



COLLEGE OF PUBLIC HEALTH AND
ADMINISTRATION
SCHOOL OF NURSING
MASTER OF SCIENCE IN NURSING (MSN)

STUDENT HANDBOOK 2026
MSN GENERALIST
MSN NURSE ADMINISTRATOR
MSN NURSE EDUCATOR

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Welcome

Dear Franklin University Preceptor,

I want to express my sincere gratitude for precepting an MSN student from Franklin University's School of Nursing. As the program chair, I am committed to ensuring that you and the student have a rewarding and successful educational experience. The Franklin nursing program is designed to meet the needs of working registered nurses, who are seeking to advance their education and expand their career opportunities while balancing other commitments. Our faculty members are highly experienced and are committed to providing you and the students with the communication and resources needed to make this a meaningful learning experience.

Please plan to participate in three scheduled meetings during the 12-week clinical course which is a requirement of our accreditors. The initial meeting will be scheduled by the student for the purpose of introductions and to discuss the faculty, preceptor and student roles and responsibilities. The next meeting will be around midterm to make sure that students meet their required competencies, and the last meeting will occur around week 11 to again review progression with competencies and course learning outcomes. Meetings will be virtual. The MSN curriculum is currently undergoing updates to align with the 2021/2026 American Association of Colleges of Nursing (AACN) Essentials focused on domains, concepts and competencies that all advanced nurses should meet to effectively practice as an MSN-prepared nurse. These essentials guide what MSN students should be learning and demonstrate in their advanced nursing roles focused on clinical practice, education or nursing leadership in a variety of settings, as students participate in patient-facing clinical experiences.

Throughout the clinical course, your student will have the opportunity to develop clinical judgment, leadership, and communication skills essential to advance their current nursing practice as you share your nursing expertise. Students will also integrate the best evidence from current research and technology to guide their clinical experience. Be sure to ask them about their evidence-based projects and offer any suggestions based on your own nursing practice. Once again, thank you for taking part in this student's education. We look forward to working with you as a preceptor. Please reach out to me or any member of our team if you have any questions or concerns. Contact information is on the final page of this document. Thanks again for all that you do for our students.

Sincerely yours,

Lori B. Wagner, PhD, RN, CNE/Department Chair, Program Chair, RN to BSN and MSN Programs for School of Nursing

Preface

The Franklin University Catalog/Bulletin Policies and Procedures, accessible at <https://www.franklin.edu/current-students/academic-resources/university-bulletin>, contains policies applicable to all students. The MSN Program Student Handbook is provided to all MSN students as a supplemental guide related to specialized topics associated with the completion of the MSN program (Generalist, Nurse Administrator, and Nurse Educator track). The information in this handbook should supplement, not substitute, information published in the Franklin University Academic Bulletin. In any situation of unintended incongruence, the University Catalog/Bulletin takes priority. Successful matriculation and graduation from an academic program require adherence to all policies, procedures, and regulations stipulated by the MSN program and the University. If you have any questions regarding requirements or policies, do not hesitate to refer them to your academic advisor, program chair, or other appropriate persons.

This handbook presents the policies, procedures, and general information in effect at the time of publication. Students affected by any changes to this handbook will be notified in writing, and an acknowledgment of receipt is required.

This handbook is not intended to state contractual terms and does not constitute a contract between the student and the University.

Mission and Purpose Statements

The Mission of the College of Health & Public Administration (COHPA),
which houses the School of Nursing (SON) and the nursing programs, states
that the college will:

- Provide a relevant, high quality, lifelong education that will enable our students to:
- Enhance the quality of healthcare and public service
- Advance healthcare and public service careers
- Succeed in providing leadership that improves the quality of life in communities

School of Nursing (SON) Purpose:

We transform the future of healthcare through innovation, collaboration, opportunity, enthusiasm, and excellence in nursing education to benefit our students, our partners, and the communities we serve. By embracing diversity, change, and educational excellence based on the values of integrity and compassion, we nurture our students and provide them with robust learning opportunities

MSN Overview

The MSN non-advanced registered nurse practitioner program tracks are designed for those nurses who want to pursue more advanced positions in today's challenging healthcare environments. The program prepares nurses for leadership roles in practice and educational settings. The program blends nursing theory and advanced practice concepts necessary to work within the structure, culture, and mission of a variety of healthcare organizations or educational settings.

Graduate education builds upon knowledge and competencies gained in baccalaureate education.

Graduate students use critical thinking, creativity, and problem-solving skills that require in-depth nursing knowledge and are prepared to coordinate healthcare programs within complex systems in an era of healthcare reform. The curriculum is based on nursing and related theories and the application of research findings to clinical, educational, and administrative nursing issues. Graduate nursing programs now integrate the 2021 American Association of Colleges of Nursing (AACN) Essentials and represent a significant shift from concept-based to competency-based education, focusing on ten domains that span all levels of nursing education. These essentials guide what MSN students should be learning and demonstrating in clinical and education settings. Graduate students are also prepared for doctoral study in nursing and continued personal and professional development.

MSN Program Outcomes

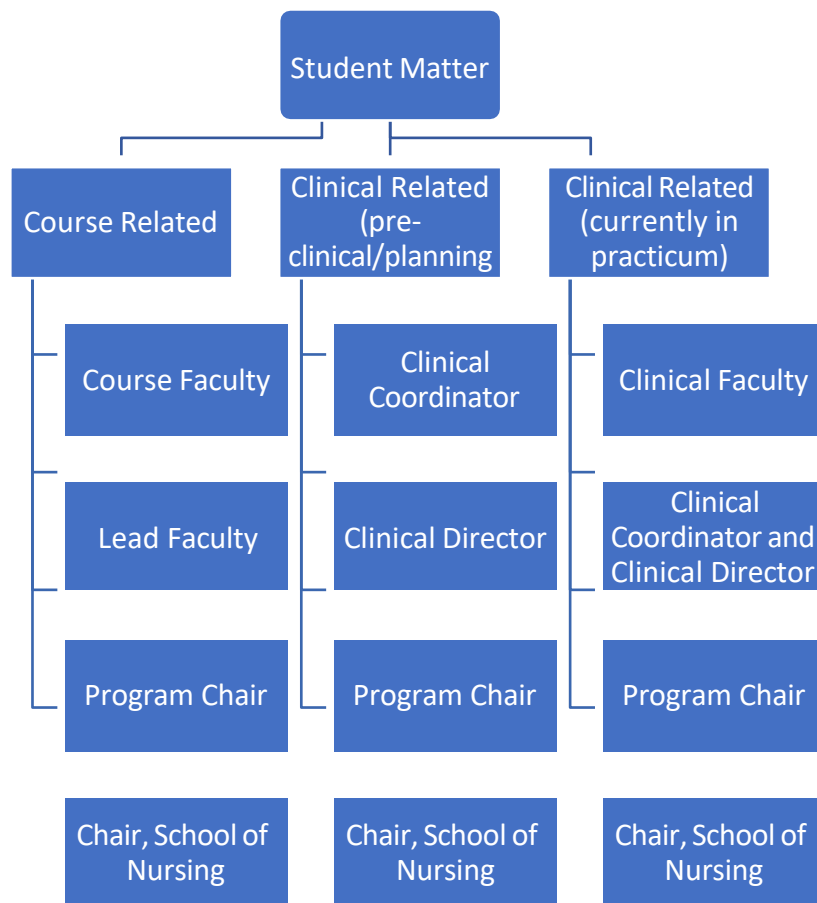
By completion of the program, graduates will:

1. Synthesize theories and knowledge from nursing and related disciplines to develop a theoretical basis to guide practice in an advanced nursing role.
2. Apply leadership skills and decision making in the provision of high-quality nursing care in diverse settings.
3. Provide leadership across the care continuum in diverse settings to promote high quality, safe, effective patient centered care.
4. Appraise, use and participate in the extension of nursing knowledge through scientific inquiry.
5. Integrate current and emerging technologies into professional practice.
6. Demonstrate responsive leadership, collaboration, and management to influence the advancement of nursing practice and the profession of nursing and to influence health policy.

7. Employ collaborative strategies and effective communication to advocate for the role of the professional nurse as a member and leader of interprofessional teams. Integrate clinical prevention and population health concepts to provide holistic, comprehensive nursing care for individuals, families, and aggregates.
8. Demonstrate an advanced level of understanding of nursing and relevant sciences and integrate this knowledge into practice

School of Nursing Communication Flow Chart

The communication flow chart establishes appropriate communication channels between students and faculty. This framework ensures that issues and concerns are addressed promptly and appropriately while promoting a safe and effective learning environment for students.



General Information

MSN Curriculum

The curriculum is designed to meet the professional standards for graduate nurses. The American Association of Colleges of Nursing, the American Nurses Association, and other professional bodies inform the curriculum. Detailed information for the [MSN Generalist](#), the [MSN Administrator](#), and the [MSN Nurse Educator](#) curricula are available on the Franklin University website.

Resources and Guides

Franklin University offers extensive resources to all students. Each course provides links to general and course-specific resources. Students are expected to become familiar with all resources, policies, and expectations outlined in the [University Catalog](#) (Bulletin).

APA Format and Writing Mechanics

Unless otherwise stated, all assignments are in APA format (American Psychological Association (2020) *Publication manual of the American Psychological Association* (7th ed.)). Students are expected to be familiar with and correctly use this format. Numerous resources are available through the Franklin University library (<https://www.franklin.edu/library/research-guides>)

Students are expected to use correct grammar, spelling, paragraph structure, and writing formats. Writing services and tutoring are available through Franklin University's Learning Commons. Grammarly, a writing feedback service, is also available. Students are expected to submit papers and assignments in Microsoft Word (unless otherwise instructed).

Course Examinations

Examinations may be required in some graduate nursing courses. These examinations may be proctored by video monitoring. A fee may be associated with each proctored exam. It is the student's responsibility to pay the associated fee and schedule the appropriate exam within the course in a timely manner.

Academic Integrity

As members of Franklin's campus community, all students are expected to uphold and abide by its published standards of conduct, embodied within a set of core values that include honesty and integrity, respect for others, and respect for the campus community. Academic-based violations committed in the context of submitted course assignments, group projects, or examinations, or violations of course or program policy included in the syllabus and/or provided to the student are subject to a charge of

academic misconduct. Students are expected to become familiar with and adhere to the [Community Standards and Student Code of Conduct](#) policies and expectations outlined in the [University Catalog](#) (Bulletin) and Franklin University Website.

Progression, Readmission, and Graduation Policies

1. An MSN, DNP, or post-graduate certificate student must achieve a “B” or better in each course required to earn the degree or post-graduate certificate. Franklin University considers a grade of “B” (3.0) (B+ or B) or higher as representing “mastery” criteria. Students earning a B- or lower in a course leading to the MSN or DNP degree or post-graduate certificate must repeat the course and may repeat the course only one time. A maximum of two courses may be repeated in the program.
2. Students in the MSN or DNP degree or post-graduate certificate must maintain a minimum grade point average (GPA) of 3.0 (B). If a student’s cumulative grade point average falls below a 3.0, the Academic Standard for Probation and Dismissal will go into place. This policy can be found in the [Franklin University Bulletin](#).
3. In lieu of academic dismissal, MSN or DNP degree or post-graduate certificate students who do not satisfy these standards will have the option to change to a different graduate program, provided they satisfy the admission requirements for that program and are in compliance with the University’s academic standards for graduate students.
4. Academically dismissed graduate students seeking reinstatement to Franklin University may submit an appeal to the Graduate Council. (Please see the Academic Standards policy in the Academic Catalog)
5. Students must maintain an unencumbered registered nurse license in all states where they are currently licensed throughout the duration of the graduate program and in the state(s) where they fulfill clinical course requirements. If at any time during enrollment in the graduate program a student’s nursing license becomes encumbered, suspended, or revoked, the student must immediately report this to the Program Chair. If a student’s registered nurse license is suspended or revoked, or if the student fails to report any changes in licensure status, the student will be administratively withdrawn from the graduate program. A student’s ability to continue enrollment in the graduate program with an encumbered license will be reviewed on an individual basis considering the restriction/limitations placed on the student’s practice as a registered nurse by the board of nursing in the state issuing the encumbered license.

Practicum Policies and Procedures

As a Franklin University student, you will participate in clinical practicum experience(s) designed to help you meet the program outcomes and competencies. You will request a practicum placement based on the course requirements and your location by submitting a request in EXXAT. The lead faculty will carefully assess your request to ensure it meets our academic standards and course outcomes. If approved, the lead faculty then assigns the preceptor and site to a Clinical Coordinator who arranges the contract with your site. Students may search for sites in EXXAT by area to explore current contracted or established sites. Once approved, students register for their practicum class (es) through the clinical coordinators. Occasionally, a student may need to travel a significant distance for a practicum opportunity. Faculty-approved practicum placements enable us to organize clinical learning experiences that meet the high standards and curricula of Franklin University.

IMPORTANT NOTE: In order to be compliant with federal and state regulations related to distance education and professional licensure programs, not all professional licensure programs are open for enrollment or completion of required clinical experiences in every state or US territory. Practicum sites must be in a state where Franklin is open and authorized to host a practicum experience. To see which locations are open for Franklin's nursing programs, please check the "Program Availability" list on your program's webpage or search by program or location through our [Program Availability by Location Tool](#).

Student Requirements and Documentation Planning



Practicum Preparation Process

1. Students should carefully read the requirements for the practicum and plan for site selection.
2. Students should begin arrangements for their practicum at least six (6) months prior to the start of NURS 795 and NURS 799. Contact the Clinical Coordinator at clinicals@franklin.edu if you need assistance from the Lead Faculty or Program Chair.

3. Submit a "My Request" for your practicum site and preceptor in EXXAT at least six (6) months prior to the start of the practicum.
4. Complete all health and safety and background check documentation in EXXAT at least three (3) months prior to the start of the practicum (Appendix A).

Student Practicum Expectations

The Franklin University Graduate Nursing Students Clinical Practice is based on the American Nurses Association Scope and Standards of Practice (2004), principles of safe practice, agency policy, and their knowledge, skill, and development as graduate nursing students. Therefore:

Students are expected to be familiar with:

1. The 6 ANA Standards of Practice and their sub-parts;
2. The 9 ANA Standards of Professional Performance;
3. The ANA Code of Ethics for Nurses;
4. Ohio Revised Code, Chapter 4723 (or applicable state BON rules);
5. The Code of Ethics of the American Nurses Association (ANA);
6. Essentials of Master's Education for Advanced Practice Nursing from the American Association of Colleges of Nursing (AACN);
7. Essential Clinical Resources for Nursing's Academic Mission (AACN);
8. Standards for Accreditation of Baccalaureate and Graduate Programs in Nursing from the Commission on Collegiate Nursing Education (CCNE);
9. Joint Commission for Accreditation of Healthcare Organizations (JACHO) standards and National Patient Safety Goals;
10. Centers for Disease Control (CDC) and the Ohio Department of Health (ODH) standards;
11. National League for Nursing Academic Nurse Educator Certification Program;
12. Nursing's Agenda for the Future created by a coalition of national nursing organizations;
13. Healthy People 2030 (US Public Health Service);
14. Agency Policies and Procedures; and
15. Course Specific Clinical Guidelines.

Students Responsibilities:

1. Adhere to all Franklin University policies and procedures and state Board of Nursing rules. Failure to exhibit integrity, ethical conduct, professional standards, or any violation of the responsibilities listed herein may result in a failing grade or dismissal from the nursing program and the University. Student conduct in the clinical setting must be in a manner that demonstrates safety, adherence to professional standards and reflects positively upon Franklin University.

2. **Graduate nursing students MAY NOT UNDER ANY CIRCUMSTANCES, ride in land, sea, or air ambulances.**
3. Time Logs, Preceptor Evaluations, Student Evaluations
 - a. Forms regarding specific practicum documentation, such as time logs, evaluations, etc. will be in EXXAT or distributed within the NURS 799 and NURS 795 courses.
4. Facilitate and attend 3 practicum check- in meetings with your preceptor and course instructor.
5. Evaluation of the Preceptor and Clinical Site
 - a. Following the practicum, students will complete an evaluation of the preceptor and practicum site in EXXAT.

Health and Safety

All students participating in practicum experiences must meet health and safety requirements. Documentation must begin six (6) months prior to the practicum course and always meet requirements. See Appendix A for all required items. Students cannot start any practicum experience until all requirements and documentation have been submitted and verified by the Clinical Coordinator (clinicals@franklin.edu).

Preceptors and Practicum Site Requirements

1. Students are expected to locate a prospective preceptor and practicum site and finalize approval no later than six (6) months prior to the start of NURS 795 and/or NURS 799 (if applicable). Failure to plan ahead and to provide adequate time for approval and documentation may result in postponing NURS 795 and/or NURS 799 (if applicable) to a later semester.
2. If students encounter difficulty identifying a site/preceptor after multiple documented attempts, we offer assistance to students when needed, and access possible practicum experiences. Please contact clinicals@franklin.edu for any questions. MSN Generalist, Nurse Administrator, and Nurse Educator students should have secured their practicum site at least six (6) months prior to NURS 799 and Nursing 795. Submit the MSN Preceptor/Site "My Request" in EXXAT at least six (6) months prior to the start of NURS 799 and NURS 795.
3. ***Practicum sites must be in a state where Franklin is authorized*** to host a practicum experience. Please contact the clinical coordinator at clinicals@Franklin.edu if you have questions about a potential location and state approval.
4. Remote practicum experiences require the Program Chair's approval.

Tips to Secure a Practicum Preceptor and Site

The Practicum is designed to allow the student to complete a culminating experience that supports their professional growth and future career goals. Securing the ideal site requires thoughtful reflection on the professional journey and future career goals. It is ideal to select a site and a preceptor that will help to bolster future professional roles.

It is essential to ensure a strong working relationship between the preceptor and student, as well as to avoid the need to travel long distances or incur travel-related expenses. Students have better luck when they visit a potential site/preceptor in person and are familiar with the goals of the practicum.

The practicum site may be an excellent opportunity for future employment or valuable professional connections. Another option is direct messaging to potential preceptors via LinkedIn. Students may also have professional relationships in the workplace, professional organizations, community groups, church, etc., who may be able to serve as a preceptor or personally introduce them to someone in the healthcare community.

Identifying a Preceptor

1. Students are responsible for identifying a potential preceptor(s) at least six (6) months prior to the start of NURS 799 and NURS 795.
2. Preceptors need to be selected based on their education, experience, and willingness to work with students.
3. The preceptor should be a master's prepared nurse, healthcare administrator, or educator with at least two years of experience in the field.
4. If the preceptor is a nurse, they must have a current unencumbered license as an RN, at least two (2) years of experience, and have at least a master's degree.
5. Preceptors **cannot** be immediate supervisors, family, or friends.
6. Preceptors may be someone working within the student's place of work but not within their immediate department or unit.
7. Students may have more than one preceptor during a single practicum course, with prior faculty approval.

8. Student preceptor(s) are approved by Franklin University Nursing faculty in EXXAT after the appropriateness of the preceptor(s) has been determined.
9. Preceptors will be provided with a Preceptor Handbook regarding the course, expectations, etc.
10. If the student has difficulty securing a preceptor, the Clinical Coordinator (clinicals@franklin.edu) should be contacted for assistance and suggestions.

Identifying a Practicum Site

1. Students are responsible for identifying potential practicum sites at least six (6) months prior to the start of NURS 799 and/or NURS 795.
2. Examples of NURS 799 and NURS 795 Capstone Sites: Hospital unit or department, clinic, insurance agency, academic organization, outpatient setting, or other healthcare agency.
3. Nurse Educator Students Only:

Nurse Educator students **must** have a practicum experience in NURS 795 within a healthcare agency that provides direct patient care.
4. The practicum site may be at the student's workplace but must not be within their own department or unit.
5. The approval of the selected sites will be the responsibility of the MSN lead faculty or program chair.
6. Students are assigned to practicum sites by Franklin University Nursing faculty after the appropriateness of the site and preceptor have been determined.
7. Franklin University requires an affiliation agreement to be in place prior to student attendance at the clinical site. This will be secured by the clinical coordinator.
8. If the student is having difficulty securing a site, the Clinical Coordinator (clinicals@franklin.edu) should be contacted for assistance and suggestions.

Practicum Documentation

Students must comply with all health documentation and other professional requirements of Franklin University and the clinical agency prior to the start of the clinical experience, including any request for a drug screen or additional background check. In addition, each site may have unique requirements which the student is responsible for fulfilling. Students who are unable to complete these requirements successfully will not be permitted to complete the NURS 799 or NURS 795.

The following must be completed prior to registration for NURS 799 and NURS 795.

1. The clinical coordinator will secure the Affiliation Agreement for the clinical site
2. The clinical coordinator will secure the preceptor agreement and proof of licensure.
3. The student should request the preceptor's CV to upload during the "My Request" process in EXXAT.
4. Health and Safety Documentation
 - a. All students participating in practicum experiences must meet health and safety requirements. Documentation should be completed three (3) months prior to the start of NURS 799 and NURS 795. See Appendix A for all required items. **Students will not be able to begin any practicum experience until all requirements and documentation have been submitted to the Verified Credentials site.** Contact the Clinical Coordinator with any questions (clinicals@franklin.edu).
5. Background Check
 - a. Complete background check through Verified Credentials.

Practicum and Capstone Overview

Practicum Hour Requirements per Program

MSN Generalists: 80 practicum hours required

- NURS 799: Not required; can be taken as an elective option.
- NURS 795: Required course that includes 80 practicum hours must be completed to graduate. At least 40 hours should involve patient facing activities.

MSN Nurse Administrators: 80 practicum hours required

- NURS 799: Not required; can be taken as an elective option.
- NURS 795: Required course that includes 80 practicum hours must be completed to graduate. At least 40 hours should involve patient facing activities.

MSN Nurse Educators: 155 practicum hours required

- NURS 799: 1 credit (75 practicum hours) precepted experience is required; additional credits can be taken as an elective option.
- NURS 795: Required course that includes 80 practicum hours involving nursing student or new graduate clinical supervision. Simulation activities may be substituted for up to 50% of the patient facing hours.

NURS 799 Practicum

NURS 799 is a variable credit practicum course that provides students the opportunity to gain experience in an authentic work environment. The practicum course enables the graduate student to synthesize didactic concepts from the MSN curriculum and apply those concepts in a practical, supervised practicum experience.

Students can complete 1 to 4 credits of NURS 799; each credit equals 75 practicum hours. **Nurse Educator students are required** to take at least 1 credit (75 practicum hours) of NURS 799. Franklin University faculty and staff will be responsible for oversight of all regulatory and educational components of the practicum experience, including approval of practicum sites, verification of preceptor qualifications, maintenance of all student documentation, evaluation of sites, preceptors, and students, and oversight of students. There will be three (3) scheduled practicum check-in meetings with the student, preceptor and instructor during the start, midpoint, and end of the course.

NURS 799 Course Description: The MSN practicum experience provides students with the opportunity to receive academic credit for experience in an authentic work environment, which may be either external or internal to the University depending on the student's preference. The student will have the option of precepted or non-precepted experiences that are approved by the faculty member. See Appendix B for more details about the NURS 799 Practicum.

NURS 795 Capstone

NURS 795 Capstone is the culminating course in the MSN (Generalist (**NG**), Administrator (**NA**), and Educator (**NE**) tracks) program. The NURS 795 Capstone will enable the graduate student to synthesize didactic concepts from the MSN curriculum and apply those concepts in a practical, supervised practicum experience. The practicum component consists of 80 hours with a preceptor. For NG and NA students, 40 hours of these 80 hours need to involve patient-facing activities. Nurse Educator students need to complete all these 80 hours in a patient care setting supervising nurses, nursing students, or new graduates, with a preceptor on a clinical floor. There will be three (3) scheduled practicum check-in meetings with the student, preceptor and instructor during the start, midpoint, and end of the course.

Franklin University faculty and staff will oversee all regulatory and educational components of the practicum experience, including approval of practicum sites, verification of preceptor qualifications, maintenance of all student documentation, evaluation of sites, preceptors, and students, and oversight of students. **All prerequisite courses must be completed before the start of the capstone course.** See Appendix B for more details about the NURS 795 Capstone.

NURS 795 Course Description: The purpose of this capstone course is to provide the student with the opportunity to examine the role of the master's prepared nurse in a health care or education setting. Using a combination approach of seminar and precepted clinical experience, the student focuses on the integration and application of major concepts covered throughout the graduate nursing program and assists in preparation for comprehensive evaluation. The student is assigned to a health care or educational setting under the direction of an experienced master's prepared nurse executive/educator/practitioner for the practicum portion of the course. Eighty (80) precepted clinical (patient facing) hours are required. Prerequisite: completion of the MSN Core Curriculum and electives.

Policies and Processes for Conduct During Practicum Experiences

Preparation for Practicum Experiences

The student should prepare for the clinical experience as recommended by the preceptor and course instructor. This preparation includes understanding and meeting course learning objectives, conferring with faculty on areas of weakness that need to be refined, and seeking independent learning experiences that will promote self-confidence and competence. It is further recommended that prior to starting the clinical experience, the preceptor discusses the student's goals. The student is expected to prepare for the clinical experience by researching information that supports goal attainment.

On the first day of the clinical experience, the preceptor will orient the student to the clinical practice setting, facility policies and procedures, and required safety and learning modules. The student is responsible for arranging a date and time with preceptor and instructor for the first clinical check-in.

Clinical Attire

Students are expected to dress appropriately for the practicum site, consistent with Occupational Safety and Health Administration (OSHA) standards and professional expectations. The clinical site may specify an alternative dress code (i.e., scrubs) in accordance with OSHA and state law considerations. **Students must always wear their Franklin University picture identification nametag and introduce themselves as Franklin Graduate Students during the practicum.**

Scheduling Practicum Hours

The student should schedule practicum hours that are in keeping with the preceptor's schedule and availability - not the student's schedule or convenience. Prior to beginning the practicum, students and preceptors need to agree on the days and times that the student will be in the practicum agency. The student's personal and work schedules are expected to accommodate participation in the required number of clinical hours specified by the practicum course. *Students may not begin practicum hours before the first official day of the semester that the course starts.* All required supervised practicum hours must be completed by the end of the semester unless the course faculty authorizes an extension in writing. Students are not permitted to be on the practicum site during weekends, holidays, or other times when the University is not in session without written approval from the course supervising faculty. Due to the need for three clinical check-ins, practicum hours should be spread as evenly as possible throughout the course and not stacked in the last few weeks.

Student Attendance on Scheduled Clinical Days

The student must attend the number of clinical hours consistent with the program requirements regardless of when they reach the minimum required hours for the course.

Students should not assume they will be permitted to make up clinical hours with their preceptor if they fail to complete the required number of practicum hours for the term. The course faculty must provide approval for extending practicum hours beyond the semester in which the course is taken. If a student cannot complete the required hours due to an unforeseen event, the student must notify the course faculty immediately to determine if the situation warrants an extension of the clinical practicum and under what conditions this will occur.

If a student is to be absent for a scheduled clinical day (due to illness or an emergency), the student should notify the preceptor prior to the beginning of the clinical day. On the first clinical day, students should identify the procedure for contacting the preceptor in case of absence. In the event of a planned or unexpected absence of the preceptor, arrangements may be needed for a qualified backup preceptor. The clinical coordinator and course instructor will determine credentialing needs for backup preceptor if this is anticipated for more than 1 (one) day.

Practicum Health and Disability Policies

Student Health: Illness/Injury During Clinical Practicum

In the event of a medical emergency, hazardous materials exposure, needle stick or sharp object injury, or other clinical-related injury as defined by the clinical preceptor, the student should be sent to the nearest emergency room. The student will be responsible for any charges incurred for these events. The preceptor and student will immediately notify the course faculty of any such events.

In non-emergency situations, the student may verbally tell the course instructor faculty that they elect to seek care from a private health care provider/clinic. Any expenses incurred will be the responsibility of the student. The student and/or preceptor will notify the course instructor of these events as soon as possible.

Clinical Practicum Disruption Policy

Students with a documented disability that temporarily affects their clinical coursework must notify the Lead Faculty/Program Chair and register with the Office of Accessibility Services, providing appropriate documentation. The Office of Accessibility Services will determine accommodations in consultation with faculty, and the Lead Faculty/Program Chair will oversee their implementation. Students will receive the necessary time to complete clinical coursework if it does not fundamentally alter course requirements. Possible accommodations include an Incomplete ("I") with a set deadline for completion following the university's incomplete policy or a possible Tuition Fee Waiver if withdrawal is necessary.

Students must provide medical clearance documentation before resuming clinical coursework.

Impaired Student Policy: Perception of Impairment

Should the preceptor, nursing faculty, or other individuals perceive that a student is mentally or physically impaired, immediate action must be taken to relieve the student of his/her duties and place the student in a safe area away from the clinical setting. The immediate goal is to provide for the safety of patients, the public, other students, and the student who may be impaired.

If the student is perceived to have the odor of alcohol, or marijuana, or observed behaviors such as, but not limited to, slurred speech, unsteady gait, confusion, sharp mood swings/behavior, especially after an absence from clinical experience, lack of manual dexterity, excessive health problems, increased absenteeism, tardiness or irritability, severe weight loss, needle track marks especially in the inner elbow, carelessness in appearance and hygiene, or euphoria, which cause the preceptor to suspect the student may be impaired by a substance, the preceptor will immediately inform the student as to why actions are being taken to relieve the student of his/her duties and then notify the course faculty for further action.

The preceptor will not send the students home or permit them to leave the building. The course faculty must be contacted immediately for instructions. Please review the Franklin University policies on alcohol and drug/controlled substances on the [Drug Free Schools and Communities Act](#) web page.

Appendices

Appendix A: Practicum Required Documentation

All students participating in clinical experiences must meet the following health and safety requirements prior to enrolling in NURS 795 and NURS 799. Failure to keep documents up to date may result in an administrative withdrawal from the course or prohibition from attending the clinical until the deficit is corrected.	
TB (tuberculosis) Testing • Upload 2-Step PPD (time interval between step 1 and step 2 is 1-3 weeks) OR • QuantiFERON Gold OR T-SPOT test. • TB blood tests are not affected by the BCG vaccine. • If 2-Step PPD skin test OR QuantiFERON Gold OR T-SPOT test is positive, please upload a negative chest x-ray result. • Enter completion date as 'date read' OR 'result date'. • For PPD Skin test and blood test - expiration date is 1 year from date read or result date	• The same chest x-ray can be uploaded for the next two years with an updated known positive annual symptom check document. • Tuberculosis Chest X-Ray (valid for 3 years): required only for a first-time positive TB blood test. Annually: • After initial 2-step PPD, we annually accept 1-Step PPD OR T-SPOT OR QuantiFERON Gold (Lab report required) OR • Known positive annual symptom check from health care provider is required. Please upload the Known positive annual symptom check document under TB screening form placeholder. Documentation must be current through a semester to be placed in clinical Note: clinical/clinical facility has the right to refuse access to the site or require masks at their discretion)

Hepatitis B

- 3 or 2 (Heplisav B) documented vaccinations **AND a Positive titer (lab report required).**

OR

- Recent Positive Hepatitis B surface antibody titer (obtained within the last 6 months).
- If titer is negative/low/equivocal, must repeat the series followed by a repeat titer.
- If repeat titer is negative/low/equivocal, then a letter from an HCP is needed stating that the student is a non-responder.
- Nonresponder form is accepted.

Tdap

(Tetanus/Diphtheria/Pertussis)

- Tdap vaccination dated within 10 years from the date of administration.

MMR

(Measles/Mumps/Rubella)

- Upload 2 documented vaccinations

OR

- Positive titer for **all 3 components** (lab report required).
- If titer is negative/low/equivocal, must repeat the series of 2 vaccinations, separated by at least 28 days.
- Repeat titer required (after the re-vaccination) in 4 weeks.
- If your repeat titer is negative, please submit a non-convertor letter from your HCP

Influenza Documented flu vaccination for the current flu season (Aug 1st - April 30th) annually • (Note: The clinical site designee has the right to refuse access to the site or require masks at their discretion. • Pharmacy receipt/prescription as proof of vaccination is accepted. The document must have the manufacturer's name, lot number and the name of the pharmacist who administered the vaccine.	
Varicella • 2 Documented vaccinations OR Positive titer (lab report required). • If titer is negative/low/equivocal must receive 2 doses of varicella vaccine 4 weeks apart. • Repeat Titer is not required. • History of disease is not accepted.	

CPR • Must be American Heart Association (AHA) BLS provider OR American Red Cross (must be current through a semester to be placed in clinical/practicum). • Upload front and back of the card indicating completion of both the written and hands-on skills component. • Enter expiration date as renewal date shown on card/certificate. • Enter the expiration date as the last day of the month for that year.	Background Check: Franklin University contracts with the company Verified Credentials for back ground checks at no cost to the student. The clinical coordinator will send out more information a few weeks prior to practicum. National Criminal Background Check including excluded Provider Search on OIG and GSA. (clinical facility designee has the right to request additional background checks including monthly OIB & GSA and drug screens at student cost)
Health Insurance • Health insurance coverage is required. • Front and back of card to be uploaded. • Student name should be on the card • Coverage must be maintained in active status throughout clinical courses. • OR • If a student is dependent and does not have their own health insurance card, they must show documentation from Health insurance showing their dependency.	Professional Nursing Liability Insurance • Documentation of current professional liability insurance that includes student coverage is required. • The minimum amount required is \$1 million for each claim/ \$3 million aggregate. • Renewal is based on the expiration of your policy.
Authorization for Release of Record to clinical/clinical site	

General Waiver and Release of Liability form Required Education Each healthcare institution will communicate to faculty and students any required educational content to be completed prior to participating in the clinical experience	Additional Requirements: This list may change as clinical sites may require more than our standard minimum. Changes will be communicated to you in writing within 10 days of notification to the University
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RN License must be active and unencumbered in the student's primary licensing state as well as the state of clinical placement, as applicable, throughout the MSN program. Licenses will be verified prior to NURS 795 and NURS 799

*TB Screening and Testing of Health Care Personnel:
<https://www.cdc.gov/tb/topic/testing/healthcareworker>

RN License must be active and unencumbered in the student primary licensing state as well as the state of clinical practicum placement, as applicable, throughout the MSN program. Licenses will be verified prior to NURS 799 and NURS 795.

Health Insurance must be maintained in active status throughout clinical courses.

Declinations: Declination of ANY of the compliance items requires a letter, on clinic letterhead, that states that the clinical site is aware of the declination and approves the student. This letter is required for every semester that the student is in clinical.

Note: Clinical/practicum facility has the right to refuse access to the site or require masks at their discretion.

Appendix B: NURS 795 Capstone Overview

In NURS 795, students will complete a unique practicum experience over 80 hours. The student and preceptor will determine goals and outcomes for the practicum (based on the AACN Essentials and specialty professional standards) that will best support student achievement of the MSN program learning outcomes. Half (50%) of the student's total clinical hours must involve patient-facing activities. The other 50% may involve indirect patient activities as described below.

NURS 795 (Patient Facing Hours)	Direct	Indirect	Total
MSN Nurse Administrator	40	40	80
MSN Nurse Generalist	40	40	80
MSN Nurse Educator *	80 (NURS 795)	75(NURS 799)	155
Nurse Educator students complete 75 hours (indirect) in NURS 799			

Patient Facing (Direct Care) Practicum Hours

Examples may include:

Nurse Educator: Coaching students or new graduates on the unit (assisting students with assessments, guiding patient care, directing clinical decision-making), supporting staff nurses learning new equipment or procedures at bedside, providing just-in-time teaching during patient rounds or huddles, patient and family education (direct interaction), teaching patients in variety of settings, running a support or teaching group, evaluating learning needs (health literacy, barriers, readiness, readability level of materials, assessing patient/student before and after education to determine level of learning. *Simulation can be used for up to half of direct patient care hours. This includes designing and facilitating a clinical simulation based on current patient scenarios; guiding debriefing sessions that influence how learners will care for complex patients in a safe environment, running mock codes or skills refreshers for staff caring for specific populations.

Nurse Administrator: Patient rounds, utilization review, assisting with root cause analysis of clinical incidents, reviewing real-time staffing needs or workflow decisions that impact patient outcomes, evaluating staff compliance with patient safety protocols, contributing to discharge plans or transitions of care, participating in care coordination, participating in telehealth visits with preceptor (real-time), phone triage or follow-up calls, providing education or coaching through video visits.

Nurse Generalist: Any of the above; depending on career goal.

Indirect Care Practicum Hours

Students must complete the required number of practicum hours for the experience through engaging in activities with an approved preceptor.

Practicum hours are calculated using the time spent achieving the practicum/course objectives and accruing evidence of accomplishments.

Examples of activities that will count toward practicum hours (not all-inclusive):

- Meeting/following/shadowing with the preceptor.
- Developing and presenting a presentation/activity for the preceptor that is appropriate for the practicum experience.
- Working on a project or part of a project that supports unit goals.
- Attending meetings with experts who can help support the presentation or for task team meetings that pertain to the presentation.
- Attending seminars, workshops, or continuing education classes to have a direct relationship to course objectives.
- Conducting a literature search, if that is one of the student's objectives and other preparatory activities that will help the student accomplish their objectives.
- Assisting with developing and administering assessment and evaluation tools. **Note:** Students cannot assist if site IRB approval has not been granted.

Activities **not** included in practicum hours are:

- Driving time to and from the clinical site for the practicum
- Attending seminars or continuing education classes that do **not** have a direct relationship to course objectives

- Time spent printing and copying materials
- Working in the student's regular employment

Students may not receive payment for practicum hours at any time during any practicum experience. Some students may complete the required practicum hours before the semester concludes and that is acceptable.

Appendix C: School of Nursing and Faculty Responsibilities

School of Nursing and Faculty Responsibilities

1. Validates completion of student health requirements, liability insurance and licensure prior to the start of the practicum experience.
2. Acts as a liaison between preceptors and students, problem solving any difficulties that arise.
3. Guides and evaluates student achievement of course objectives.
4. Reviews the student's feedback of the practicum preceptor and provides feedback to the preceptor as needed.
5. Reviews the preceptor's feedback of the student and provides feedback to the student as needed.
6. Insures that students have met and documented all required practicum hours.
7. The course faculty will meet with the student and the preceptor three times during the course. Additional meetings may be necessary if there are any concerns regarding the student meeting clinical expectations. Visits will be conducted using phone or web software.

Appendix D: Preceptor Responsibilities

1. Assist the student in selecting realistic and specific practicum goals within the framework of the course objectives.
2. Orient students to the practicum site.
3. Guide student acquisition of practicum skills within the framework of course objectives.
4. Observe the student's interactions with clients/staff.
5. Validate practicum findings.
6. Validate all student practicum hours on the Time Log of Practicum Hours (Appendix B). Only those hours involved in on-site work or projects directly resulting from a site project may be claimed as practicum hours.
7. Provide ongoing feedback to the student throughout the course.
8. Notify faculty immediately of any concerns about the student's practicum performance.
9. Submit a completed Practicum Preceptor Feedback form at the end of the practicum experience. Course faculty will remind you when to complete this activity.
10. Maintain confidentiality regarding the student's progress and performance in the practicum experience to those directly involved with this experience in accordance with FERPA rules.