

# Franklin University

Master of Science in Nursing (MSN)

MSN Generalist

MSN Nurse Administrator

## HANDBOOK



*June 1, 2021*



## PREFACE

The [Franklin University Catalog/Bulletin](https://www.franklin.edu/current-students/academic-resources/university-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 completion of the MSN program (generalist and nurse administrator). The information in this handbook should supplement, not substitute, information published in the Franklin University Academic Bulletin. In any situations of unintended incongruence, the University Catalog/Bulletin takes priority.

Successful matriculation and graduation from an academic program requires adherence to all policies, procedures, and regulations as 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 acknowledgement 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.

## MSN OVERVIEW

The MSN program (generalist and administrator tracks) is designed for those nurses who want to pursue more advanced positions in today's challenging health care environments. The MSN program prepares nurses to function in 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 health care 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 health care programs within complex systems in an era of health care reform. The curriculum is based upon nursing and related theories and the application of research findings to clinical and administrative nursing issues. 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.
8. Integrate clinical prevention and population health concepts to provide holistic, comprehensive nursing care for individual, families, and aggregates.
9. Demonstrate an advanced level of understanding of nursing and relevant sciences and integrate this knowledge into practice.

## GENERAL INFORMATION

**MSN Curriculum:** The MSN (Generalist and Administrator tracks) curriculum was designed to meet the standards of the profession for graduate nurses. The curriculum is informed by the American Association of Colleges of Nursing, the American Nurses Association, and other professional bodies. Detailed information for the [MSN Generalist](#) and the [MSN Administrator](#) curricula are located 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 as 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* (7<sup>th</sup> 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.

**NURS 795 Practicum:** The culminating course in the MSN program is the NURS 795 Practicum. The remainder of this handbook addresses specific requirements for preparation and completion of NURS 795.

# NURS 795 PRACTICUM

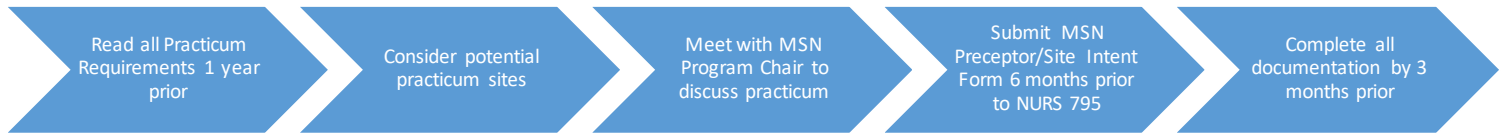
## NURS 795 Practicum Overview

NURS 795 Practicum is the culminating course in the MSN (Generalist and Administrator tracks) program. The NURS 795 Practicum will enable the graduate student to synthesize didactic concepts from the MSN curriculum and apply those concepts in a practical, supervised experience. The practicum consists of 80 hours with a preceptor. 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. All prerequisite courses must be completed prior to the start of the practicum. See Appendix B for more details about the NURS 795 Practicum.

### **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 hours are required. Prerequisite: completion of the MSN Core Curriculum and electives.

## Student Requirements and Documentation Prior to NURS 795



### Process:

- Students should carefully read the requirements for the practicum, and plan for site selection.
- Contact the Clinical Coordinator [clinicals@Franklin.edu](mailto:clinicals@Franklin.edu) to schedule a meeting with the MSN program chair to discuss practicum options, **at least six (6) months prior** to the start of NURS 795.
- Submit the [MSN Preceptor/Site Placement Intent Form](#) **at least six (6) months prior** to the start of the practicum.
- Complete all health and safety, and background check documentation at least three (3) months prior to the start of the practicum (Appendix A).



## Practicum Site and Preceptor Requirements

- **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. Failure to plan ahead and to provide adequate time for approval and documentation may result in postponing NURS 795 to a later semester.**
- If students encounter difficulty identifying a site/preceptor after multiple documented attempts, we offer assistance to ensure students are able to access the practicum experiences they need. Please contact [clinicals@franklin.edu](mailto:clinicals@franklin.edu) for any questions. MSN Generalist and Nurse Administrator students should have secured their practicum site at least six (6) months prior to taking the Nursing 795 practicum. Submit the [MSN Preceptor/Site Placement Intent Form](#) at **least six (6) months prior to the start of NURS 795.**
- Practicum sites, if outside of the student's state of residence, must be in a state where Franklin University is authorized to host a practicum experience. Please contact the clinical coordinator at [clinicals@Franklin.edu](mailto:clinicals@Franklin.edu) if you have any questions about a potential location and state 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 about the professional journey. It is ideal to select a site and a preceptor that will help to bolster future professional roles.

It is important 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 student should approach this initial visit as an "interview" as well as an excellent opportunity to "sell" their abilities/interest for becoming a leader in the organization. The practicum site may be an excellent opportunity for future employment and/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

- Students are responsible for identifying a potential preceptor(s) at least six (6) months prior to the start of NURS 795.
- Preceptors need to be selected based upon their education, experience, and willingness to work with students.
- The preceptor should be a master's prepared nurse or healthcare administrator, with at least two years of experience in the field.
- 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.
- Preceptors cannot be immediate supervisors, family, or friends.
- Preceptors may be someone working within the student's place of work, but not within their immediate department or unit.
- Students may have more than one preceptor during a single practicum course, **with prior faculty approval.**
- Students are assigned to a preceptor(s) by Franklin University Nursing faculty after appropriateness of the preceptor(s) has been determined.
- Preceptors will be provided with a Preceptor Handbook regarding the course, expectations, etc.
- If the student is having difficulty securing a preceptor, the Clinical Coordinator ([clinicals@franklin.edu](mailto:clinicals@franklin.edu)) should be contacted for assistance and suggestions.

## Identifying a Practicum Site

- Students are responsible for identifying potential practicum sites at least six (6) months prior to the start of NURS 795.
- Examples of NURS 795 Practicum Sites: Hospital unit or department, clinic, insurance agency, academic organization, outpatient setting, other healthcare agency.
- The practicum site may be at the student's workplace, but must not be within their own department or unit.
- The approval of the selected sites will be the responsibility of the MSN program chair.
- Students are assigned to practicum sites by Franklin University Nursing faculty after appropriateness of site and preceptor have been determined.
- 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.
- Students are not permitted to attend practicum experiences in sites not approved by the respective faculty teaching the course.
- If the student is having difficulty securing a site, the Clinical Coordinator ([clinicals@franklin.edu](mailto:clinicals@franklin.edu)) should be contacted for assistance and suggestions.

## Practicum Documentation

Students **must** comply with all health documentation and other professional requirements of 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 successfully complete these requirements will not be permitted to complete the NURS 795 Practicum.**

**Complete the following prior to registration for NURS 795.**

- **Health and Safety Documentation**
  - All students participating in practicum experiences must meet health and safety requirements. Documentation should be completed three (3) months prior to the start of the NURS 795 practicum course. 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 Clinical Coordinator ([clinicals@franklin.edu](mailto:clinicals@franklin.edu)).**
  
- **Background Check**
  - Complete background check through Verified Credentials.

## Policies and Processes for Conduct During NURS 795

### 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 will discuss with the student the goals of the student. The student is expected to prepare for the clinical experience by research 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.

### 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 a Franklin University Graduate Student 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 begins. All required supervised practicum hours must be complete by the end of the semester unless the course faculty authorizes an extension, in writing.

Students are not permitted to be in the practicum site during weekends, holidays, or other times when the university is not in session, without written approval of the course supervising faculty.

## Student Attendance on Scheduled Clinical Days

The student must attend the number of clinical hours consistent with the program requirements and the minimum required hours for the course.

Students should not assume that should they fail to complete the required number of practicum hours for the term that they will be permitted to make up clinical hours with their preceptor. 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 back-up preceptor. **The clinical coordinator and course instructor will determine credentialing needs for a back-up preceptor if this is anticipated for more than 1 (one) day.**

## 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:

### All students are expected to be familiar with:

- a. The 6 ANA Standards of Practice and their sub-parts;
- b. The 9 ANA Standards of Professional Performance;
- c. The ANA Code of Ethics for Nurses;
- d. Ohio Revised Code, Chapter 4723 (or applicable state BON rules);
- e. The Code of Ethics of the American Nurses Association (ANA);
- f. Essentials of Master's Education for Advanced Practice Nursing from the American Association of Colleges of Nursing (AACN);

- g. Essential Clinical Resources for Nursing's Academic Mission (AACN);
- h. Joint Commission for Accreditation of Healthcare Organizations (JACHO) standards and National Patient Safety Goals;
- i. Centers for Disease Control (CDC) and the Ohio Department of Health (ODH) standards;
- j. Nursing's Agenda for the Future created by a coalition of national nursing organizations;
- k. Healthy People 2020 (US Public Health Service);
- l. Agency Policies and Procedures; and
- m. Course Specific Clinical Guidelines.

### **All Students Must:**

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 and/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.

**Graduate nursing students MAY NOT UNDER ANY CIRCUMSTANCES ride in land, sea, or air ambulances.**

### **Time Logs, Preceptor Evaluations, Student Evaluations**

Forms regarding specific practicum documentation such as time logs, evaluations, etc. will be distributed within the NURS 795 practicum course.

### **Evaluation of the Preceptor and Clinical Site**

Following the practicum, students will complete an evaluation of the preceptor and clinical site.

# 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

In the case where the student experiences a disability that may cause a temporary lapse in the ability to continue in the clinical practicum, the Franklin Clinical Disruption Policy will be in effect. The Clinical Disruption Policy applies to any student who is a qualified individual with a documented disability causing a temporary lapse in progress within their clinical (Practicum) coursework.

### Procedure

- 1) Student should alert the Lead Faculty/Program Chair regarding a temporary or permanent disability that would necessitate a temporary lapse in their clinical coursework.
- 2) Student must contact and register with the Office of Disability Services and provide appropriate documentation of the need for an accommodation.
- 3) The Office of Disability Services will engage in the interactive process with the student to determine the appropriate accommodation to support the documented disability. This may involve engagement with the Faculty/Department Chair to assess the appropriate and acceptable accommodation.



- 4) Office of Disability Services will contact Lead Faculty/Program Chair officially identifying the recommended accommodation to be provided to the student.
- 5) Lead Faculty/Program Chair will implement and oversee the applicable accommodation(s).

### Policy Details

- Students will be provided the appropriate amount of time as is medically necessary to navigate their disability with required clinical coursework. Keeping this in mind, the time provided to assist the student cannot fundamentally alter the requirements of the clinical assignment.
- Faculty will demonstrate flexibility in working with students who follow the above-mentioned procedure.
- Standard accommodations may include but are not limited to: (1) Allowance of a student to achieve a grade of Incomplete (“I”) in a course should the student have forty (40) clinical hours left to complete. Student would be required to complete all clinical course hours by a date predetermined by the Lead Faculty/Program Chair. (2) Allowance of a student to withdraw from a course at no charge via application for a Tuition Fee Waiver should it be deemed that they do not meet the hour threshold for receiving an Incomplete, or are unable to complete the course due to their recorded disability.
- All students seeking medically based extensions or accommodations to clinical requirements or coursework in the MSN program are required to obtain and provide medical clearance documentation to continue in or return to clinical coursework. A health care provider providing treatment for the documented disability must provide documentation.
- Students should work with the Program Chair/Lead Faculty and Clinical Site to determine how to complete remaining hours in the course. Appropriate alternatives will be explored by all parties to provide assistance to the student.

## 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 student 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 substance on the [Drug Free Schools and Communities Act](#) web page.

## Appendix A: NURS 795 Practicum Documentation

All students participating in practicum experiences must meet the following health and safety requirements prior to enrollment in the NURS 795 Practicum. Failure to keep documents up to date may result in an administrative withdrawal from the course or prohibition from attending the clinical practicum until the deficit is corrected.	
SUBMITTED ONCE	SUBMITTED EVERY YEAR (AS APPLICABLE)
Tuberculin* 2-Step TST OR QuantiFeron Gold OR T-SPOT TB blood tests are not affected by the BCG vaccine	Tuberculin* 1-Step Annual TST OR T-Spot OR QuantiFeron Gold OR Known positive annual symptom check from health care provider Tuberculosis Chest X-Ray: required only for a first time positive TB test
Hepatitis B Choice of either the 2 or 3 dose series documentation (and any boosters ) and post vaccination anti- HBs titer level showing immunity OR Recent anti- HBs titer showing immunity OR Non-responder documentation OR Signed declination	Influenza Effective dates: 10/1-4/30 annually OR Signed declination (Note: clinical/practicum facility has the right to refuse access to the site or require masks at their discretion)
Measles, Mumps, Rubella (MMR) 2 dose series documentation OR Titre Tetanus/Diphtheria/Pertussis Tdap OR Td vaccination with date within 10yr Varicella (Chicken Pox) vaccine OR immunity by titer	Professional Liability Insurance must be current through a semester to be placed in practicum
CPR American Heart Association (AHA) BLS provider or Military Training Network (MTN) course (must be current through a semester to be placed in practicum)	Background Check: Verified Credentials National Criminal Background Check including excluded Provider Search on OIG and GSA. (practicum facility has the right to request additional background checks including monthly OIG & GSA and drug screens at student cost)
Authorization for Release of Record to clinical/practicum site	Additional Requirements: this list may change as practicum sites may require more than our standard minimum. Changes will be communicated to you in writing within 10 days of notification to the University
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 practicum experience	

**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 the NURS 795 Practicum.

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

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

## Appendix B: NURS 795 Practicum Overview

In NURS 795, each student will complete a unique practicum experience. The student and preceptor will determine goals and outcomes for the practicum that will best support student achievement of the MSN program learning outcomes. Generally, experiences will include attendance at organizational meetings that are pertinent to the practicum experience, research and development of project materials, contribution to unit or department goals, and interaction with multiple team members.

At the end of the practicum, the student will present an overview of the project, with a detailed description of how the experience supported achievement of each of the program outcomes. A minimum of 80 hours must be completed through a combination of activities and documented on the Time Log of Practicum Hours.

**Practicum Hours:** Essentially, time spent achieving the practicum/course objectives and accruing evidence of accomplishments will count toward practicum hours. These are examples (not all inclusive) of what activities will count toward practicum hours:

- 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 the 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
- Classroom time (in class or online)
- 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
- Direct patient care

Students may not receive payment for practicum hours at any time during any practicum experience. Some students may complete the 80 hours before the semester concludes and that is acceptable.

## Appendix C: School of Nursing and Faculty Responsibilities for Practicum

### 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. Several times during the practicum course, the course faculty will contact the preceptor. Visits may be necessary if there are any concerns regarding the student meeting clinical expectations. Visits will be conducted using phone or web software.