



School of Health Professions

Department of Nursing
Master of Science in Nursing
(MSN) Practice Handbook

November 2022



This Master of Science in Nursing (MSN) Practice Handbook was designed to document requirements specific to the MSN program in the School of Health Professions Department of Nursing (DN). National University reserves the right to change any provision or requirement, including fees, at any time with or without notice. Failure to read this MSN Practice Handbook does not excuse students from the requirements and regulations described herein.

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1 Introduction



1 – Introduction

This Master of Science of Nursing (MSN) Practice Handbook has been prepared to serve as a guide for students enrolled in the Master of Science of Nursing (MSN) degree program at National University. University-wide rules and regulations can be found in the NU Catalog. The educational and practice experience protocols of the program are designed to align with the American Association of Colleges of Nursing (AACN) MSN Essentials (2011).

Please read this MSN Practice Handbook carefully, as you are expected to know this information, download the forms located in the appendices, and complete the applicable forms associated with your practice experience requirements. If you have any questions, please contact the Academic Program Director, Department of Nursing Program Director of Nursing in the School of Health Professions (SOHP) at shp@nu.edu. This document will be revised periodically to reflect necessary programmatic changes that may occur due to changes in the profession, the University, and other requirements or relevant contexts. All policies, and any changes to these policies, shall be reviewed and approved by appropriate administrative personnel and will be communicated to students as needed.

The MSN Program abides by the University's Non-Discrimination Policy, as found in the current NU Catalog. In addition, faculty are invested in the personal and professional growth of students and developing an understanding and appreciation for diversity is an important element of this growth. Diversity includes, but is not limited to, ethnicity, relationship status, gender identity, health status, national origin, race, color, religion, spiritual values, gender, sexual orientation, SES, learning disabilities, physical limitations, age, veteran status, belief systems, and academic and professional background. Respect for diversity is embedded in the nature of the MSN program at National University, and the program is committed to acknowledging and discussing issues of diversity. Due to the online nature of the program, students and faculty members come from a wide variety of contexts. As such, the importance of diversity can be seen in the actual diversity of our students and faculty, as well as being evident throughout our curriculum and educational outcomes.

This MSN Practice Handbook shall be distributed to the following named persons or groups of persons: 1) All MSN faculty members, MSN mentors, and leadership associated with the MSN program; 2) All MSN students in the MSN degree program, and 3) The Dean of the School of Health Professions.

MSN Program AACN Essentials

- I. Background for Practice from Sciences and Humanities
- II. Organizational and Systems Leadership
- III. Quality Improvement and Safety
- IV. Translating and Integrating Scholarship into Practice
- V. Informatics and Healthcare Technologies
- VI. Health Policy and Advocacy
- VII. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
- VIII. Clinical Prevention and Population Health for Improving Health
- IX. Master's-level Nursing Practice





MSN Core Courses

All students are required to complete the MSN core course sequence prior to enrolling in a specialization course. MSN core courses are aligned with the AACN MSN Essentials.

MSN Core Course Sequence

For specific MSN Core Course Sequence, please visit the **National University Catalog**.

MSN in Management and Organizational Leadership

The MSN Management in Organizational Leadership specialization is designed for experienced nurses who want to expand their career options. This specialty prepares staff nurses to assume a broader leadership role in nursing management within a healthcare organization and to actively participate in and lead interdisciplinary teams.

In addition to the American Association of Colleges of Nursing (AACN) MSN Essentials (2011), the specialization outcomes were based upon the American Organization for Nursing Leadership (AONL) Competencies (2015).

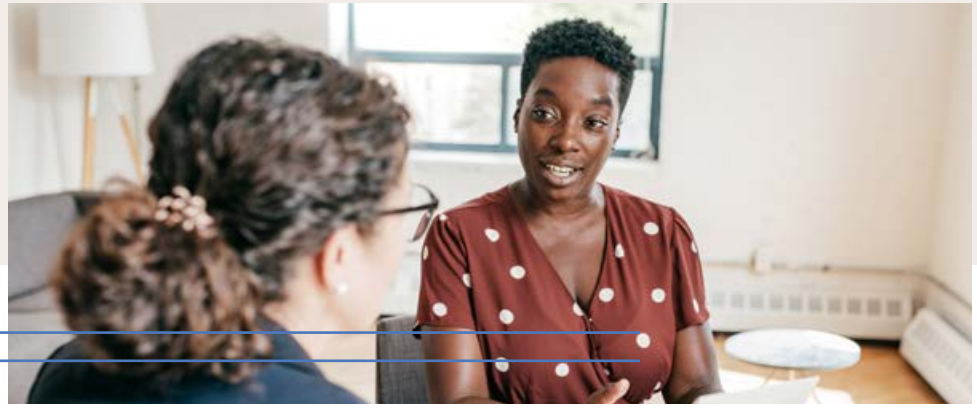
MSN Management in Organizational Leadership: AONL Competencies

- X. Communication and Relationship Building
- XI. Knowledge of the Health Care Environment
- XII. Leadership
- XIII. Professionalism
- XIV. Business Skills

MSN Specialization: Management In Organizational Leadership Course Sequence

For information on the Management in Organizational Leadership specialization course sequence, **please visit the Catalog**.





MSN Capstone Course

For information on the Management in Organizational Leadership specialization course sequence, please visit the [Catalog](#).

MSN Capstone Examples



2 Practice Experience Requirements



2 – Practice Experience Requirements

The mentored practice experience must be completed in an administrative setting, i.e. a place that provides structured patient care delivery. A practice experience setting is defined as the healthcare environment where the MSN student will conduct and complete mentored leadership activities during enrollment in the MSN program and MSN Project Proposal development.

The Affiliation Agreement must be in place during enrollment in MSN Practice Experience courses, and/or at least two months prior to the student engaging in any mentored practice experience at the designated practice facility. **Please see the Catalog for course information.**

Affiliation Agreement

Once the student has worked with the Program Director to identify a Mentor and site, an Affiliation Agreement form will be sent to the points of contact at the practice site by the Department of Nursing. The student must assist with identifying the appropriate individual at the practice site to whom the institution Affiliation Agreement should be forwarded. The Affiliation Agreement must be executed between National University and the practice experience setting institution. The Affiliation Agreement is usually reviewed by legal counsel of the practice experience site facility and may take some time to complete. The student is advised to start the process of securing a practice experience site and mentor early in the program. The signed Affiliation Agreement, Mentor Agreement, and curriculum vitae/resume of the mentor must be uploaded to Typhon during enrollment. A signed and fully executed Affiliation Agreement is returned to the practice experience institution before the student begins the mentored practice experience.

Practice Experience Documentation

Students are allowed to perform practice hours at their place of employment; however, not while working or having their supervisor as a mentor. The rotation must be separate from the student's primary employment area. Students may only be involved in obtainment of practice experience hours with your National University approved mentor and not utilize other individuals at the facility without prior approval of the Academic Program Director, Department of Nursing. Students are also responsible for developing a log of the practice experiences, including accurate reflections on activities and attainment of course outcomes. Practice experience hours are required to be documented, approved by mentor, and uploaded in the designated repository during the MSN program. Please note that travel time to and from your practice experience site cannot be claimed as practice experience hours.

As a general guide, the following activities may be counted toward the required practice experience hours:

- Activities that are directly related to the completion of the practice experience competencies and MSN capstone proposal.
- Working with diverse stakeholders to achieve aggregate-, organizational-, or policy-level goals, which may include identification of relevant practice issues or problems and proposal of interventions to address organizational needs or populations being served.

The following activities should generally not be included as practice hours:

- Travel time related to the practice site.
- Communication, such as e-mails and phone calls, unless conferencing, meeting, or conducting practice or project- related communications.
- Review of literature, library work, or development of the written document related to the MSN capstone proposal.

The MSN Capstone and mentored practice experiences require collaboration among the student, course faculty member, mentor, Program Director. Students, faculty, and mentors must assure that mentored practice experience hours are not falsely represented during the MSN Capstone and practice experience activities. The MSN Capstone and mentored practice experience hours are intended to cultivate meaningful learning while helping you achieve appropriate learning outcomes and competencies.





Students will complete a Proposed Practice Plan (P3) with their mentor and submit the plan for review in week one of each practice experience course. The Proposed Practice Plan (P3) can be found in Typhon program documents and templates.

Licensure

A current and unencumbered* license as a registered nurse (RN) is required in the US state or territory in which the student completes all assignments for the mentored practice experiences. (Note that military, federal, and foreign-educated nurses must meet this state requirement for nursing licensure). A current and unencumbered RN license must be maintained throughout the program. Students must have the registered nursing (RN) license number and state of licensure on file with NU and uploaded to Typhon. The MSN student is responsible to update this file when a renewal or change occurs. Each student is responsible for informing the Academic Program Director, Department of Nursing Program Director of Nursing if your license becomes encumbered. Failure of notification for encumbered status can lead to failure to progress in the program. If relocating, please ensure that the program is approved for practice placement within that state.

* *Unencumbered license – A license that is not revoked, suspended, or made probationary or conditional by the state licensing or registering authority as the result of disciplinary action.*

Health Assessment

Students are requested to obtain a health assessment as part of the practice experience component at the start of the specialization courses within the program. The Student Health Assessment form (See Appendix E) must be completed by or before the start of the specialization courses within the program. Students are responsible for fees associated with the Health Assessment and immunization titers or boosters as needed. Mumps, measles, rubella, rubeola, and varicella titers are required. An annual assessment for TB is required. A PPD or QuantiFERON test is required. If a positive tuberculosis screen is received, students must submit one negative chest x-ray report with the original health assessment and obtain an annual physical examination to rule out active chest disease. TD is required within 10 years. Hepatitis B immunization is encouraged. Proof of titers (MMR, rubeola, varicella, and Tdap) or proof of initial vaccination within the last 12 months is acceptable. All medical documentation should be uploaded to CastleBranch. If born in or before 1957, TB status is required prior to the approval of any Affiliation Agreement for practice experience placement. Students who are on a medical leave will need to obtain a medical clearance prior to returning to the practice setting.

Health Insurance

Each MSN student is required to carry health insurance or comparable coverage for emergency medical care. Most practice facilities and agencies require proof of health insurance coverage prior to student participation at practice sites. Documentation of health insurance must be uploaded to CastleBranch. Students are responsible for obtaining health insurance and any expenses related to any illness or accidents that may occur while participating in the National University MSN program.



Student Liability Insurance

All MSN students are required to have basic individual, professional liability insurance coverage throughout the MSN program. Students must provide a copy of the current professional liability insurance declaration page and upload in Typhon.

Proof of CPR

MSN Students must provide proof of completion of the American Heart Association Health Care Provider Level Cardiopulmonary Resuscitation (CPR) course prior to participation in the practice experience courses. Student agrees to maintain current CPR provider status throughout their attendance at National University. Students will NOT be permitted to attend any practice experience without a valid CPR card. CPR documentation must be uploaded to Typhon.

Comprehensive Background Checks

Nurses are entrusted with the health, safety, and welfare of patients. The mentored courses contain a didactic and mentored practice experience component. The healthcare facilities, where MSN students complete practice experience hours, are required by accreditation agencies to obtain background checks for security purposes on individuals where patient care is encountered.

All students enrolled in the NU MSN nursing program are required to obtain a criminal background investigation prior to the practice portion of the program. Fees associated with the background check are the responsibility of the student and are completed through Castlebranch. Any student who fails to provide a background check prior to the first day of their clinical/ practice course will be unregistered from the class and will not be allowed to attend class until the background check is provided. A student's failure to provide a criminal background check prior to their practice course start date will result in the following:

- Removal from class
- Cancellation of enrollment
- No final course grades
- No transcript

Certification of a clear criminal/background history is required to place students in practice experience environments. Students are required to meet with the Program Director to review the process, vendor, and designated repository for a certified, comprehensive background check. A student whose investigation shows a felony conviction or findings/misdemeanors that constitute a significant breach of moral or ethical conduct cannot be cleared for clinical/practice experience and thus will be withdrawn from consideration, or if accepted, must withdraw or cancel from the nursing program. During the nursing program, an enrolled student must notify the Academic Program Director, Department of Nursing of a criminal conviction and/or of behaviors that constitute a significant breach of moral or ethical standards. Annual updates will be required during the program of study. A felony conviction and/or behavior/misdemeanor conviction that constitutes a significant breach of moral or ethical standards will result in immediate dismissal from the nursing program.

Students may be required to obtain additional background checks as requested by practice experience agencies or state boards of nursing.

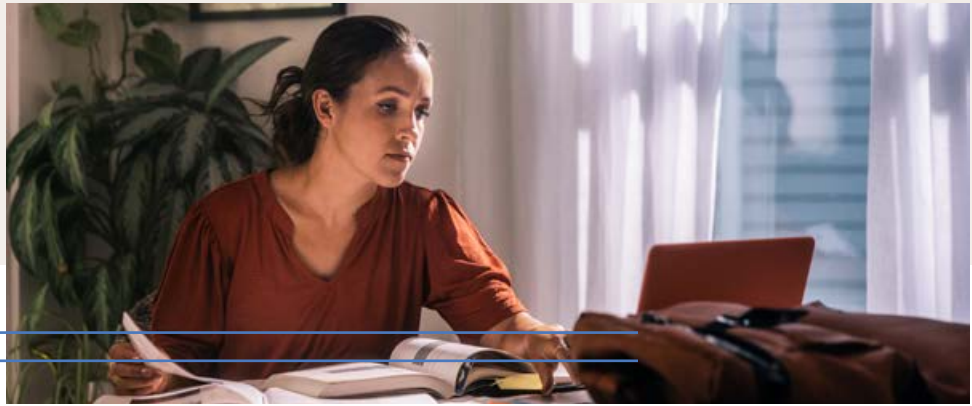
All practice experience requirements, including, but not limited to, health assessment, background check, drug screen, labs, titers, and trainings are to be updated annually. There are no exceptions to this rule.



Practice Experience Requirement Checklist

	CastleBranch	Typhon
Mentor/ Practice site		
CV		•
Agreement		•
Affiliation Agreement		•
RN licensure		
RN licensure		•
CPR (American Heart)		•
Liability insurance		•
Background check	•	
Drug screen	•	
HIPAA/ OSHA Policy	•	
Health insurance	•	
Health screenings/immunizations		
Health assessment	•	
MMR	•	
Rubeola	•	
Varicella	•	
Influenza	•	
Tetanus or TdaP	•	
PPD or	•	
Negative chest x-ray	•	
Hepatitis B (suggested)	•	



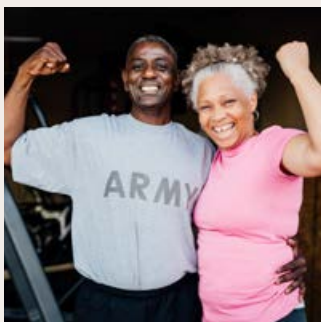


Practice Experience Verification

Before the MSN student enters the practice experience area, the Academic Program Director, Department of Nursing will verify all of the following:

- Both the student and practice experience mentor have an active, clear, unencumbered license to practice nursing in that state. Providing proof of licensure is required.
- The student has met all of the health screening requirements including physical exam, immunizations, drug screen, background check, OSHA/HIPAA, and TB clearance.
- A mentor agreement is in place and the credentials of the mentor were reviewed for appropriateness for the particular practice area.
- An Affiliation Agreement with the facility/agency is completed and in effect through the end of the scheduled practice course.
- National University has met the legal and regulatory requirements for conducting practice experience courses in the state where the practice experience is being conducted.
- Procedures are in place for communication, feedback, and evaluation of the student's experience from the student, mentor, and facility/agency.

3 Mentor



3 – Mentor

Experience, beliefs, and abilities are essential to developing proficiency in any professional individual. The mentor has a unique opportunity to share their experience, beliefs, and abilities with a fellow nurse who has limited experience in your area of expertise. The mentor is the expert and has the opportunity to assist someone learning about their professional practice setting.

The mentor serves as a professional exemplar, coach, and communicator for the MSN student. A professional exemplar allows the student to observe and experience what the mentor does on a daily basis while encouraging the student to ask questions. The mentor challenges, guides, and leads the student. Crucial to this process is the mentor's willingness to share one's professional values, beliefs, and skills while incorporating legal, ethical, and professional practice standards. The student is a professional nurse, but they are new or inexperienced with the practice experience area of the mentor. The mentor needs to remember that the student is an adult learner and is motivated by professional and personal attributes. While the student may be experiencing some anxiety and uncertainty, they are there to learn.

Knowles (1990) identified the characteristics of an adult learner as briefly summarized in the following statements.

- Adults prefer to know why they need to learn something before undertaking to learn it.
- Adults will invest considerable energy into something that they want to learn and perceive value in learning.
- Adult learners wish to be treated with respect and are capable of self-direction.
- Adults want to learn materials that have a practical application to learning in real-life situations.

Mentor Qualifications

National University School of Health Professions Department of Nursing defines mentors as qualified individuals who work one-to-one with MSN students in the practice area to promote attainment of student learning objectives. Mentors are experts in the field, who have a minimum of a graduate degree in nursing and a current RN license within the state of practice. Mentors serve voluntarily and are exemplars for the practice experience. Mentors do not replace faculty but work closely with faculty in facilitating student success. Faculty supervise the mentored practice experience and are responsible for the overall teaching and grade delivery for each student. Mentors are vital in contributing information for evaluating student performance; however, National University MSN program course faculty maintains responsibility for determining and assigning the student's final grade. The mentor is required to review, acknowledge, and sign the Practice Experience Mentor Agreement (See Appendix B).

Mentor Evaluations

During week 4 and 7, the mentor will evaluate the student's competency during the practice experiences by completing the Practice Experience Student Performance (see Appendix A). During the capstone experience, the student will be evaluated in weeks 6 and 11. The mentor will schedule a meeting with the student to review course objectives and the Practice Experience Student Performance form prior to the beginning of practice hours. Each evaluation form must be uploaded or completed in Typhon and also uploaded to the Drop Box in the course.





Mentor Responsibilities

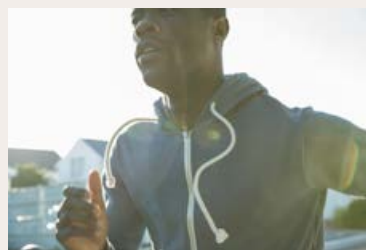
To be consistent with mentor policy and provide clarification of roles, the following responsibilities are identified and will be used as a guide for all mentored practice experiences.

The MSN mentor will:

- Orient student to the practice setting, including identification of facility policies and procedures.
- Serve as an exemplar, specialist, coach, and facilitator of practice experience.
- Become familiar with course objectives and evaluation requirements.
- Provide documentation of student performance for the purpose of evaluation at mid-term and at the completion of the course to MSN course faculty.
- Maintain open communication with the Academic Program Director, Department of Nursing, Clinical Director, course faculty, and student. Provide current phone numbers, address, and email.
- Identify appropriate practice experience setting opportunities that align with course outcomes.
- Evaluate the student's ability to provide organized and safe nursing care according to the established evaluation criteria.
- Provide suggestions that will assist and improve student performance to achieve course and practice outcomes.
- Communicate and return feedback in a timely manner.
- Notify the student and the Clinical Program Director immediately if not able to continue serving as a mentor.
- In the event that the mentor is no longer available or not able to complete service as a mentor, a new mentor agreement will need to be completed and submitted to the Clinical Program Director for any change of mentor.
- Refrain from unlawful discrimination based on gender, age, race, color, national origin, religion, sexual orientation, political affiliation or belief, or disability.
- Contact course faculty member concerning any issues that may arise during the practice experience.
- Complete and sign the MSN Practice Experience Mentor Agreement and provide a copy of their curriculum vitae/ resume (see Appendix B).



4 Student



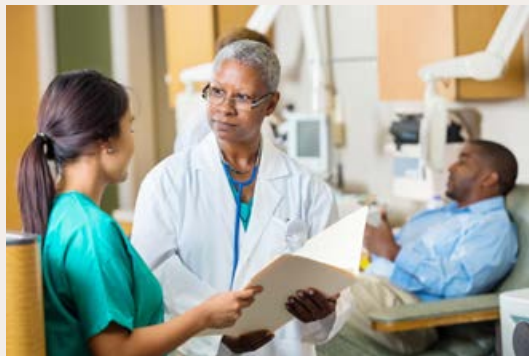
4 – Student

The MSN student is responsible for complying with all academic, hospital, practice, or community facility policies and procedures. Each student will be required to comply with all National University School of Health Professions Department of Nursing policies and procedures identified in the University Catalog and/or MSN Student Handbook. Failure to demonstrate integrity, ethical conduct, or professional standards may necessitate dismissal from National University. The following list provides student responsibilities while enrolled in the MSN program:

- Work with the Program Director to locate, assess, identify, and arrange a practice experience site.
- Work with the Program Director to identifying a mentor who meets the NU MSN program requirements and qualifications.
- Work with the Program Director to encourage the mentor to complete and sign the Mentor Agreement and provide a copy of their curriculum vitae/resume. All information must be provided on the agreement including the mentor's position title, licensure information, and contact information (telephone number and email address).
- Ensuring that the Affiliation Agreement, Mentor Agreement, and all other necessary documents are executed, received, and uploaded in Typhon to ensure ability to participate in the practice experience BEFORE beginning the mentored practice experience.
- Complete MSN Practice Experience Acknowledgment and instructions (see Appendix A).
- Be present at the approved practice experience site with the approved mentor for the specified course designated for practice experience activities.
- Identify learning goals for the practice experience with course faculty and mentor prior to beginning the practice experience courses.
- Review learning goals before starting the practice with course faculty and mentor.
- Comply with health and other professional requirements of the practice facility prior to the start of the practice experience.
- Dress in a professional manner consistent with practice experience facility guidelines and be clearly identified as being a National University MSN student.
- Be prepared to work in the practice setting in a safe manner that demonstrates professional standards and arrives at the agreed time.
- Abide by the practice experience site rules, policies, and regulations at the particular practice experience site for your MSN capstone proposal.
- Attend all established practice days or notify your mentor and faculty of absence and establish an alternative practice experience day or schedule.
- A second person should be considered as a mentor in the event that the current mentor is no longer available or not able to complete service as a mentor. A new Mentor Agreement will need to be completed and uploaded to Typhon. You are required to inform the Academic Program Director, Department of Nursing of any anticipated change.
- Complete Evaluation of Practice Experience Site and Mentor (see Appendix G).
- Complete the MSN Capstone Project Proposal Approval form (see Appendix D).
- Integrate learning goals and reflection documentation that lead to the development of both the specialization and MSN Essentials competencies as published by the American Association of Colleges of Nursing.
- Document and complete a log (verification) of all mentored practice experience hours, activities, and reflections. Upload to Typhon at midterm and final. The hours must also be documented with your reflective journal in the course room weekly.



5 Course Faculty





05 – Course Faculty

The course faculty member is responsible for being available to the mentor to discuss any issues that may arise with the student and/ or provide counsel with mentor and student during the course. The role of the course faculty is a combination of many roles such as facilitator, advisor, organizer, professional relations coordinator, and coach. Regular contact will occur between the course faculty member, student, and mentor via email, Zoom, Skype, or telephone to provide support for the student and mentor. The course faculty member's responsibility is to maintain ongoing and effective communication throughout each MSN capstone and practice experience. The course faculty member is also responsible for the final evaluation of your learning and the overall grade delivered in the course. The following list provides course faculty responsibilities in the MSN program:

- Approve log-hour entries weekly, while providing feedback as necessary.
- Identify students at risk and notify the Academic Program Director by midterm.
- Initiate and follow-up on remediation plans as needed.
- Review and complete all evaluations.
- Maintain active communication with the student regarding classroom and practice experience performance.
- Maintain responsibility for the final grade determination based on the grading rubric and the practice performance evaluation.
- Instruct students to abide by the practice experience site policies, procedures, and requirements.
- Ensure documentation of student performance evaluation at midterm and at completion of the course, provided by mentor, in Typhon.



AP Appendix A-G



Appendix A: NU MSN Practice Experience Acknowledgment and Instructions

Please read all instructions prior to completing and submitting the Practice Experience Acknowledgment and Instructions form. This form must be completed and submitted to the Program Director via e-mail at shp@nu.edu.

Deadline for identifying and securing a practice experience site is the first specialization course. Revisions are accepted up to four (4) weeks prior to the first practice course. If students do not start on the date indicated, all documents must be reviewed for possible resubmission, and the practice experience proposal form must indicate the new practice experience start date.

By signing below, you acknowledge that you have read the Master of Science in Nursing (MSN) Practice Experience Handbook and instructions. You also give NU permission to verify, if requested, that a criminal background check and medical clearances have been obtained.

Student

Student name: _____

Date the form is submitted: ____/____/____

Practice Experience Site

Students are allowed to perform the mentored practice experience rotations at their place of employment; however, NOT while working or having their supervisor as a mentor. The mentored practice experience must be separate from their primary employment.

The practice experience site must offer the opportunity for students to meet course objectives. Students are required to review course descriptions in the National University Catalog for the upcoming mentored practice experience courses before completing the Practice Experience Proposal form.

Students must follow the practice experience site requirements for the program.

All practice experiences must be completed in an administrative setting, i.e. a place that provides organized patient care services.

Specific name of the practice experience site where the student intends to complete the mentored practice experience hours. If there is a parent site and several satellite sites, identify the specific site where the mentor is employed and where the student will complete practice experience hours. Include the complete name, rather than an abbreviated name or initials:

Name: _____

Mentor

- Identify potential mentors through professional contacts and colleagues, as well as former faculty or nurse administrators. Students are encouraged to maintain regular contact with the mentor prior to the start of the practice experience course.
- A mentor should not be anyone with whom you have other than a professional relationship (not a family member or personal friend).
- To comply with accreditation and governing guidelines, an identified mentor may mentor no more than two National University students per course session.
- All nurse mentors must have a minimum of a graduate degree in nursing.
- All mentors must have current and unencumbered licensure. Verify licensure on the state board of nursing website. Any discipline noted on the license will be reviewed by the Academic Program Director, Department of Nursing. Note that discipline may be significant or recent enough to determine that this mentor may not be used at this time or at all.
- All mentors must have a minimum of two (2) years of experience prior to the start of the practice experience course.
- Mentors must notify the student, course faculty, and/or the Academic Program Director, Department of Nursing Clinical Director in a timely manner if not able to continue serving a mentor.
- Request current curriculum vitae (CV)/resume from the mentor and upload to the designated repository.

Student signature: _____



Appendix B: NU MSN Practice Experience Mentor Agreement

MSN Student Name: _____ NU ID#: _____

Course Number and Title: _____

Number of Practice Hours: _____ Start Date: ____/____/____ End Date: ____/____/____

Mentor Name and Credentials

State of Licensure: _____ License #: _____ Date of Expiration: ____/____/____

Mentor Email Address: _____

Mentor Phone Number: _____

Full Name of Practice Experience Site: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office Telephone Number: _____ Fax Number: _____

Expectations of the Mentor

Please review Sections 3, 4, and 5 of this document related to the mentor, student, and course faculty roles. In addition to the mentor description, qualification, evaluations, and responsibilities provided in Section 3, please acknowledge the following summary and provide a signed agreement with the date. During any time, if you are not able to complete service as the student's mentor, you must notify the student and the Program Director immediately so a replacement mentor can be established.

Professional Exemplar

- Credentialed as a nurse with a minimum of a graduate degree in nursing and be currently licensed in the state where the practice will take place.
- Provide teaching/learning experiences in the practice experience setting.
- Exhibit leadership skills during the practice experience.
- Demonstrate professional responsibilities as a professional example for the MSN student.
- Review MSN Handbook and Practice Experience Handbook in full to understand the requirements for the MSN student.

Coach

- Assess the MSN student's learning needs.
- Assess the student's list of strengths and weaknesses.
- Review student's personal learning goals.
- Collaborate with the student to plan effective learning experiences.
- Provide ongoing feedback and evaluation of the student.
- Collaborate with NU course faculty to evaluate the student's practice performance.
- Complete Midterm Evaluation during week 4.
- For specific midterm and evaluation week deadlines, please visit the **NU Catalog**.
- Schedule and complete a Final Evaluation during week 7.
- Confirm practice experience hours required for the MSN program.
- Collaborate with NU course faculty to evaluate the student's practice experience performance.
- Course faculty will determine final course evaluation after communicating with the mentor.





- A satisfactory practice experience evaluation is necessary to complete the course and graduate.

Communicator

- Communicate with course faculty by phone at the beginning of course, midterm, and with the final evaluation.
- Contact course faculty, Clinical Director, and/orand the Academic Program Director, Department of Nursing Program Director of Nursing for concerns, problems, or incidents involving the student.
- Welcome the student and actively integrate the student into the administrative setting.
- Assist the student to transition to the MSN role.
- Effectively communicate with student, course faculty, and the Academic Program Director, Department of NursingClinical Director.

I have read the MSN Practice Handbook in full, acknowledge the mentor expectations, qualifications, and responsibilities, and agree to serve as a mentor.

Mentor Name: _____

Mentor Signature: _____ **Date:** ____/____/____





Appendix C: NU MSN Program Course Plan

For a complete list of core courses, **please visit the Catalog.**



Appendix D: NU MSN Capstone Proposal Approval Form

MSN Student Name: _____ MSN Capstone Title: _____

MSN Project Proposal Approval

The MSN Capstone Proposal is a culmination of the knowledge gained in the MSN courses. The Capstone Proposal is an opportunity to demonstrate an analytical approach to programmatic, administrative, policy, or practice issues in a format that supports the synthesis, transfer, and utilization of knowledge.

	APPROVED	NOT APPROVED
MSN Mentor: _____	<input type="checkbox"/>	<input type="checkbox"/>
MSN Course Faculty: _____	<input type="checkbox"/>	<input type="checkbox"/>
Academic Program Director, Department of Nursing: _____	<input type="checkbox"/>	<input type="checkbox"/>
Title of MSN Project: _____		
Description of MSN Capstone Proposal: _____		

Reviewed and verified by the Academic Program Director, Department of Nursing:		
Signature: X _____		Date: ____/____/____



Appendix E: NU MSN Student Health Assessment Form

MSN Student Name: _____ Date: ____/____/____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Date of Birth: ____/____/____

Male

Female

Phone Number: _____

PLEASE NOTE:

This health assessment must be completed by an MD, DO, PA or ARNP.
Assessment by other health care providers will NOT be accepted.

Physical Assessment

Height: _____ Weight: _____ Vital Signs: BP _____ P _____ R _____ Temperature: _____

Visual Acuity: (R) _____ (L) _____ Uses Eyeglasses: Yes No Uses Contact Lenses: Yes No

Uses Hearing Aids: Yes No

Medical History

Allergies: No Yes If yes, explain: _____

Major Illnesses: No Yes If yes, explain: _____

Hospitalizations: No Yes If yes, explain: _____

Orthopedic Problems: No Yes If yes, explain: _____

Major Surgeries: No Yes If yes, explain: _____

Heart Problems: No Yes If yes, explain: _____

Lung Problems: No Yes If yes, explain: _____



Immunization Verification Instructions

IMMUNIZATION CONTACT INFORMATION	
Hotline:	800-CDC-INFO / 800-232-4636
Email:	nipinfo@cdc.gov
Website:	http://www.cdc.gov/vaccines/hcp.htm
TB test	PPD must be 0 mm or negative IGRA (blood) testing annually.
	If POS, must have proof of negative CXR and annual symptom analysis.
Tetanus Vaccination/Td:	Every ten years. Tdap booster as replacement for one Td dose.
Hepatitis B Vaccination	Evidence of 3-dose series with positive Ab titer.
	If non-responder (NEG Ab after three-dose series), follow CDC recommendations to repeat series and titer.
MMR (Measles, Mumps, Rubella)	Healthcare personnel (HCP) born in 1957 or later can be considered immune to measles, mumps, or rubella only if they have documentation of (a) laboratory confirmation of disease or immunity or (b) appropriate vaccination against measles, mumps, and rubella (i.e., 2 doses of live measles and mumps vaccines given on or after the first birthday and separated by 28 days or more, and at least 1 dose of live rubella vaccine). HCP with 2 documented doses of MMR are not recommended to be serologically tested for immunity, but if they are tested and results are negative or equivocal for measles, mumps, and rubella, these HCP should be considered to have presumptive evidence of immunity to measles, mumps, and/or rubella and are not in need of additional MMR doses.
Varicella (Chicken Pox)	Must have a positive varicella titer. If no serologic proof of immunity, prior vaccination, or diagnosis or verification of a history of varicella or herpes zoster by a healthcare provider, give two doses of varicella vaccine, four weeks apart. Not recommended that healthcare personnel get tested for immunity to varicella after two doses of vaccine, as commercial assays are not sensitive enough in all instances to detect antibodies after vaccination.

Healthcare provider MUST have signed the bottom of the Immunization and Statement of Health Form that the student has been screened, AND that the vaccinations have been verified. The student MUST sign the bottom of the form.



Immunization Verification and Statement of Health

MSN Student Name: _____ DOB: ____/____/____

Tuberculin Skin Test (PPD)

Required annually and must be 0 mm. ____/____/____ mm

____/____/____ mm (update) _____(initials)

IGRA Testing (QuantiFERON-TB Gold (QFT-GIT) or T-SPOT TB Test)

Required annually and must be 0 mm. ____/____/____

Results _____(initials)

Chest X-ray

Required annually and must be 0 mm. ____/____/____

Results _____

Tetanus Vaccination

Required annually and must be 0 mm. ____/____/____

____/____/____ (update)

____(initials)

Required every 10 years.

Tdap (in place of one of the Td boosters): ____/____/____

Recombivax (Hep B Vaccination) Hep B Surface Ab Pos:

Yes No

#1 ____/____/____

#2 ____/____/____

#3 ____/____/____

Influenza Vaccination

Prior to matriculation and annually.

#1 ____/____/____

#2 ____/____/____

#3 ____/____/____

MMR (Measles, Mumps, and Rubella) Evidence of Immunity:

Rubella Titer: Positive Negative

Rubeola Titer: Positive Negative

Mumps Titer: Positive Negative

Students born in 1956 or earlier: #1 ____/____/____

#2 ____/____/____

#3 ____/____/____

Students born in 1956: #1 ____/____/____

#2 ____/____/____

#3 ____/____/____





Varicella

History verified by healthcare provider: Yes No

Negative History: Varicella Titer Positive Negative

Varicella Titer Neg: #1 ____/____/____ #2 ____/____/____

Varicella Booster: #1 ____/____/____ #2 ____/____/____

Based upon standard history and physical exam findings, this student is free from communicable diseases and able to conduct practice experiences in an environment that provides patient care services. All immunization dates above are hereby certified and all other medical records of this student are on file at the physician's office.

Faculty Name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Healthcare Provider's Signature: _____ Date: ____/____/____

ALL immunization requirements **MUST** be met prior to matriculation into the National University MSN Nursing Program unless approved special circumstances exist. By signing this statement, the applicant provides a waiver for the NU MSN Program administration and faculty to maintain and release immunization and tuberculosis screening results.

MSN Student Signature: _____ Date: ____/____/____





Appendix F: MSN Practice Experience: Student Performance

MSN Student Name: _____ **Student ID:** _____

Mentor Name and Credentials: _____

Practice Experience Faculty: _____

The mentor evaluation of the MSN student's practice experience performance addresses the MSN Mentored Practice Experience course outcomes.

Evaluation is conducted at midterm (Week 4) and toward the end of the course (Week 7) and is intended to assess overall student performance in the practice experience setting. The midterm evaluation (Week 6), and final evaluation (Week 11) is intended to assess overall student performance in the practice experience setting.

The evaluation is based on successful completion of the following course learning outcomes.

Expected Level of Competency on Mentor Evaluation

Course	Hours	Level of Competency Achievement on the Final Practice Experience Evaluation
First practice experience course	36	All 3s to show mastery of the clinical content at this level
Second practice experience course	36	Mostly 3s with 4s in a minimum of three (3) areas of competency
Third practice experience course	38	Mostly 4s with 5s in a minimum of three (3) areas of competency
Fourth practice experience course	30	Mostly 4s with a goal of 5s in a minimum of three (3) areas of competency
Total Hours	140	

Mentor Evaluation

MSN Practice Experience Evaluation

Purpose: The MSN evaluation is to be completed by the mentor on or before week 4 at midterm and week 7 for final evaluation of the student practice experience. Students demonstrating proficiency will receive ratings of 4 or higher for evaluation of mentored experiences. Please provide the most accurate feedback possible to enable best educational support for the student. Thank you – NU Nursing Leadership

Please use the following scale to rate the student using criteria based on MSN Essentials:

1-Not Observed, **2**-Lacks Competency, **3**-Demonstrates Competency, **4**-Demonstrates Proficiency, **5**-Demonstrates Mastery

Scientific Underpinnings

	Not Observed	Lacks Competency	Demonstrates Competency	Demonstrates Proficiency	Demonstrates Mastery
Integrate nursing and related sciences into the delivery of advanced nursing care to diverse populations.					
Design nursing care for a clinical or community focused population based on biopsychosocial, public health, nursing, and organizational sciences.					
Integrate organizational science and informatics to make changes in the care environment to improve health outcomes.					

Scientific Underpinnings

	Not Observed	Lacks Competency	Demonstrates Competency	Demonstrates Proficiency	Demonstrates Mastery
Apply leadership skills and decision making in the provision of culturally responsive, high- quality nursing care, healthcare team coordination, and the oversight and accountability for care delivery and outcomes.					
Demonstrate the ability to use complexity science and systems theory in the design, delivery, and evaluation of healthcare.					
Assume a leadership role in effectively implementing patient safety and quality improvement initiatives within the context of the interprofessional team using effective communication (scholarly writing, speaking, and group interaction) skills.					
Data-driven decision-making based on an ethical framework to promote culturally responsive quality patient care in a variety of settings, including creative and imaginative strategies in problem solving.					



Quality Improvement and Safety

	Not Observed	Lacks Competency	Demonstrates Competency	Demonstrates Proficiency	Demonstrates Mastery
Analyze information about quality initiatives recognizing the contributions of individuals and interprofessional healthcare teams to improve health outcomes across the continuum of care.					
Implement evidence-based plans based on trend analysis and quantify the impact on quality and safety.					
Lead quality improvement initiatives that integrate socio- cultural factors affecting the delivery of nursing and healthcare services.					

Informatics and Healthcare Technologies

	Not Observed	Lacks Competency	Demonstrates Competency	Demonstrates Proficiency	Demonstrates Mastery
Evaluate outcome data using current communication technologies, information systems, and statistical principles to develop strategies to reduce risks and improve health outcomes.					
Provide oversight and guidance in the integration of technologies to document patient care and improve patient outcomes.					

Translating and Integrating Scholarship into Practice

	Not Observed	Lacks Competency	Demonstrates Competency	Demonstrates Proficiency	Demonstrates Mastery
Integrate theory, evidence, clinical judgment, research, and interprofessional perspectives using translational processes to improve practice and associated health outcomes for patient aggregates.					
Participate, leading when appropriate, in collaborative teams to improve care outcomes and support policy changes through knowledge generation, knowledge dissemination, and planning and evaluating knowledge implementation.					
Apply practice guidelines to improve practice and the care environment.					



Health Policy and Advocacy

	Not Observed	Lacks Competency	Demonstrates Competency	Demonstrates Proficiency	Demonstrates Mastery
Participate in the development and implementation of institutional, local, and state and federal policy.					
Interpret research, bringing the nursing perspective, for policy makers and stakeholders.					
Advocate for policies that improve the health of the public and the profession of nursing.					

Interprofessional Collaboration for Improving Patient and Population Health Outcomes

	Not Observed	Lacks Competency	Demonstrates Competency	Demonstrates Proficiency	Demonstrates Mastery
Functions as an effective group leader or member based on an in-depth understanding of team dynamics and group processes.					
Use effective communication strategies to develop, participate, and lead interprofessional teams and partnerships.					
Employ collaborative strategies in the design, coordination, and evaluation of patient-centered care.					
Advocate for the value and role of the professional nurse as member and leader of interprofessional healthcare teams.					

Clinical Prevention and Population Health for Improving Health

	Not Observed	Lacks Competency	Demonstrates Competency	Demonstrates Proficiency	Demonstrates Mastery
Synthesize broad ecological, global, and social determinants of health; principles of genetics and genomics; and epidemiologic data to design and deliver evidence-based, culturally relevant clinical prevention interventions and strategies.					
Design patient-centered and culturally responsive strategies in the delivery of clinical prevention and health promotion interventions and/or services to individuals, families, communities, and aggregates/clinical populations.					
Advance equitable and efficient prevention services and promote effective population-based health policy through the application of nursing science and other scientific concepts.					





Professionalism and Communication

	Not Observed	Lacks Competency	Demonstrates Competency	Demonstrates Proficiency	Demonstrates Mastery
Demonstrates professionalism in all aspects of communication, self-presentation, and physical attire. Accountable for self; acts and represents NU in a positive manner.					
Timely arrival to physical or virtual appointments, meetings, and/or on-time with deadlines.					
Transparent in verbal and written processes; well-written with ability to adapt work to needed changes or transitions in timeline.					
Leads effective collaborative teams with respect for cultural differences and promotes diversity in work relationships.					

I am certifying that the evaluation feedback provided is a true account of the abilities of the student. This evaluation is for the sole use of National University Department of Nursing, and contains confidential information covered under the Family Education Rights and Privacy Act (FERPA).

Please Type Name: _____



Appendix G: Student Self-Evaluation

Purpose: This evaluation should be completed by the student at the end of each practice experience. Honest feedback is expected. Please review the questions carefully and communicate with your faculty for additional support or learning needs. Thank you – NU Leadership Team

Communication and Collaboration

Answer the following questions about yourself:

	Not Observed	Lacks Competency	Demonstrates Competency	Demonstrates Proficiency	Demonstrates Mastery
I accept criticism well, and I was receptive to open feedback from my mentor.					
I complete tasks as instructed during my practice experience.					
I work well with my mentor.					
I deal with conflict in a professional manner.					
I admit to my mentor when I do not know the answer to a question.					
I seek correct information when I do not know the answer.					
I ask my mentor questions as needed.					
I have received both my Program Handbook and the Practice Handbook which I read and fully understand.					



Professionalism

Answer the following questions about yourself:

	Not Observed	Lacks Competency	Demonstrates Competency	Demonstrates Proficiency	Demonstrates Mastery
I am punctual for practice.					
I dress in professional attire.					
I pay attention to my appearance.					
I strive for excellence.					
I am conscientious of culture and respectful of others.					
I complete tasks in a timely manner.					
I complete tasks without being instructed.					
I demonstrate confidence in what I've learned.					
I demonstrate initiative.					
I am open to new opportunities.					
I am dependable.					
I have a good attitude.					
I use critical thinking to accomplish tasks.					
I am responsible.					



List your strengths and areas in which you have improved:

List your weaknesses and areas in which you need to improve:

I am certifying that the evaluation feedback provided is a true account of the abilities of the student. This evaluation is for the sole use of National University Department of Nursing, and contains confidential information covered under the Family Education Rights and Privacy Act (FERPA).

Please Type Name: _____





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