

PhD

**Doctor of Philosophy
in Nursing**
Student Handbook
2017-2018



THE OHIO STATE UNIVERSITY

COLLEGE OF NURSING

Preface

Welcome to the College of Nursing. Congratulations on the start of your new journey as a proud Buckeye graduate student. You will find the College of Nursing to be a welcoming, student-centered environment dedicated to exceptional learning. We are committed to your academic and professional development as nurses, leaders, researchers, and health professionals who LIVE WELL (Lead, Innovate, Vision, Execute, and are Wellness Focused, Evidence-based, Life Long Learners, and Lights for the World, locally to globally), equipped to effectively promote wellness, impact policy, and improve health outcomes across multiple settings with diverse individuals, groups, and communities.

This College of Nursing PhD in Nursing 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 PhD 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 PhD in Nursing Student Handbook. We hope you find the guidance in the handbook useful, providing information on a variety of topics including academics, technology resources, dress code, compliance requirements and professional expectations.

While the primary responsibility for your success lies with each of you, many individuals stand ready to assist you in your efforts. We hope this handbook helps you make the most of your experience in the College of Nursing. If you have a question you don't find the answer to here, contact your advisor who will be happy to help. You've made the right choice by choosing The Ohio State University College of Nursing. We're proud to count you among our Buckeye nursing family. As you know, you represent an exceptional group of the brightest and the best students. We really believe in you and are with you on your journey to Dream, Discover and Deliver!

Cindy M. Anderson, Associate Dean for Academic Affairs and Educational Innovation

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Directory

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Professional Misconduct Committee Chairperson

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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
- Graduate School
- Graduation
- Headset information
- Licensure/NCLEX
- Name changes
- Ohio Board of Nursing
- Petitions
- Registration
- Student handbooks
- Technology recommendations
- University Directory

College of Nursing M.S. in Nursing Student Handbook (Sharepoint)

<http://studentweb.con.ohio-state.edu/sa/Student%20Handbooks/Forms/AllItems.aspx>

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

www.nursing.osu.edu

College of Nursing Faculty & Staff Directory

<https://nursing.osu.edu/faculty-and-staff/full-directory/>

Graduate School Home Page

<http://www.gradsch.ohio-state.edu/>

Graduate School Handbook

<http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook.pdf>

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.odee.osu.edu/>

Digital Union

<https://odee.osu.edu/digital-union/>

Provides support for teaching and learning with technology

Registrar

www.registrar.osu.edu

Student Financial Aid

<http://www.sfa.osu.edu/>

Student Health Insurance

www.shi.osu.edu

The Ohio State University College of Nursing Vision, Mission, Core Goals, and Core Values

The Masters of Healthcare Innovation (MHI) is a graduate, non-nursing major offered by the College of Nursing. Therefore, MHI shares the Vision, Core Goals, Core Values and Philosophy with the College of Nursing.

Our vision

The world's leader in thinking and achieving the impossible to transform health and improve lives.

Our mission

We exist to dream, discover, and deliver a healthier world.

Our core values

Excellence	Diversity in people and ideas
Collaboration and authenticity	Empathy and compassion
Curiosity and intellectual rigor	Personal and professional wellness
Integrity and personal accountability	Transformational leadership
Openness, trust, respect, and civility	Positivity
Innovation and change	Healthy discourse

Our core goals

1. Produce the highest caliber of nurses, leaders, researchers, and health professionals who LIVE WELL (Lead, Innovate, Vision, Execute, and are Wellness Focused, Evidence-based, Life Long Learners, and Lights for the World, making a local to global impact) and are equipped to effectively promote wellness, impact policy, and improve health outcomes across multiple settings with diverse individuals, groups, and communities.
2. Sustain innovative high quality educational programs that epitomize student-centered interprofessional learning, which yield exceptional diverse graduates across all levels as evidenced by: (a) pass rates on NCLEX above 95%; (b) advanced practice nursing certification exam pass rates above 95%; and (c) U.S. News & World Report Rankings in the top five.
3. Increase sponsored award dollars by at least 15% each year to move to the top 10 in NIH funding for colleges of nursing by conducting innovative transdisciplinary research that leads to the discovery and testing of interventions that improve the health and wellness of diverse populations across the life-span.
4. Empower faculty, staff, students and alumni to achieve their highest career aspirations by enhancing an institutional culture that supports dreaming, discovering and delivering, and an inclusive environment that embraces respect, diversity, positivity, civility and wellness.
5. Strengthen our partnerships, locally to globally, to improve the health and wellness of people throughout the university, community, state, nation and world.
6. Improve the health outcomes of diverse populations, which also accommodates growing enrollment in the CON's nurse practitioner (NP) programs, by increasing the number of nurse practitioner practices or expanding current practices by at least one each year.
7. Ensure financial security for the CON and additional funding for expanded high quality space and key strategic initiatives.

8. Increase student and alumni engagement in the CON's strategic initiatives.
9. Enhance healthcare quality, health outcomes and academic programming through the Helene Fuld Health Trust National Institute for Evidence-based Practice.
10. Differentiate the CON as a national and international leader in: (a) interprofessional education, (b) intervention and translational research, (c) evidence-based practice, (d) wellness, (e) innovation and entrepreneurship, (f) community engagement, and (g) global impact.

College of Nursing (2017). College of Nursing Strategic Plan 2017-2022. 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 Nursing Graduate Studies Committee is one of the standing committees of The Ohio State University College of Nursing.

Membership

- Chair: Chair of the 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, and the nursing graduate program managers.

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

Student Input

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

Membership

- Chair: The chair of the PhD Subcommittee is 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.

Your Faculty Advisor

Academic advising is an interactive process with the aim of helping 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. Academic advisors are initially assigned by the Director of the PhD Program based on research “fit.” The academic advisor generally becomes the student’s dissertation chairperson, and thus, research fit is critical. Academic advisors must be qualified members of the College of Nursing faculty who are appointed in tenure track and in the Graduate Faculty P status.

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 a plan of study consistent with published curriculum plans.
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 discuss any proposed changes in the plan of study 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 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.
3. **Discuss decisions to change focus, 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.

4. **Discuss decisions about PhD Candidacy Examination requirements.**

The PhD Candidacy Examination is overseen by the Graduate School and is the main qualifying examination for advancing to the dissertation phase of the PhD program. The advisor can often serve as the first line for recommendations for decisions about candidacy requirements and options. The advisor is the person who can make initial and informed suggestions about the best people to have on the student's Candidacy Examination committee. In most cases, the advisor will serve as the student's Candidacy Examination chairperson.

5. **Changes in advisor.**

Students may find it necessary to change advisors. Changes should be discussed with the current advisor and the proposed new advisor, who must agree to accept the student as an advisee. Once all agree, the student should send an email message to the Director of the PhD Program, Graduate Data Manager in Student Affairs, the Chair of the Graduate Studies Committee, and both the current and proposed new advisor stating the advisor change.

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 of study. Advisors are often the best persons to complete a professional reference when their advisees are applying for a position or entry into a subsequent advanced or degree program.

PhD Program Description

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 the PhD in Nursing 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. 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, or social science area related to his or her research focus. The required cognate study places the students in close contact with faculty and graduate students in other departments, increasing opportunities for collaborative, transdisciplinary research training.

All post-master's students at OSU are required to complete a minimum of 50 graduate credit hours and post baccalaureate students a minimum of 80 graduate credit hours for graduation with a PhD. Full-time students are required to complete a minimum of 8 credit hours per semester in Autumn and Spring semesters and a minimum of 4 credit hours in Summer Semester. Students on fellowships are required to take 12 credit hours in the Autumn and Spring semesters and 6 credit hours in the Summer Semester. The PhD in Nursing program requires a minimum of 60 credit hours for post-master's students and 81 credit hours for post-baccalaureate students who are not earning a master's degree. The coursework is designed to provide program trainees with foundational scientific knowledge to conduct rigorous research.

If a student enters the PhD program post-baccalaureate, a plan of study is developed that includes the 60 credit hours required specifically for the PhD in Nursing. Post-baccalaureate students may elect to complete requirements for a masters degree while in the PhD program, which may result in greater than the minimum 81 total credits required by the College of Nursing (80 is the Graduate School minimum). If that is the case, the student must apply and be admitted to the specific specialty track of the M.S. in

Nursing program. The Nursing Science specialty track is designed for post-baccalaureate PhD students but all MS specialties are available for application. If the student chooses not to pursue a masters degree, the additional credit hours must be coherent and consistent with the student's overall plan of study.

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 three years of full-time study for post-master's students. Part-time study is possible, except for the two semesters of full-time study necessary to meet the residency requirement of the program. 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 advancement of clinical science through the development and application of new knowledge.

PhD Curriculum

The PhD program has three components nursing science, research methods, and a cognate minor. In addition, students are required to complete the PhD 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 synthesis of theories from nursing, social, behavioral, and biological sciences communication, and ethics.

The nursing science major includes credit hours in nursing science and scientific communication, research methods, and research residency and dissertation. A minimum of 9 credit hours of statistics is required. The cognate minor (minimum of 6 credit hours) is taken in a discipline that is congruent with the student's research area. In addition, a minimum of 9 credit hours of electives in nursing or another discipline are required. Finally, doctoral students are expected to attend various colloquia and special research presentations held in the College and University.

Nursing science coursework

Nursing 7781 Responsible Conduct of Research (3 credit hours)

Concepts and policies for the responsible conduct of research (RCR), Institutional Review Boards and dissemination of findings.

Nursing 8400 Leadership for Nurse Scientists (3 credit hours)

Examine current professional issues facing the nurse scientist in academia, practice, and research. Prereq: Enrollment in PhD program in Nursing.

Nursing 8440 Philosophy of Science and Development of Nursing Knowledge (3 credit hours)

Examines historical, philosophical, and theoretical basis for nursing science. Prereq: Enrollment in PhD program in nursing.

Nursing 8441 Health Determinants Models for Nursing Science (3 credit hours)

Integrates scientific approaches used to investigate, understand and improve health status within the context of Nursing Science. Prereq: Nursing 8440.

Nursing 8460 Integrative Reviews in Nursing (3 credit hours)

Foundation for conducting a systematic integrative review of nursing and health related research and dissemination of scientific writing. Prereq: Enrollment in PhD program in Nursing.

Nursing 8462 Grant Writing for Nursing Research (3 credit hours)

Introduction to the principles and fundamentals of writing and critiquing research grant proposals in nursing. Prereq: Nursing 8440, Nursing 8460 and Nursing 8783.

Nursing 8783 Quantitative Design for Nursing Research (3 credit hours)

Quantitative designs relevant to research in nursing and health. Emphasis is placed on experimental and quasi-experimental designs in nursing and health-related research. Prereq: Enrollment in PhD program in Nursing.

Nursing 8784 Qualitative Design for Nursing Research (3 credit hours)

Qualitative and mixed methods approaches relevant to nursing and health. Emphasis is placed on observational research designs in nursing and health. Prereq: Enrollment in PhD program in Nursing.

Nursing 8785 Measurement for Nursing and Health Research (3 credit hours)

Measurement theories and principles relevant to nursing science. Emphasis is on psychobiobehavioral measurement in nursing and health-related research. Prereqs: Nursing 8440 and Nursing 8783

Nursing 8786 Advanced Design for Nursing Research (3 credit hours)

Theoretically-derived approaches to advanced quantitative designs relevant to nursing and health. Emphasis is on multi-level, complex designs appropriate to individual and population health research. Prereqs: Nursing 8783, Nursing 8784, and Nursing 8785.

Nursing 8980 Research Residency (minimum 3 credits; can be taken for 1 to 10 credits)

Doctoral research training through participation in on-going research of one or more graduate faculty members and contribution to these research projects. Prereqs: Nursing 8440, Nursing 8441, Nursing 8783, Nursing 8784, and Nursing 8460.

Nursing 8891.01 Genetics and Genomics for Nursing Science (3 credit hours)

Examine emerging topics in genomics in the improvement of human health and quality of life in individuals, families and communities from a nursing science perspective. Prereqs: Nursing 8400, Nursing 8441, and Nursing 8783.

Nursing 8891.02 Secondary Analysis of Complex Survey Data for Nursing and Health Research (3 credit hours)

Develop and conduct secondary analysis of complex survey data from a nursing science perspective. Emphasis on design, data management, and selection and use of different analytic tools commonly used in nursing science. Prereq: Course in multiple regression.

Nursing 8999 Dissertation (1-10 credit hours)

Dissertation research involves the generation of new knowledge that will contribute to nursing science. Prereqs: Completion of all required courses and PhD Candidacy Examination.

The dissertation must be completed within five years of completion of the PhD Candidacy Examination. Students must be continuously enrolled (Autumn and Spring semesters) during the dissertation for a minimum of 3 credit hours per semester. A minimum of 6 credit hours of Nursing 8999 are required over a minimum of two semesters of study. Students must be enrolled in dissertation hours in the semester of graduation.

Advanced statistics courses (minimum of 9 credit hours)

Examples of courses that may be taken include Public Health: Biostatistics (PUBHBIO 6210 & 6211) and Psychology (PSYCH 6810 & 6811).

Elective Coursework

A variety of courses can be taken as electives.

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.

Other required coursework

Cognate minor (minimum of 6 credit 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.

Sample plan of study: Post-masters full-time

	Autumn Semester	Spring Semester	Summer Semester
Year 1	8440 Philosophy of Science and Development of Nursing Knowledge: 3 credits 8783 Quantitative Design for Nursing Research: 3 credits 8460 Integrative Reviews in Nursing: 3 credits Statistics #1: 3 credits Total: 12 Credits	8441 Health Determinants Models for Nursing Science: 3 credits 8784 Qualitative Design for Nursing Research: 3 credits 8462 Grant Writing for Nursing Scientists: 3 credits 7781: Responsible Conduct of Research: 3 credits Total: 12 Credits	8891.01 Emerging Topics in Nursing Science (Genetics and Genomics for Nursing Science): 3 credits Total: 3 credits ¹
Year 2	8785 Measurement for Nursing and Health Research: 3 credits 8980 Nursing Research Residency: 3 credits Statistics #2: 3 credits Cognate #1: 3 credits Total: 12 Credits	8786 Advanced Design for Nursing Research: 3 credits 8400 Leadership for Nurse Scientists: 3 credits Cognate #2: 3 credits Advanced stats or methods: 3 credits Total: 12 Credits	8891.02 Emerging Topics in Nursing Science (Secondary Analysis of Complex Survey Data for Nursing and Health Research): 3 credits <i>Candidacy Examination</i> ² Total: 3 credits Total: 3 credits

Year 3	8999 Dissertation: 3 credits Total: 3 credits	8999 Dissertation ³ : 3 credits Total: 3 credits	Total: 60 credits
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¹ Students on fellowships need 12 credits autumn and spring and 6 credits in summer until post-candidacy.

² Students must be enrolled for a minimum of 3 credit hours during the semester the candidacy exam is taken.

³ Additional credits of 8999 may be needed. Students must be enrolled a minimum of 3 credit hours each semester post-candidacy.

Sample plan of study: Post-masters part-time

	Autumn Semester	Spring Semester	Summer Semester
Year 1	8440 Philosophy of Science and Development of Nursing Knowledge: 3 credits 8783 Quantitative Design for Nursing Research: 3 credits Total: 6 Credits ¹	8441 Health Determinants Models for Nursing Science: 3 credits 8784 Qualitative Design for Nursing Research: 3 credits Total: 6 Credits	8891.01 Emerging Topics in Nursing Science (Genetics and Genomics for Nursing Science): 3 credits Total: 3 credits
Year 2	8460 Integrative Reviews in Nursing: 3 credit Statistics #1: 3 credits Total: 6 Credits	8462 Grant Writing for Nursing Scientists: 3 credits 7781: Responsible Conduct of Research: 3 credits Total: 6 Credits	8891.02 Emerging Topics in Nursing Science (Secondary Analysis of Complex Survey Data for Nursing and Health Research): 3 credits Total 3 credits
Year 3 ¹	8785 Measurement for Nursing and Health Research: 3 credits Statistics #2: 3 credits Cognate #1: 3 credits Total 9 credits	8786 Advanced Design for Nursing Research: 3 credits 8400 Leadership for Nurse Scientists: 3 credits 8980 Nursing Research Residency: 3 credits Total 9 credits	
Year 4	Cognate #2: 3 credits Total 3 credits	Advanced stats or methods: 3 credits Total 3 credits <i>Candidacy Examination</i> ²	
Year 5	8999 Dissertation: 3 credits Total: 3 credits	8999 Dissertation ³ : 3 credits Total: 3 credits	Total: 60 credits

¹ Requirement for two consecutive fulltime semesters pre-candidacy is satisfied in year 3.

² Students must be enrolled for a minimum of 3 credit hours during the semester the candidacy exam is taken.

³ Additional credits of 8999 may be needed. Students must be enrolled a minimum of 3 credit hours each semester post-candidacy.

Sample plan of study: Post-baccalaureate full-time

	Autumn Semester	Spring Semester	Summer Semester
Year 1	8440 Philosophy of Science and Development of Nursing Knowledge: 3 credits 8783 Quantitative Design for Nursing Research: 3 credits 8460 Integrative Reviews in Nursing: 3 credit 3 credits toward 80 grad credits requirement Total: 12 Credits	8441 Health Determinants Models for Nursing Science: 3 credits 8784 Qualitative Design for Nursing Research: 3 credits 8462 Grant Writing for Nursing Scientists: 3 credits 7781: Responsible Conduct of Research: 3 credits Total: 12 Credits	8891.01 Emerging Topics in Nursing Science (Genetics and Genomics for Nursing Science): 3 credits Total: 3 credits ¹
Year 2	8785 Measurement for Nursing and Health Research: 3 credits Statistics #1: 3 credits 6 credits toward 80 grad credits requirement Total: 12 Credits	8786 Advanced Design for Nursing Research: 3 credits Statistics #2: 3 credits 6 credits toward 80 grad credits requirement Total: 12 Credits	8891.02 Emerging Topics in Nursing Science (Secondary Analysis of Complex Survey Data for Nursing and Health Research): 3 credits Total 3 credits
Year 3	Cognate #1: 3 credits Advanced stats or methods: 3 credits 3 credits toward 80 grad credits requirement Total 9 credits	8400 Leadership for Nurse Scientists: 3 credits 8980 Nursing Research Residency: 3 credits Cognate #2: 3 credits Total 9 credits	3 credits toward 80 grad credits requirement <i>Candidacy Examination</i> ² Total 3 credits
Year 4	8999 Dissertation: 3 credits Total 3 credits	8999 Dissertation ³ : 3 credits Total 3 credits	Total: 81 credits (60 required PhD + 21 additional graduate credits)

¹ Students on fellowships need 12 credits autumn and spring and 6 credits in summer.

² Students must be enrolled for a minimum of 3 credit hours during the semester the candidacy exam is taken.

³ Additional credits of 8999 may be needed.

Sample plan of study: Post-baccalaureate full-time (with a M.S. in Nursing clinical specialty track)

	Autumn Semester	Spring Semester	Summer Semester
Year 1	8440 Philosophy of Science and Development of Nursing Knowledge: 3 credits 8783 Quantitative Design for Nursing Research: 3 credits 8460 Integrative Reviews in Nursing: 3 credit 3 credits toward 80 grad credits requirement Total: 12 Credits	8441 Health Determinants Models for Nursing Science: 3 credits 8784 Qualitative Design for Nursing Research: 3 credits 8462 Grant Writing for Nursing Scientists: 3 credits 7781: Responsible Conduct of Research: 3 credits Total: 12 Credits	8891.01 Emerging Topics in Nursing Science (Genetics and Genomics for Nursing Science): 3 credits Total: 3 credits ¹ <i>Additional credits as needed for specialty MS</i>
Year 2	8785 Measurement for Nursing and Health Research: 3 credits Statistics #1: 3 credits 6 credits toward 80 grad credits requirement Total: 12 Credits	8786 Advanced Design for Nursing Research: 3 credits Statistics #2: 3 credits 6 credits toward 80 grad credits requirement Total: 12 Credits	8891.02 Emerging Topics in Nursing Science (Secondary Analysis of Complex Survey Data for Nursing and Health Research): 3 credits Total 3 credits <i>Additional credits as needed for specialty MS</i>
Year 3	Cognate #1: 3 credits Advanced stats or methods: 3 credits 3 credits toward 80 grad credits requirement Total 9 credits <i>Additional credits as needed for specialty MS</i>	8400 Leadership for Nurse Scientists: 3 credits 8980 Nursing Research Residency: 3 credits Cognate #2: 3 credits Total 9 credits <i>Additional credits as needed for specialty MS</i>	3 credits toward 80 grad credits requirement Candidacy Examination Total 3 credits <i>Additional credits as needed for specialty MS</i>
Year 4	8999 Dissertation: 3 credits Total 3 credits <i>Additional credits as needed for specialty MS</i>	8999 Dissertation2: 3 credits Total 3 credits <i>Additional credits as needed for specialty MS</i>	Total: 81 credits (60 required PhD + 21 additional graduate credits) + Required MSN courses

¹ Students on fellowships need 12 credits autumn and spring and 6 credits in summer.

² Students must be enrolled for a minimum of 3 credit hours during the semester the candidacy exam is taken.

³ Additional credits of 8999 may be needed.

Sample plan of study: Post-masters T32 Fellow full-time

	Autumn Semester	Spring Semester	Summer Semester
Year 1 ¹	8440 Philosophy of Science and Development of Nursing Knowledge: 3 credits 8783 Quantitative Design for Nursing Research: 3 credits 8460 Integrative Reviews in Nursing: 3 credit Statistics #1: 3 credits 8420 LCHD Seminar: 1 credit Total: 13 Credits	8441 Health Determinants Models for Nursing Science: 3 credits 8784 Qualitative Design for Nursing Research: 3 credits 8462 Grant Writing for Nursing Scientists: 3 credits Statistics #2: 3 credits 8420 LCHD Seminar: 1 credit Total: 13 Credits	8891.01 Emerging Topics in Nursing Science (Genetics and Genomics for Nursing Science): 3 credits Developmental physiology: 3 credits Total: 6 credits
Year 2	8785 Measurement for Nursing and Health Research: 3 credits 8980 Nursing Research Residency: 3 credits Cognate #1: 3 credits 7781: Responsible Conduct of Research: 3 credits 8420 LCHD Seminar: 1 credit Total: 13 Credits	8786 Advanced Design for Nursing Research: 3 credits 8400 Leadership for Nurse Scientists: 3 credits Cognate #2: 3 credits Advanced stats or methods: 3 credits 8420 LCHD Seminar: 1 credit Total: 13 Credits	8891.02 Emerging Topics in Nursing Science (Secondary Analysis of Complex Survey Data for Nursing and Health Research): 3 credits Advanced child development: 3 credits <i>Candidacy Examination</i> ² Total: 6 credits
Year 3	8999 Dissertation: 3 credits 8420 LCHD Seminar: 1 credit Total: 4 credits	8999 Dissertation ³ : 3 credits 8420 LCHD Seminar: 1 credit Total: 4 credits	Total: 72 credits

LCHD = Life Course Human Development seminar

¹ Students on fellowships need 12 credits autumn and spring and 6 credits in summer.

² Students must be enrolled for a minimum of 3 credit hours during the semester the candidacy exam is taken.

³ Additional credits of 8999 may be needed.

Sample plan of study: Post-baccalaureate T32 Fellow full-time

	Autumn Semester	Spring Semester	Summer Semester
Year 1	<p>8440 Philosophy of Science and Development of Nursing Knowledge: 3 credits</p> <p>8780 Quantitative Design for Nursing Research: 3 credits</p> <p>3 credits toward 80 grad credits requirement</p> <p>Developmental physiology: 3 credits</p> <p>8420 LCHD Seminar: 1 credit</p> <p>Total: 13 Credits</p>	<p>8441 Health Determinants Models for Nursing Science: 3 credits</p> <p>8781 Qualitative Design for Nursing Research: 3 credits</p> <p>3 credits toward 80 grad credits requirement</p> <p>Advanced child development: 3 credits</p> <p>8420 LCHD Seminar: 1 credit</p> <p>Total: 13 Credits</p>	<p>8891.01 Emerging Topics in Nursing Science (Genetics and Genomics for Nursing Science): 3 credits</p> <p>Total: 3 credits¹</p>
Year 2	<p>8460 Integrative Reviews in Nursing: 3 credit</p> <p>Statistics #1: 3 credits</p> <p>3 credits toward 80 grad credits requirement</p> <p>Cognate #1: 3 credits</p> <p>8420 LCHD Seminar: 1 credit</p> <p>Total: 13 Credits</p>	<p>8462 Grant Writing for Nursing Scientists: 3 credits</p> <p>Statistics #2: 3 credits</p> <p>3 credits toward 80 grad credits requirement</p> <p>Cognate #2: 3 credits</p> <p>8420 LCHD Seminar: 1 credit</p> <p>Total: 13 Credits</p>	<p>8891.02 Emerging Topics in Nursing Science (Secondary Analysis of Complex Survey Data for Nursing and Health Research): 3 credits</p> <p>Total: 3 credits</p>
Year 3	<p>8782 Measurement for Nursing and Health Research: 3 credits</p> <p>7781: Responsible Conduct of Research: 3 credits</p> <p>Advanced stats or methods: 3 credits</p> <p>3 credits toward 80 grad credits requirement</p> <p>8420 LCHD Seminar: 1 credit</p> <p>Total: 13 credits</p>	<p>8783 Advanced Design for Nursing Research: 3 credits</p> <p>8400 Leadership for Nurse Scientists: 3 credits</p> <p>8980 Nursing Research Residency: 3 credits</p> <p>3 credits toward 80 grad credits requirement</p> <p>8420 LCHD Seminar: 1 credit</p> <p>Total: 13 credits</p>	

Year 4	3 credits toward 80 grad credits requirement 8420 LCHD Seminar: 1 credit Total: 4 credits <i>Candidacy Examination</i> ²	8999 Dissertation: 3 credits 8420 LCHD Seminar: 1 credit Total: 4 credits	8999 Dissertation ³ : 3 credits Total: 3 credits
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Total: 95 credits

LCHD = Life Course Human Development seminar

¹ Students on fellowships need 12 credits autumn and spring and 6 credits in summer.

² Students must be enrolled for a minimum of 3 credit hours during the semester the candidacy exam is taken.

³ Additional credits of 8999 may be needed.

Additional PhD Program Requirements

Program compliance requirements

Upon admission into the College of Nursing, students will be given a list of required certifications and medical documentation that must be completed in order to be eligible to attend classes. This includes two types of documentation: medical documentation, and certifications and trainings. All medical documentation is submitted, tracked, and verified through Wilce Student Health Center. Deadlines for each requirement is specific to the student's program, curriculum plan, and mode of instruction. Please refer to the College of Nursing website for more information. Please visit: <https://u.osu.edu/concompliance/>. A student will be considered non-compliant if one or more of the requirements are unfilled. Non-compliant students will be prohibited from attending clinical.

Program compliance requirements policy

1. Program compliance requirements must be complete according to deadlines given to students upon admission.
2. Students are required to maintain a compliant status as long as they are enrolled in the nursing program. Several of the requirements will need to be completed or renewed on an annual basis. Please visit the College of Nursing website at u.osu.edu/concompliance/ for specific deadlines or requirement changes.
3. The Office of Student Affairs will send notifications to students considered non-compliant or at-risk of becoming non-compliant. The at-risk status indicates a requirement will be expiring in the near future. Upon receiving notification, it is the student's responsibility to take immediate action.
4. Students must follow the submission instructions for each requirement. Please refer to the Appendix section of the handbook for a list of specific requirements and submission instructions. Compliance status will not be updated unless the correct documentation is submitted per instructions.

5. Students who may be pregnant or have pre-existing medical conditions that prohibit them from completing the medical compliance requirements must submit a medical waiver for approval to the Wilce Health Center:

shs.osu.edu/posts/documents/vaccination-requirement-medical-exemption.pdf

Criminal background check

Students are required by state law to complete fingerprint criminal background checks. Students must be fingerprinted before they begin the program 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 policies stated in clinical contracts.

A BCI (Ohio) and a FBI (Federal) criminal background fingerprint checks are required to enter the program. Previously completed background checks will not be accepted, even if completed for Ohio State University Wexner Medical Center or College of Nursing employment. Students must submit a new background check upon starting any program, including students that have previous degrees from the College of Nursing. Background checks submitted from previous employers or programs, not sent directly from the background check agency, or with the wrong reason code, will not be accepted and the student will be required to complete a new background check.

Yearly evaluation

Faculty are required to evaluate PhD student progress in writing on a yearly basis. The evaluation, to be completed in Spring Semester, completed using a form sent to advisors and students by the PhD Program Director. Forms are to be returned to the Program Director who will provide evaluation information to the PhD Subcommittee and the Graduate Studies Committee as required by the University. The evaluation will document student progress and achievement of PhD program goals as detailed below. In addition to the evaluation form, the advisor will also submit the student's current CV or biosketch.

Meeting at least the minimum benchmarks below is required to remain in satisfactory academic standing and progression through the PhD in Nursing program. Students are encouraged to exceed these minimum benchmarks to optimally support individual scholarly and professional goals.

- a) Research
 - a. Submission of at least one grant application
 - b. Submission of at least two manuscripts
 - c. Scientific presentation of at least one paper or poster at a local, regional, or national conference
- b) Teaching (Required for GAANN and NFLP fellows; and for other students 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)
- c) 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)
- d) Specializations and Honors (if applicable)
 - a. Notation of Graduate Minor or Graduate Interdisciplinary Specialization
 - b. Fellowships
 - c. Awards and honors resulting from scholarly activities
- e) Current Curriculum Vitae

Program of study

Individual plans of study are provided to students prior to the first term of enrollment. The plans outline all required courses and must be followed as written. Changes to the plan of study must be approved by student's advisor and the director of the PhD program. Exceptions to program requirements, such as transfers or waivers of course requirements, require petitioning of the Graduate Studies Committee.

Credit hour requirements

The Graduate School requires a minimum of 24 credit hours of the required hours to earn a doctoral degree as a post-master's student be completed at Ohio State. Please visit the [Graduate School handbook](#) to learn more.

Post-master's PhD students who completed their master's degree at an institution other than Ohio State must complete a request to transfer a block of 30 credit hours into Ohio State during their first semester of enrollment. In order to transfer the credit from the master's degree from an outside university the student will initiate the transfer through [Grad Forms](#). Specific instructions can be found on the [StudentWeb](#) and an email will be sent by the Graduate Program Manager at the start of the students' first semester in the program outlining the process and deadline for completion.

Research residency

Students are required to complete one semester of research residency for a minimum of 3 credit hours. Research residencies may not be taken until after completion of your last course.

The purpose of the residency is to enhance the research training of doctoral students through participation in on-going research of one or more graduate faculty members and contribution to these research projects.

The research residency requirement can be met by the student while participating in the on-going research of any graduate faculty member. Each semester of the research residency the student must spend a minimum of six hours a week involved with the research experience (i.e. 2 contact hours for each credit hour). A student must enroll for a minimum of three credits of N8980 per semester to earn credit for the residency requirement.

The actual research residency is developed by the student and the major academic advisor and the faculty with whom the residency is undertaken. The experiences may or may not be related to the student's research area of interest. The experiences should build upon the prior research expertise of the student and facilitate the accomplishment of the residency goals as defined by the student and advisor.

The student is responsible for submitting a written plan including measurable objectives for each residency, which has been approved by the advisor and the faculty with whom the residencies are undertaken, to the director of the PhD program no later than the end of semester that precedes the planned residency. The student and the advisor are responsible for submitting an evaluation of the experience at the end of the research residency to the Director of the PhD program. If there are any changes in the plan, the student must notify the Director of the PhD program.

Candidacy Examination Procedures

Candidacy examination committee

1. The committee is composed of at least four authorized Graduate Faculty members including the dissertation advisor, who acts as chair or advisor of the candidacy committee.
2. The Candidacy Examination chairperson must be appointed in tenure track and hold membership at the Category P level in the College of Nursing
3. The label "advisory" committee is used during the written portion of the examination, until the committee is confirmed by the Graduate School in preparation for the oral portion.

Candidacy examination committee approval procedures

At least 3 months prior to the exam, the student and their advisor propose potential faculty members to the PhD Subcommittee for approval to serve on the candidacy examination committee using the Proposed Candidacy Committee form. The PhD Subcommittee will review the expertise of the proposed faculty to support the composition and evaluation of an examination that has sufficient content breadth and depth. The Composition of the Candidacy Exam Committee complies with the rules set forth by the Graduate School which state that a minimum of 4 authorized Graduate Faculty members are required. In the PhD in Nursing program, one member of the Candidacy committee will be the student's primary advisor, who has Category P level status with the College of Nursing. At least one additional candidacy exam committee member will be appointed who is appointed in tenure track and has Graduate Faculty Category P level status in the College of Nursing. The remaining members may be comprised of faculty with Graduate School Category M or P level status and hold faculty appointments in the College of Nursing and/or other schools and colleges at Ohio State. Once the Candidacy Examination Committee has been approved by the PhD Subcommittee, the student must submit the Candidacy Examination committee information to the Graduate School for approval in [Grad Forms](#). Any changes to the composition of the approved Candidacy Examination Committee will need to be reapproved by the PhD Subcommittee. The College of Nursing Proposed Candidacy Committee Approval Form can be found online, in [Word](#) or [PDF](#) version.

Students expecting to take the PhD Candidacy Examination must initiate the electronic Application for Candidacy Examination form (available via [Grad Forms](#)) by the respective deadline - at least two weeks prior to the oral examination. The student's advisor must electronically approve the form once it has been submitted.

Additional documents, Graduate School links, and other information specific to PhD candidacy examinations are available on the [StudentWeb](#) (Sharepoint).

Scheduling

1. The student, in collaboration with the advisor, sets the date and time for all portions of the examination.
2. The advisor (not the student) must schedule the room for the oral examination by contacting the Room Scheduler or by sending an email to the Student Data Manager requesting he contact them.

Timing

1. The Candidacy Examination (oral portion) is taken after completion of required doctoral coursework.
2. The Candidacy Examination (oral portion) may not be taken later than two terms before graduation. The Candidacy Examination may not be taken during the semester in which the dissertation is defended.
3. The student must be registered for at least 3 credit hours during the term in which the Candidacy Examination (oral portion) is taken.
4. Students who plan to take the Candidacy Examination during summer are responsible for making certain that committee members are on duty.

Written portion of candidacy examination procedures

1. The written portion of the Candidacy Examination is completed in a "take-home" format.
2. The written portion of the candidacy exam can be started at any point during the student's academic progress. The exam consists of three areas:
 - a. Philosophy of Science and Theoretical Underpinnings: The purpose of this section is for the student to present the topic of study for the dissertation, including:
 - i. a brief discussion of the problem and rationale for the study; implications of the study for nursing (research, policy and practice);

- ii. discussion of the theoretical or conceptual framework(s) that will guide the dissertation research including an overview of the theoretical or conceptual framework(s);
 - iii. an analysis of how knowledge can be developed using the identified theoretical/conceptual model(s), and
 - iv. a description of the benefits and limitations of knowledge generation of the specific area of research through the use of the identified theoretical/conceptual model(s).
- b. Literature Review: The purpose of this section is for the student to conduct an integrative literature review on the dissertation topic including both quantitative and qualitative research as is available on the topic.
- c. Methods and Measurement: The purpose of this section is for the student to present and discuss in detail the design of the dissertation research including:
 - i. the rationale for the design, strengths and limitations;
 - ii. consideration for the vulnerabilities of the target population, including the investigator role as the researcher;
 - iii. sampling strategy and rationale;
 - iv. study setting and plans to gain entrance and conduct research in the setting;
 - v. measures for the study; and
 - vi. the analysis plan.

The completed written portion must be submitted to the candidacy committee within 2 weeks of the scheduled oral examination. A copy of the exam (unbound hard copy or in electronic form such as PDF) must also be submitted to the Student Data Manager in Newton Hall for the College of Nursing's archives.

Oral portion of the candidacy examination procedures

1. The oral portion, which lasts approximately two hours, is held after completion of the written portion.
2. The oral portion must be held within one month of completion of the written portion
3. The Graduate School must be notified at least two weeks in advance of the oral exam's proposed time and place by the submission and APPROVAL of the Application for Candidacy Examination form.

After the Candidacy Examination Committee has been confirmed by the Graduate School, the Report on Candidacy form is generated electronically for access by the student's adviser (Chair of the Advisory Committee).

Candidacy examination evaluation

The Candidacy Exam is evaluated on the basis of comprehension of the field, allied areas of study, and thoroughness. The decision about the outcome of the candidacy exam is reached in the absence of the student. After discussion, a decision of satisfactory or unsatisfactory is reached by means of a vote. Each examiner indicates judgment by logging into gradforms.osu.edu and electronically completing the Report on Candidacy Examination form that must be submitted to the Graduate School. A unanimous affirmative vote is required to receive a satisfactory and successfully pass the candidacy examination. If the vote is unsatisfactory, the committee must decide whether the student will be permitted to take a second candidacy examination and must record that decision on the Report on Candidacy Examination form.

Procedures for a second candidacy examination, failure and review are available in the [Graduate School handbook](#).

Candidacy examination eligibility

Eligibility for the candidacy examination includes successful completion of:

- Nursing science major course work: N8400, 8440, 8441, 8460, 8462 (students admitted prior to 2016 will also need 8461), 8780, 8781, 8782 or, if admitted after 2017 or successful petition,

8783, 8784, 8785, 8786, 2 statistics courses (if admitted after 2017, the 3rd statistics course may be taken after candidacy), and, if admitted after 2017, 8891.01 and 8891.02

- Cognate minor course work (minimum of 6 credit hours)
- If admitted prior to 2017, elective course work (minimum of 6 of 9 required credit hours)
- If admitted prior to 2017, two semesters of research residency (6 credits); if admitted after 2017 one semester of research residency (3 credits)
- N7781: Responsible conduct of research
- Approved Training Plan

Post-candidacy registration requirements

The Graduate School has the following policies for post-candidacy registration:

- 1) the definition of full-time is 3 credit hours per semester for all post-candidacy doctoral students whether they are funded or self-funded;
- 2) continuous academic year registration is 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 is optional.

The College of Nursing requires attendance in a monthly dissertation seminar for every student enrolled in dissertation credits until they complete the dissertation. This seminar will allow post-candidacy students to discuss progress, problems, and concerns as well as get assistance from peers and doctoral faculty.

Dissertation

The dissertation research involves the generation of new knowledge that will contribute to nursing science. By researching and writing a dissertation, the student is expected to demonstrate a high level of knowledge and the capability to function as an independent scholar.

Graduate School guidelines

Graduate School guidelines are available in [Guidelines for Preparing Theses, Dissertations and D.M.A. Documents](#) and through the [Graduate School Handbook](#).

College of Nursing guidelines

- **Dissertation Committee:** The Dissertation Committee is composed of the advisor or chair, who must be a tenure track Category P Graduate Faculty member in the College of Nursing, and at least two other graduate faculty members who must be either Category P or M. Dissertation committee members can be different from the Candidacy Examination Committee members. Non-graduate faculty members may be appointed to the dissertation committee by approval of the Graduate Studies Committee and by petition to the Graduate School. Non-graduate faculty members are in addition to the required three, current Ohio State Graduate Faculty members. With the approval of the Graduate School, faculty from other universities or persons with special academic or technical expertise may be appointed to the dissertation committee. Adjunct appointments are not needed for those members. External members are in addition to the required three, current Ohio State Graduate Faculty members. The Dissertation Committee is established at a time thought appropriate by the student and the advisor.
- **Dissertation Proposal:** The Dissertation Proposal must be provided in written form to all members of the Dissertation Committee at least 7 days prior to the proposal defense. Members should have reviewed prior drafts and given substantive feedback to the student prior to the proposal defense. The proposal public presentation and defense should not be scheduled before the advisor and committee believe the student is ready to present and defend. The dissertation proposal defense cannot be scheduled until after completion of candidacy. The student must present his or her proposed research study (i.e. the dissertation proposal) at 30 minute public forum for students and faculty; the proposal presentation should be scheduled during normal work hours (9-5, Monday-Friday), in Newton Hall.
 - Acceptance of the proposal by the student's Dissertation Committee indicates agreement that it meets the standards and requirements for dissertation research that will be a scholarly

contribution to nursing science. A copy of the approved proposal should be filed with the Graduate Studies Chairperson.

- **Final Dissertation:** The final dissertation must be provided in written form to each committee member at least three weeks prior to the final oral examination (dissertation defense); members should have reviewed prior drafts and given substantive feedback to the student prior to the planned dissertation defense. The final defense should not be scheduled before the advisor and committee believe the student is ready to defend. The final dissertation cannot be scheduled in the same semester as the candidacy exam.
 - A draft approval form must be signed by each committee member at least two weeks before the final oral examination (dissertation exam). 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 dissertation committee member's approval of the dissertation draft means that the committee member judges it to be of sufficient merit to warrant holding the final oral examination. To schedule the final exam the student must submit an [Application for Final Examination on Grad Forms](#) and have this approved by each dissertation committee member at least two weeks before the proposed defense date.
 - After the final oral examination committee has been approved by the Dean of the Graduate School and the Graduate Faculty Representative has been assigned, the Report on Final Examination and Report on Final Document are made available to the examination committee through [Grad Forms](#).
 - The final oral examination must take place during announced university business hours, Monday through Friday. The final oral examination must be immediately preceded by a 30 minute public presentation of the dissertation findings scheduled for Newton Hall.
 - 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.
 - The oral defense will be held as a closed committee meeting following the public presentation. 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.

Final Dissertation Format

The College of Nursing currently has no specific format for the dissertation. Students must follow University guidelines for components of the dissertation as found on the [Graduate School website](#).

Additional specifications for the College of Nursing can be found at that link under "[Templates](#)".

Checklist for PhD in Nursing program requirements

Attainment of a PhD requires successful completion of the requirements that were in place at the time of admission to the program. Students may petition for alterations to the plan of study under which they were admitted. Otherwise, the plan of study will be followed in making determination of student completion of requirements. The handbook in place at the time of your admission provides additional information regarding each requirement. Other sources of information include the [Graduate School Handbook](#) and College of Nursing faculty, specifically major advisors and the Director of the PhD Program.

- Nursing science major course work
- Cognate minor course work (minimum of 6 credit hours)
- Elective course work (if required at the time of admission, minimum of 9 credit hours)
- Research residency (minimum of 3 or 6 credit hours depending on year of admission)

- Program compliance requirements, including CITI and conflict of interest disclosures
- College of Nursing Residency Requirement (both pre-candidacy and post-candidacy)
- Candidacy examination (written and oral)
- Dissertation proposal defense
- Dissertation completion and oral defense

Graduation requirements

The requirements for graduating with a PhD can be found in the [Graduate School Handbook](#).

Application for graduation

Information on application procedures will be provided by the College of Nursing Graduate Data Manager prior to your expected semester of graduation.

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. The graduates are being celebrated by the faculty and staff of the College of Nursing. Doctoral graduates receive special recognition on stage with their advisor. All graduates are expected to wear their caps and gowns. Detailed information will be distributed through Ohio State e-mail during the early part of spring semester.

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 at commencement.osu.edu. Graduate students 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 Graduate 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 graduate 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 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 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 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. Graduate Nursing students who have two or more withdrawals from required nursing courses will be reviewed by the 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 Nursing Graduate Studies Committee. Students are responsible for being aware of course drop dates that are posted on the [Registrar's website](#).

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., Candidacy Examinations, PhD Final Oral Examination, DNP Professional Examination, and M.S. 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.

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.

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, please visit [the Board of Trustees Bylaws, Codes, and Rules webpage](#).

Grade grievance procedures

If a student believes that a procedural error in grading was made as defined in the [Ohio State 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 Affairs' 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 [Ohio State 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, please visit [the Board of Trustees Bylaws, Codes, and Rules webpage](#).

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 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 D in the 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](#). 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.

If you have any questions about the [Code of Conduct](#) 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](#)
- [Ten Suggestions for Preserving Academic Integrity](#)
- [Eight Cardinal Rules of Academic Integrity](#)

Electronic Communication Policy

Electronic Communication Policy

On Campus Instruction: Students now have unprecedented opportunities for enhanced learning supported by electronic technology and devices. The College of Nursing recognizes electronic devices are part of the learning process and that the internet and smart phones applications or “apps” provide learning tools necessary to be successful. The use of electronic devices in the classroom is dependent on the content, activity, assignment and instructor permission. The electronic device should be used in a way that prevents distraction of self or others. Students who require a cell phone for emergency purposes should leave the device on mute or vibrate, and leave the classroom if attention to the device is required. Taking pictures, creating videos, and/or recording lectures within the classroom or on any College of Nursing property with any device are prohibited without the consent of the instructor. 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. Students found in violation of this policy may be referred for review for Professional Misconduct (see Professional Misconduct Policy) and/or Office of Student Life: Student Conduct Board (see [Student Code of Conduct](#)).

Length of program

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 Director of the PhD Program as well as the Graduate Studies Committee Chairperson. The petition should then be submitted in writing to the Graduate Program Manager.

The student should also submit a "Permission to Reactivate Enrollment Eligibility" form found on the [Graduate School's website](#). 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 PhD 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 Ohio State Graduate School will make the final decision regarding the petitioner's reactivation.** The Ohio State 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, 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 a 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, which will be submitted to the Graduate School.

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](#).

- **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 print 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.

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.

Petition to drop 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 online form available on [Grad Forms](#). Instructions are available on the [Graduate School website](#). 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 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](#).

[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 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](#)

Students may request to waive a course in the program, provided they will still meet the minimum credit hour requirements in order to graduate. Please note: The 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 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 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 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, kreteks), 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 James Cancer Hospital provides smoking cessation opportunities through the Kick-It program. Go to jamesline.com or call 1-800-293-5066 for more information.

The 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 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 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](#). 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 has been 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 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 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 Nursing 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 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 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 [3335-23-17](#). 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.

LAST REVIEW/REVISION DATE: June 2016

Policy and Guidelines for the Prevention and Management of Infectious Diseases

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 with 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.

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.

Mandatory vaccination/testing

Undergraduate and Graduate students must meet:

- The Ohio State University [vaccination requirements](#).
- College of Nursing health requirements prior to contact with a clinical setting.

Influenza: Influenza vaccination is now required of all undergraduate and nursing graduate students as part of their clinical compliance requirements. Clinical agencies have the right to refuse student placement for non-compliance.

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).

Discretionary vaccination/testing

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.

Hepatitis A Virus (HAV): The risk of acquiring HAV is considered low in Ohio. Hepatitis A vaccination is not required of nursing students, but recommended to students traveling to areas where hepatitis A is prevalent (primarily west coast and developing countries). Groups at greatest risk for HAV are travelers, children ages 5-14, injecting and non-injecting drug users, persons who have clotting factors disorders, MSM (men who have sex with men), persons working with primates, and persons who have liver disease.

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.

Anthrax: Routine Anthrax vaccination is currently only recommended by the CDC for military personnel.

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.

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 (614-293-8146), Occupational Medicine (614-257-3559), or, after hours and on weekends and holidays, Emergency Department (614-293-8333). Any questions should be directed to the Ohio State University Environmental Health and Safety Office (614-292-1284). Students who are at agencies other than the OSUMC system should follow the guidelines according to the placement agency.

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

American Association of Colleges of Nursing

American Nurses Association (2001). Code of Ethics for Nurses. Washington, D.C.: American Nurses Publishing.

Centers for Disease Control (CDC) [w ebsite](#).

United States Department of Health and Human Services. Office for Civil Rights [website](#).

Occupational Safety and Health Administration [website](#)

Ohio State University Environmental Health and Safety Office [website](#)

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.

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](#).

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.

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? 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, Adan Hussain, 614-688-8449
- 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](#).

The College of Nursing has a strong commitment to empowering students, faculty, and staff to interrupt and prevent bias. If you would like to learn how to proactively recognize and interrupt bias while it is happening, then we strongly encourage you to participate in Ohio State's Open

Doors Ally Building and Anti-Bias Program. To learn more about this program, please visit <http://opendoors.osu.edu>.

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.

Appendix

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

Please review the policy and procedures related to research misconduct by a graduate student in the Graduate School Handbook:

- [Investigation of allegations of research misconduct by a graduate student](#)
- [Overview of process](#)
- [Procedures](#)
- [Conduct of hearing](#)
- [Hearing and committee decision](#)



THE OHIO STATE UNIVERSITY

WEXNER MEDICAL CENTER

Vendor Interaction Policy

Approved OSUMC Executive Cabinet, March 12, 2009; Policy effective July 1, 2009 Updates approved by OSUWMC Executive Cabinet, October 14, 2013

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:
 - i) the OSU Health System, including all hospital business units, the Primary Care Network and the Specialty Care Network.
 - ii) the James Cancer Hospital and Solove Research Institute.
 - iii) the Office of Health Sciences.
 - iv) the College of Medicine including the School of Biomedical Sciences, the School of Allied Medical Professions, and all clinical departments.
 - v) the Comprehensive Cancer Center, the Davis Heart Lung Research Institute, and all other research labs or other entities under the OSU Medical Center.
 - vi) 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:
 - i) 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.
 - ii) 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.
 - iii) 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.
 - iv) 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.
 - e) 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.).

- f) 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.
 - g) 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
- a) 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.
 - b) 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.
 - c) Any gifts that are delivered directly to an individual Medical Center staff member at any site must be either:
 - i) Returned directly by the Medical Center staff member to the vendor,
 - ii) or Forwarded to the Medical Center Corporate Compliance Office which will return the gift to the vendor,
- 3) Gifts to Medical Center Units
- a) 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.
 - b) Any donations or gifts accepted by a Medical Center unit should remain the property of the Medical Center. In the case of a cash donation to a Medical Center unit, those funds may be used by a Medical Center unit to:
 - i) 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
 - ii) to compensate individual Medical Center staff members for work done on behalf of the Medical Center unit.
 - c) 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.

- i) 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.
 - ii) 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.
 - iii) 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.
 - iv) 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:
- i) the total amount of the gift,
 - ii) the timeframe over which the gift will be given (e.g., lump sum, quarterly, annually, etc.), and
 - iii) 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:
- i) a modest meal as part of an event that grants CME or other continuing education credit. 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.
 - ii) a meal in conjunction with an individual's role as an advisor or consultant to a vendor corporation.
- b) 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
- a) 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.
 - b) 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. Documentation of payment by the individual should be maintained and must be produced upon request by a supervisor.
 - c) Individual Medical Center staff members are prohibited from receiving payment or gifts in exchange for attendance as an audience member at any event.
 - d) 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:

- i) the item has the name of the conference or sponsoring organization on it,
 - ii) the item is provided by the educational conference
 - iii) the item is provided to all conference attendees
- e) 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.
- f) Vendor sponsorship
- i) 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, housestaff, 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).
- i) 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).
- ii) 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, housestaff, 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.
- iii) 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.
- iv) 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.
- v) 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.
- vi) 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
- i) Medical Center staff members are permitted to participate in a vendorsponsored 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 lecture etc.), at an office practice educating trainees, at an academic medical center or at a 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
- ii) 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 regarding a specific product.
- iii) 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 should be from the academic institution when possible.
 - (2) If the event occurs as a part of a CME/CE event, the honorarium or speaker fee should be from the organization sponsoring the CME/CE event when possible.
- iv) 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.
- v) In accordance with University policies, non-faculty employees are never permitted to receive an honorarium for such an event.
- vi) 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.
- c) "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:
 - i) No substantive work is done on behalf of the vendor, or
 - ii) The work done for the vendor is not commensurate with the amount of compensation provided by the vendor, or
 - iii) When the compensation is not at fair market value as determined by acceptable benchmarks (e.g., AAMC faculty or MGMA practicing physician salary benchmarks).
 - iv) 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.
- d) 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
 - a) 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.
 - b) 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:

- i) 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
 - ii) only after it is determined that the patient needs or potentially needs to use the product or medication covered in the promotional material, and
 - iii) preferably by the unit's faculty or staff and not directly by a vendor representative.
- d) 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
- a) 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. In an attempt to minimize the need for samples:
 - i) 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.
 - ii) 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.
 - b) If members of a clinical unit believe that their clinical practice requires the continued use of medication samples, they may apply to the Chief Medical Officer 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 Chief Medical Officer: i) The medication samples that are routinely stocked in the clinic, ii) The process for ensuring the proper storage, security and distribution for samples, 12 iii) The process for monitoring the expiration dates on medication samples, and iv) The process for the documentation of distribution to patients.
 - c) 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
- a) 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.
 - b) 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.
 - i) 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.
 - ii) 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.

- c) 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.
 - d) 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.
 - e) 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.
 - f) 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
- a) 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.
 - b) 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.
 - c) 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.
 - d) 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
- a) 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.
 - b) 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.
 - c) 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
 - d) Determination of non-compliance and disciplinary action: Determination of noncompliance 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.

e) 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. Noncompliance may result in actions including, but not limited to,

- i) a warning,
- ii) a temporary suspension of access to the Medical Center,
- iii) permanent revocation of the individual vendor representative's access to the Medical Center, or
- iv) 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,

- i) a warning,
- ii) probation,
- iii) suspension,
- iv) removal from a position whose duties include vendor interaction, or
- v) termination.
- vi) 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

- a) OSU Health System Policy 09-14, "Vendor Access and Control"
- b) Report of the AAMC Task Force on Industry Funding of Medical Education, Association of American Medical Colleges, 2008.
- c) The Scientific Basis of Influence and Reciprocity: A Symposium, Association of American Medical Colleges, 2007.
- d) Chapter 2921 of the Ohio Revised Code
- e) PhRMA Code on Interactions with Healthcare Professionals, PhRMA, April 2002
- f) OIG Compliance Program Guidance for Pharmaceuticals Manufacturers, April, 2003
- g) American Medical Association Council on Ethical and Judicial Affairs (CEJA) Ethics Opinion E-8.061 – Gifts to Physicians from Industry
- h) American Medical Association Council on Ethical and Judicial Affairs (CEJA) Ethics Opinion E-9.011 – Continuing Medical Education
- i) White Paper on the Relationship of GME and Industry, Accreditation Council on Graduate Medical Education (ACGME), 2002.
- j) Resident Physician and Medical Industry Interactions: Guiding Principle, Association of American Medical Colleges, 2003. Ohio State University HR Policy 1.30 – "Conflict of Interest and Work Outside the University"

- k) Ohio State University Faculty Senate Policy – “Paid External Consulting Policy”
- l) Ohio State University Faculty Senate Policy – “Financial Conflict of Interest Policy”

Program Compliance Requirements

PhD

Compliance Requirement	Due Date & Tracking Responsibility	Method of Submission
BCI Background Check	-30 days prior to program start -Tracked and entered by Student Affairs in Records	-Physical copy sent directly to Student Affairs -No Background Checks from previous employers or volunteering accepted.
FBI Background Check	-30 days prior to program start -Tracked and entered by Student Affairs in Records	-Physical copy sent directly to Student Affairs -No Background Checks from previous employers or volunteering accepted.
RN License	-30 days prior to program start -Tracked & entered by Student Affairs in Records	-Qualtrics survey, student uploads PDF of license or license summary from https://elicense.ohio.gov/oh_verifylicense
Confidentiality Statement	-30 days prior to program start -Tracked by Student Affairs, automatic pull to records from Qualtrics	-Qualtrics survey that student "E-signs".
HIPAA	-30 days prior to program start - Tracked by Student Affairs. Automatic pull to records from Buckeyelearn.	-Buckeyelearn modules, assigned to students each year
Vaccinations/ Titers Hepatitis B, MMR, Varicella, Tdap (within last 10 years), TB two Step	-30 days prior to program start -Tracked by Wilce (automatic pull to records each day between 1-2pm)	-MyBuckMD, OR -Email to preventivemedicine@osu.edu . Email must include First and Last Name, DOB, and OSU ID
TB Renewal	-Due each year, expires 1 calendar year from student's previous submission date	-MyBuckMD, OR -Email to preventivemedicine@osu.edu . Email must include First and Last Name, DOB, and OSU ID
Influenza Vaccination	-Due each year by October 1	-MyBuckMD, OR -Email to preventivemedicine@osu.edu . Email must include First and Last Name, DOB, and OSU ID
CITI Training	-30 days prior to the start of the program -Expires every three years	-Transcripts will be uploaded by the student to Qualtrics
Conflict of Interest Form	-30 days prior to the start of the program -This requirement must be completed annually	-Transcripts will be uploaded by the student to Qualtrics

