated funds must remain under the control of the Medical Center unit that is sponsoring the event.
3. The Medical Center unit is required to provide appropriate recognition of the vendor support for the event especially when the activity is granting CME or other continuing education credit.
4. At the discretion of the Medical Center unit leader responsible for the event, the vendor representative(s) from the corporation providing support for the event:
   a. May attend the event
   b. May be introduced/recognized at the event
   c. May set up a table in an area adjacent to but separate from the educational event where he/she may distribute marketing or scientific literature
   d. May not distribute any gifts or meals, beverages, snacks, candy or other food items
   e. May not conduct any marketing or commercial activities within the room where the educational event is occurring

5. Vendors are prohibited from providing funds directly to any Medical Center staff member to attend any CME or other continuing education event (with the exception of section 5.e.ii below).
Vendors wishing to provide support for a specific CME or other continuing education event or program should make a donation to the sponsor of the event to reduce the cost for all attendees.

ii) In the case of students, house staff, and other trainees, a vendor may provide support for one or more individual trainees to attend an educational conference with the following stipulations:

1) The individual(s) chosen to attend the event must be chosen by the director of the educational program or the department chair.

2) The director of the educational program must approve the educational conference that is being attended to ensure that the conference is of substantial value to the trainee’s education.

3) The Vice Dean for Education or the Associate Dean responsible for the educational program must also endorse the decision of the program director.

4) The funding support must be given to the Medical Center unit which will then either pay for the expenses or reimburse the individual(s) for the expenses related to attending the event.

6) Consulting, Speakers’ Bureaus and Other Business Arrangements
   a) Individual Medical Center staff members may serve as paid consultants or advisors to vendor corporations in accordance with this and other applicable University policies on work outside the University (please see University HR Policy 1.30 and applicable Faculty Senate Policies). Medical Center staff members may receive complimentary meals from a vendor only in direct relation to their work for the vendor as a paid consultant or advisor (e.g., a lunch or dinner at an advisory committee meeting). This does not include meals or gifts from a vendor not in conjunction with their work as an advisor or consultant (e.g., one-on-one lunch with a vendor representative unrelated to their paid position).

Any paid advisory or consulting relationships must be disclosed by a Medical Center staff member in the course of leading any educational activity for Medical Center students, house staff, faculty, or other employees if the topic being discussed relates to products or services that they provide consultation on to the vendor. This includes both CME/CE and non-CME/CE educational activities.

Any paid consulting relationship with a vendor corporation must be disclosed through the annual University disclosure process and should be discussed directly with the individual’s unit leader.

Consulting or advisory relationships should be entered into by Medical Center staff members carefully. The work that will be done for the vendor corporation must be:

1) generally commensurate with the amount of compensation provided by the vendor and

2) the compensation must approximate fair market value.
There should be a signed agreement that outlines, at a minimum, the work to be done for the vendor corporation and the compensation to be provided by the vendor.

(1) If this agreement is between the vendor and the individual, all aspects of University HR policy 1.30 and Faculty Senate Rules still apply.

(a) The agreement with the vendor must be produced by the individual staff member if requested by a Medical Center unit leader or by the University.
(b) The individual must report to the University if any intellectual property will be created as a part of this activity.

(2) If this agreement is between the vendor and the University, the Medical Center, or a Medical Center unit, the document should be reviewed and approved in advance by the office of the Medical Center Associate General Counsel.

Faculty and staff serving as a paid consultant, advisor, etc. for a vendor should comply with University HR and faculty policies regarding the requirement to use appropriate leave time for these activities when required.

b) Speakers’ Bureau and Educational Events
Medical Center staff members are permitted to participate in a vendor-sponsored speakers’ bureau or other educational event only:
(1) when the presentation is to be made in an academic setting (e.g., grand rounds, visiting professor, guest lecturer etc. at an academic medical center or other teaching hospital), or
(2) at any event granting CME/CE credit regardless of the location, or
(3) when the presentation is an educational or training activity for a vendor’s employees

When presenting at a vendor-sponsored speakers’ bureau or other educational event, any slides and other information presented by the Medical Center staff member must have been prepared by the Medical Center staff member. Use of slides or other vendor-prepared educational materials by the Medical Center staff member is not permitted with the exception of FDA-approved slides that are mandated for use when discussing a specific product.

Medical Center faculty members may receive an honorarium or speaker fee for lecturing in a permitted vendor sponsored or supported educational event as defined in this policy.

(1) If the event occurs in an academic setting (i.e., an academic medical center, teaching hospital, etc.), the honorarium or speaker fee must be from the academic institution.

(2) If the event occurs as a part of a CME/CE event, the honorarium or speaker fee must be from the organization sponsoring the CME/CE event.
Medical Center faculty members are prohibited from receiving a retainer or other similar payments simply for being a member of a speakers’ bureau. Any payments for involvement with a speakers’ bureau must be in relation to actually performing a service as a speaker, lecturer, etc.

In accordance with University policies, non-faculty employees are never permitted to receive an honorarium for such an event.

Medical Center faculty members are prohibited from participating in and receiving an honorarium for a vendor sponsored “speakers’ bureau” event when the goal of the activity is marketing of the vendor’s products.

“Token consulting” arrangements are strictly forbidden.

“Token consulting” arrangements are agreements to pay a Medical Center staff member for consulting or advising a vendor corporation when either:

(1) No substantive work is done on behalf of the vendor, or

(2) The work done for the vendor is not commensurate with the amount of compensation provided by the vendor, or

(3) When the compensation is not at fair market value as determined by acceptable benchmarks (e.g., AAMC faculty or MGMA practicing physician salary benchmarks).

(4) If there are any concerns that a consulting arrangement could be considered “token consulting,” please consult the office of the Medical Center Associate General Counsel for further review.

Ghost-writing of publications, abstracts, case reports or other scholarly work by vendor representatives on behalf of a Medical Center staff member is strictly prohibited. Faculty and staff should be aware of published guidelines in the medical literature regarding taking credit for authorship of an article, abstract, or other scholarly work.

7) Promotional materials
Vendor corporations and vendor representatives are prohibited from directly placing any promotional materials or educational materials in any patient care area or waiting area of any Medical Center inpatient or outpatient site.

Medical Center units and individual staff members are permitted to distribute or display high-quality patient education materials produced by a vendor corporation in patient care areas or waiting rooms of any inpatient or outpatient site provided that the materials are unbiased and are not product-specific.
c) Promotional materials that are product-specific or that directly market a vendor’s products may be distributed to patients:
only after they have been reviewed specifically by the Medical Center unit to ensure that they are generally complete and accurate regarding the vendor’s product, and only after it is determined that the patient needs or potentially needs to use the product or medication covered in the promotional material, and preferably by the unit’s faculty or staff and not directly by a vendor representative.
This policy should not be construed in any way to limit the distribution of accurate and complete instructions for use or safety warnings for any product or medication regardless of the source of the information after an item has been ordered or prescribed for use by a patient.
8) Samples

In order to ensure patient safety and the appropriate storage and distribution of medication samples, the distribution of medication samples will be prohibited except as noted under Section 8.b below.

i) In an attempt to minimize the need for samples:

(1) vendors are encouraged to provide vouchers to clinical units or clinics within the Medical Center that may be distributed to patients. These vouchers, in addition to a valid prescription, will allow a patient to receive free or discounted medications at a retail pharmacy.

(2) prescribers are encouraged to prescribe generic medications for those patients who cannot easily afford prescription medications and in those clinical situations when a generic medication is appropriate for the patient’s condition.

If members of a clinical unit believe that their clinical practice requires the continued use of medication samples for a specific medication or for a special patient population, they may apply to the Health System Pharmacy and Therapeutics Committee for an exception to this rule. As a part of that approval, the unit or clinic will be required to annually report the following to the Pharmacy and Therapeutics Committee:

The medication samples that are routinely stocked in the clinic,

The process for ensuring the proper storage, security and distribution for samples,

The process for monitoring the expiration dates on medication samples, and

The process for the documentation of distribution to patients.

For non-medication product samples, the unit or clinic should ensure that any samples provided to patients are appropriately packaged, in good condition and have not expired.

9) Conflict of Interest in Purchasing Decisions
Any Medical Center staff member who is involved in the evaluation of a product, selection of a vendor, negotiation with a vendor, or the decision to purchase a product must fully disclose any equity positions, consulting agreements, or other compensation relationships between him/herself or a member of his/her family (as defined by applicable University policy) with a vendor under consideration. This conflict of interest should be disclosed in writing to the Medical Center staff member’s direct supervisor as well as to the applicable staff from the respective purchasing department assigned to the purchase.

Both the individual’s supervisor as well as the respective purchasing department staff member are required to review the conflict of interest with the Medical Center staff member. If the conflict of interest is significant or cannot be managed appropriately in the opinion of the supervisor or the purchasing department representative, the individual must remove themselves from the process.

If additional assistance is needed to evaluate the conflict of interest, the Medical Center Associate General Counsel, the Professionalism Council and the Office of the Senior Vice President are additional resources that can be utilized.

If an individual Medical Center staff member is in any position to materially benefit from the Medical Center relationship with the vendor or if the conflict is deemed too significant by either the Purchasing Department or the individual’s supervisor to be managed appropriately, the individual must immediately remove him/herself from any further discussions, meetings or negotiations.

Any Medical Center staff member who is involved in the evaluation of a product, selection of a vendor, negotiation with a vendor, or the decision to purchase a product should be generally familiar with all Purchasing Department policies regarding their role in the process.

Communication between Medical Center staff members and vendor representatives related to selection of a vendor, negotiation with a vendor or a decision to purchase a product should occur only in accordance with Purchasing Department policies.

All costs related to meals, travel, lodging, etc. for meetings, site visits, or other activities related to a purchasing decision must be covered by a Medical Center unit and not the vendor unless explicitly approved by a member of the Purchasing Department or other senior administrator.

10) Conflict of Interest in Research
Individual Medical Center staff members involved in any form of research should be generally familiar with and compliant with any applicable Medical Center, University, OSURF and IRB policies that govern conflicts of interest in research.
Funding or other support for research from vendors may be received in accordance with applicable Medical Center, University, OSURF and IRB policies that govern industry-funded research.
As a part of the IRB approval process, individual Medical Center staff members must disclose to the IRB any financial conflicts regarding the research they are undertaking according to applicable Medical Center, University, OSURF and IRB policies.

As a part of the informed consent process, individual Medical Center staff members must disclose to prospective research subjects any substantial conflicts of interest regarding the research they are undertaking when required to do so by the IRB.

11) Non-compliance

Medical Center unit leaders are charged with ensuring that all Medical Center staff members (e.g., faculty, staff, trainees, etc.) in their unit are educated about this policy.

If a potentially non-compliant act or event is brought to the attention of any Medical Center unit leader, that leader must either directly investigate the issue or refer the issue to their supervisor or to the Professionalism Council for further investigation.

Reporting of potential non-compliance with this policy may be done through a variety of mechanisms.

i) Report entered in the Ethics Point compliance reporting system
   (1) Web URL: https://secure.ethicspoint.com then select Ohio State University as the organization.
   (2) Toll Free number: 1-866-294-9350
ii) Report directly to the Medical Center Compliance Office
iii) Report directly to Medical Center Risk Management
iv) Report to an appropriate unit, department or Medical Center leader

Determination of non-compliance and disciplinary action: Determination of non-compliance by a vendor representative or OSUMC staff member and the determination of any disciplinary action will be done with the cooperation of the applicable administrative, academic, research and/or clinical unit leadership where the alleged issue(s) occurred. For faculty members, this should also include the Department Chair for the individual involved. Additional assistance in any investigation, determination of non-compliance with this policy, or determination of disciplinary action can also be provided by the Chief Medical Officer, OSUMC legal counsel, the Dean, the Office of the Senior Vice President, or the Professionalism Council.

Vendor non-compliance: Each issue of non-compliance with this policy will be dealt with on an individualized basis taking into account the actual events that occurred and any previous non-compliance with OSUMC policies. Non-compliance may result in actions including, but not limited to,
a warning, a temporary suspension of access to the Medical Center, permanent revocation of the individual vendor representative’s access to the Medical Center, or complete termination of business with the vendor corporation.

f) Staff non-compliance: Each issue of non-compliance with this policy will be dealt with on an individualized basis taking into account the actual events that occur, any previous non-compliance with OSUMC policies, and the individual’s overall applicable work or academic record. Any disciplinary action will be consistent with regard to existing disciplinary policies that apply to the individual in question. Non-compliance may result in disciplinary action, including but not limited to, a warning, probation, suspension, removal from a position whose duties include vendor interaction, or termination.

Any disciplinary action may be appealed in accordance with applicable Medical Center and University HR policies and through a process that is based on the individual’s status within the University (i.e., student, faculty, A&P staff, trainee, union member, etc.).

12) References

1) OSU Health System Policy 09-14, “Vendor Access and Control”
4) Chapter 2921 of the Ohio Revised Code
5) PhRMA Code on Interactions with Healthcare Professionals, PhRMA, April 2002
6) OIG Compliance Program Guidance for Pharmaceuticals Manufacturers, April, 2003
7) American Medical Association Council on Ethical and Judicial Affairs (CEJA) Ethics Opinion E-8.061 – Gifts to Physicians from Industry
8) American Medical Association Council on Ethical and Judicial Affairs (CEJA) Ethics Opinion E-9.011 – Continuing Medical Education
11) Ohio State University HR Policy 1.30 – “Conflict of Interest and Work Outside the University”
12) Ohio State University Faculty Senate Policy – “Paid External Consulting Policy”
13) Ohio State University Faculty Senate Policy – “Financial Conflict of Interest Policy for Faculty”

Approved by the OSUMC Executive Cabinet, March 12, 2009

Effective July 1, 2009