

# **TOWSON UNIVERSITY DEPARTMENT OF NURSING**

## **ADJUNCT FACULTY HANDBOOK**

# CONTENTS

MISSION STATEMENT .....	4
PROGRAM OUTCOMES.....	5
UNDERGRADUATE PROGRAM OUTCOMES.....	5
GRADUATE PROGRAM OUTCOMES .....	5
ADJUNCT FACULTY.....	6
ADJUNCT FACULTY JOB DESCRIPTION .....	6
LOCATION .....	6
SCHEDULE.....	6
ORGANIZATIONAL REQUIREMENTS .....	6
ONLINE TEACHING ELIGIBILITY .....	6
REGULATORY REQUIREMENTS FOR DIDACTIC INSTRUCTION .....	6
REGULATORY REQUIREMENTS FOR CLINICAL INSTRUCTION .....	6
ADJUNCT FACULTY PROMOTION.....	6
POLICIES AND PROCEDURES .....	7
GRADING POLICIES .....	7
DEPARTMENTAL ACADEMIC GRADING.....	7
GRADING SCALE FOR DEPARTMENT OF NURSING (UNDERGRADUATE) .....	7
GRADING SCALE FOR DEPARTMENT OF NURSING (GRADUATE).....	7
ASSIGNMENT GRADING: CLINICAL COURSES .....	8
STUDENT EVALUATIONS: CLINICAL COURSES .....	8
EVALUATION OF ADJUNCT FACULTY .....	8
PEER EVALUATIONS.....	8
STUDENT EVALUATIONS .....	8
INCIDENT REPORTING IN THE CLINICAL SETTING.....	8
ATTENDANCE REQUIREMENTS: CLINICAL PRACTICE .....	8
INCLEMENT WEATHER GUIDELINES: CLINICAL PRACTICE.....	8
TOWSON MAIN CAMPUS .....	8
HAGERSTOWN CAMPUS .....	9
TOWSON UNIVERSITY IN NORTHEAST MARYLAND (TUNE) CAMPUS .....	9
UNIVERSITY-WIDE EMERGENCIES .....	10
UNIVERSITY EMAIL .....	10
PROFESSIONAL BOUNDARIES .....	10
Faculty and Student Boundaries .....	10
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA).....	10

MAINTAINING STUDENT PRIVACY (FERPA) .....	10
AMERICANS WITH DISABILITIES ACT STATEMENT .....	11
TITLE IX STATEMENT .....	11
ACADEMIC FREEDOM .....	11
PROGRAM REQUIREMENTS FOR CLINICAL PRACTICE .....	12
HEALTH & VACCINATION REQUIREMENTS .....	12
CERTIFICATIONS, SCREENINGS, AND OTHER DOCUMENTS .....	14
COMPETENCIES.....	16
CLINICAL PLACEMENT REQUIREMENTS.....	17
MISCELLANEOUS REQUIREMENTS .....	17
STUDENT RESOURCES .....	18
DEPARTMENTAL RESOURCES.....	18
Student Success Coordinator .....	18
Supplemental Instruction .....	18
UNIVERSITY RESOURCES .....	18
APPENDIX A .....	19
GENERAL INFORMATION .....	19
APPENDIX B.....	20
NURSING FACULTY AND STAFF .....	20
Faculty.....	20
Staff.....	21
APPENDIX C.....	22
DEPARTMENT OF NURSING ORGANIZATIONAL CHART .....	22

## **MISSION STATEMENT**

The mission of Towson University's Department of Nursing is to provide exceptional graduate and undergraduate education in a student-centered, caring environment to meet the diverse needs of all populations. Graduates are prepared to practice in a rapidly changing health care environment using compassion, ethics, evidence-based care, and inter-professional collaboration. Faculty promote integration of professional values and a commitment to lifelong learning.

Rev. 11/16

# **PROGRAM OUTCOMES**

## **UNDERGRADUATE PROGRAM OUTCOMES**

Upon completion of the Nursing major, the graduate will:

1. Integrate evolving knowledge from nursing and other disciplines in the exercise of clinical judgment and the provision of nursing care across diverse practice environments.
2. Develop a caring relationship with individuals and communities by communicating effectively, applying the nursing process, promoting health, and advocating for person-centered care.
3. Incorporate knowledge of the interplay between population health and the social determinants of health in the care of diverse populations in a variety of settings.
4. Use knowledge of the research process and the resulting evidence base to improve patient health and transform health care.
5. Analyze how quality improvement principles and a culture of safety promote the delivery of high-quality care.
6. Collaborate with professional partners to deliver respectful, high-quality care that aligns with the goals and needs of the individual, family, and/or population.
7. Apply knowledge of healthcare systems to promote safe, equitable, and cost-effective care to individuals and populations across the continuum of care.
8. Incorporate safe and ethical use of information and communication technologies in nursing care.
9. Develop a professional identity reflective of the characteristics and values of nursing.
10. Demonstrate accountability for engaging in activities that foster the acquisition of nursing expertise, personal well-being, and leadership development.

## **GRADUATE PROGRAM OUTCOMES**

The graduate of the Entry Level Master of Science (ELMS) Program will:

1. Incorporate knowledge from the sciences and humanities in the provision of care as an advanced generalist nurse in diverse settings.
2. Apply leadership skills in the coordination of care of diverse populations.
3. Collaborate with members of interdisciplinary teams to improve the quality and safety of care provided.
4. Apply research and evidence-based practice to improve the quality and safety of care.
5. Utilize information technology in the delivery and evaluation of nursing care.
6. Advocate for health policy to promote the health of diverse populations.
7. Demonstrate advanced clinical reasoning and health promotion in the provision of holistic nursing care.
8. Assess the economic impact of improved efficiency, quality, and safety in healthcare.

# **ADJUNCT FACULTY**

## **ADJUNCT FACULTY JOB DESCRIPTION**

Adjunct faculty are hired to provide instruction in select undergraduate and graduate clinical courses, didactic courses, labs, and simulation experiences incorporating evidence-based practice into teaching activities.

### **LOCATION**

8000 York Road, Towson, MD (Main campus); 32 West Washington Street, Hagerstown, MD (Hagerstown campus), and/or online

### **SCHEDULE**

Part-time, variable hours. Adjunct faculty may teach up to, but not to exceed, 2 course sections per semester.

## **ORGANIZATIONAL REQUIREMENTS**

- Maintains regulatory requirements.
- Reports to work on time and as scheduled. Completes work within designated time.
- Represents the organization in a positive and professional manner.
- Actively participates in performance improvement and continuous quality improvement.
- Complies with all organizational policies regarding instructional methods and content and ethical business practices.

## **ONLINE TEACHING ELIGIBILITY**

To be eligible to teach online, all faculty members are required to complete training through the Faculty Academic Center of Excellence at Towson (FACET). The FACET training is designed to streamline online course development and ensure course accessibility.

## **REGULATORY REQUIREMENTS FOR DIDACTIC INSTRUCTION**

- Official transcript of highest degree achieved required.
  - For theory courses, a master's degree in nursing from an accredited university or college is required. A terminal degree is preferred.
  - For lab and simulation experiences, a minimum of a Bachelor of Science degree in nursing is required to teach undergraduate courses. A minimum of a Master of Science degree in nursing is required to teach graduate courses.
- Current unencumbered license to practice as a registered nurse or permission from the department chairperson.
- Two (2) or more years of experience in the practice of professional nursing.
- Teaching experience in higher education is preferred.
- Certification in specialty area desirable.

## **REGULATORY REQUIREMENTS FOR CLINICAL INSTRUCTION**

- Must have a current CPR certification.
- A minimum of a Bachelor of Science degree in nursing is required to teach undergraduate courses. A minimum of a Master of Science degree in nursing is required to teach graduate courses.
  - Official transcript of highest degree achieved required.
- Current unencumbered license to practice as a registered nurse.
- Two (2) or more years of professional nursing experience in the specialty area of the clinical setting.

## **ADJUNCT FACULTY PROMOTION**

For information regarding adjunct faculty promotion eligibility and processes, refer to the *Procedures for Promotion of Adjunct Faculty* at <https://www.towson.edu/about/administration/policies/documents/procedures/procedures-for-promotion-of-adjunct-faculty-8-9-2018.pdf>.

# POLICIES AND PROCEDURES

## GRADING POLICIES

### DEPARTMENTAL ACADEMIC GRADING

In accordance with the philosophical tenets and goals of the university, the Department of Nursing supports learners at the undergraduate and graduate level in pursuit of those studies that promote critical thought about human affairs and development of cognitive behaviors and values necessary for responsible citizenship and the practice of nursing. Therefore, the student must demonstrate the ability to provide professional nursing care.

### GRADING SCALE FOR DEPARTMENT OF NURSING (UNDERGRADUATE)

Numerical Score (%)	University Letter Grade	University Grade Points per Unit
94 – 100	A	4.00
90 – 93	A-	3.67
87 – 89	B+	3.33
84 – 86	B	3.00
80 – 83	B-	2.67
77 – 79	C+	2.33
72 – 76	C	2.00
67 – 71	D+	1.33
64 – 66	D	1.00
63 and below	F	0.00

All undergraduate nursing courses must be successfully completed with a numerical score (%) of 72 or higher. Refer to the Undergraduate Catalog for university grading policies: <https://catalog.towson.edu/undergraduate/academic-policies/grades-grading/>.

### GRADING SCALE FOR DEPARTMENT OF NURSING (GRADUATE)

Numerical Score (%)	University Letter Grade	University Grade Points per Unit
95 – 100	A	4.00
90 – 94.9	A-	3.67
85 – 89.9	B+	3.33
80 – 84.9	B	3.00
75 – 79.9	C	2.00
74.9 and below	F	0.00
74.9 and below	FX	0.00

All graduate nursing courses must be successfully completed with a numerical score (%) of 75 or higher. Changing to the Pass/No Pass grading option is not available for graduate students. Refer to the Graduate Catalog for university grading policies at <https://catalog.towson.edu/graduate/procedures-policies/policies-academic-progress/grading/>.

## **ASSIGNMENT GRADING: CLINICAL COURSES**

Assignments associated with the clinical course are required to be graded by the clinical instructor and recorded in Blackboard. All student assignments must be graded by the clinical instructor prior to the submission of final grades in PeopleSoft.

## **STUDENT EVALUATIONS: CLINICAL COURSES**

Clinical instructors will complete Midterm and Final evaluations for each student assigned to their clinical group using the Clinical Evaluation Tool (CET). “Satisfactory” is demonstrated with a minimum CET score of 72% for undergraduate courses and 75% for graduate courses. Grades on the CET will be determined by adding the total scores earned and dividing by the total score possible. Receiving a zero on any element on the CET, in practice and/or simulation, may result in an unsatisfactory attempt in the course. Upon completion of the course, clinical instructors will be responsible for submitting completed CETs to Towson University and submitting the students’ final grades to PeopleSoft by the submission deadline for final grades.

## **EVALUATION OF ADJUNCT FACULTY**

### **PEER EVALUATIONS**

New adjunct faculty members will have a peer evaluation during the first semester. Adjunct faculty members who have taught two or more semesters at Towson University will have a minimum of one peer evaluation annually.

### **STUDENT EVALUATIONS**

All nursing faculty, including adjunct faculty, are evaluated by students at the end of each semester. Student evaluations are reviewed by the department chairperson.

## **INCIDENT REPORTING IN THE CLINICAL SETTING**

An incident occurring in the clinical setting requires the student and clinical instructor to follow facility policy regarding incident reporting. The clinical instructor should inform the Clinical Course Coordinator of the incident immediately. The incident may be escalated to the department chairperson as appropriate.

## **ATTENDANCE REQUIREMENTS: CLINICAL PRACTICE**

Faculty are required to conduct the clinical during the scheduled hours for the full instructional time. Faculty must always remain in the clinical agency with students during scheduled clinical hours, with the exception of public health clinicals and practicum, where faculty must be accessible to students during the scheduled clinical hours. It is never appropriate to cancel any part of the clinical day, begin clinical late, or to dismiss students from clinical before the scheduled end of the experience. In case of illness or emergency, it is imperative that the clinical instructor notify the students, clinical unit, and course coordinator of the cancellation as soon as possible. Consequences for releasing students early may include, but are not limited to, the instructor not being hired for future clinical rotations and/or disciplinary action by the MD State Board of Nursing.

## **INCLEMENT WEATHER GUIDELINES: CLINICAL PRACTICE**

### **TOWSON MAIN CAMPUS**

Towson University main campus information is posted by 6am. In the event that the university is closed in the morning, students will not attend clinical practice. In the event that the university closes later in the day, students will be released early from clinical practice.

Use the following university resources for information regarding closings:

- Towson University homepage: [www.towson.edu](http://www.towson.edu)
- TU Emergency Text Message Alert: Sign up at [www.towson.edu/textalerts](http://www.towson.edu/textalerts)
- Campus-wide email: [https://outlook.towson.edu/](mailto:https://outlook.towson.edu/)



- University Facebook account: (<https://www.facebook.com/towsonuniversity>)
- University Twitter account: (<https://twitter.com/TowsonU>)
- University Instagram account: (<https://www.instagram.com/towsonuniversity/>)

The following local news channels or websites also provide information regarding school closures:

- WBAL-TV (Channel 11): <https://www.wbalv.com/weather/closings>
- WJZ-TV (Channel 13): <https://baltimore.cbslocal.com/school-closings/>
- WMAR-TV (Channel 2): <https://www.wmar2news.com/weather/school-closings-delays>

County school delays are typically announced by 5am.

- If Baltimore County schools are 2 hours late or closed, students will arrive at clinical practice by 9am and work throughout the day.
  - Note: students will not follow Baltimore County closings.
- If clinical practice is cancelled, students will be notified by clinical faculty to complete an assignment. If students are dismissed from clinical practice while in a facility, there will be no additional make-up work. It is the discretion of the faculty member to decide on the type of assignment that will meet the clinical course objectives identified.

## **HAGERSTOWN CAMPUS**

Students will follow the University System of Maryland Hagerstown (USMH) emergency/inclement weather information and decisions. You may also receive alerts via your phone or e-mail. Simply text 'hagerstown' to 79516 or visit the USMH website to set up an account.

**USMH Emergency/Inclement Weather Information:** <http://www.hagerstown.usmd.edu/about/campus/emergency>

The following TV and radio stations will also broadcast USMH closings:

- WHAG-TV 25
- Antietam Cable Channel 19
- WJEJ/WWMD
- WYII
- WCRH
- WFMD/WFRE
- WAYZ
- MIX 95
- WQCM

About USMH closings and delays:

- If the USMH campus has a delayed start, the clinical practice will follow the same delayed start.
- If the USMH campus is closed, clinical will be canceled.
- If the USMH campus closes early, students will be dismissed from clinical practice at the discretion of the Course Coordinator.
- In the event that the clinical day has a delayed start or is shortened due to weather, students may receive an additional assignment to complete to meet the objective identified for the clinical day.
- In the event that the clinical day is canceled, students will be given an assignment to meet the objectives of the clinical day. It is the discretion of the faculty member to decide on the type of assignment that will meet the clinical course objectives identified.

## **TOWSON UNIVERSITY IN NORTHEAST MARYLAND (TUNE) CAMPUS**

The TUNE campus follows the emergency opening/closing decisions of Harford Community College ([www.harford.edu](http://www.harford.edu)). Because the forecasts of Towson and Bel Air can be different at times, TUNE's decision to close is completely independent of the decision for main campus in Towson.

## **UNIVERSITY-WIDE EMERGENCIES**

In the event of a University-wide emergency, classes, deadlines, and grading schemes are subject to changes that may include alternative delivery methods, alternative methods of interaction with the instructor, class materials and/or classmates, a revised attendance policy, and a revised semester calendar and/or grading scheme.

For general information about any emergency situation, please refer to the TU Office of Public Safety at <https://www.towson.edu/public-safety/emergencies/>.

For information related to University emergency notifications, please refer to the Emergency Communications site at <https://www.towson.edu/public-safety/emergency/>.

## **UNIVERSITY EMAIL**

All adjunct faculty members will be issued a Towson University email address. During the contractual period, it is expected that the adjunct faculty member will utilize and check their Towson University email daily for correspondence with students, other faculty, course coordinators, and the Clinical Placement Team. This will be the standard method of communication. Note: instructions for completing clinical onboarding requirements as well as teaching opportunities will be sent to the adjunct faculty member's Towson University email address prior to the start of the semester. Therefore, it is important to regularly monitor the Towson University email account outside of the contractual period.

## **PROFESSIONAL BOUNDARIES**

Nursing students must learn the importance of establishing and maintaining professional boundaries. Boundary violations occur when professional lines of behavior are crossed. Professional boundary violations include role reversal, secrecy, or excessive disclosure of personal information. It is the responsibility of the clinical instructor to ensure that professional boundaries are maintained in student/instructor and student/patient interactions.

### **Faculty and Student Boundaries**

- Faculty and students will maintain a professional relationship.
- Avoid discussions of personal issues with students. Faculty should not act as a personal counselor or therapist. Students should be referred to college counseling services as needed.
- Do not discuss other instructors with students. If students express concerns about instructors, they should be encouraged to follow Student Handbook/campus policies and guidelines for resolution.
- Faculty should not join an individual, group, or class in social situations or participate in student social networking sites.
- Faculty should not accept gifts or money as gratitude for instruction.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

All verbal, electronic, and written information relating to patients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes.

## **MAINTAINING STUDENT PRIVACY (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) was enacted by Congress to protect students' rights to privacy, inclusive of grades, academic records, and demographic information. Faculty are responsible for adhering to FERPA requirements regarding confidentiality of student information and grading processes: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

## **AMERICANS WITH DISABILITIES ACT STATEMENT**

Towson University is an equal opportunity/affirmative action institution and employer. Students with a disabling condition who wish to request reasonable access to the programs and services offered by the College must register with Accessibility & Disability Services (<https://www.towson.edu/accessibility-disability-services/gettingstarted/>).

## **TITLE IX STATEMENT**

Towson University is committed to providing a learning environment that is free of violence and harassment based on sex or gender. Students who experience gender inequality, sexual harassment, stalking, domestic/dating abuse, and/or sexual misconduct/assault may contact the Title IX Coordinator (410-704-3465). If you encounter students, staff, or faculty who report encountering such treatment, you are also obligated to report the activity to the Title IX Coordinator.

## **ACADEMIC FREEDOM**

Adjunct faculty members are permitted to write announcements, grade papers and posts, and respond to messages. Adjunct faculty may not alter the course in any way.

## PROGRAM REQUIREMENTS FOR CLINICAL PRACTICE

Clinical instructors must meet certain initial and ongoing health, certification, competency, and facility requirements. These requirements include vaccinations (see “Health & Vaccination Requirements” below). Clinical instructors are responsible for obtaining and maintaining these requirements. Clinical instructors who fail to maintain compliance with the requirements will not be eligible for clinical participation and may jeopardize their ability to obtain future employment with Towson University’s Department of Nursing.

Clinical instructors must regularly monitor their Towson University email for updates regarding requirement deadlines and process through Blackboard, CastleBranch, CB Bridges, and/or InPlace.

For any questions or issues regarding program requirements, please contact the Clinical Adjunct Liaison at [nursingadjunctdocuments@towson.edu](mailto:nursingadjunctdocuments@towson.edu).

### HEALTH & VACCINATION REQUIREMENTS

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
MMR (Measles-Mumps-Rubella) Vaccination	Positive antibody titer for Measles, Mumps, and Rubella.	Positive antibody titer laboratory report. The laboratory report must contain the titer value as well as the reference norm. The required titers are as follows: <ul style="list-style-type: none"><li>▪ Rubeola IgG</li><li>▪ Mumps IgG</li><li>▪ Rubella IgG</li></ul> If titer results are negative or equivocal, instructors must receive one booster shot. Documentation of repeat booster required from health care provider. Repeat titers are not required.
Varicella (Chicken Pox) Vaccination	Positive antibody titer for Varicella. History of disease is not accepted in lieu of vaccinations or titer.	Positive antibody titer laboratory result. The laboratory report must contain the titer value as well as the reference norm. The required titer is as follows: <ul style="list-style-type: none"><li>▪ Varicella IgG</li></ul> If titer results are negative or equivocal, instructors must receive one booster shot. Documentation of repeat booster required from health care provider. Repeat titer is not required.

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
Hepatitis B Vaccination	<p>Proof of immunity to Hepatitis B must be confirmed through blood work. Immunity may be achieved through immunization or previous exposure.</p> <p>One of the following is required:</p> <ul style="list-style-type: none"> <li>Positive antibody titer</li> <li>3 vaccinations with a negative antibody titer and completion of the <i>Declination Waiver</i></li> <li>Decline the series by completing the <i>Declination Waiver</i> form.</li> </ul> <p>The series in progress is acceptable as long as there is a completed and signed <i>Declination Waiver</i> form.</p>	<p>Positive antibody titer laboratory report. The required titer is as follows:</p> <ul style="list-style-type: none"> <li>Positive Hepatitis B surface antigen (anti-HBs)</li> </ul> <p>If the titer is negative or equivocal, documentation of receipt of one booster shot is required. Documentation of repeat booster required from health care provider. Repeat titer is not required.</p>
Tuberculosis Screening	Evidence of a negative tuberculosis test required annually.	<p>Documentation of one of the following may be submitted to fulfill this requirement:</p> <ul style="list-style-type: none"> <li>A two-step non-reactive Tuberculin Skin Test (Mantoux PPD test).</li> <li>QuantiFERON Gold Blood Test</li> <li>If previous screen was positive: <ul style="list-style-type: none"> <li>Chest x-ray report which shows clear or no evidence of disease since time of conversion</li> <li>TB symptom questionnaire that verifies the instructor is free from Tuberculosis signed by a health care provider</li> </ul> </li> </ul>
Tetanus, Diphtheria & Pertussis (Tdap) Vaccination	Tdap vaccination required. Tdap booster required every 10 years from last vaccine	Documentation of a Tdap booster within the past ten (10) years.
Influenza (Flu) Vaccination	<p>Flu vaccination is required on an annual seasonal schedule. Instructors must submit documentation of a flu vaccine administered during the current flu season (August 1 through March 1).</p> <p>Instructors entering in the fall term must meet this requirement by October 15.</p> <p>Instructors entering in the spring term must show evidence of receipt of the flu vaccine for the current flu season.</p>	Documentation of receipt of influenza vaccine for the current flu season.

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
COVID-19	Instructors must be fully vaccinated against COVID-19. Boosters are recommended, but not required.	Documentation must include the date(s), manufacturer of the vaccine(s) and booster(s). Acceptable vaccinations: <ul style="list-style-type: none"> <li>▪ Prior completed COVID-19 series</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>▪ 1 bivalent COVID-19 vaccine</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>▪ 1 dose of updated COVID-19 formula after 4/19/23.</li> </ul>
Exemptions to Vaccination Policy	Instructors may request a medical or religious exemption for vaccination requirements. Clinical facilities are not required to recognize these exemptions.	Medical and religious exemptions may be reviewed by the facility. <b>Medical Exemption:</b> A signed and dated statement from a health care provider that the instructor has a medical condition that does not permit them to be immunized. If the medical condition is temporary, the instructor is expected to comply with the immunization requirement(s) when the exemption expires. <b>Religious Exemption:</b> Written documentation from a religious authority which explains the need for religious exemption is required.

## CERTIFICATIONS, SCREENINGS, AND OTHER DOCUMENTS

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
Cardiopulmonary Resuscitation (CPR) Certification	Current CPR/BLS for Healthcare Provider certification is required. The certification course <b>must be approved</b> by the <a href="#">American Heart Association</a> or the <a href="#">American Red Cross</a> . The course must be completed in person. <ul style="list-style-type: none"> <li>• Virtual simulations will not be accepted.</li> <li>• Basic CPR or Adult/Child/Baby First Aid/CPR/AED courses will not be accepted.</li> </ul> Instructors must maintain current and active certification throughout clinical rotation.	If a card is provided following the completion of the course, a copy of the signed card (both sides as applicable) is required. If a certificate is provided following the completion of the course, a copy of the certificate (unsigned) is required. Certificates or letters from the provider may be accepted temporarily until card arrives with a renewal date of 30 days. The card/certificate must read “American Heart Association BLS Provider” or “American Red Cross BLS Healthcare Provider.”

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
Criminal Background Check	<p>Clinical instructors are required to have a criminal background check completed at the time of hire with Towson University. Returning instructors that did not have a criminal background check completed upon hire will be notified by the Clinical Placement Team and will be required to have a criminal background check completed before their next clinical teaching assignment.</p> <p>Instructors assigned to clinical sites that require annual criminal background checks will be notified by the Clinical Placement Team.</p> <p>Exclusion from placement will result for any of the following offenses:</p> <ul style="list-style-type: none"> <li>▪ Murder</li> <li>▪ Arson</li> <li>▪ Assault, battery, assault and battery, assault with a dangerous weapon, mayhem, or threats to do bodily harm</li> <li>▪ Burglary</li> <li>▪ Robbery</li> <li>▪ Kidnapping</li> <li>▪ Theft, fraud, forgery, extortion, or blackmail</li> <li>▪ Illegal use or possession of a firearm</li> <li>▪ Rape, sexual assault, sexual battery, or sexual abuse</li> <li>▪ Child abuse or cruelty to children</li> <li>▪ Unlawful distribution or possession with intent to distribute a controlled substance</li> </ul>	<p>Criminal background check will be completed through CastleBranch. Clinical instructors will be provided with instructions to place the order in CastleBranch.</p> <p>Criminal background check results will be available to the clinical instructor and placement facilities only. Towson University does not review results.</p>
Urine Drug Screen	<p>Clinical instructors are required to have a urine drug screen completed at the time of hire with Towson University. Returning instructors that did not have a urine drug screen completed upon hire will be notified by the Clinical Placement Team and will be required to have a urine drug screen completed before their next clinical teaching assignment.</p> <p>Instructors assigned to clinical sites that require annual urine drug screens will be notified by the Clinical Placement Team.</p>	<p>Urine drug screen will be completed through CastleBranch. Clinical instructors will be provided with instructions to place the order in CastleBranch. Once the order has been placed through CastleBranch, the instructor will receive an email notification regarding the location for the urine drug screen.</p> <p>Urine drug screen results will be available to the clinical instructor and placement facilities only. Towson University does not review results.</p>

<b>REQUIREMENT</b>	<b>CRITERIA</b>	<b>DOCUMENTATION REQUIRED</b>
Government Issued Photo ID	Clinical instructors must have valid government issued photo identification.	Copy of valid driver's license or passport. ID must be active and cannot be expired.
N95 Fit Testing	Clinical instructors must have N95 (or equivalent) fit testing completed annually and remain compliant for the entire clinical experience.	Documentation verifying completion of the N95 fit testing within the past 1 year required. Documentation must include the clinical instructor's name and date of the test.

## COMPETENCIES

The competencies listed in this table are accessible from the Nursing Program Community page in Blackboard. To access the community page, log in to your Blackboard account at [www.blackboard.towson.edu](http://www.blackboard.towson.edu), click on Organizations and select Nursing Program Community. The modules are located under the Clinical Placement Info section within the Facility Requirements for Faculty/Instructors folder.

<b>COMPETENCY</b>	<b>REQUIREMENT</b>	<b>DOCUMENTATION REQUIRED</b>
Annual Competencies	Clinical instructors will be required to submit proof of completion of competency trainings annually, including fire safety, bloodborne pathogens, infection control, and HIPAA.	Instructions on acceptable documentation will be provided by Clinical Placement Team.



## CLINICAL PLACEMENT REQUIREMENTS

PROCESS	TIMELINE	DOCUMENTATION REQUIRED
Based on the location of the clinical assignment, instructors may need to complete additional facility-specific requirements prior the start of the rotation. Instructors must complete all requirements by the due date to be considered eligible for the clinical rotation.	Instructors receive an email communication four (4) to six (6) weeks prior to the start of the clinical experience describing the clinical placement location and, as applicable, the additional facility-specific requirements. Instructors must adhere to the due dates and submission instructions to ensure a timely start to the clinical rotation. Once the student and instructor rosters have been sent to the facility for consideration, facilities have the option to decline clearance for clinical placement.	Varied based on clinical placement location. Facility-specific requirements will be completed through CB Bridges. Instructions to complete these requirements will be provided by the Clinical Placement Team.
Share Time/Unit Orientation	A share time/unit orientation is required for all newly hired clinical instructors (with the exception of public health instructors and instructors attending clinicals on the same unit they are employed) and returning clinical instructors who are attending a new unit and/or facility. The length of any required share time is determined by the facility. Share time must be completed prior to the clinical start date. The Clinical Placement Team will connect the clinical instructors with the facility coordinator to schedule share time. Instructors should <b>not</b> contact the facility coordinator, nurse manager, etc. directly.	Instructors will be provided with a Share Time/Unit Orientation form to be signed by the clinical instructor and share time facilitator upon completion of share time. Instructions for submission of completed form will be provided by the Clinical Placement Team.

## MISCELLANEOUS REQUIREMENTS

REQUIREMENT	DESCRIPTION
Changes in Health Status	Instructors must notify the Department of Nursing of any changes in their health status which may influence their ability to function in the clinical setting. The required documentation will be determined based on instructor circumstances.
Transportation and Parking	Instructors must be able to provide their own transportation to and from clinical settings and between clinical facilities. Instructors are responsible for parking fees on Towson University's campus as well as at the clinical facility. Instructors must be on time for clinical experiences. Reliance on public transportation is not an excuse for tardiness.
Uniforms	Instructors may wear any color and brand of scrubs to the clinical site. An instructor may not wear scrubs containing the emblem of a different clinical facility to their assigned clinical site. Facilities may provide the instructor with an ID badge for the clinical experience, which should be worn at all times on the clinical site.

# STUDENT RESOURCES

## DEPARTMENTAL RESOURCES

### Student Success Coordinator

The Student Success Coordinator is available to discuss nursing students' academic needs, facilitate academic progression, and connect students with university resources. Through individual appointments, students can receive support in developing plans and identifying strategies for academic success. Students may contact Patrick Pyott via email at [ppyott@towson.edu](mailto:ppyott@towson.edu) or phone at 410-704-4299.

### Supplemental Instruction

Supplemental Instruction (SI) is a peer-facilitated academic support program that the Department of Nursing has adopted for select courses that have historically been especially challenging for students. SI is internationally recognized, evidence-based, and completely free for students. Through regularly scheduled, peer-led group study sessions, students have the opportunity to reinforce what they learned in the classroom. Sessions are led by student SI Leaders who previously completed and demonstrated academic competency in a course. For more information about SI sessions, students may contact Patrick Pyott at [ppyott@towson.edu](mailto:ppyott@towson.edu).

## UNIVERSITY RESOURCES

Towson University offers many resources to students to support academic success and personal well-being. For more information, please visit the following links:

- [Academic Support & Resources](#)
- [Student Services & Resources](#)

## **APPENDIX A**

### **GENERAL INFORMATION**

ADDRESS (Main Campus):	Department of Nursing Towson University 8000 York Road Towson, Maryland 21252-0001
ADDRESS (Hagerstown Campus):	32 West Washington Street Hagerstown, MD 21740 240-500-2000
TELEPHONE:	410-704-2067 (recorded information)
APPROVED BY:	Maryland Board of Nursing
ACCREDITED BY:	Commission on Collegiate Nursing Education
MOST RECENT ACCREDITATION:	November 5, 2018
NEXT ON-SITE EVALUATION:	Fall 2028

## APPENDIX B

### NURSING FACULTY AND STAFF

#### Faculty

Name	Title	Office	Phone	Email
Dr. Nasreen Bahreman	Clinical Assistant Professor	HP 5110C	410-704-6541	<a href="mailto:nbahreman@towson.edu">nbahreman@towson.edu</a>
Dr. Tammy Bowers	Clinical Assistant Professor	USMH Center	240-527-2749	<a href="mailto:tbowers@towson.edu">tbowers@towson.edu</a>
Dr. Katherine Brewer	Assistant Professor	HP 3110G	410-704-4210	<a href="mailto:kbrewer@towson.edu">kbrewer@towson.edu</a>
Dr. Sarah Caro	Assistant Professor	HP 5110H	410-704-4354	<a href="mailto:scaro@towson.edu">scaro@towson.edu</a>
Dr. Elizabeth (Beth) Crusse	Clinical Associate Professor & Assistant Chairperson	HP 5110G	410-704-4205	<a href="mailto:ecrusse@towson.edu">ecrusse@towson.edu</a>
Prof. Mary Sharon Curran	Clinical Associate Professor	HP 5120CC	410-704-5314	<a href="mailto:mcurran@towson.edu">mcurran@towson.edu</a>
Prof. Megan Duffy	Clinical Assistant Professor & Clinical Placement Coordinator	HP 3110Q	410-704-6539	<a href="mailto:meduffy@towson.edu">meduffy@towson.edu</a>
Dr. Karen Frank	Clinical Associate Professor	HP 5110N	410-704-4387	<a href="mailto:kmfrank@towson.edu">kmfrank@towson.edu</a>
Dr. Renada Gilliard	Clinical Assistant Professor	HP 4110N	410-704-4974	<a href="mailto:rgilliard@towson.edu">rgilliard@towson.edu</a>
Dr. Susan Hammond	Clinical Assistant Professor	HP 3110P	410-704-4388	<a href="mailto:shammond@towson.edu">shammond@towson.edu</a>
Dr. Nancy Hannafin	Clinical Associate Professor	HP 5110D	410-704-5348	<a href="mailto:nhannafin@towson.edu">nhannafin@towson.edu</a>
Dr. Melanie Horning	Assistant Professor	HP 4110P	410-704-5424	<a href="mailto:mhorning@towson.edu">mhorning@towson.edu</a>
Dr. Stacey Iobst	Assistant Professor	HP 5110Q	410-704-4095	<a href="mailto:siobst@towson.edu">siobst@towson.edu</a>
Dr. Claudeth Jeffrey	Clinical Associate Professor	HP 4110G	410-704-5351	<a href="mailto:cjeffrey@towson.edu">cjeffrey@towson.edu</a>
Prof. Marie (Dolly) Kemerer	Clinical Assistant Professor	USMH Center	240-527-2748	<a href="mailto:mrock@towson.edu">mrock@towson.edu</a>
Dr. Susan King	Clinical Assistant Professor & Simulation Coordinator	HP 4110K	410-704-4211	<a href="mailto:sking@towson.edu">sking@towson.edu</a>
Dr. Mary Lashley	Professor	HP 5110E	410-704-4206	<a href="mailto:mlashley@towson.edu">mlashley@towson.edu</a>
Dr. Marguerite Lucea	Assistant Professor	HP 4110M	410-704-5671	<a href="mailto:mlucea@towson.edu">mlucea@towson.edu</a>
Dr. Hayley Mark	Professor	HP 5120AA	410-704-4514	<a href="mailto:hmark@towson.edu">hmark@towson.edu</a>
Dr. Michelle Ness	Assistant Professor	HP 5110P	410-704-5575	<a href="mailto:mness@towson.edu">mness@towson.edu</a>
Dr. Kathleen Ogle	Associate Professor & Hagerstown Coordinator	HP 5110K	410-704-4389 240-527-2726	<a href="mailto:kogle@towson.edu">kogle@towson.edu</a>
Prof. Nana Omole	Clinical Assistant Professor	HP 4110Q	410-704-4207	<a href="mailto:nomole@towson.edu">nomole@towson.edu</a>
Dr. Hyunjeong Park	Associate Professor & Chairperson	HP 5110T	410-704-3028	<a href="mailto:hpark@towson.edu">hpark@towson.edu</a>
Dr. Alison Pirie	Clinical Assistant Professor	HP 3110M	410-704-3160	<a href="mailto:apirie@towson.edu">apirie@towson.edu</a>
Dr. Laura Sessions	Assistant Professor	HP 5110R	410-704-5672	<a href="mailto:lsessions@towson.edu">lsessions@towson.edu</a>
Dr. Briana Snyder	Associate Professor & Graduate Program Director	HP 5110M	410-704-4851	<a href="mailto:blsnyder@towson.edu">blsnyder@towson.edu</a>
Dr. Goma Thapaliya	Clinical Assistant Professor	HP 5110J	410-704-5350	<a href="mailto:gthapaliya@towson.edu">gthapaliya@towson.edu</a>
Dr. Mark Walker	Assistant Professor	HP 5110S	410-704-4556	<a href="mailto:mwalker@towson.edu">mwalker@towson.edu</a>

## Staff

Name	Title	Office	Phone	Email
Arlene Ceribelli	Nursing Operations Specialist	HP 3120E	410-704-2513	<a href="mailto:aceribelli@towson.edu">aceribelli@towson.edu</a>
Shelby Creelman	Clinical Adjunct Liaison	HP 3120F	410-704-2692	<a href="mailto:screelman@towson.edu">screelman@towson.edu</a>
Courtney Faust	Administrative Assistant	USMH 404	240-527-2757	<a href="mailto:clfaust@towson.edu">clfaust@towson.edu</a>
Nakida Hagans	Administrative Assistant	HP 5101C	HP 5101C	<a href="mailto:nhagans@towson.edu">nhagans@towson.edu</a>
Mary Luken	Graduate Clinical Placement Coordinator	HP 3120G	HP 3120G	<a href="mailto:mluken@towson.edu">mluken@towson.edu</a>
Deanna McKeiver	Administrative Assistant	HP 5121C	410-704-3528	<a href="mailto:dmckeiver@towson.edu">dmckeiver@towson.edu</a>
S. Mark Monk	Simulation Technologist	HP 5120B	410-704-5038	<a href="mailto:smonk@towson.edu">smonk@towson.edu</a>
Katherine Patti	Administrative Assistant	HP 5101A	410-704-2068	<a href="mailto:kpatti@towson.edu">kpatti@towson.edu</a>
Patrick Pyott	Student Success Coordinator	HP 3120D	410-704-4299	<a href="mailto:ppyott@towson.edu">ppyott@towson.edu</a>
Lisa Shue	Academic Program Manager	HP 4120G	410-704-4384	<a href="mailto:lshue@towson.edu">lshue@towson.edu</a>
Molly Sisson	Admissions & Advisement Manager	HP 4120E	410-704-4170	<a href="mailto:msisson@towson.edu">msisson@towson.edu</a>
Terita Sutton-Williams	Nursing Operations Specialist	HP 5120D	410-704-5052	<a href="mailto:tsuttonwilliams@towson.edu">tsuttonwilliams@towson.edu</a>
Angela Tate	Academic Advising Specialist	HP 4120F	410-704-5780	<a href="mailto:atate@towson.edu">atate@towson.edu</a>

## APPENDIX C

### DEPARTMENT OF NURSING ORGANIZATIONAL CHART

