

Oakland University

GRADUATE COUNCIL MINUTES

Wednesday, October 23, 2013 – Meeting #4

Location: 100 KL

Meeting Time: 2:00-4:00 pm

Approved: 11/06/2013

Present: Dan Aloj, Tamara Hew-Butler, Dae-Kyoo Kim, Frank Lepkowski (*Ex Officio*), Karl Majeske, Robert Noiva, Claire Rammel (*Ex Officio*), Cheryl Riley-Doucet, Brad Roth, Meir Shillor, Darlene Schott-Baer (Chair), Carol Swift

Absent: Linda Pavonetti (excused)

Staff: Julie Delaney, Tina Muncy (Secretary)

Guests: Keri Schuiling, Dean of Nursing, and Margaret Glembocki, Assistant Professor of Nursing

The meeting was convened by Darlene Schott-Baer, Chair, at 2:00 PM.

I. APPROVAL OF MINUTES

Mr. Lepkowski made a motion to approve the minutes of the October 9, 2013, Graduate Council Meeting as corrected. Ms. Swift seconded the motion. Motion passed unanimously. Correction made: Move Meir Shillor from Present to Absent.

II. REPORT OF THE CHAIR

No Report

III. OLD BUSINESS

Duplicate Degree.

Second Reading: Debatable, amendable, and eligible for final vote at this meeting.

Motion: *To recommend approval of the Duplicate Degree Policy.*

After some discussion, Ms. Schott-Baer called for the question. Ms. Hew-Butler moved to accept the Duplicate Degree Policy as written. Ms. Riley-Doucet seconded the motion. Motion passed with one exemption.

School of Nursing—Graduate Certificate in Forensic Nursing Proposal.

Second Reading: Debatable, amendable, and eligible for final vote at this meeting

Motion: *To recommend approval of the proposed Graduate Certificate in Forensic Nursing Program.*

The discussion center around the memo previously sent to the School of Nursing in reference to questions and concerns of the Graduate Council members about the proposal, and the response from the School of Nursing to those **(See Addendum)**.

Ms Glembocki and Dean Shuiling provided clarification of observation versus clinical experiences. There may be required observation experiences, but no formalized clinical activities. Specific Forensic Nursing expertise necessary for certification would be obtained after completion of the program. Certification requirements were discussed and clarified by faculty present. Ms Glembocki stated that all of the courses would be hybrid but the exact percent that is online has not been finalized. The benefits of a generalist focus were discussed and that Forensic Nurses generally specialize after the completion of a certificate program as on-the-job-training. The rationale for using the AFC for a program site was emphasized as being connected with proximity of the *Turning Point* shelter in Macomb County, Michigan.

Dr. Schott-Baer called for the question to approve the Graduate Certificate in Forensic Nursing Program with recommended corrections and revisions. Motion passed unanimously.

Definition of Online Courses. Discussion of definitions continued about the three levels of online courses and programs. Members feel that it is important to make students aware whether a course is synchronous or asynchronous; not only including it in the definition, but also the catalog and syllabus. Ms. Schott-Baer and Ms. Rammel will continue working on the definitions and have a revised document for the next meeting.

IV. NEW BUSINESS

Nurse Anesthesia Physical Assessment Course. Ms. Schott-Baer designated Karl Majeske and Brad Roth as reviewers to present at the next Graduate Council Meeting.

Fulbright Transcript Evaluation Policy. Reviewers: Meir Shillor and Brad Roth

Under a cooperative agreement with the United States Department of State, AMIDEAST administers the Fulbright Program for students from the Middle East and North Africa regions. This policy would allow qualified foreign applicants with a Fulbright Scholarship from institutions administered by AMIDEAST to substitute the transcript evaluation provided through AMIDEAST in place of the required transcript evaluation by a professional credential evaluation service that is a NACES member.

Mr. Shillor and Mr. Roth reviewed the procedures used by AMIDEAST in their evaluation process. They were impressed with the procedures and recommended allowing the substitution. Ms. Schott-Baer stressed that the AMIDEAST evaluation would only be accepted by Fulbright Scholars who go through AMIDEAST.

Claire suggested adding a footnote that the foreign Fulbright Scholarship does not include medicine.

Mr. Roth made a motion to recommend approval of the acceptance of the Fulbright Transcript Evaluation for students of the Fulbright Program administered by AMIDEAST.

Mr. Shillor seconded the motion. First Reading: Debatable, amendable, but not eligible for final vote at this meeting.

The Fulbright Transcript Evaluation Policy will be on the agenda of the next meeting for a second reading.

V. GOOD AND WELFARE

No report

VI. ADJOURNMENT

With no further business, the meeting adjourned approximately 3:55 PM.

ADDENDUM
Graduate Council Meeting Minutes
October 23, 2013

Q: Library Budget for Forensic Nursing program ranges from \$3,400.00 in year one to \$2,850.00 in year five. The proforma shows a library budget of \$2,000.00 each year. How will the remainder be accounted for?

A: The *American Academy of Pediatrics* journal is the only journal subscription that the library does not currently hold and we do not feel that we need this subscription at this time. The cost of the subscription is \$800/year. The updated library budget, included below, has been adjusted to reflect the omission of the aforementioned journal. The additional \$600 necessary for the first year can be compensated by the sponsored monetary gift given to the program.

Library Budget for Forensic Nursing Program

	Year 1	Year 2	Year 3	Year 4	Year 5
eBooks & electronic reference titles ¹	-	\$500	\$525	\$550	\$580
Support for current nursing resources ²	\$500	\$540	\$ 580	\$630	\$680
Reserve textbook collection	\$2,100	\$500	\$500	\$500	\$500
Total	\$2,600	\$1,540	\$1,605	\$1,680	\$1,760

¹Presumes the purchase of approximately 5-8 eBooks per year, with a 5% annual inflationary increase.

²Presumes an 8% annual inflation rate

Q: The proposal speaks to a generalist education in forensic nursing without a focus on a specific specialty.

A: Forensic nursing is the specialty. There are then several subspecialties within forensic nursing, i.e. sexual assault, death investigation, child/elder maltreatment, etc. In order to educate students in a generalist role, all of the currently recognized subspecialties within forensic nursing will be of focus throughout the program. Students will thus have the ability to practice as a forensic nurse generalist or choose to subspecialize in one particular area within forensic nursing. Please see the following proposal excerpts as evidence of support of these statements.

Need- “Another important feature of the Graduate Certificate in Forensic Nursing (GCFN) is that while other forensic nurse (FN) certificate programs around the country tend to place their emphasis on one subspecialty within forensic nursing practice, the OU SON curriculum, in contrast, will address all of the currently identified subspecialties within forensic nursing practice (sexual assault, intimate partner violence, child/elder maltreatment, death investigation, and emergency preparedness and disaster management).”

Program Description- “Course content prepares graduates to practice globally as a forensic nurse generalist with the ability to sub-specialize in a specific area of forensic nursing if so desired.”

Generalist Perspective- “A unique feature of the GCFN program is that it will educate students from a generalist perspective on forensic nursing. The curriculum has been developed to emphasize all of the currently identified major subspecialties of forensic nursing practice, thus providing graduates with a well-rounded FN education. “

PROGRAM OBJECTIVES- “Graduates of the Graduate Certificate in Forensic Nursing program will be able to: Engage in professional practice as a forensic nurse generalist with the ability to subspecialize in specific areas of forensic nursing.”

Q: Two certifications are available for a generalist and two subspecialties which do not require clinical practice or internships during an educational program. The proposal speaks to the importance of certification to insure a commitment to best practice. There are questions related to each of the certifications. Certification programs are generally designed so that when completed an individual is qualified to take a certification exam. The only certification that a person can take upon completion of this program is the CFN; however, it is not clear if all of the required content is covered in the certificate program. All of the other certifications require extra experience. Can you address some of the issues pointed out in this listing?

A: Students that successfully complete the GCFN program have the opportunity to pursue certification in the specialty of forensic nursing if they so choose. Within nursing, certificate programs have generally been offered at the post-Master’s level. Advanced Practice Nursing (APRN) programs (i.e. Nurse Practitioners, Clinical Nurses Specialists) are designed so that individuals can sit for certification upon completion of the program because it is a **mandatory** requirement for entry into practice as an APRN. The GCFN program is post-baccalaureate. The purpose of this program is to assist nurses with expanding their knowledge and ability to practice in the specialty of forensic nursing. Certification for forensic nurses is **voluntary**; it is not a mandatory requirement for entry into practice so certification is not the primary goal of the GCFN program. Certification is discussed in the proposal because the profession of nursing encourages its nurses to seek certification to demonstrate a commitment to best practice and quality. The GCFN program will also encourage its students to seek certification as a professional goal.

There are three certifications that students completing the GCFN program may seek to pursue: Certified Forensic Nurse (CFN), Sexual Assault Nurse Examiner- Adult/Adolescent (SANE-A), and Registered Medicolegal Death Investigator (RMDI). Students that successfully complete the GCFN program will receive all of the theoretical/didactic coursework required to obtain these certifications as course content follows the education guidelines set forth by the certifying agencies and regulating bodies within the specialty. Students that already hold a Master’s Degree in Nursing (MSN) may seek certification as an Advanced Forensic Nurse Board Certified (AFN-BC). Course

credit from the GCFN program can count towards the required 30 hours of continuing education (CE) credits required as a component of this certification (American Nurses Credentialing Center [ANCC], 2013).

Prior to seeking any form of FN certification, students will be required to demonstrate competence in forensic nursing practice through the completion of clinical experiences outside the confines of the program. These clinical experiences have traditionally been sought out independently by the FN. Faculty mentoring students in the GCFN program will assist nurses who have successfully completed the program in identifying and contacting community agencies who are partners with the GCFN program to arrange these clinical experiences.

Clinical experiences for FNs occur in two ways. The first is through the accumulation of practice hours working as a FN. This method is required for AFN-BC Certification. The second method is through validation of competence during precepted clinical experiences. This method is used in the CFN Certification, the SANE-A Certification, and the RMDI Certification. There are two types of precepted clinical experiences- optional and mandatory. Optional clinical experiences are those in which the student is a passive participant and is simply observing the activity. Optional experiences include ride alongs with law enforcement, observations of court room proceedings, a tour of the crime lab, and autopsy observation. Several of these optional precepted clinical experiences will be incorporated into the GCFN program and be labeled as “observation experiences” (this term is taking the place of field experiences). Observation experiences will be presented to students in the form of assignments and/or projects which they will then receive a grade for within the course. The inclusion of these experiences will depend upon availability of community resources from semester to semester. Students that participate in observation experiences may count these activities towards optional precepted clinical hours. Documentation of these experiences will be maintained by the student within a professional portfolio. A one page document detailing all completed observation experiences will be signed by faculty upon successful completion of the program and a copy will be maintained in the student portfolio and the student file.

Mandatory precepted clinicals are those in which the student works one-on-one with a physician, APRN, or forensic nurse during the delivery of direct patient care. Mandatory precepted clinical experiences are not a required during the academic program for education or certification and will not be offered during the GCFN program for several reasons. First, this type of clinical experience is not required to practice as a FN generalist or in many of the FN subspecialties. Mandatory precepted clinical experiences are only required if the nurse plans to subspecialize as a SANE or FNDI. The patients cared for by FNs are generally victims of crime, thus these occurrences do not happen on a routine basis making it difficult to “schedule” clinical time. Because these nurses will be caring for some of the most vulnerable and at risk persons and communities- privacy, safety, and security are tantamount and only nurses who have committed to the subspecialty of SANE or FNDI should expect to participate in these experiences. Further, the agencies that hire FNs train to competence based on their agency’s standards, policies, and procedures so clinical training is an

important component of their hiring process and may differ from agency to agency making it difficult to provide the proper clinical experience within the academic setting.

The need for demonstration of competence through clinical practice prior to certification is not unique to the specialty of forensic nursing. Most nursing specialties in which there is a certification exam require the nurse to demonstrate competence in the specialty prior to seeking certification. Competence is achieved through the completion of a predetermined number of hours in the clinical area of interest in addition to obtaining CE credits (ANCC, 2013). Within forensic nursing there is no set number of clinical hours that the FN must complete to determine competence. Competence is determined by the professional evaluating the FN's required clinical skills (IAFN, 2008).

Q: Certified Forensic Nurse (CFN) does not require clinical experience as a forensic nurse. Involves taking a certification exam.

A: CFN certification does not require that a clinical be completed within the academic program; however, it does require that clinical experience be obtained as a forensic nurse prior to certification. Experience can be achieved via clinical preceptorships as referenced in the SANE and FNDI education guidelines or through clinical practice as a forensic nurse. Requirements for CFN certification are: 1) a current, unrestricted RN license; 2) a minimum of three years of experience as an RN; 3) a member of ACFEI; 4) two professional references; 5) submission of a curriculum vitae or resume and all degrees, diploma, certificates, and licenses and 6) ***provision of a clinical validation form signed by a current supervisor, preceptor, or forensic nurse colleague that can verify the candidate's relevant clinical experience to forensic nursing.*** Once the candidate has met these requirements they may be granted permission to sit for the certification exam. The exam uses *Forensic Nursing* by Virginia Lynch as the required textbook for their on-line prep course and exam (ACFEI, 2013). This textbook is a mandatory text for several courses in the GCFN program.

Q: Advanced Forensic Nursing-Board Certified (AFN-BC)-Requires an MSN degree but not in forensic nursing, any MSN specialty will qualify. Must have 2000 hours in FN within 3 years, and 30 CE in FN within 3 years. Nurses who complete this certificate and do not have an MSN will not qualify for this certification. However, for those with an MSN will any of the course content apply to the required 30 CE credits? If you had an internship or clinical associated with this program would that count toward the 2000 hours required. If a nurse in this certificate program does any shadowing, observation, or any other activity related to FN would those hours apply to the 2000? If yes, how will those hours be documented?

A: As per the American Nurses Credentialing Center (ANCC) 2013 Certification Renewal Requirements, academic credit may be used for CE credit, so yes, students who hold a graduate degree could use program course credit towards the required 30 CE credits as all program content will pertain to forensic nursing. Internships, clinical hours, observations, etc. may not count towards the 2000 practice hours. Practice hours must be obtained through employment or volunteer hours or direct supervision of a forensic nursing preceptee (ANCC, 2013).

Q: Sexual Assault Nurse Examiner-Adult/Adolescent (SANE-A)- requires 40 hours didactic and field experience. The SANE website describes clinical component as being supervised by a preceptor who certifies when candidate has reached competency in 9 areas. Will the credits in this program meet the 40 hour requirement for this certification and if the student does clinical activities during the program will they count toward the required supervised clinical? If yes, how will that be documented?

A: SANE-A certification may be sought after the nurse completes a minimum of 40 hours of required didactic content and additional precepted clinical experiences (IAFN, 2008). The required 40 hours of didactic content will be provided within the GCFN curriculum following the IAFN SANE-A education guidelines. The required clinical component is comprised of both mandatory and optional preceptorship experiences. As previously described, select observation experiences will be presented to students which may serve as part of the optional preceptorship experiences and be recorded in the student portfolio and file. The mandatory preceptorship experience which entails direct patient care and is completed on a one-on-one basis under the supervision of a preceptor will not be a component of the program and will need to be obtained and completed independently by the student only if they choose to subspecialize and seek certification as a SANE-A.

Q: Registered Medicolegal Death Investigator (AMBMDI)-requires age 18, high school diploma and 640 hours in coroner's office. Reference to Department of Justice handbook that outlines in detail what is required equipment and responsibilities. However, this statement is included: *DISCLAIMER: Currently, the ABMDI does not endorse any program that claims to fulfill the requirements of certification or prepare an individual for the certification exam.* How does this disclaimer relate to your certification program?

A: The American Board of Medicolegal Death Investigators (ABMDI) grants certification to individuals "who have the proven knowledge and skills necessary to perform medicolegal death investigations as set forth in the National Institutes of Justice 1999 publication *Death Investigation: A Guide for the Scene Investigator* (2011 updated version available)" (ABMDI, 2013). Despite the fact that our program and death investigation course may not currently be endorsed by the ABMDI, our program will be using the *Death Investigation: A Guide for the Scene Investigator* by the National Institute of Justice as the educational framework for course content, thus graduates of the program will have the required didactic knowledge necessary for AMBMDI certification. A program goal would be to seek endorsement from ABMDI.

Q: Provide justification for the use of the AFC as the site for the forensic nursing program. The list of needed equipment includes many items already in the HHB laboratories so why duplicate that setting? The amount of "clinical" does not seem extensive but setting up a full forensic lab seems unnecessary when the new HHB labs are available. Course syllabi do not show what % of the courses are lecture, what % are lab and what % are field experience. Please provide justification for setting up a new lab at AFC.

A: It has been reinforced that OU is committed to working towards the established institutional priority of offering full academic programs in Macomb County. The GCFN program responds to that priority and is an excellent fit for Macomb County. The SON has strong ties to several community agencies and independent organizations within Macomb County including Turning Point, the Medical Examiner's Office, the Michigan State Crime Lab, and the Macomb County Emergency Training Center. Further, the Criminal Justice and Social Work programs are housed at AFC and are integral members of the forensic multidisciplinary team. We have begun to work on an interprofessional basis with both departments to offer resources and opportunities for all of our students. These affiliates will be offering guest lecturing and observation experiences to our students. Having all of the course work offered at AFC is more convenient to all parties involved and makes for a more cohesive and coordinated educational experience. The cost of the necessary laboratory space/equipment will be covered by private funding. In addition, OU-Macomb staff members are committed to helping generate the continued private support necessary to keep the laboratory and equipment up-to-date.

In regards to the laboratory facilities in the Human Health Building, they are already utilized by undergraduate and graduate level nursing students. There is a distinct possibility that the Accelerated Second Degree Nursing Students who are currently housed at the Riverview facility could also be using this laboratory space in the near future. OU anticipates continued growth of programs in Nursing and in Health Sciences; as a result, it is a sound and strategic strategy to locate some of this growth away from the main campus.

The proposal has been updated to reflect percentage of course content. All courses will be three credits of theory except for the Forensic Assessment course- this course is 1 credit theory, 2 credits lab. The term observation experience will be used instead of field experience. Observation experiences do not constitute a percentage of clinical time, they will be assignments within the course.

Q: Research is considered important to faculty teaching in the FN program. The development, dissemination and use of evidence-based research are considered important. However, none of the course descriptions or essential content includes any aspect of research. Shouldn't the courses cover the historic evolution of forensic research and current application of research findings?

A: The words "Forensic Nursing Science" appear as essential content in each of the courses; thus course content will be founded in both forensic science and nursing science. The first course within the program is Foundations of Forensic Nursing Science. The course description states "This course concentrates on the *scientific underpinnings fundamental* to professional forensic nursing practice.....*Trends and issues in forensic nursing practice and research*, as well as legal, ethical, and psychological considerations impacting the specialty *will be explored*. All courses also contain the following verbiage in the course description and objectives ".....incorporation of a standardized body of forensic science knowledge".

Research, evidence-based practice, and professionalism will be further emphasized and enhanced through the use and development of student portfolios. Each cohort of students will also be expected to develop a forensically-based project that begins in the first semester and is implemented and carried out throughout the program. The purpose of the project will be to identify and meet a need of an individual, family, population, or community best served by the forensic nurse. These projects may be the basis for research studies and quality improvement initiatives.

Comment: The community support for the program is one of its strengths with strong letters of support with offers of providing opportunities for field experiences. Good job of connecting with the community.

Q: \$5000.00 in the budget for travel for guest lecturers who do not charge a fee seems high. Can you provide justification?

A: Many guest lecturers will be obtained locally and as part of their job description offer educational services such as lecturing on their field and specialty free of charge. We do anticipate the need to seek out leaders in the field of forensic nursing who serve as consultants in the specialty. These persons who serve as experts in the field do charge a fee for their services. The \$5000 budget would cover the travel, lodging, and expenses for approximately 2 guest lecturers per year. We would hope to offer these services to students in disciplines outside of nursing yet would benefit from receiving education in the specialty of forensic nursing, i.e. criminal justice, social work, medicine, etc.

Q: Program proposes using 25% of total AP and CT staff services in the SON to run the program. 25% is a very high percent of support for the program. Please justify.

A: We have included in proforma AP at 25% and CT at 25% which equals .50 FTE

Marketing and recruitment – creating pamphlets and writing articles for nursing publications (i.e. The Pulse, OU SON website, etc.) along with attending conferences and community outreach programs **{5%}**

Advising and Student Services Support – assisting in the admissions process, creating student academic plans, maintain student files, course scheduling/registrar process and assisting with student orientations **{15%}**

Business Office Support - purchasing lab equipment and supplies, process guest honorarium documentation, travel expense reports, payroll and payment invoicing **{15%}**

Faculty Support – syllabus, ordering teaching supplies and instructors books, and meeting scheduling for coordinators **{10%}**

Development support – assist in obtaining donors/support such as community organizations and other external entities and creating activities that would engage community support and outreach {5%}

Q: Abbreviations unclear: ADN to BSN would be better as associated degree to bachelor's degree. Remember non-nurses are reading the proposal.

A: The SON's GCFN is designed for RNs who have earned a baccalaureate degree in nursing (BSN) and have at least one year of clinical experience as a practicing nurse. RNs that meet these requirements and are interested in expanding their nursing expertise through education as a FN would be a main source of student enrollment for the program. Currently practicing FNs would also find the program appealing.

First, it would provide graduates with academic credit and a graduate certificate upon completion of the program lending credibility to their FN practice. Second, the program would provide the FN with extensive education as a FN generalist, expanding upon their previously received subspecialty training, allowing them to practice in other areas within FN practice. While the program is designed for nurses educated at the BSN level, it may motivate RNs who currently hold their Associate Degree in Nursing (ADN) to seek out BSN completion in order to be eligible for the program. As a result, the SON may see an increase in enrollment in the ADN to BSN, RN completion program.

Q: It is unclear if these are graduate courses since the numbering is "XXX" for each course. Can you at least change it to "5XX" so the level is clearly visible?

A: Updated on proposal

Q: All courses are delivered as hybrid. How does that related to the field experience component. Are the field experiences the hybrid part of the courses or are some of the lectures offered online?

A: We will use the term "observation experiences" instead of field experiences as these experiences are not clinical rotations and are instead assignments offered to enhance course content. Observation experiences will take place outside the confines of the classroom, so yes; these observations could be considered part of the hybrid experience. Lectures will be offered via a combination of face-to-face meetings and on-line lectures so will also be considered a hybrid portion of the program.

Q: Proposal refers to select field experiences and required field experiences, however, how will these be tracked and evaluated? Will they qualify as part of the hours required for certification? What is the credit/clinical ratio? What documentation of clinical/field experiences is required to submit to the certification organization? Is a portfolio developed that can be added to for submission. Are the field experiences observation only, hands on clinical, what type of experiences are included. A description of the field experiences for each course would be helpful in the course description.

A: Observation experiences will be presented as assignments throughout the program with students completing a paper or discussion forum associated with each experience. These assignments will be evaluated and graded by course faculty. Documentation of these experiences will further be maintained by the student within a professional portfolio. A one page document detailing all completed observation experiences will be signed by faculty upon successful completion of the program and a copy will be maintained in the student file.

As previously described, observation experiences may count towards optional precepted clinical experiences required for SANE and FNDI practice and certification. Certification organizations generally require a signature by a supervisor, preceptor, or colleague verifying that the FN has completed the required coursework and clinicals prior to seeking certification. Student transcripts will provide proof of coursework completion. The FN's preceptor, supervisor, or colleague would sign the clinical validation form for proof of clinical competence.

As previously described, the observation experiences are simply that- observing. There are no hands on clinicals involving direct patient care in this program. Observation experiences may include observations of: trial proceedings, a transplant agency, an autopsy, forensic pathologists, law enforcement via a "ride along", social agencies, or the crime lab. Descriptions of observation experiences will be provided within the course syllabi as they are considered assignments. These experiences are not a mandatory part of FN education and have the potential to change based on availability of community resources and the opinion of faculty teaching in the course as to the necessity of the experience to enrich the student's education. These experiences could also change dependent upon updates made to education or certification guidelines; therefore, observation experiences were not included as part of the course description which is a constant part of the course and program.

References

American Board of Medicolegal Death Investigators. (2013). Board certification. <http://abmdi.org/>.

American Nurses Credentialing Center. (2013). *ANCC certification center*.

<http://www.nursecredentialing.org/certification.aspx#specialty>.

International Association of Forensic Nurses. (2008). *Sexual assault nurse examiner: Education guidelines*.