GRACELAND UNIVERSITY
School of Nursing
Graduate Student Handbook

Master of Science of Nursing
Doctor of Nursing Practice
Postgraduate Certificates

SPRING 2014

Dear Graduate Student:

Welcome to the Graduate Nursing Program at Graceland University! Building on a 100 year tradition of academic excellence, Graceland University's graduate programs are on the leading edge of health care education.

Graduate studies by design are demanding, invigorating, challenging, and, hopefully, extremely rewarding. Our objective is to provide stimulating educational opportunities that support the development of clinical reasoning, communication, and autonomous evidence-based decision-making skills required of nurse educators and advanced practice nurses.

The policies, procedures, and information contained in this handbook are provided to facilitate your progress through our program. Your potential for success will be greatly enhanced by your reading and following these policies. This handbook is updated on a regular basis. Please refer to the online version available at Graduate Student Handbook. Students will be notified when major revisions are posted. Your Graceland Outlook email account is the official means of communication between GU-SON and students. It is imperative that you check your Graceland email frequently and regularly for important updates and official communications from the School of Nursing. If you need additional assistance, don't hesitate to contact us. We're here to help you.

Jan Rice, Ph.D., R.N.
Associate Professor of Nursing &
Associate Dean for Graduate Programs
jarice@graceland.edu
816.423.4671

RANKED BY U.S.News & WORLD REPORT #5 IN THE NATION "Best Graduate & Undergraduate Online Nursing Programs"

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Nursing Degree Programs are Accredited by:

(CCNE)Commission on Collegiate Nursing Education
One Dupont Circle, NW, Suite 530
Washington D.C. 20036-1120
(202) 887-6791

Graceland University is a member of the North Central Association and is accredited by the Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
800-621-7440

The nursing degree programs are approved by:

Iowa State Board of Nursing (DNP, MSN & BSN)
River Point Business Park
400 SW 8th Street, Suite B
Des Moines, IA 50309-4685
(515-281-3255)

and

Missouri State Board of Nursing (BSN)
P. O. Box 656
Jefferson City, MO 65102-0656
(573-751-0681)

IMPORTANT CONTACT INFORMATION

Requesting Assistance
Contact Graceland whenever you have a question or need assistance.

SON Staff Office Hours**:**
8:00 a.m. – 5:00 p.m. CT Monday-Friday
SON Faculty Office Hours:
By appointment; Refer to course syllabi

Phone Number: 800-833-0524 (toll free)

Fax Numbers (816) 833-2990
(816) 423-4723

Mailing Address:
Graceland University
School of Nursing
1401 West Truman Road
Independence, MO 64050-3434

For Questions Regarding:

SON Program Coordinators & Special Faculty Academic Advisors	**MSN Family Nurse Practitioner**: Dr. Susan Vogelsmeier; vogelsme@graceland.edu **MSN Nurse Educator**: Dr. Carol Green; greennig@graceland.edu **Doctor of Nursing Practice**: Dr. Peggy VanDyke; pvandyke@graceland.edu
Course Requirements/Workload	Course Coordinator (see list & links in the Graduate Curriculum section)
Course delivery issues; technology	eCollege Help Desk, 1-866-893-6963
Financial Aid; Tuition balances	Stephanie Hunt, Financial Aid Advisor 816-423-4719 sthunt@graceland.edu
Independence Campus Library	Lee Williams, Director Grabske Library 816-423-4705 leawilli@graceland.edu
Bookstore	Nancy White, Bookstore Manager 816-423-4721 nwhite@graceland.edu
SON Graduate Programs Office	Barbara Garwood, Administrative Assistant 816-423-4677 bgarwood@graceland.edu songraduateprograms@graceland.edu
Clinical Practicums & Agency/Preceptor Contracts	Sharon Ward, Distance Learning Coordinator 816-423-4678 ward@graceland.edu

Registration & Enrollment Course Withdrawals Completion Plans	Program consultants: programadvising@graceland.edu • Jill Whitworth (MSN, DNP & Postgraduate Cert), 816-423-4712
Request for receipts, payment questions Student Accounts Office – Lamoni, IA	Bobby Reum, RN-MSN, MSN, Cert 641-784-5369 reum@graceland.edu Reta Ury, DNP 648-784-5228 ury@graceland.edu
Transcripts	Rhonda Reed, Asst. Registrar, Lamoni Campus 648-784-5220 reed@graceland.edu Cheri Testerman, Assoc. Registrar, Independence Campus 816-423-4720 testermn@graceland.edu
Petitions, Appeals, Grievances	Graduate Student Affairs Committee songraduateprograms @graceland.edu

SCHOOL OF NURSING HISTORY

Graceland College admitted its first students to the Lamoni, Iowa campus on September 17, 1895. Frederick M. Smith, for whom the college library on the Lamoni campus is named, was the first graduate. On June 1, 2000, Graceland officially became Graceland University (GU). The University, sponsored by the Community of Christ formerly known as the Reorganized Church of Jesus Christ of Latter Day Saints (RLDS), now has alumni all over the world. The university was initially accredited by the North Central Association in 1920 and has maintained full continuous accreditation since that time.

The Division of Nursing became the sixth academic area of GU in 1969 when administrators of the diploma nursing program at the Independence Sanitarium and Hospital in Independence, Missouri, collaborated with Graceland to move its educational base into the four-year collegiate setting. The university established the Independence, Missouri, campus, located in the Greater Kansas City area, for upper division nursing courses. In 1997 approval was obtained to change the name of the Division of Nursing to Division of Health Care Professions. In 2001, it was renamed the School of Nursing.

Since its inception, the Graceland nursing program has provided opportunities for registered nurses to obtain their bachelor's degree. In 1987, the distance learning component was added providing additional flexibility for nurses who preferred to work at their own pace in their home setting. Enthusiastically received by Registered Nurses coast-to-coast, students from all 50 states and from global locations are among our diverse alumni.

In 1995 a Master of Science in Nursing degree program was approved by the North Central Association and became Graceland University's first graduate program. The graduate program was patterned after the RN-BSN Distance Learning Program, allowing nurses the opportunity to combine directed independent study at home with on-campus Focus Session courses as a means of earning a graduate degree in advanced practice nursing.

Baccalaureate and graduate distance learning programs have gradually been converted to an online delivery format within the last two years. As of June 2007, all courses have completed the conversion to online. The interactive online format offers valuable opportunities for interaction among student groups and between students and faculty.

The GU School of Nursing graduate faculty, responding to societal need and to a strong commitment to nursing education excellence, accepted the first class of students to a terminal degree program for nursing in August, 2011. Students who complete the curriculum receive a doctorate of nursing practice (DNP). The first cohort is scheduled to graduate in 2013.

In 2013, the U.S. News & World Report ranked Graceland University's online nursing programs #5 in the nation!

SCHOOL OF NURSING
PHILOSOPHY STATEMENT
(Last update Fall 2012)

As an integral part of Graceland University, the School of Nursing was framed by Christian beliefs as set forth in the Value Statements of the University that further enhance the achievement of University General Education Goals by nursing students.

The goal of the School of Nursing is to enable students to become professional nurses who respect and care about the worth of all individuals, who are capable of thinking critically, and who can provide quality nursing care in diverse settings to individuals, families, communities and societies within the global health environment. Consequently, the School of Nursing educates students to become professional nurses who synthesize and apply concepts from the liberal arts, nursing curricula, and nursing practice.

As reflective practitioners, professional nurses apply the nursing process in a holistic and caring way to promote the optimal health of individuals, families, and communities. The roles of the professional nurse include Learner, Clinician, and Leader. Development within each role occurs along a novice-to-expert level continuum.

Learning is life-long. Learners possess intellectual curiosity fostered by the incorporation of current research findings (evidence) in their nursing practice. Clinicians provide competent, holistic care across the lifespan. Nurse Leaders collaborate with other health disciplines to develop policies and institute changes in healthcare.

Professional Nursing Standards, the AACN Essentials for BSN and MSN Education, and the missions, goals, and philosophies of the University and School of Nursing guide curricular development and delineation of expected student learning outcomes. Curricula are developed to instill professional nursing values and a commitment to Evidence-Based practice. Effective learning is best facilitated by employment of active learning and self-reflective strategies.

Central to the mission, goals, and curricular design of Graceland University's School of Nursing programs is the development and achievement of student learning outcomes necessary for practice as baccalaureate generalist nurses, nurse practitioners, and nurse educators. All graduates are expected to achieve student learning outcomes related to higher level thinking, communication, and nursing role performance.

Entry into professional nursing begins with education at the baccalaureate level. At all levels the educational process is a shared endeavor between students and faculty. Opportunities for theoretical and experiential learning are provided in an atmosphere that stimulates each learner. The faculty support learning communities for traditional as well as nontraditional students. Each student has the right and responsibility to develop his/her highest personal and professional potential.

SCHOOL OF NURSING
MISSION, GOALS, AND ORGANIZING FRAMEWORK

Mission

The mission of the School of Nursing is to create learning communities where professional nursing students develop their potential for meaningful and productive lives as generalists and advanced practice specialists.

Goals

The School of Nursing strives to:

1. Promote the achievement of the mission of the University and the School of Nursing.
2. Provide curricula that prepare students according to professional nursing standards, including The Essentials of Baccalaureate and Master's Nursing Education, and that meets the needs of communities of interest.
3. Utilize teaching learning practices implemented by faculty who are academically and experientially qualified and who are effective teachers engaged in scholarship and service.
4. Provide a foundation for advanced study in nursing.
5. Prepare a graduate who has met the expected student outcomes of a program, including licensure/certification.
6. Prepare a graduate who is satisfied with the educational preparation provided within the learning community.
7. Prepare a graduate who elicits satisfaction from communities of interest, including employers of graduates.

Professional Standards

The School of Nursing adheres to:

- Iowa and Missouri State Board of Nursing regulations regarding programs of professional nursing (All programs)
- Other State Board of Nursing regulations as appropriate for our online nursing programs (RN-BSN and MSN)
- AACN Essentials of Baccalaureate Nursing Education (2008)
- AACN Essentials of Doctoral Education for Advanced Nursing Practice (2006)
- AACN Essentials of Masters Education in Nursing (2011)
- CCNE Accreditation Standards for Accreditation of Baccalaureate and Graduate Degree Nursing Programs (2009)
- Criteria for Evaluation of Nurse Practitioner Programs (NTF, 2012)
- Iowa Board of Nursing Educational Program Survey Information
- Nurse Practitioner Core Competencies (NONPF, 2012)
- QSEN Competencies, Graduate (20120)

Organizing Framework

Benner, P. (1984). From novice to expert: Excellence and power in clinical nursing practice. Menlo Park, CA: Addison-Wesley.

STUDENT LEARNING OUTCOMES

MSN Student Learning Outcomes

1. Synthesizes research, theory and principles of scientific inquiry to support evidence-based practice.
2. Demonstrates advanced knowledge and skills in selected functional role.
3. Provides ethical, culturally sensitive care collaboratively with professionals from multiple disciplines.
4. Advocates for access to affordable, cost-effective, quality healthcare community resources within scope of practice.
5. Communicates effectively and uses information systems/technology to evaluate programs of care and/or facilitate learning.

DNP Student Learning Outcomes

1. Use relevant emerging technology to advance research, education and health outcomes.
2. Synthesize, interpret, and apply knowledge from nursing practice, research and theory to create, implement and evaluate practice interventions, health delivery systems and clinical teaching.
3. Assume complex leadership roles at the organizational and systems level to improve health outcomes of individuals and populations.
4. Advocate for social justice, equality, and ethical policies in health care.
5. Evaluate policy, care delivery and organizational systems for current and future health care for individuals, families, and populations.

Technology Ethics and Use Policy

Users of Graceland's technological tools will respect the human dignity, privacy, and sensitivity of each other and the general public while using the tools made available by Graceland. Graceland reserves the right to routinely monitor technology resources. The privilege of privacy of personal files or messages on Graceland-owned computers and voice mail systems will be respected subject to the right of Graceland to access any files to officially investigate or to accomplish necessary system maintenance.

All technology provided by Graceland is covered by this policy, including computers, networks, Internet services, telephones, voice mail, fax machines, photocopiers, cable TV and all associated software and data. Such technology is provided for use by students and employees to accomplish Graceland's educational mission in accordance with Internal Revenue Code Section 501(c)(3), under which Graceland receives its tax-exempt status.

Graceland's network enables access to external facilities, systems, and other networks over which Graceland has no control, including related capabilities which are incidental to providing such access. Certain of these resources may not support Graceland's goals and objectives. Although Graceland does not exercise editorial or censorship control of such external resources, Graceland expects that the technology will not be used for purposes which are illegal, immoral, or inconsistent with Graceland's mission.

Academic and professional work pertaining to Graceland's goals and objectives take precedence over the use of resources for entertainment.

Graceland may establish additional standards of conduct with designated technology or in specific areas (e.g. Microlabs, classrooms, etc.)

Inappropriate uses of technology include, but are not limited to those specifically prohibited by local, state or federal law. Without limitation, examples of inappropriate uses of technology include:

- harassment - sending of harassing, threatening or obscene material to minors and/or non-consenting adults or any attempts to confuse or frustrate another user in achieving their objectives.;
- random or unauthorized bulk sending or mailing of messages;
- inappropriate use of access;
- unauthorized release of information and viewing of Graceland's data outside of institutional objectives;
- any disregard for the security mechanisms that are in place or other attempts to gain unauthorized access to Graceland's technical resources. This includes possession of or attempts to acquire another user's password or allowing others access to technology resources that are not allocated for their use;
- failure to comply with software license restrictions - All licenses for software that are licensed by Graceland will be filed by ITS.
- disruption of service - damaging any resource in such a way that it creates a disruption of the normally expected service from that resource;
- cheating - use of technology resources to achieve academic credit by dishonest or deceitful means;
- copyright infringement; forgery;
- malicious transmission of a computer virus;
- malicious alteration of system files or configuration;
- abuse of established storage space limitations;
- use of any resource to inure benefit for private or political gain in violation of Graceland's tax-exempt status under IRC Section 501(c)(3).

Content shared by “peer-to-peer” (p2p) applications may be violation of the Digital Millennium Copyright Act (DMCA), and violates Graceland University policy by generating excessive network traffic and interfering with the normal functioning of the network. These applications are prohibited on the Graceland University network. This means that:

- Peer-to-peer file sharing applications including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers owned or managed by Graceland University.
- Peer-to-peer file sharing applications including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers attached to the Graceland University network, regardless of their ownership.
- The Graceland University Information Technology staff may, in order to ensure compliance with Graceland policies and Federal or State Law, inspect and remove any of the prohibited software from any equipment currently or previously attached to the Graceland University network.

Consequences:

Graceland reserves the right to take corrective/disciplinary action in the event of inappropriate use of technology, which may include but not be limited to the following:

Cases involving suspicion of inappropriate use of technology by students will be investigated by the Information Services Department. If violations are confirmed, a referral for disciplinary action will be made to the Dean of Students. A determination of serious misuse may result in suspension from the university. In cases involving misuse of resources allocated for a particular course, the course instructor may assign a failing grade.

Cases involving inappropriate use of technology by employees, including student workers, will be handled in accordance with existing personnel policies. Serious misuse may result in termination of university employment.

Cases involving violation of local, state or federal laws will be referred to external authorities as directed by the Vice President of Business Services of Graceland University.

Cases involving non-students or non-employees will be referred to the area supervisor who will take action appropriate to the incident. This may include contact with Graceland security and/or referral to other external authorities for action. Serious misuse may result in expulsion from all Graceland facilities for an indefinite period of time.

Code of Conduct

As a Christian institution, Graceland University seeks to foster relationships that reflect mutual concern, dignity, and individual worth. Consistent with its religious heritage and commitment to a healthful life-style, Graceland values and promotes:

- An alcohol-free environment.
- A tobacco-free environment.
- An environment free of substance abuse.
- An environment free of harassment and exploitation in sexual relationships.

Our social regulations reflect these values. All members of the Graceland community are expected to abide by all federal, state, and local laws. All members of the Graceland community will refrain from:

1. Acts that humiliate, harass, and/or abuse;
2. Theft or damage of property;
3. Disruptive behavior (including but not limited to actions resulting from the influence of alcohol and other drugs);

4. Substance abuse, including illegal manufacture, distribution, possession, or use of a controlled substance;
5. Sexual behavior, which is offensive or fails to respect others' rights.

In addition, all members of the Graceland community, while on campus or in attendance at University sponsored activities, will refrain from:

1. Use or possession of firearms, ammunition, fireworks, explosives, incendiary devices, weapons, dangerous substances, drug paraphernalia and/or materials prohibited by law;
2. Possession of or use of alcoholic beverages or their containers;
3. Use, or evidence of use, of tobacco in any form;
4. Illegal gambling;
5. Premarital or extramarital intercourse.

We believe that violation of these regulations impinges directly on the rights of others. Cases are referred to either the Vice President for Student Life or the Associate Dean of Students for appropriate disciplinary action and/or referral to the Residence Life Council or the Council on Student Welfare.

Lack of mention of any regulation with regard to objectionable actions does not imply approval, and may result in disciplinary action.

Students are expected to comply with the directives of university personnel in performance of their duties. Failure to do so may result in disciplinary sanctions.

The **Residence Life Council** (RLC) is a council composed of Residence Hall Directors and four students appointed by the Residence Life Director. The Residence Life Council will hear Class A and Class B violations when students agree they are “in violation”.

The **Council on Student Welfare** (CSW) is a council composed of three faculty members, one administrator and four students as outlined in the GSG Constitution. The Dean of Students or Residence Life Director will serve as advisory members to the CSW. The Council on Student Welfare may hear Class C violations and any case in which dismissal from the University is a possible sanction. The Council on Student Welfare expects to accomplish two goals:

- To protect the university from those influences which are not consistent with the spirit, purposes, and/or procedures of the university, and
- To assist student(s) appearing before the Council in understanding the values and behavioral expectation of the university and the subsequent consequences for violation of these expectations.

Copies of the university procedure regarding the Council on Student Welfare are available upon request from the Student Life Office. Students enrolled in Graceland University classes on sites other than Lamoni and Independence will abide by the rules and regulations of the host institution. Students will be required to sign an annual conduct agreement for off campus events.

The University official Code of Conduct may be viewed at the following link:

http://www.graceland.edu/Academics/Catalog/Student-Rights--Code-of-Conduct/index#CONDUCT

Turnitin Plagiarism Detection Service - Submission Statement

Graceland University’s School of Nursing highly values academic integrity and is committed to the fundamental value and obligation of preserving academic honesty among our faculty, students and graduates. Students agree that by taking this course all required papers may be subject to submission, at the discretion of the faculty member, for text comparison by Turnitin, a plagiarism detection service, and other means of detecting plagiarism. All papers submitted to Turnitin will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of future papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on www.Turnitin.com

Discrimination

Graceland University does not discriminate against any student or prospective student on the basis of race, color, religion, age, sex, national origin, sexual orientation or disability. We are a caring community dedicated to the physical, intellectual and spiritual well-being of each individual. Gracelanders join together to create an atmosphere of openness, mutual respect and diversity. Any discrimination concerns should be directed to Graceland University's designated Title IX compliance officer and Section 504 coordinator: Executive Director of Human Resources, Graceland University, 1 University Place, Lamoni, IA 50140, 641.784.5447.

Harassment Policy

Sexual and other harassment of student, faculty, or staff is not tolerated at Graceland University. Sexual and other harassment diminishes the university in achieving its mission through its insidious and detrimental impact on individual students, faculty, staff and the university community as a whole. All harassment stifles the realization of the victim's full potential as a student, faculty or staff member. Harassment is especially serious when it threatens relations between faculty and student or supervisor and subordinate by unfairly exploiting the power differential between the parties in the relationship. Likewise, Graceland University does not tolerate harassment between people of equal university status. The full policy and procedure for reporting any harassment concerns can be reviewed at:
http://www.graceland.edu/Academics/Catalog/Student-Rights--Code-of-Conduct/index#HARPO

Grievance Procedure

The School of Nursing follows the University Grievance Procedure as outlined in University Catalog for resolution of formal student complaints or concerns that are not addressed by another University of School of Nursing Policy/Procedure. The formal grievance procedure outlines an informal and a formal procedure. Students with a complaint or concern can initiate either procedure. Formal complaints must be made in writing to the Dean of Students and include specific information, including nature of complaint and evidence supportive of complaint. An investigation is initiated within 7 days of receipt. See the following link for the full policy:
http://www.graceland.edu/Academics/Catalog/Student-Rights--Code-of-Conduct/index#GRIE

HIPAA Regulations Policy (2010)

I. Policy:
Graceland University School of Nursing faculty and students will comply with the HIPAA Privacy and Security Regulations, the Health Information Technology for Economic and Clinical Health Act (HITECH) and corresponding regulations in clinical, research, and institutional areas by implementing, maintaining and using appropriate administrative, technical and physical safeguards to prevent the improper use or disclosure of all PHI, including Electronic Health Information (EHI).

II. Procedure
- A. Students and instructors will comply with current HIPAA and corresponding HITECH Regulations to ensure the confidentiality of health or health-related Information.
- B. HIPAA and corresponding HITECH regulations will be followed in all areas that involve PHI and EHI.
- C. All students will be familiar with HIPAA Privacy Rule and Security Regulations,

and HITECH policies and procedures in each of their clinical settings.

D. Current guidelines will be available to students and instructors at all times in the School of Nursing.

III. Reporting of Unauthorized Disclosures or Misuse of PHI

A. The student is responsible for immediately reporting to his/her preceptor, and instructor any violation of HIPAA and HITECH regulations.

B. The instructor shall report to the Facility any use or disclosure of PHI or EHI other than what is provided for by the facility agreement on the first day or no later than 3 business days. The School of Nursing will document such disclosures and will take prompt action to correct any unauthorized disclosures as required by applicable federal and state laws and regulations.

PROGRAMS OF STUDY (POS)

Master of Science of Nursing (MSN) Degree programs prepare students for a rewarding career as a ***Nurse Educator (NE)*** and in advanced nursing practice as a ***Family Nurse Practitioner (FNP).*** Students complete the requirements for graduation through a combination of online courses and preceptor-guided practicum experiences. All MSN degree programs begin with the following Core Courses followed by specialty track coursework.

Post-graduate Certificate programs are graduate level programs designed for persons who already hold a Master's degree in Nursing and are interested in becoming a certified Family Nurse Practitioner or Nurse Educator. Students admitted to a Postgraduate Certificate Program are not matriculated for a graduate degree. A certificate is awarded upon completion.

The ***Doctor of Nursing Practice (DNP)*** is a post-Master's degree that prepares nurses for organizational and system leadership roles and as clinical scholars skilled in the translation of theory, research and other evidence into clinical practice, measurement of patient outcomes, and transformation of healthcare systems to ensure quality and safety.

All courses are completed online using the eCollege Learning Management System (LMS). Students come to campus for 1-2 focus sessions during their program of study. Practicum experiences (practice hours) are arranged by the student to be completed in their local area. Graduate course syllabi are available for review. Direct any questions about a specific course to Lead Faculty. Questions regarding your completion plan should be directed to your Program Consultant.

A total of 10 s.h. completed within the previous 6 years or less *may* be considered for transfer. **Requests for transfer must be included at time of application**.

NURS	Course	SH	Term	Lead Faculty	Notes
5000	MSN Program Orientation	0	All	Rice	week 2 or 3 focus session
5100	Pharmacotherapeutics	4	All	Mammen	pre-req: 5440
5121	Theory in Nursing	3	All	Green	
5141	Advanced Health Assessment (AHA)	3	All	Dugan	
5142	AHA Skills Lab	1	All	Macy	week 6 & 8 focuss session with APP
5170	Research & EBP	4	All	Rojjana	
5440	Advanced Pathophysiology	4	All	Rice	
6930	Application of Current Evidence for Best Practice	3	All	Crigger	pre-req: 5179, 5121
Total MSN Core		**22**			
5190	Advanced Practice Procedures (APP)	2	All	Macy	
5191	APP Skills Lab	1	All	Macy	week 6 & 8 focus session with AHA
5200	Primary Care: Pediatrics	3	All	Eagles	pre-req: 5100
6200	Primary Care: Adults	3	All	Eagles	pre-req: 5100
6740	Practicum: Pediatrics	4	All	Macy	pre-req: 5200
6760	Practicum: Adults	4	All	Vandyke	pre-req: 6200; 6740
6800	Professional Roles & Issues for APN	4	All	Vandyke	

6830	Practicum: Families	4	All	Vogelsmeier	pre-req: 5100; 6760
Total FNP Courses		**25**		25 + 22 = 47	
5650	Teaching Strategies	3	Fa	Rice/Sitler	
5660	Roles & Issues for NE	4	Su	Green/Sitler	
6600	Assessment of Learning	3	Fa	Green	
6620	Curriculum Development	4	Sp	Green	
6720	NE Practicum	2	Fa, Sp	Rice/Sitler	pre-req: 5650, 6600, 6620
68XX	Clinical Focus Practicum	2	Su	Howell	
Total NE Courses		**18**		18 + 22 = 40	
5210	Role Socialization for NE	2	Sp	Sitler	
6600	Assessment of Learning	3	Fa	Green	
5650	Teaching Strategies	3	Fa	Rice/Sitler	
6620	Curriculum Development	4	Sp	Green	
Total NE Cert		**12**		no core	
5100	Pharmacotherapeutics	4	All	Mammen	pre-req: 5440
5141	AHA	3	All	Dugan	Co-req: 5142
5142	AHA Skills Lab	1	All	Macy	Co-req: 5141; Mon, Tue & Wed of week 6 or 8 focus session with 5191
5190	APP	2	All	Macy	Co-req: 5190
5191	APP Skills Lab	1	All	Macy	Co-req: 5191; Thurs & Fri of week 6 or 8 focus session with 5142
5200	Primary care: Pediatrics	3	All	Eagles	
5440	Advanced Pathophysiology	4	All	Rice	pre-req: 5100
6200	Primary Care: Adults	3	All	Eagles	pre-req: 5100
6740	Practicum: Pediatrics	4	All	Macy	pre-req: 5200
6760	Practicum: Adults	4	All	Vandyke	pre-req: 6200; 6740
6839	Practicum: Families	4	All	Vogelsmeier	pre-req: 5179, 5121
Total FNP Cert		**33**		no core	
8000	DNP Program Orientation	0	Fa	Rice	Online eCompanion
8100	Professionalism, Ethics & Issues	3	Fa	Vandyke	
8120	Health Systems Policy & Regulation	3	Fa	Vandyke	
8130	Biostatistics	3	Sp	Simmons	
8140	Epidemiology	3	Sp	Vogelsmeier	
8200	Transformational Research	3	Su	Rojjana	pre-req: 8130
8220	Healthcare Informatics	3	Su	Wangia	
8260	Collaboration & Organizational Leadership	3	Fa	Gordon	
8210	Project Management	3	Fa	Rice	

9700	Capstone Project	7	All	Rice	pre-req: all DNP courses; verification of 424 post-BSN supervised practice hours;
Total DNP		**31**		no core	

ON-CAMPUS FOCUS SESSIONS

Focus Sessions are scheduled at various times throughout the year based on course rotation schedules. These sessions provide an on-campus experience with opportunities to be introduced to faculty and staff and become acquainted with cohort classmates while engaging in learning activities.

Focus sessions extend over a period of 2 to 5 full days (8am-5pm). Focus session are noted on the chart above for each program of study. Failure to satisfactorily complete a required focus session may result in a delay of progression. The focus session laboratories associated with Advanced Health Assessment (Mon, Tue & Wed) and Advanced Practice Procedures (Thurs & Fri) are scheduled consecutively across 5 days.

All graduate students are emailed complete Focus Session details well in advance of each session. Students are responsible for making their own housing and transportation arrangements. Hotel recommendations are provided by the Graduate Programs Administrative Assistant, Barbara Garwood (bgarwood@graceland.edu). Most students rent a car for personal use during their focus stay. There are NO housing facilities on campus. Lunches are catered each day during focus for a small fee.

All university facilities are available to students during the focus sessions. The computer lab is open and free for student use during weekdays at the Independence Campus. Wireless access is also available throughout the SON building. **Students are encouraged to bring personal lap top computers to focus sessions**. Students who do not have lap tops are encouraged to bring a Flash Drive with current course files for possible use during their stay. Word processing software in the computer lab is Office 2000 (Microsoft Word) for Windows. Contact the information technology specialist (ext. 4167) for clarification.

Prior to the Orientation Focus Session, students are expected to complete the following tutorials. Verification of completion is required as part of the Focus Session activities.

- Plagiarism http://www.lib.usm.edu/legacy/plag/plagiarismtutorial.php
- APA http://isites.harvard.edu/icb/icb.do?keyword=apa_exposed
- Paraphrasing http://isites.harvard.edu/icb/icb.do?keyword=paraphrasing
- Loansome Doc
  - video tutorial for setting up a Loansome Doc account: http://youtu.be/VAj5VN2bVeY
  - direct link to sign up for loansome doc: https://docline.gov/loansome/registerbegin.cfm?

If this is the first eCollege course you have taken, complete the eCollege http://www.gracelandonline.com located under Special Courses on your eCollege course listing page. **This tutorial is accessible to new students beginning 2 weeks prior to the trimester start date**

Review the Graduate Student Academic Integrity Policy policy and Student conduct.

DEGREE COMPLETION PLANS

Program completion plan options are developed by School of Nursing faculty. Courses are grouped and sequenced to optimize student success. Prerequisite and core courses are foundational to enhance the probability of success in the program. Upon acceptance, all students are admitted to the full-time completion plan. Course schedules and sequencing is subject to change without notice. Students will be notified of changes as they occur via their Graceland Outlook email account. Program completion plans are posted on the my.graceland SON Resources page.

During the **Orientation Focus Session**, students are given an opportunity to discuss and compare available completion plan options. Every student accepted to the graduate program within the School of Nursing is required to submit a Completion Plan Contract committing to one of the completion plan options. A completion schedule based on the student's desired option will be created by the assigned Program Consultant and sent to the student for personal reference.

Requests for changes to the Completion Plan Contract must be submitted in writing to the appropriate Program Consultant who will develop a revised plan reflecting the student's request. A Completion Plan Change Request form that includes a copy of the original contract and the proposed change(s) will be sent to the appropriate program administrator for review. The Specialty Track Program Coordinator will discuss the revisions with the student and make a recommendation in writing on the Change Request form. A copy of this form will be sent to the student and the Program Consultant for processing. Changes in a Completion Plan may result in the student being re-assigned to a different cohort and/or delay anticipated graduation date. Students with revised completion plans will be allowed to enroll in courses on a space available basis only. **A re-sequencing fee will be assessed to the student each time a revision or change is made.**

Course Registration
Students are responsible for contacting their program consultant each term to register and enroll in courses according to their completion plan. Enrollment deadlines for each trimester are shown below.

Registration Deadlines:	**Spring (Jan – Apr)**	**December 1st**
	Summer (May-Aug)	**April 1st**
	Fall (Sept – Dec)	**August 1st**

Late enrollment may be permitted on a space available basis only. A late enrollment fee will be assessed.

Shipment of Study Materials
Students should order books through their program consultant when they register for courses. Students wishing to purchase their books elsewhere should let the Program Consultant know at the time of registration.

Course materials will be shipped to all U.S. Zip Codes by FedEx Ground, except for Hawaii and Alaska. All Post Office Boxes will be shipped by Priority Mail.

Students residing overseas are reminded that surface mail may take several weeks. If your address does not have a U.S. Zip Code designation, you must order and pay for Air Mail delivery of course materials.

Shipper delays, slow shipments from publishers or temporary text shortages may cause a delay in shipment of study materials.

Advisory Services

Graceland provides multi-layers of advisory services.
Students are supported in their program by:

Program Consultants guide students through course registration & enrollment, completion schedules, facilitate communications with financial aid and student accounts offices, etc.

Specialty Track Coordinators are available to assist students with questions and concerns related to course work load issues, requests for changes in completion plans, petitions for exception to academic policy and progression issues. Specialty track coordinators also serve as special faculty advisors for students on academic probation.

Library Services
An orientation to the library and its services is provided during the Orientation Focus Session.

Electronic article databases can be found Graceland library's homepage at http://www.graceland.edu/Academics/Library/Grabske-Library/index . It's a good idea to bookmark this page in your browser.

Databases Graceland available to GU nursing students include: (to log in, use your six-digit ID as the username and your last name in lower case as the password)

CINAHL with full-text

Health Source Nursing Academic with full-text

Ovid Nursing Essentials with full-text

Ovid Total Access

Cochrane Database of Systematic Reviews

Science Direct College Edition

PubMed with some full text

> **Searching in PubMed will yield the most comprehensive results. Even though PubMed is a free resource, it should be accessed through our homepage so you can utilize the links to our full-text. There are tutorial links on our homepage to assist you in searching PubMed. To make ordering articles a seamless process, you can sign up for a Loansome Doc account, which will route requests directly to us. (See instructions below).*

Please check these databases and our online journals link in the left navigation for free full text before requesting articles from the library. Also, the A-Z list will tell you whether the university has online access to a particular journal title. Type the name of title in the search box and follow the links.
Some journals will offer free full text after a year. Using Google to check for the journal title and articles will assist in this process.

The library will try to obtain your requested articles/items at no charge. If there is no free source available, you will be notified of the cost to see if you are still interested. If you agree to pay, that amount will be added to your monthly university bill.

If the number of articles you need is large, the library will process seven (7) requests per student per day.

Article requests will be handled as quickly as possible, but speed of delivery may be affected by the interlibrary loan workload. Please ask as far in advance as possible. Some articles may be delivered in as little as 24 hours, but some may take a week or more.

Students are allowed to receive 50 inter-library loan articles in a calendar year due to copyright restrictions. The number of articles that can be obtained from the library's collection is unlimited.

If you have questions about how and where to search or reference questions contact Lee Williams (leawilli@graceland.edu). For article and document delivery questions, contact Jill Schmidt jschmidt@graceland.edu). A library orientation primarily about using PubMed will be part of the Orientation Focus Session.

Setting up a Loansome Doc account:

Step 1. Go to the LOANSOME DOC ordering system at https://docline.gov/loansome/login.cfm

Step 2. Click Sign Up! At the bottom of the page, and on the next page click the Get Started button.

Step 4. Under the heading "Do you already know the library you wish to use?" Click the Enter your Library Identifier link.

Step 5. in the LIBID text box, enter "MOUISM" and click the Continue button.

Step 6. In the Graceland ID# text box, enter your six-digit Graceland ID.

Step 7. Click "I am affiliated with this institution" and click the Continue button.

Step 8. On the “Terms of Use” page, click the “I have read ….” checkbox after reading about it, then click the Accept button.

Step 9. Enter your e-mail address and create and confirm a password. Your login name (User ID) will be your e-mail address. Your password is whatever you choose.

Step 10. Fill out the “My Info” fields.

Step 11. Our default delivery method is to email articles as PDFs. If you want paper copies, it is 10 cents per page.

Note: Occasionally an article cannot be obtained for free. We will alert you if this is the case.

Step 12. In the Comments to Library box, you can enter any additional information about your request. Please tell us your deadline for the article. Click the Continue button.

Step 13. Check the information on the “Verify Information” screen to make sure it is accurate, the click the Complete Registration button.

BASIC TECHNOLOGY SKILL COMPETENCIES

Students enrolled in online courses will quickly recognize the need for basic technology skills. Faculty design assignments with the expectation that students will be able use the basic skills required. **Students who cannot perform these functions are advised to enroll in refresher courses at a local community college or seek a tutor.** Graduate faculty will not make concessions or provide instruction for students who do not have the skill sets required for online coursework.

Please check the basic computer skills listed below and make sure you can perform them. You will be required to utilize these skills throughout the program as well as during the ORIENTATION FOCUS SESSION scheduled for the second week of NURS 5110 EBP. A voluntary help session will be available at the focus session if you need instruction in any of the skills listed below.

1. Create a new folder on the hard drive/desktop
2. Save a file to the desktop
3. Change a file and folder name
4. Attach a file to an email
5. Access your email from a web browser such as Internet Explorer or Mozilla Firefox
6. Add a bookmark or a favorite to your Internet browser
7. Use spell check in a word processing document
8. Select a few paragraphs on a website and print them, not the entire page
9. Cut and paste info from the Internet into a word processing document
10. Make a screenshot and paste it into a word processing document
11. Insert a page break into a word processing document
12. Log in and search a library database
13. Find an article in a database and download a .pdf (the entire article) to your hard drive
14. Download program updates from the Internet and install them

TECHNICAL SUPPORT

In the event of an occasional need for technical support, Graceland provides the following assistance

1) Graceland Lamoni Help Desk –
    a. can assist with computer related issues: email, passwords, My Info, Advise
    b. 1-641-784-5167; helptech@gracedland.edu

2) eCollege Help Desk
    a. can assist with issues inside courses: dropboxes, doc sharing, gradebooks, etc.
    b. 1-866-893-6963; gracelandonline.com

3) GU Personnel
    a. Are available upon referral by either of the Help Desks.

Student Conduct

As practicing professionals, students are responsible participants in their educational experience at Graceland University. Students are expected to display professionalism, respect and kindness in all aspects of their work and study. This includes, but is not limited to, email conversations, discussion board posts, phone calls and face to face encounters with fellow students, faculty, staff, preceptors, clinical agencies and patients. Incidences of student incivility will be reported to the GSAC for appropriate action which may include:

A. Written warning
B. Probation
C. Dismissal

Licensure

All graduate students must maintain current registered nurse licensure in their state of residence to practice nursing as a registered nurse throughout their educational program at Graceland University. In addition, students must hold licensure as a registered nurse in any state where the practicum/practice requirements are completed. The student is required to provide verification of licensure from the appropriate state board. A copy of the RN license is no longer accepted as proof.

> Graceland University's undergraduate residential campus is located in the state of Iowa, therefore, our students and faculty must abide by the regulations of the Iowa State Board of Nursing. 2.5(5) from the Iowa Administrative Code, chapter 2, nursing educational programs: Nursing courses with a clinical component may not be taken by a person:
>
> a. who has been denied licensure by the board,
> b. whose license is currently suspended, surrendered or revoked in any United States jurisdiction,
> c. whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

Health Screening

All graduate students will submit a completed Graceland University School of Nursing Health Form at the time they enroll for any Practicum courses. The Health Form requests proof of a recent physical exam, a current PPD skin test (within one year) and proof of the following immunizations: MMR, Tetanus/Diptheria, Pertusis, Varicella, Polio and Hepatitis B. The required form will be sent as part of the practicum guidelines packets. A proof of health insurance is also required before enrolling in practicum courses. All students enrolling in practicum courses are also required to have an up to date CPR BLS certification.

Liability Insurance

All graduate students enrolled in practicum courses must participate in the Graceland University Nursing Student Liability Insurance Program. Fees related to liability coverage are assessed as part of the practicum enrollment fee.

Safe Practice

In order to ensure safe practices students are expected to:

1. Assume responsibility for own actions,
2. Demonstrate self-discipline in meeting commitments and obligations; e.g., keeping appointments,

submitting written assignments on time, etc.
3. Prepare in advance for practicum experience,
4. Report unsafe practices,
5. Apply safety measures to nursing interventions,
6. Function within the guidelines and policies of the institution in which they are practicing, and within the Scope of Practice of the state,
7. Maintain personal physical and emotional stability,
8. Communicate appropriately, adequately, truthfully, verbally and in writing,
9. Recognize own limitations and the need for appropriate supervision,
10. Provide appropriate care for all individuals regardless of age, sex, race, or diagnosis,
11. Judiciously protect information of a confidential matter, and
12. Obtain preceptor signature on all patient documentation (including office charting and Prescriptions.
13. Notify the Deans office of any change in licensure status, i.e. probation, revocation, and/or suspension.

Ethical Practice

The philosophical basis for safe practice by students and faculty is the ANA Code of Ethics (2001), which follows:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Grading

Grades are earned through completion of course requirements. Points are awarded based on the level of achievement of expected outcomes. The amount of time and effort required to satisfactorily achieve expected outcomes will vary among students. Earned points for each graded learning activity are posted in the eCollege Gradebook throughout the term. Students are responsible for tracking their own progress. **Questions or concerns regarding points awarded for any graded learning activity should be addressed to faculty within one week of the grade posting**.

Final grades will not be rounded up or down, i.e., 89.99% will be assigned a grade of B. Assessment scores will not be curved and extra credit opportunities are not available at the graduate level.

Grading Scale

A grade of B (80%) or better (above average work) is required to pass graduate level nursing courses**.** Final grades are computed according to the following standard based on a total of 100%.

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 0-59%

Grade point average (GPA) is calculated by the registrar's office as follows:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

The academic year (AY) is divided into three 16 week trimesters – Summer (May-Aug), Fall (Sept-Dec) & Spring (Jan-Apr). There is a 1-2 week break between each trimester. Faculty are out of office and unavailable during break weeks. Refer to the trimester academic calendar for specific dates.

Incomplete Grade Policy

A written request for a grade of incomplete ("I") is initiated by the student at least two weeks prior to the course end date. Faculty may assign a grade of "I" in cases when students are unable to complete the work for a course due to reasons beyond their control, or in cases when the faculty deems an "I" the most appropriate grade to give. The grade of "I" should not be abused and should be used only in cases where the incomplete is unavoidable and legitimate. Students may be required to provide formal documentation to support an incomplete grade request.

An electronic "Incomplete Grade Contract" that includes the reason for the incomplete, work that must be completed to earn a final course grade and the required completion date is generated when an "I" is submitted as a course grade. The completion date must be no later than the last day of the next scheduled term. For example, an Incomplete Grade Contract for a course in the A session of a 16 week trimester will have a completion date of the last day of the B session in that same 16 week trimester, and

a contract for a course scheduled during the Spring trimester will have a completion date of the last day of the Summer trimester. The "I" is a temporary grade and will be automatically converted to an "F" if the course has not been completed by the end of the next scheduled term. Extensions beyond one scheduled term are not allowed for graduate courses.

An extended access fee is required for the use of the eCollege course site.

Assignment Guidelines

1. Due dates for graded learning activities (participation, written assignments, quizzes/exams, etc.) are clearly posted by faculty on the course **schedule** within each course.
2. The time stamp in eCollege officially documents date and time of submission. Assignments, submissions and posts are due by **midnight Central Standard Time (CST)** of the posted due date. Students are expected to adjust the time for their zone to avoid late submission. For example, if students in Mountain Time Zone, must submit, post, etc. by 11pm MT to meet the midnight CST deadline. The date and time that faculty see for your submissions is in CST.
3. Submission of assignments for faculty to review prior to grading or for re-grading is not permitted unless otherwise specified in the assignment guidelines.
4. Rubrics for evaluation are posted for each graded assignment. Feedback is provided for any deduction of points.
5. Students should expect feedback within 7 days of the posted due date. Faculty will notify students of any expected delays in response time.
6. Students are expected to review feedback on graded assignments and seek clarification of any questions within 1 week of the grade posting.
7. **Ten percent (10%) per day will be deducted from the *earned* score for all graded learning activities submitted past the posted due date**.

Due Date Extensions

1. Students should submit requests for due date extensions to faculty in writing at least **24 hours *in advance*** of the specified due date. Extensions are usually only granted for a maximum of one week.
2. Extensions are granted at the discretion of course faculty in ***emergency or extraordinary*** circumstances such as the following:
   - ***Medical illness***: a medical certificate may be requested by faculty.
   - ***Compassionate grounds***: those situations for which compassionate leave is normally granted in employment.
   - ***Unexpected*** misadventure, hardship or trauma: documentation may be requested by faculty
3. **Work or other study commitments, computer crashes or printer failures are NOT valid reasons for an extension**.
4. No penalty will apply if an extension is sought and granted by the responsible person or delegate. If the assignment is handed in after the extension period then established penalties will apply.
5. Students whose circumstances require extensions longer than one week are advised to meet with faculty to discuss available options including course withdrawal or incomplete grade assignment.

Satisfactory Academic Progress

A graduate student enrolled in at least 15 semester hours per academic year will be considered full-time.

Financial Aid Eligibility: To maintain eligibility for federal financial aid, graduate students must:

1. Maintain at least a 3.00 cumulative grade point average.
2. Be enrolled in a minimum of 3 credit hours of graduate courses each trimester.

Academic Progression within the School of Nursing: Students must fulfill the requirements for theoretical/didactic and clinical practicum components of the graduate curriculum, demonstrate academic integrity and ethical conduct, and maintain a level of health which contributes to their meeting course objectives. The Graduate Student Affairs Committee (GSAC) is empowered by the faculty within the

School of Nursing to impose academic probation or dismiss students from the graduate nursing program as deemed appropriate. Progression occurs when a student successfully passes all courses taken each term. Academic probation may be imposed to monitor and support the student's progression through the graduate program of study.

Progression, Probation, & Dismissal

Within the School of Nursing, students must fulfill the requirements for theoretical/didactic and clinical practicum components of the graduate curriculum, demonstrate academic integrity and ethical conduct, and maintain a level of health which contributes to their meeting course objectives. The Graduate Student Affairs Committee (GSAC) is empowered by the faculty within the School of Nursing to impose academic probation or dismiss students from the graduate nursing program as deemed appropriate. Progression occurs when a student successfully passes all courses taken each term. Academic probation may be imposed to monitor and support the student's progression through the graduate program of study.

A. Progression criteria:
   A grade of "B" or better in all graduate nursing courses.

B. Letter of Warning criteria:
   1. First course grade of "C" or below in any graduate nursing course.
   2. Second documented "W" after the 20% withdrawal date from any graduate nursing course.

C. Letter of Warning procedure:
   1. Academic progress reports will be reviewed by the Graduate Programs Associate Dean's Office following the posting of course grades for each term and semester.
   2. *Letters of Warning* will be sent from the Associate Dean's Office to students meeting the above criteria.

D. Probation criteria
   1. Faculty recommendation for any reason that places the student "at risk" of failure or dismissal.
   2. Readmission following dismissal.

E. Probation procedure:
   1. Faculty recommendations for probation are submitted to the GSAC via the Concern Form (see related policy & procedure *Faculty Concern Forms*).
   2. Students may file a petition for readmission to the graduate program following dismissal one time only (see related policy & procedure *Student Petition for Exception to Academic Policy).*
   3. The GSAC reviews concern forms submitted by faculty & student petitions for readmission on a monthly basis at regularly scheduled meetings.
   4. Students and program administrators are notified, in writing, of GSAC decisions regarding probation within one week.
   5. Written notification of probation will include information regarding the terms of probation and the assignment of a Faculty Advisor.
   6. Students on probation are required to establish and maintain regular communication with the assigned Faculty Advisor throughout the term of probation.

F. Dismissal criteria:
   1. Two final course grades of "C" or below in any graduate nursing course
   2. Three documented withdrawals after the 20% withdrawal date from any graduate nursing course.
   3. Failure to meet terms of probation.
   4. Faculty recommendation, via submission of a Concern Form, to the Graduate Student Affairs Committee (GSAC) for any reason deemed appropriate by the GSAC including, but not limited to:
      a. unprofessional or inappropriate behavior in the classroom, clinical setting, discussion boards, or email communications;
      b. violation of the academic integrity policy;

c. unsafe clinical practice.

G. Dismissal procedure:

1. Academic progress reports will be reviewed by the Graduate Programs Associate Dean's Office following the posting of course grades for each term and semester.
2. *Letters of Dismissal* will be sent from the Associate Dean's Office to students meeting the following criteria:
   a. Two final course grades of "C" or below in any graduate nursing course
   b. Three documented withdrawals after the 20% withdrawal date from any graduate nursing course.
3. Faculty recommendations for dismissal are submitted to the GSAC via the Concern Form (see related policy & procedure *Faculty Concern Forms*).
4. The GSAC reviews concern forms submitted by faculty on a monthly basis at regularly scheduled meetings.
5. Students and program administrators are notified, in writing, of GSAC decisions regarding dismissal within one week.
6. Written notification of dismissal will include information regarding appeal and petition processes.
7. Students may petition for readmission one time, however, the student must complete a mandatory one semester "stop-out" prior to being readmitted and enrolling in a class.

Readmission, Stop-out

Students who have been dismissed, administratively withdrawn from the university, or on "stop-out" for *less than 3 consecutive trimesters* may submit a *Petition for Exception to Academic Policy* to the GSAC demonstrating evidence that the circumstances have substantially improved. Petitions for readmission are reviewed and acted upon during the next schedule GSAC meeting.

Students who have not been enrolled in a course for *more than 3 consecutive trimesters* (one year) must re-apply for admission. Applications for readmission are reviewed during the next scheduled admission cycle. Application for readmission will only be considered one time during a student's program of study. Readmission is based on current criteria used for admission to the program and space availability. Students who are readmitted must complete all program requirements within six years of their initial admission date.

Students approved for readmission may be placed on probationary status at the discretion of the Graduate Student Affairs Committee (refer to probationary policy).

Student Initiated Course Withdrawal

Students send a written request to withdraw to the appropriate Program Consultant. Students may withdraw from a course through twenty percent (refer to trimester academic calendar for specific dates) of the session without a "W". A grade of "W" is recorded in any course from which the student withdraws after twenty and through sixty percent of the session. After sixty percent of the session is complete, the student is not allowed to withdraw from the course and will be awarded the appropriate grade in the course.

Two documented course withdrawals will generate a *Letter of Warning* from the SON Graduate Programs Office. Three documented withdrawals from SON graduate courses after the 20% withdrawal date will result in dismissal from the MSN program.

Administrative Withdrawal

Students not returning to Graceland for the next semester, term, or session are required to be placed on a "stop out". Students not enrolling for the next semester, term or session following a stop out will be

administratively withdrawn from Graceland University. Students must petition the GSAC for reactivation or readmission following administrative withdrawal from the university.

Reactivation to the Graduate Nursing Program

Students who have not been enrolled in a course for one year or less (3 consecutive trimesters or less) due to voluntary withdrawal or administrative withdrawal from the graduate nursing program shall petition the GSAC in writing for reactivation of active status. Student petitions for reactivation will be considered only one time during their program. Students who have not been enrolled for longer than 12 months must reapply for admission. Reactivated students may be placed on probation by the GSAC.

Faculty Concern Policy

Within the School of Nursing, faculty and students are expected to promote and maintain an environment that is supportive of academic integrity & professional behavior. Faculty are encouraged to complete and submit a *Graduate Faculty Concern Form* for any reason they deem appropriate, including, but not limited to the following:

A. Violations of the academic integrity policy
   1. Cheating: giving or receiving unauthorized assistance in any assignment.
   2. Plagiarism: the use of ideas, language or work of another without sufficient acknowledgment that the material is not one's own or submission of the work of another, whether altered or unaltered, as one's own. Students are to be guided by the latest edition of the Publication Manual of the American Psychological Association.
   3. Manipulation or alteration of another student's or faculty's academic work.
   4. Unauthorized use, removal, concealment or defacement of library, skills lab or faculty resources, e.g., books, equipment, files, papers, tests.
   5. Submitting the same work or portions of work for more than one class without prior written approval of faculty.
   6. Collusion: assisting another student in an act of dishonesty.
   7. Lying: conveying any untruth either verbal or written.

B. Unprofessional behavior (verbal or written, virtual or live)
   1. Disrespectful to faculty, staff, or peers
   2. Persistently negative and/or inflammatory behavior
   3. Use of inappropriate language
   4. Lack of accountability or responsibility for actions
   5. Disregarding the well being and needs of patients: acts of commission or omission that could adversely affect the patient, e.g., medication errors, failure to provide safe appropriate care, failure to follow supervisor/faculty instructions for care, breach of client confidentiality.
   6. Discriminatory or culturally insensitive behavior

C. Academic Performance: Any reason that may place the student at risk for dismissal or failure to complete program requirements, such as
   1. Insufficient or lack of academic skills to support successful completion of graduate program of study.
   2. Insufficient or lack of technology competencies to support successful completion of an online graduate program of study.
   3. Persistent borderline performance in coursework.
   4. Inconsistent or minimal participation in coursework.
   5. Poor writing or verbal communication skills.
   6. Frequent requests for exceptions or special accommodation not related to a documented disability.

Graduate Student Academic Integrity Policy

Honesty and integrity are prerequisites to academic life and professional practice. The standards of academic conduct address meeting established academic criteria and behavioral integrity in performing the academic work of the School. Faculty are required to investigate and report any concerns regarding student violations of academic policy. Faculty concerns are submitted in writing to the appropriate school committee for review and action. The student is informed when a concern has been submitted and may respond in writing to the concern prior to committee review. Academic integrity violations are reviewed and acted upon by school academic committees at regularly scheduled monthly meetings.

Committee decisions for dismissal may be appealed to the Dean of the School. Refer to the Academic Appeals Policy & Procedure. In the case of all other sanctions, the decision of the school committee is considered final. **Failure to comply with committee imposed sanctions may result in immediate dismissal without option for readmission**.

1. Academic Misconduct
2. Academic misconduct is a breach of honesty or integrity and standards. Examples of academic misconduct include but are not limited to the following:
3. *Cheating*: giving or receiving unauthorized assistance in any assignment.
4. *Plagiarism*: the use of ideas, language or work of another without sufficient acknowledgment that the material is not one's own or submission of the work of another, whether altered or unaltered, as one's own. Students are to be guided by the latest edition of the Publication Manual of the American Psychological Association (APA).
5. *Manipulation or alteration* of another student's or faculty's academic work.
6. *Unauthorized use, removal, concealment or defacement* of library, skills lab or faculty resources (e.g., books, equipment, files, papers, tests).
7. *Submitting the same work or portions of work* for more than one class without prior written approval of faculty.
8. *Collusion*: assisting another student in an act of dishonesty.
9. *Lying*: conveying any untruth either verbal or written.
10. *Disregarding the well-being and needs* of individuals or populations in professional practice (e.g., failure to provide safe appropriate care, breach of confidentiality, failure to follow supervisor/faculty instructions).

Sanctions imposed by school committees for academic misconduct *may* include, but are not limited to:

1. Written notification of the student's act of academic misconduct and potential consequences placed in the student's file.
2. Assigning a zero (no points) for a test, assignment or paper.
3. Assigning a failing course grade.
4. Placing the student on probation.
5. Dismissal from the program.

Plagiarism

GU values the level of integrity and professionalism of our students throughout their education and as they continue on in their professional careers. Therefore, it holds students to a high standard of competence and recognition where plagiarism is involved. GU policy requires the reporting of all incidences of plagiarism to the *School Dean & the Vice President for Academic Affairs (VPAA)* and outlines the following actions for each occurrence.

1st occurrence:

- Written Warning placed in student file.
- A grade of "0" to be recorded by course faculty for the offending assignment(s) with no opportunity to remediate that paper or assignment.

- The plagiarism tutorial (http://www.lib.usm.edu/legacy/plag/plagiarismtutorial.phps)

is to be repeated and the final score submitted within 1 week of the date on this letter.

2nd occurrence:

- A grade of "0" will be recorded by course faculty for the offending assignment(s) with no opportunity to remediate that paper or assignment.
- Academic probation for the remainder of the current term and the next. During this time, the student must submit any referenced work to a plagiarism detection program. Revisions must be made as needed to demonstrate original work and to achieve a non-originality score of 35% or less, before submitting the assignment. Reports are to be submitted to course faculty with each assignment. Reports will be permanently filed within each eCollege course site by course faculty and/or placed in the student's file.

3rd occurrence:

- Assignment of a grade of "F" for the course in which the student is enrolled at the time of the infraction.
- Academic probation for the remainder of the program. During this time, the assigned faculty advisor will randomly check submitted assignments for plagiarism.

4th occurrence:

- Immediate dismissal from the program without the option for readmission.

Graduate Student Academic Appeal Policy & Procedure

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are responsibilities of the course faculty. Grade appeal is available only for the review of allegedly capricious grading and not for the review of the faculty's evaluation of the student's academic performance. A student may appeal either of the following:

1. Failing final course grade
2. Program dismissal

Capricious grading, as the term is used here consists *only* of the assignment of a grade to a particular student:

1. on some basis other than the performance in the course,
2. by resorting to more exacting or demanding standards than were applied to other students in the course, and/or by a substantial departure from the instructor's previously announced standards.

Graduate Student Petition for Exception to Academic Policy

Within the graduate programs, student requests for exceptions to academic policies are reviewed and acted upon by the appropriate committees within the school. Decisions by the school committee are final. Examples of issues appropriate for student petitions for exception to academic policy may include, but are not limited to:

1. Reactivation following a "stop-out" or inactive status of less than one calendar year.
2. Readmission following dismissal or inactive status of longer then one calendar year.
3. Exceptions to graduate program or specialty track requirements due to extraordinary circumstances.
4. Change in, or addition of a specialty track or emphasis.

Students should contact their Program Consultant for assistance with filing a petition for exception to academic policy.

Graduation Requirements

1. Completed sufficient credit to meet the total required graduate semester hours. All requirements degree must be completed within **six years** of initial start date.
2. Completed for each degree:
    a. MSN Family Nurse Practitioner: 47 total semester hours with a minimum of 37 at GU.
    b. MSN Nurse Educator: 40 total semester hours with a minimum of 30 at GU.
    c. DNP Organizational Leadership: 31 total semester hours with a minimum of 31 at GU.
3. Earned a grade of B or better on all course work.
4. Fulfilled all financial obligations to Graceland University.
5. Filed an Application for Graduation with the Office of the Registrar at least six months prior to the anticipated graduation date.

Application for Graduation or Postgraduate Certificate

In order for the registrar to perform a graduation audit and to verify that students have completed their program, students are asked to file an Application for Graduation or the Application for Certificate ***six months*** prior to their anticipated completion date. *Degree seeking students must complete an Application for Graduation. Certificate students file an Application for Certificate.* These processes are completed on line at www.graceland.edu/registrar -Online Forms.

Commencement

Degree-seeking graduate students are expected to complete all requirements for graduation in order to participate in commencement. The Graduate Council will consider petitions for participation in Commencement for students with three or fewer semester hours to complete. Post-Graduate Certificate students are not eligible for a degree or participation in commencement exercises.

The Nursing Recognition Ceremony

It has been a long-standing tradition at Graceland University to celebrate the achievements of each group of graduating nursing students during an annual Nursing Recognition Ceremony. This ceremony is held in Independence, Missouri on the Friday evening before Sunday morning commencement activities in Lamoni, Iowa and is hosted by the faculty of the School of Nursing.

Graduating students from each major nursing discipline are recognized during the ceremony for their achievements. MSN graduates may choose to be "pinned" as part of this recognition.

Graduates are encouraged to wear professional business attire (dresses, suits). Scrubs, lab coats, caps and gowns, and informal casual attire are not appropriate.

Students who have completed graduate programs and who choose to attend Commencement Ceremonies will receive the **Master's or Doctoral Hood.** The Dean of the School of Nursing and the Associate Dean of Graduate Programs "Hood" graduates as part of the conferring of their degree. The hood is the most important and distinctive feature of attire for formal academic ceremonies in American colleges today. The inside of the hood is lined with silk in the official academic colors of the institution, which for Graceland are blue and gold. MSN & DNP graduates wear their hood at the commencement ceremony.

The Nursing Pin

The Nursing Pin, unique to Graceland University, was designed by Professor Iola Tordoff in consultation with the first Chairperson of the Division of Nursing, Margaret McKevit.

The Graceland Tower is centered on the pin and has the appearance of reaching upward. This symbolizes the growth experienced by students in the nursing program. Laurel leaves, which form a half-circle beneath the tower, were first used by the ancient Greeks to crown the victor and later came to be associated with academic honor. The colors of the pin are also symbolic. The pin itself is gold which symbolizes worthiness. A band of blue enamel surrounds the tower; the color stands for truth and loyalty and the unbroken circle for constancy. The two colors together complete the University colors of blue and gold.

A bar which attaches to the Graceland Nursing Pin may be ordered to signify the MSN graduation.

Student Awards

Graduating MSN & DNP students are eligible for the following awards as noted in the criteria. These are presented annually at the Nursing Recognition Ceremony held in May in Independence, Missouri. Faculty recommendations are subject to approval by SON administration.

- **Dean's Social Political Award**

- **Evelyn Berryman Barritt Creativity Award**
  The SON Coordinating Council, and/or appropriate body including a Graceland faculty/representative from the Lamoni campus, will make a selection based on creative accomplishments of nursing alumni, graduating students or faculty. Examples include, but are not limited to the following:
    1. Make a unique contribution to others or community,
    2. Revitalize a traditional theme in a creative manner,
    3. Demonstrate originality in the area of the arts such as literature, visual arts, music or performing arts or other creative entrepreneurial actions showing aesthetic or altruistic accomplishment.

- **Higdon Award for Excellence in Advanced Practice Nursing**
  Faculty will rate graduating students for overall scholarship, clinical expertise, professionalism and community leadership. One graduate from each MSN specialty track (FNP & NE) may be identified and recommended for this award.

- **Sigma Theta Tau (Pi Eta chapter) Outstanding Graduate Student Award**
  In the Spring term of each AY a call for abstracts will be sent to graduating students who are members of Sigma Theta Tau. Students interested in being considered for this award will submit an abstract of their scholarly project and an essay of 200 words or less explaining how their scholarly project demonstrates potential for contributing to nursing's body of knowledge and/or application to nursing practice. Recipient will be determined by selected members of the STTI Pi Eta chapter.

- ***Gerald Jeschke Perseverance Award***
  This annual award is given to a graduating MSN student who has demonstrated perseverance in the face of significant obstacles to completing his/her education. Nominations for this award may come from faculty, the student or student peers and are due by April 30 to the MSN Administrative Assistant, songraduateprograms@graceland.edu.

Pi Eta Chapter - Sigma Theta Tau (ΣΘΤ)
International Honor Society of Nursing

The Pi Eta Chapter of STTI was chartered in March, 2000. There are a total of 451 chapters in STTI and over 405,000 members who live in more than 92 different countries. It is a prestigious organization and provides many exciting opportunities for nurses around the world. Students are invited into the honor society based on academic achievement and academic integrity. MSN students and graduates must achieve a GPA of 3.5 to earn an invitation to join. Explore http://www.nursingsociety.org for more information.

FORMS

Change or Addition of MSN Specialty Track

Faculty Concern Form

Program Completion Plan Change Request Form

Student Petition for Exception to Academic Policy

Family Nurse Practitioner (FNP)
Practicum Guidelines

Introduction
The following is intended to serve as a guide for preparing and successfully completing the clinical practicum components of the FNP program. These guidelines provide direction for students, preceptors and clinical agencies by outlining expectations for each. Please review the information carefully well in advance of your practicum experiences and direct any questions that you have to the FNP Specialty Track Coordinator, Dr. Susan Vogelsmeier at vogelsme@graceland.edu or the Distance Learning Coordinator, Sharon Ward at ward@graceland.edu.

FNP Practicum courses are as follows:

1. NURS6740 FNP Practicum: Pediatrics (240 hrs.)
   Prerequisite: NURS5200
2. NURS6760 FNP Practicum: Adults (240 hrs
   Prerequisite: NURS6200
3. NURS6830 FNP Practicum: Families (240 hrs)
   Prerequisite: NURS6740, NURS6760

All clinical practicum hours must be completed in the United States and its territories. Clinical practicum hours may not be completed at the student's place of employment.

Practicum Hour Requirements
There are a total of 12 s.h. that include a total of 720 hours of practicum experiences. Students enrolled in 4 s.h. of practicum should expect to spend a **minimum of 16-24 hours per week** in the clinic setting. The rationale for planning on this number of hours per week is that often the preceptor may take a day off for a CME, vacation, illness, the clinic might close early, the student might become ill and miss a day(s) or clinic closure due to holidays such as Thanksgiving, Christmas, July 4th etc. Practicum hours must be **completed** within the 16 week trimester. If the student does not complete within the 16 week trimester, an incomplete grade will be given. The student will have the next semester to complete the course. The student, however, will not be able to enroll in another practicum class until the previous semester has been completed.

Patient Contact Time
Clinical experiences are for learning; therefore times spent with each patient will necessarily be lengthier than a regular office visit. As the student develops expertise, the time spent with each patient will shorten. It is expected that students see 1-2 patients per hour. *It is never expected that students see the same number of patients as their preceptors.*

Credit for Clinical Hours
Observation hours are those hours where the student is not having any patient contact other than observing. The first 8 hours of practicum will most likely be observation while the next clinic day the student should begin functioning in the beginning role of the health care provider. It is expected that the student will start on the second clinical day by performing the HPI, focused physical exam and case presentation to the preceptor. This beginning role should be continued for the next 24 hours of clinical. After this time, the student should function fully in the provider role providing total patient care, which includes analyzing differential diagnoses, selecting the most likely diagnosis and recommending a treatment plan to the preceptor.

Preceptor Agreements & Agency Contracts
Students are required to locate and solicit faculty approval of preceptors and practicum sites (agencies) for their clinical practicum experiences. Students may utilize currently approved preceptors and agencies

in their local area or submit new preceptors and agencies for review and approval by faculty. Contact information for currently approved preceptors and practicum sites is available in the Typhon NPST database. A detailed orientation for use of the NPST database is provided during the Advanced Health Assessment focus session. Contact Sharon Ward, DLC for questions or assistance in utilizing this resource as needed.

Contracting with preceptors must begin at least 4 months prior to enrollment in the practicum. An ***Agency Affiliation Agreement*** must be in place for each practicum site where hands-on care is provided. A ***Preceptor Agreement*** is required for any preceptor with whom you will spend 40 or more practicum hours. Agreements with preceptors are valid for one year. Agency Affiliation Agreements have a **two year timeframe**, but are reviewed annually. Often it is the agency contract that may take several months for approval. Please contact the distance learning coordinator, Sharon Ward at ward@graceland.edu for any questions regarding contracts or agency agreements that are not answered in the practicum guidelines.

All contracts & agreements must be on file at Graceland University prior to any clinical activity. All students representing Graceland University are required to have a photo ID name tag. These are created and distributed during the Adv. Health Assessment Focus Session and are to be used as student identification during the entirety of the program.

The dress code for practicum students is business casual dress, a white lab coat with the Graceland University School of Nursing patch on the left shoulder and the photo ID. Scrubs, jeans, athletic wear are not acceptable during practicum hours.

Lead faculty for each practicum course are responsible for reviewing and approving practicum sites and preceptors. If you are having difficulty finding a preceptor in your area, please contact the appropriate lead faculty and/or Sharon Ward well in advance of your scheduled practicum course.

- NURS6740 Pediatrics: Kathleen Lenz, MSN, FNP-BC; klenz@graceland.edu
- NURS6760 Adults: Peggy VanDyke, DNP, FNP-BC; pvandyke@graceland.edu.
- NURS6830 Families: Susan Vogelsmeier, DNP, FNP-BC; vogelsme@graceland.edu

The following are considered carefully by lead faculty during review for approval of practicum experiences:

- preceptor qualifications,
- the number and type of patients seen per scheduled clinic day, and
- the composition of the patient population (sick, well, chronic visits).

In general, you are expected to see **one to two patients an hour**. That patient population must correlate directly to the practicum experience in which you are enrolled. For example, you need to be sure to see at least one to two pediatric patients an hour in your pediatric practicum, one to two adult patients an hour in your adult practicum, and one to two patients an hour (either peds or adult) in your final practicum. The following provides additional information regarding preceptor and site approval.

The focus of each practicum course is population-focused (pediatric, adult & family) primary care. Therefore, the following sites are not recommended and generally not approved as primary practicum sites: (These types of sites, however, may be used for 120 hours of your final practicum, with the other 120 hours being done in a family practice clinic)

- Minute clinics
- Acute care settings
- Emergency Departments
- Diagnostic Specialty Clinics, i.e. Women's Health, Cardiac, etc.
- Hospitalists

NURS6740: Pediatrics (240 hrs)
It is **highly** recommended that you do your pediatric experience in a pediatric office. This can be with a Pediatrician or a Pediatric Nurse Practitioner (PNP). If you find a pediatric office, generally, you will have all 240 hours approved for your pediatric practicum.

If you choose to complete your pediatric practicum hours in a family practice setting, more documentation will be needed in order for this contract to be approved. Your preceptor will need to document the percentage of the patient population that is pediatric and/or the average number of pediatric patients seen per scheduled clinic day. If the number of pediatric patients seen per clinical day is ≥ 8, then you may be approved for 120 hours or more. If that number is < 8 pediatric patients per clinic day, you will have no more than 80-100 hours approved at that site and you will need to make additional arrangements for your pediatric practicum experience. If, while in your practicum course, the clinical logs which you submit on a regular basis show less than the desired number of pediatric patients seen, you may be required to complete further pediatric experiences above the 240 hours.

NURS6760: Adults (240 hrs)
Your adult practicum experience may be completed in family practice or internal medicine (if not a specialty clinic).

NURS6830: Families (240 hrs)
It is recommended that the final practicum experience be located in a family practice office.

Evaluations
Primary preceptors (≥ 40 hrs) are expected to validate student clinical logs weekly and complete a midterm and final performance evaluation of the student. Midterm and final evaluations are to be shared with the student and faculty. Only your primary preceptor will need to complete your midterm and final evaluations. It is your responsibility, however, to see that these are done and submitted at the appropriate intervals.

Validation of logs and student performance evaluations are recorded by faculty and preceptors in the Typhon NPST electronic database. Students receive detailed orientation to this program during the MSN Program Orientation and Advanced Health Assessment Focus Session and are expected to assist preceptors with accessing and navigating the system. Contact Sharon Ward, DLC for questions or assistance.

GU-SON faculty will be in regular communication with your primary preceptor throughout your practicum experience. Preceptors are advised to notify your Graceland faculty, should there be any concerns.

IMPORTANT DATES

Paperwork Deadlines

Since the contracting process can lengthy we have established deadlines for submitting practicum forms. This included Appendix A for the practicum site and Appendix D for the preceptor(s). The deadlines are as follows:

Term		Paperwork Due Date
Spring	January - April	December 1
Summer	May – August	April 1
Fall	September-December	August 1

These deadlines will be followed **with no exceptions.** If you cannot get the required paperwork in by the due date, the practicum courses will have to be delayed and you will either need to re-arrange your completion plan to take another course or take a “STOP-OUT” for the term.

GENERAL PROCEDURE

_____ Review information on selecting an agency and a preceptor.

_____ Give information to agency. A sample contract is included (Appendix B).

_____ Send completed ***Clinical Agency and Preceptor Records Form*** (Appendix A) to the **Distance Learning Coordinator (DLC), Sharon Ward**, at Graceland University. Include the following:

- items listed at the top of the form,
- a copy of your current R.N. license & current CPR card,
- updated health form,
- Standard precautions verification,
- signed Confidentiality Form,
- HIPAA education documentation, and
- criminal background check.

_____ Contracts will be sent to agency by DLC.

_____ Give information and application to potential preceptor (Appendix C and D). **Provide a stamped, addressed envelope**. Preceptors may want to see evaluation forms. They are included in Appendix E. Please be advised that all **preceptors who collaborate with you for 40 or more hours must have a signed agreement, be approved by faculty and complete an evaluation.**

_____ Preceptor should mail completed application and agreement to:

Sharon Ward, DLC
Graceland University
1401 West Truman Road
Independence MO 64050-3434

_____ DLC will forward preceptor information to assigned faculty member for approval.

_____ Faculty will review and approve preceptor and agency.

_____ DLC will send a Welcome Letter and Preceptor Information Packet to preceptor(s).

_____ Faculty and students will be notified by the DLC when all contracts & agreements are in place.

_____ Contact your program consultant to enroll in the appropriate practicum course.

_____ Contact Board of Nursing in the state where you will be doing your practicums to determine proper FNP student signature on patient records.

_____ Carry appropriate health insurance coverage while enrolled in clinical practicum courses.

_____ **Do not start your practicum until**:

1) All contracts are in place,
2) Prerequisite courses have been completed and
3) Your enrollment has been processed
4) You and your preceptor have been notified by course faculty that you are cleared to start clinical hours.

No clinical hours will be counted until this is done.

STUDENT LICENSURE

Students and prospective students in nursing courses with a clinical component will not be allowed to take courses if:

a. Licensure has been denied by the state board.
b. Licensure is currently suspended, surrendered or revoked in any United States jurisdiction.
c. License/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

STUDENT GUIDE TO SELECTION OF CLINICAL PRECEPTOR

Nurse practitioner programs rely heavily on clinical preceptors for the practicum experience. Primary preceptors include practicing **nurse practitioners and physicians**. These practicing professionals are the clinical experts who guide student nurse practitioners through day-to-day experiential learning; role model the most appropriate ways to approach individual needs for health promotion, disease prevention, and treatment of illnesses and provide feedback in a variety of clinical settings. If there is a need for additional clinical experiences, the student may arrange *focused* experiences (less than 40 hours) with other practitioners as approved by the primary practitioner and faculty.

Serving as a clinical preceptor is an important, challenging and rewarding activity that requires time, attention and consistent availability to students. Because the contribution of preceptors is so critical to the student nurse practitioner's learning experience, it is essential that the faculty-student-preceptor relationship be built on mutual respect, professional concurrence and clear communication.

Clinical instructors work cooperatively with approved preceptors to facilitate quality educational experiences. **Preceptors** provide direct supervision, instruction and feedback to students and faculty regarding the student's performance. The assigned **faculty** is responsible for evaluation and grading of students.

Students are encouraged to select one primary preceptor per practicum. It is strongly advised that the student have at least two preceptors for the 720 hours so that different styles and approaches can be analyzed and utilized. For example, Nurse Practitioner Smith is willing to take you for the entire 720 hours and owns a family practice clinic where all ages and conditions are managed. While an excellent experience may be obtained, your own education will be enhanced through exposure to different prescriptive and diagnostic approaches. Often there are several "correct' approaches to managing different patient health issues.

It is recommended that you work at one and no more than two practicum sites per practicum course. This provides continuity with your preceptor and gives you some variety in practice settings. Please note that **you must have one primary preceptor at each practicum site with whom you work for a minimum of 120 hours**. The preceptor guidelines allows the primary preceptor to oversee your experience if you complete some hours with a colleague of your primary preceptor, as long as this colleague is in the same practicum site. If you work more than 40 hours with any preceptor, a contract and an evaluation are be required.

PRECEPTOR QUALIFICATIONS

1. Must hold a current license to practice in the state where the practicum site is located.
2. Nurse practitioner preceptors should hold a Master of Science in Nursing from an NLNAC or CCNE accredited program and have at least one year experience. Nurse practitioners who are not master's prepared but are certified by ANCC or AANP and have a minimum of 2-5 years of full-time clinical experience may also be considered.
3. As stated in the NTF (2008) Criteria for Evaluation of Nurse Practitioner Programs, criterion IV.B3 **"Over the course of the program the student MUST have clinical experiences with an APRN preceptor and preferably an NP with expertise in the population-focused are of practice."** You must have **at least one documented experience with an APRN** during your practicum experiences to be eligible for certification by ANCC or AANP.
4. Physician preceptors should hold a medical or osteopathic degree from an accredited program and be board certified in a primary care area of practice.
5. The use of physician assistants is discouraged due to their dependence on physicians for legal authority and a difference in curricular preparation. If the faculty member determines with the student that use of a physician's assistant in a particular component of the clinical program is acceptable, the PA must be master's prepared, certified by a nationally recognized certifying body and have a minimum of 2-5 years of full-time clinical experience in the area of preceptorship. The total amount of time spent with a physician's assistant may not exceed 240 hours.
6. The student's immediate supervisor at his/her place of employment may not serve as the student's preceptor. It is recommended that the experience not be in a practicum where the student has functioned in an RN or LPN role.

The following are considerations for the student selecting a clinical preceptor:

1. Consider the practice setting in terms of geographical location and case mix (including age, proportion of acute episodic illnesses to chronic diseases, mental health, health screening, and ambulatory or inpatient services).
2. Observe the practice setting in terms of the professional disciplines represented and how they interface. If nurse practitioners are included, review a copy of a position description.
3. Note past/present experience with nurse practitioners and the preceptor-candidate's understanding of nurse practitioner scope of practice in the state where the practice is located.
4. What are some of the environmental risk factors in the community where the practice is located (e.g., pollutants, endemic disease states, interpersonal violence, weather extremes, etc.)
5. Does the practice include public health, long term care, acute care hospital practice, and if so, what proportion of time is allocated to these settings? How consistent is this with your interest and course requirements?
6. What has been the preceptor-candidate's experience with teaching or functioning as a preceptor for students?
7. *How much time would the preceptor-candidate have available for a student on a daily and weekly basis?*
8. Would a student work with another practitioner when the preceptor is out of the office?
9. Will there be references available and quiet space for use to document and prepare cases for presentation?
10. Will you be able to attend team conferences?
11. Is the preceptor-candidate active in professional or community groups, which will allow a student to accompany her/him to meetings or other activities? Ask for examples.
12. How would a student be perceived in the practice by other clinicians, personnel, patients, families, and the community in general? How will a student be introduced to the overall setting?
13. Would the preceptor-candidate be available at least once for a live synchronous teleconference with the student and the Graceland faculty?
4. Would the preceptor-candidate be willing to review a student's cases and clinical log weekly, and provide verbal feedback, as well as document evaluations of the student's progress at the

completion of the clinical practicum?

15. Consider the experiences a student could expect to have in the practice that would prepare her/him for practice in the current health care arena (e.g.., practice management, billing and third party reimbursement, risk management, quality assessment, personnel management, etc.).
16. Would the student be involved in selection of patients/clients according to her/his needs?
17. Are all records, including laboratory, radiology, and other reports accessible for the student? Will these be reviewed in case presentations?
18. Are instructional and educational materials available for patients/clients to supplement their learning? Are there formal classes or groups conducted by the preceptor-candidate or others in the practice in which a student may participate?
19. What opportunities will there be to follow up or provide continuity of care for patients/clients?

PRECEPTOR CONTRACTS

1. A contract is required for the primary preceptor
2. The primary preceptor is responsible for directing the learning experience of the student within his/her clinic setting.
3. The majority of hours are to be spent with the primary preceptor but he/she may approve time spent with another provider/providers within that particular clinic.
4. Any patient contact with the primary preceptor that may not be in that particular clinic setting will require and additional agency contract (if different from the agency that is currently contracted.)

Contracting with preceptors **must begin at least 4 months prior** to enrollment in the practicum experience. Contracts with preceptors are valid for one year and with agencies contracts are valid for 2 years. Often it is the agency contract that may take several months for approval. Therefore beginning contracting with the agency prior to 4 months is highly recommended. Please contact the distance learning coordinator, Sharon Ward at ward@graceland.edu for any questions that are not answered in the practicum guidelines.

IMPORTANT DATES

Paperwork Deadlines

Since the contracting process can lengthy we have established deadlines for submitting practicum forms. This included Appendix A for the practicum site and Appendix D for the preceptor(s). The deadlines are as follows:

Term		**Paperwork Due Date**
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These deadlines will be followed **with no exceptions.** If you cannot get the required paperwork in by the due date, the practicum courses will have to be delayed and you will either need to re-arrange your completion plan to take another course or take a “STOP-OUT” for the term.

Appendix A

GRACELAND UNIVERSITY
MSN and Post-Master's Programs
Clinical Agency and Clinical Preceptor Records Form

(To be Completed by the Student)
Please print or type

Clinical Course(s)_____

Name of Student _____Student ID # _____

For each clinical course you must submit this form and appropriate documentation as listed below:

.
____ A brief description of the physical facilities available, the opportunities present that will aid you in meeting the course objectives at this agency, and the library facilities that will be available in the area. If available, a copy of the Philosophy or Mission Statement of the Agency.

AGENCY:

Name of Agency _____
(If agency is a private practice you must indicate its legal name, i.e., Dr. Smith's Healthcare, PA)

Address _____

Phone Number (_____) _____FAX # _____

Agency Administrator _____Title _____
(Person who actually signs the contract and their title)

Agency or Administrator Email Address
_____

STUDENT:

I attest to the fact that I am not an employee or supervisor of the Unit of clinical experience, and that my immediate supervisor does not have responsibility for the unit of clinical experience in which the educational experience will occur. I also attest to the fact that the proposed preceptor is not related to me, is not my immediate supervisor and is not my employee or subordinate.

Name of Student (please print)_____

_____
Signature of Student
Please sign your name above before submitting this form

Appendix B

Note to Administrator:

THIS IS A SAMPLE CONTRACT ONLY – DUPLICATE ORIGINAL CONTRACTS WILL BE PREPARED AT THE SCHOOL OF NURSING OFFICE AND MAILED TO YOU FOR SIGNATURES. ONCE RECEIVED, PLEASE COMPLETE THE ACCREDITATION INFORMATION, SIGN, HAVE A WITNESS SIGN, AND RETURN BOTH CONTRACTS. A FULLY EXECUTED CONTRACT WILL BE RETURNED TO YOU FOR YOUR FILES.

SAMPLE **SAMPLE**

AGENCY CONTRACT

Agreement Between
Graceland University
Lamoni, Iowa

and

(AGENCY NAME AND ADDRESS)

Graceland University, (hereafter referred to as "University") and (AGENCY NAME) (hereafter referred to as "Agency") agree upon the following conditions to govern the provision of facilities for the clinical experience of MSN students in the Graceland Outreach Program.

1. DEFINITIONS

1.1 Clinical Practicum means the practical experience that the Student obtains by means of onsite actual clinical experience under Agency supervision.

1.2 Preceptor is the Agency employee who directly supervises the Student in his or her clinical practicum.

1.3 Unit means the department within the hospital or clinic in which the Student obtains clinical experience.

1.4 Faculty Member means the professor of nursing who evaluates the Student's clinical practicum.

1.5 Student means the Graceland University nursing student who is performing his or her clinical practicum at the Agency.

2. TERM. The initial term of this Agreement shall be for two years beginning on_____ _____, 200___ ("Effective Date"). The term of this Agreement shall be automatically renewed on a year-to-year basis thereafter unless either party gives notice of its intent not to renew at least 30 days before the expiration of the initial term or the then current term.

3. RESPONSIBILITIES OF AGENCY.

3.1 The Agency shall retain full responsibility for the supervision and provision of patient/client care. The Agency shall provide the Student with access to learning experiences and involvement in client care in its clinical facilities.

3.2 The Agency retains the right to have the Student withdraw from the Agency if the Agency determines that to be in the best interest of the Agency. The Agency agrees not to have

the Student perform any functions that are not a part of the University's nursing curricula.

3.3 The Agency shall maintain or shall cause the Preceptor to maintain professional liability insurance in the amount equivalent to that maintained by the Student.

3.4 The Agency confirms that the Student is not an employee of the Unit used for clinical experience and has no responsibility for supervision for that Unit.

3.5 The Agency agrees that it shall not use the name of the University in any advertising, commercial, or published materials without first obtaining the express written authorization from the University.

4. RESPONSIBILITIES OF UNIVERSITY.

4.1 The University shall retain ultimate responsibility for the education of its students throughout the clinical/practicum experience. Only those students who have satisfactorily completed the prerequisite portion of their curriculum shall be approved for participation at a Clinical Practicum.

4.2 The University shall maintain or shall cause each Student to maintain professional insurance in the amount of $1 million for any one occurrence and a minimum of $3 million in the aggregate during the clinical experience. The University shall furnish or cause its participants to furnish proof of such insurance coverage upon request.

4.3 The University may, only in specified states, make an on-site visit to evaluate the Student's learning experience. The Faculty Member shall show proper identification before entering the client care area.

4.4 The University agrees that it shall not use the name of the Agency in any advertising, commercial, or published materials without first obtaining the express written authorization from the Agency.

4.5 The University agrees to instruct Student to hold as confidential any patient and institutional information acquired while engaged in clinical educational experiences.

5. LIABILITY. The parties hereto shall not incur, by contract, liability based upon the negligent operations, acts or omissions of the other, its agents or employees. Each of the parties assumes full responsibility for the negligent operations, acts, and omissions of its own employees and agents

6. INDEMNIFICATION. Each party shall indemnify the other, and their respective directors, officers, agents, and employees ("Indemnitee") from and against all claims, damages, losses, liabilities, costs, expenses and reasonable attorney's fees (collectively "Damages") arising out of a claim by a third party against an Indemnitee resulting from or alleged to have resulted from any act or omission of the other party under or related to this Agreement.

7. GENERAL CONDITIONS.

7.1 The Student and Preceptor shall furnish the Agency with a copy of current license to practice in the state where the Agency is located.

7.2 The Student shall furnish the Agency evidence of current immunization and other health related information as required by the Agency.

7.3 The Student shall provide the Agency with documentation of current Basic Cardiac Life Support (BCLS) and Standard Precautions education.

7.4 The University and the Agency do not and shall not discriminate against any employee or student on the basis of race, color, religion, age, sex, national origin, sexual orientation, or disability.

8. BACKGROUND CHECK. The University shall, in a timely manner, at the Student's expense, conduct (or have conducted) a background check on each and every student assigned to the Program. The background check for students shall include the following:

i. Social Security Number Verification
ii. Criminal Search
iii. Employment Verification
iv. Sex Offender Registry
v. Combined OIG/GSA Report
vi. Healthcare Sanctions Registry

Should the background check disclose adverse information as to any student, the University shall immediately notify the Agency

9. GOVERNING LAW. This agreement and the rights and obligations of the parties are governed by the laws of the state of Missouri, without regard to any conflict of laws principles.

10. ENTIRE AGREEMENT; MODIFICATIONS; INCONSISTENCIES. This Agreement constitutes the entire agreement of the parties and supersedes all agreements, proposals, inquiries, commitments, discussions and correspondence, whether written or oral, prior to or contemporaneous with the Effective Date. This Agreement may not be amended or modified except in writing signed by a duly authorized representative of each party.

Accreditation approvals were obtained by the Agency as follows:	Date
1. Joint Commission for Accreditation	_____
of Health Care Organizations	_____
AND/OR	
2. State Department of Health	_____
3. Other Certification (if applicable)	_____

Appendix C

GRACELAND UNIVERSITY
SCHOOL OF NURSING
Preceptor Applicant Information and Responsibilities
MSN/FNP Practicum

Nurse practitioner programs rely heavily on clinical preceptors for the practicum experiences. Preceptors include nurse practitioners and physicians. These practicing professionals are the clinical experts who guide student nurse practitioners through day to day experiential learning; role model the most appropriate ways to approach individual needs for health promotion, disease prevention, and treatment of illnesses and provide feedback in a variety of clinical settings.

Serving as a clinical preceptor is an important, challenging, and rewarding activity, which requires time, attention, and consistent availability to students. Because the contribution of clinical faculty is so critical to the quality of the student nurse practitioner's learning experience, it is essential that the faculty-student-preceptor relationship be built on mutual respect, professional concurrence, and clear communication. The faculty and students at Graceland appreciate your interest in serving as a clinical preceptor for the Nurse Practitioner Program.

Preceptor Responsibilities

1. Demonstrate understanding of the FNP role in a primary care setting.

2. Orient the student:
   a. Site and staff
   b. Preceptor expectations
   c. General plans for the experience
   d. Expectations related to patient care management
   e. Evaluation of student performance

3. Serve as a professional role model.

4. Direct student learning experience while encouraging increasing student responsibility.

5. Provide immediate and adequate feedback.

6. Assume an informal teaching role related to standards of care.

7. Lead student through decision making rather than giving own impressions.

8. Review and sign clinical notes weekly.

9. Review differential diagnosis, recommended treatments and patient care management with student.

10. Recommend alternative learning experiences when needed.

11. Review evaluation with student and provide immediate and constructive feedback.

12. Collaborate and communicate with Graceland faculty as needed.

Student Name _____
ID # _____
Course # _____

Appendix D

GRACELAND UNIVERSITY
School of Nursing
Preceptor Application and Agreement
MSN/Postgraduate FNP Practicum

Part I

Thank you for your willingness to precept a Graceland University student.

Name: _____Title: _____

Work Phone _____ Home Phone _____

E-Mail: _____

Please fill out this form briefly and attach the following items.

_____Current curriculum vitae or résumé or complete Part II
_____Photocopies of license(s) and certifications(s)
_____Evidence of professional liability insurance

What was your first year of practice? _____Age range of patients _____

Type of practice: _____ Number of Patients per day_____

Average # of pediatric patients per day (if Family Practice) _____

Do you consider your practice to be primary care? _____

Are you Board certified? _____ Which Board? _____

Please take a few minutes to reflect on and respond to the following questions by checking the appropriate response

1. Have you precepted students before? ☐ YES ☐ NO

2. Are you willing to review the student's cases and provide verbal feedback? ☐ YES ☐ NO

3. Are you willing to complete evaluations of the student's progress at the end of the practicum? ☐ YES ☐ NO

4. Will you be available for a live synchronous teleconference and for a site visit (if required by your state) with the student and Graceland faculty? ☐ YES ☐ NO

5. Will the student be involved in selection of patients according to her/his needs? ☐ YES ☐ NO

6. Are all records, including laboratory, radiology, and other reports accessible for the student?
☐ YES ☐ NO

7. Will the student have references available? ☐ YES ☐ NO

8. Will the student work with another practitioner when you are out of the office?
☐ YES ☐ NO

9. When is the best time to contact you? _____

10. How would you like to be contacted? Phone _____E-mail _____

Part II

Please list the following information **or submit a current CV or résumé.**

1. Educational Preparation
Institution Major Degree

_____

_____

_____

2. First year of practice_____

3. Specialty Board/Certification Date

_____

_____

4. State(s) where licensed _____ Exp. Date _____

_____ Exp. Date _____

5. Clinical privileges and agency _____

_____

6. Professional experience _____

_____

Part III

Student Name _____
ID# _____
Course _____

PRECEPTOR AGREEMENT

I agree to participate as a preceptor for the above named student.

I have provided a copy of the following to the above named agency and the School.

1. Current professional licensure in the state in which the agency is located and board certification.
2. Verification of current liability insurance. (Photocopy of certificate attached)

I accept the following as responsibilities for the duration of the preceptorship.

I will:

1. Serve as a resource person, primary care practitioner role model, and consultant to the assigned student.
2. Coordinate the clinical experience with the faculty person.
3. Recommend patient assignments, which will help the student, integrate theory and research from didactic course work.
4. Precept the student in the clinical setting.
5. Validate the presence of student at agreed upon clinical dates and times.
6. Assist in determining the degree to which the student has met the learning objectives in the clinical setting.
7. Notify the school and student at least two weeks in advance if unable to complete this contract.
8. Notify the instructor as well as the agency of any incident requiring a formal report.

Graceland University faculty will be responsible for coordinating, monitoring and evaluating clinical experience. The faculty member will:

1. Orient the preceptor to the philosophy, goals and objectives of the curriculum and the course.
2. Coordinate clinical teaching methodology.
3. Provide student supervision through telephone conversations and regularly scheduled conferences with student and preceptor.
3. Notify the preceptor at least two weeks in advance if a decision is made to terminate the agreement.

I certify that the information in this agreement is true to the best of my knowledge and ability. I understand that the student's clinicals are not to begin until I have received notification from the instructor that Graceland University has approved this agreement.

_____
Signature of Primary Preceptor

_____
Signature of Graceland University Faculty

_____
Date

_____
Date

NURSE EDUCATOR (NE)
PRACTICUM GUIDELINES

Introduction
This handbook is intended to serve as a guide for preparing for the NURS 6720 Nurse Educator practicum and NURS 6810 Nurse Focused practicum components of the Nurse Educator program. Please review the handbook carefully before proceeding.

At the time of admission to the Nurse Educator specialty track, most students will have begun a dialogue with potential preceptors and agencies. These Practicum Guidelines may be used as a handbook to provide direction for students and potential preceptors by outlining the expectations for them as well as clinical agencies. It is highly recommended that preceptor candidates complete the application process as soon as possible, because the process may take up to ***8 weeks*** for the NE practicum and **12 weeks** for the Nurse Focused practicum and must be completed prior to any clinical activity.

Frequently Asked Questions about Practicums

1. **How many hours of clinical experience do I need?**
   There are two Practicums required for Nurse Educators, - NURS6720 Nurse Educator Practicum and NURS6810 Nurse Focused Practicum. You must complete 120 clock hours of clinical for each of these practicum courses.

2. **How many contracts are there?**
   You will need an agreement with all preceptors and a contract with each preceptor's employing agency. Typically, one preceptor is arranged for supervision of each of the 120 clock hours of each of the practicum courses. Contracts are not required for observation experiences (e.g., Committee Meeting Experience, Clinical Laboratory Simulation Experience). Your nurse focused practicum preceptor should be a clinical nurse specialist (CNS), family nurse practitioner (FNP), or physician. Your nurse educator practicum preceptor should, preferably, be a BSN educator.

3. **Why is a contract needed?**
   The contracts make sure that you are covered by the liability insurance that Graceland provides for you. Additionally, they are required by State Boards of Nursing Regulations.

4. **How much time does it take to get contracts done?**
   This depends upon the agency and preceptors, but usually about eight weeks. Expect longer if you are trying to contract with a larger agency or a military affiliated institution. It is to your advantage to start this process early to ensure contracts are in place by the time your practicum term begins.

5. **What type of a setting should I do my clinical experiences in?**
   Preferably, the nurse educator experience (NURS 6720) should be in a School/Department of Nursing within a university or a community college. Some practicum experiences may be completed within a Nursing Education or Staff Development Department within a health care facility. For specific questions, please contact your clinical instructor.

   The nurse focused practicum experience (NURS6810) may be in an acute care, out-patient, community, or long-term care setting as long as your preceptor is a clinical nurse specialist, advanced practice nurse or physician.

6. **When can I start?**
   You may not participate in any practicum experiences or count any hours prior to the start date for the NURS6720 or NURS6820 courses in which you are enrolled. In addition, all contracts must be signed and on file prior to starting your practicum experiences.

7. **Who do I contact about clinical contracts?**
   You can contact Sharon Ward at 1-800-833-0524 ext. 4678 or e-mail at ward@graceland.edu. She processes both agency contracts and preceptor agreements. She can answer any questions as well as let you know the status of pending contracts.

GENERAL PROCEDURE

Students:

____ Review information on selecting an agency and a preceptor provided in this handbook and the NURS6720 Nurse Educator Practicum or NURS6810 Nurse Focused Practicum syllabus on the eCollege Community page. Scroll down to the "SON Graduate Course Syllabi" text box and click on the NURS6720 or NURS6820 link. Keep in mind that the syllabi posted at this site are for purposes of providing general information and are not the official course syllabi for a specific term. **DO NOT PURCHASE BOOKS OR FOLLOW POLICIES INCLUDED IN ONLINE, GENERIC COURSE SYLLABI.**

____ Select a potential preceptor and agency. Provide stamped envelope. Please be advised that **all preceptors who supervise your clinical practicum activities must complete an Agreement form**.

- Give information to agency. A sample contract is included
  - NURS 6720 NE Practicum: Appendix C
  - NURS 6810 Nurse Focused Practicum: Appendix H .
- Give Applicant Information and Responsibilities information:
  - NURS 6720 NE Practicum Appendix D
  - NURS 6810 Nurse Focused Practicum: Appendix I
- Preceptor Application and Agreement form
  - NURS 6720 NE Practicum: Appendix E
  - NURS 6810 Nurse Focused Practicum: Appendix J

____ Send completed Clinical Agency and Preceptor Request Form (Appendix A) to the contract coordinator at Graceland University **at least 12 weeks for the NURS6810 Nurse Focused practicum and 8 weeks for NURS6720 NE practicum prior to the registration deadline: April 1-Summer, August 1-Fall, December 1-Spring**. Include the following:

- a copy of your current RN license for the state in which your clinical experience will occur.
- signed and dated Statement Regarding Confidentiality (Appendix B)
- a brief description of the physical facilities available, the opportunities present that will aid you in meeting the course objectives at this agency, and the library facilities that will be available in the area.

____ Provide the agency with all documentation required for your engagement in practicum activities (e.g., classroom instruction, clinical instruction, laboratory instruction, and committee meeting observation, patient assessment, care planning, etc.). Required documentation will probably include:

- Copy of current RN license to practice in the state where the Agency is located
- Current immunization and other related information
- Current Basic Cardiac Life Support (BCLS)
- Standard Precautions education

____ Enroll in the appropriate practicum course. All prerequisites must be completed prior to enrollment. Order your learning guide/texts for the practicum course.

____ Carry appropriate health insurance coverage while enrolled in clinical practicum courses.

____ Do not start your practicum until notified by Contract Coordinator that all agreements & contracts are in place. **No** clinical hours will be counted prior to start date of course.

Preceptor-Candidates:

_____ Mail completed Preceptor Application and Agreement form to contract coordinator at Graceland University at least 8 weeks in advance of registration deadline (April 1-Summer, August 1-Fall, December 1-Spring) for NURS 6720 NE Practicum and 12 weeks in advance of registration for NURS 6810 Nurse Focused Practicum.

_____ Assist student with identification of documentation (e.g., current license, immunization record, BCLS card, Standard Precautions education) required by the agency for the student's engagement in practicum activities.

_____ Collaborate with student in the development of a tentative schedule of practicum activities to meet course objectives (120 hours, at least 80 hours to be completed by course midterm).

Graceland University School of Nursing Faculty and Staff:

_____ Course lead faculty will:

- review & approve preceptor application, and
- sign and return the Preceptor Application and Agreement form to the Contract Coordinator.

____ Contract Coordinator will:

- send a contract to the Agency,
- send a welcome letter and preceptor packet to the preceptor,
- notify faculty and student when all agreements (agency, preceptor) are in place, and
- enroll student in NURS6720 or NURS6810.

Agency:

_____ Sign appropriate contract and return to Graceland University Contract Coordinator ASAP

STUDENT GUIDE TO SELECTION OF THE CLINICAL PRECEPTOR
NURSE EDUCATOR PRACTICUM

The Nurse Educator program relies on clinical preceptors for direct supervision of the practicum experience. Primary preceptors for NURS6720 include practicing nurse educators or educational administrators in the clinical or academic setting. Primary preceptors for NURS6820 include practicing clinical nurse specialists (CNS), family nurse practitioners (FNP), or physicians.
Serving as a clinical preceptor is an important, challenging and rewarding activity that requires time, attention and consistent availability to students. Because the contribution of preceptors is so critical to the Nurse Educator student's learning experience, it is essential that the faculty-student-preceptor relationship be built on mutual respect, professional concurrence and clear communication.

Preceptor Qualifications

1. Must hold a current license to practice in the state where the practicum site is located.
2. Nurse Educator preceptors should hold a Master of Science in Nursing from an NLNAC or CCNE accredited program, or hold a license as a practicing physician.
3. The student's immediate supervisor at his/her place of employment may not serve as the student's preceptor.

The following are additional considerations for the student selecting a clinical preceptor:

- the preceptor candidate's practice setting in terms of its geographical location and academic mission.
- the preceptor-candidate's teaching and preceptor experience
- the preceptor-candidate's time availability for student interaction (e.g., daily, weekly)
- the preceptor-candidate's ability to facilitate (and availability to supervise) your engagement in required practicum experiences (classroom instruction experience, clinical instruction experience, clinical laboratory simulation experience, committee meeting experience, activity of choice, clinical practice experience in the NE practicum) OR (clinical supervision and teaching in the Nurse Focused practicum)
- availability of another educator /clinician when the preceptor-candidate is out of the office
- availability of instructional materials to supplement student learning
- availability of references/resources/space for your use in preparing for student instruction
- willingness to let you attend accompany her/him to meetings or other activities
- availability of the preceptor-candidate for one or more teleconferences with the student and Graceland faculty

CRITERIA FOR SELECTION OF THE CLINICAL AGENCY

Each agency used for clinical experience by students in nursing programs of the School of Nursing will meet the following general criteria:

The Agency will:

1. Have a philosophy and goals, which are in harmony with the philosophy and student learning outcomes of the nursing program.

2. Be sound in organization and administration and approved by either the Joint Commission for Accreditation of Health Care Organizations, the State Department of Health, CCNE, or NLNAC.

3. Demonstrate an attitude supportive of higher education in nursing.

4. Agree that the educational/staff development program is under the control of qualified nursing educators that have ultimate responsibility for all theoretical and clinical instruction. Or clinicians that have control or input into the care of patients in the clinical setting.

5. Provide opportunities to meet practicum objectives.

6. Provide adequate orientation to the agency.

7. Provide appropriate physical facilities for the faculty, preceptors and students.

8. Permit use of the agency library facilities if available.

Appendix A

GRACELAND UNIVERSITY
MSN and Post-Graduate Programs

Clinical Agency and Preceptor Request Form
(To be completed by the Student)
Please print or type

Clinical Course: NURS6720 Nurse Educator Practicum

Name of Student _____ Student ID # _____

For the Nurse Educator Practicum course you must submit this completed form and all appropriate documentation as listed below:

_____ A copy of your current RN license for the state in which your clinical experience will occur.
_____ A signed copy of the Statement Regarding Confidentiality.
_____ A brief description of the physical facilities available, the opportunities present that will aid you in meeting the course objectives at this agency, and the library facilities that will be available in the area. If available, a copy of the Philosophy or Mission Statement of the Agency.

Name of Clinical Agency _____

Address _____
Street *City* *State* *Zip Code*
Phone Number (_____) _____

Agency Administrator_ _____ Title _____
(Person who actually signs the contract and their title)

Name of Preceptor _ _____ Title _____
_____

Work Phone (___) _____ Home/Cell Phone (__)_____

I attest to the fact that I am not an employee or supervisor of the agency selected for practicum clinical experience, and that my immediate supervisor does not have administrative responsibility for the agency selected for practicum clinical experience. If I am an employee of the agency selected, I have received permission from _____(course instructor) to use this agency. I also attest to the fact that the proposed preceptor is not related to me, is not my immediate supervisor and is not my employee or subordinate.

_____ _____
Signature Date

Appendix B

GRACELAND UNIVERSITY
School of Nursing
Master of Science in Nursing

Nurse Educator Practicum

Statement Regarding Confidentiality

I understand that information regarding students, patients, and clinical/educational facilities is confidential and is not to be disclosed without written authorization. I will discuss confidential information only within my practice and never in open areas such as hallways, cafeterias, etc. where it might be overheard by visitors or other students.

I understand also that information in some students' records may be governed by federal regulations (see http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html) and that unauthorized disclosure of such information is punishable by fine or imprisonment, even after I leave the clinical/educational area.

Any unauthorized release of student information by me may be grounds for immediate termination of my clinical affiliation and course work at Graceland University.

_____
DATE

_____
SIGNATURE

_____
STUDENT ID #

Appendix C

SAMPLE **SAMPLE**

AGENCY CONTRACT For Nurse Educator Practicum NURS6720

Agreement Between
Graceland University
Lamoni, Iowa

and

(AGENCY NAME AND ADDRESS)

Graceland University, (hereafter referred to as "University") and (AGENCY NAME) (hereafter referred to as "Agency") agree upon the following conditions to govern the provision of facilities for the clinical experience of MSN students in the Graceland University Distance Learning Program.

1. DEFINITIONS

1.1 Clinical Practicum means the practical experience that the Student obtains by means of onsite actual clinical experience under Agency supervision.

1.2 Preceptor is the Agency employee who directly supervises the Student in his or her clinical practicum.

1.3 Unit means the department within the hospital or clinic in which the Student obtains clinical experience.

1.4 Faculty Member means the professor of nursing who evaluates the Student's clinical practicum.

1.5 Student means the Graceland University nursing student who is performing his or her clinical practicum at the Agency.

2. TERM. The initial term of this Agreement shall be for two years beginning on_____ _____, 200___ ("Effective Date"). The term of this Agreement shall be automatically renewed on a year-to-year basis thereafter unless either party gives notice of its intent not to renew at least 30 days before the expiration of the initial term or the then current term.

3. RESPONSIBILITIES OF AGENCY.

3.1 The Agency shall retain full responsibility for the supervision and provision of patient/client care. The Agency shall provide the Student with access to learning experiences and involvement in client care in its clinical facilities.

3.2 The Agency retains the right to have the Student withdraw from the Agency if the Agency determines that to be in the best interest of the Agency. The Agency agrees not to have the Student perform any functions that are not a part of the University's nursing curricula.

3.3 The Agency shall maintain or shall cause the Preceptor to maintain professional liability insurance in the amount equivalent to that maintained by the Student.

3.4 The Agency confirms that the Student is not an employee of the Unit used for clinical experience and has no responsibility for supervision for that Unit.

3.5 The Agency agrees that it shall not use the name of the University in any advertising, commercial, or published materials without first obtaining the express written authorization from the University.

4. RESPONSIBILITIES OF UNIVERSITY.

4.1 The University shall retain ultimate responsibility for the education of its students throughout the clinical/practicum experience. Only those students who have satisfactorily completed the prerequisite portion of their curriculum shall be approved for participation at a Clinical Practicum.

4.2 The University shall maintain or shall cause each Student to maintain professional insurance in the amount of $1 million for any one occurrence and a minimum of $3 million in the aggregate during the clinical experience. The University shall furnish or cause its participants to furnish proof of such insurance coverage upon request.

4.3 The University may make an on-site visit to evaluate the Student's learning experience. The Faculty Member shall show proper identification before entering the client care area.

4.4 The University agrees that it shall not use the name of the Agency in any advertising, commercial, or published materials without first obtaining the express written authorization from the Agency.

4.5 The University agrees to instruct Student to hold as confidential any patient and institutional information acquired while engaged in clinical educational experiences.

5. LIABILITY. The parties hereto shall not incur, by contract, liability based upon the negligent operations, acts or omissions of the other, its agents or employees. Each of the parties assumes full responsibility for the negligent operations, acts, and omissions of its own employees and agents

6. INDEMNIFICATION. Each party shall indemnify the other, and their respective directors, officers, agents, and employees ("Indemnitee") from and against all claims, damages, losses, liabilities, costs, expenses and reasonable attorney's fees (collectively "Damages") arising out of a claim by a third party against an Indemnitee resulting from or alleged to have resulted from any act or omission of the other party under or related to this Agreement.

7. GENERAL CONDITIONS.

7.1 The Student and Preceptor shall furnish the Agency with a copy of current license to practice in the state where the Agency is located.

7.2 The Student shall furnish the Agency evidence of current immunization and other health related information as required by the Agency.

7.3 The Student shall provide the Agency with documentation of current Basic Cardiac Life Support (BCLS) and Standard Precautions education.

1.4 The University and the Agency do not and shall not discriminate against any employee or student on the basis of race, color, religion, age, sex, national origin, sexual orientation, or disability.

8. BACKGROUND CHECK. The University shall, in a timely manner, at the Student's expense, conduct (or have conducted) a background check on each and every student assigned to the Program. The background check for students shall include the following:

vii. Social Security Number Verification

viii. Criminal Search
ix. Employment Verification
x. Sex Offender Registry
xi. Combined OIG/GSA Report
xii. Healthcare Sanctions Registry

Should the background check disclose adverse information as to any student, the University shall immediately notify the Agency

9. GOVERNING LAW. This agreement and the rights and obligations of the parties are governed by the laws of the state of Missouri, without regard to any conflict of laws principles.

10. ENTIRE AGREEMENT; MODIFICATIONS; INCONSISTENCIES. This Agreement constitutes the entire agreement of the parties and supersedes all agreements, proposals, inquiries, commitments, discussions and correspondence, whether written or oral, prior to or contemporaneous with the Effective Date. This Agreement may not be amended or modified except in writing signed by a duly authorized representative of each party.

Accreditation approvals were obtained by the Agency as follows:

Date

Joint Commission for Accreditation of Health Care Organizations
State Department of Health
Higher Learning Commission
State Department of Education
NLNAC
CCNE
Other Certification:

Note to Administrator:

THIS IS A SAMPLE CONTRACT ONLY – DUPLICATE ORIGINAL CONTRACTS WILL BE PREPARED AT THE SCHOOL OF NURSING OFFICE AND MAILED TO YOU FOR SIGNATURES. ONCE RECEIVED, PLEASE COMPLETE THE ACCREDITATION INFORMATION, SIGN, HAVE A WITNESS SIGN, AND RETURN BOTH CONTRACTS. A FULLY EXECUTED CONTRACT WILL BE RETURNED TO YOU FOR YOU FILES.

Appendix D

GRACELAND UNIVERSITY
School of Nursing
Master of Science in Nursing

Nurse Educator Practicum NURS6720

Preceptor Applicant Information and Responsibilities

The Nurse Educator program relies on clinical preceptors for direct supervision of the practicum experience. Preceptors include nurse educators and educational administrators. These practicing professionals are the experts who guide the Nurse Educator student through day-to-day experiential learning; role model the most appropriate ways to approach students and colleagues in an educational setting and provide feedback in a variety of clinical settings.

Serving as a clinical preceptor is an important, challenging, and rewarding activity, which requires time, attention, and consistent availability to students. Because the contribution of clinical faculty is so critical to the quality of the student nurse educator's learning experience, it is essential that the faculty-student-preceptor relationship be built on mutual respect, professional concurrence, and clear communication. The faculty and students at Graceland University appreciate your interest in serving as a clinical preceptor for the Nurse Educator Program.

Preceptor Responsibilities

1. Serve as a professional Nurse Educator role model in an academic and/or health care setting.
2. Collaborate with the student in the development of practicum objectives and tentative schedule of practicum activities (120 hours, at least 60 hours to be completed by course midterm).
3. Facilitate opportunities for the student to meet practicum objectives and to engage in the required practicum activities (e.g., classroom instruction, clinical instruction, laboratory instruction, and committee meeting observation).
4. Recommend and supervise teaching assignments, which will promote the student's socialization to the role of nurse educator and nursing education standards of practice.
5. Orient the student to:
   a. Site and staff
   b. Preceptor expectations
   c. Available teaching opportunities
   d. Expectations related to student instruction and evaluation of student performance
   e. Documentation required by agency for the student's engagement in practicum activities (e.g., classroom instruction, clinical instruction, laboratory instruction, and committee meeting observation) such as a copy of current RN license, immunization and other related information, proof of Basic Cardiac Life Support, and Standard Precautions education.
   f. Agency Policies and Procedures as appropriate.
6. Provide the student with immediate and constructive feedback.
7. Validate the presence of student at agreed upon clinical dates and times.
8. Collaborate and communicate with Graceland faculty as needed.

Appendix E

GRACELAND UNIVERSITY
School of Nursing

Nurse Educator Practicum NURS6720
Preceptor Application and Agreement

Student Name: **ID #** **Course #** NURS 6720

Part I

Thank you for your willingness to precept a Graceland University student.

Name:		Title:	
Work Phone:		Home/Cell Phone:	
Email Address:			

Please fill out this brief form and attach the following items.

_____ Current curriculum vitae or résumé in lieu of Part II
_____ Photocopies of license(s) and certifications(s)

Please take a few minutes to reflect on and respond to the following questions by circling the appropriate response (please feel free to use back of sheet for additional information).

1. Have you precepted students before? ☐ YES ☐ NO
2. Are you willing to review the student's assignments and provide verbal feedback?
3. ☐ YES ☐ NO
4. Are you willing to complete evaluations of the student's progress during and at the end of the practicum? ☐ YES ☐ NO
5. Will you be available for a phone conference and/or for a site visit when appropriate with the student and Graceland faculty? ☐ YES ☐ NO
6. Will the student be involved in selection of teaching experiences according to her/his needs? ☐ YES ☐ NO
7. Will the student have access to appropriate references/resources? ☐ YES ☐ NO
8. Will the student work with another faculty member when you are out of the office? ☐ YES ☐ NO
   If yes, other educator must have separate application.
9. When is the best time to contact you? _____
10. How would you like to be contacted? Phone _____ E-mail _____
11. Describe your current nurse educator responsibilities (e.g., theory/clinical/continuing education/staff development teaching responsibilities, committee responsibilities):

Part II: Please list the following information **OR** submit a current CV or résumé.

Nursing Licenses (State)	Exp. Date

Years of Teaching Experience:

Educational Preparation		
Institution	Major	Degree Earned

Specialty Certification	Date

PRECEPTOR AGREEMENT

Part III **Student Name:**
ID#:
Course #: NURS 6720

I agree to participate as a preceptor for the above named student.

I have provided a copy of my current professional licensure in the state in which the agency is located to the following to the above named agency and the School.

I accept the following Preceptor responsibilities. I will:

1. Serve as a resource person and consultant to the assigned student.
2. Coordinate the clinical experience with the university faculty person.
3. Recommend and supervise teaching assignments, which will promote the student's socialization to the role of nurse educator.
4. Validate the presence of student at agreed upon clinical dates and times.
5. Assist in determining the degree to which the student has met the learning objectives in the clinical setting.
6. Notify the school and student at least two weeks in advance if unable to complete this contract.
7. Notify the instructor as well as the agency of any incident requiring a formal report.

Graceland University faculty will be responsible for coordinating, monitoring and evaluating clinical experience. The faculty member will:

1. Orient the preceptor to the philosophy, goals and objectives of the curriculum and the course.
2. Coordinate clinical teaching methodology.
3. Provide student supervision through telephone conversations and regularly scheduled conferences with student and preceptor.
4. Notify the preceptor at least two weeks in advance if a decision is made to terminate the agreement.

I certify that the information in this agreement is true to the best of my knowledge and ability. I understand that the student's clinical experience is not to begin until I have received notification from the instructor that Graceland University has approved this agreement.

_____	_____
Signature of Primary Preceptor	Signature of Graceland University Faculty
_____	_____
Date	Date
_____	_____
Signature of Witness Date	Signature of Witness Date

Appendix F

GRACELAND UNIVERSITY
School of Nursing

NURS 6720: Nurse Educator Practicum Course Specific Information can be reviewed by clicking on the syllabus link posted on the eCollege Community page. Scroll down to the "SON Graduate Course Syllabi" text box and click on the NURS6720 link. Keep in mind that the syllabi posted at this site for purposes of providing general information and are not the official course syllabi for a specific term.

Appendix G

GRACELAND UNIVERSITY
MSN Program Nurse Focused Practicum NURS 6810
Clinical Agency and Clinical Preceptor Records Form

(To be Completed by the Student)
Please print or type

Clinical Course(s) _____

Name of Student _____ Student ID # _____

For <u>each</u> clinical course you must submit this form and appropriate documentation as listed below:

.

____ A brief description of the physical facilities available, the opportunities present that will aid you in meeting the course objectives at this agency, and the library facilities that will be available in the area. If available, a copy of the Philosophy or Mission Statement of the Agency.

AGENCY:

Name of Agency
_____
(If agency is a private practice you must indicate its legal name, i.e., Dr. Smith's Healthcare, PA)
Address _____
street *city*
state *zip*
Phone Number (_____) _____FAX #
_____

Agency Administrator _____Title _____
(Person who actually signs the contract and their title)
Agency or Administrator Email Address
_____

STUDENT:

I attest to the fact that I am not an employee or supervisor of the Unit of clinical experience, and that my immediate supervisor does not have responsibility for the unit of clinical experience in which the educational experience will occur. I also attest to the fact that the proposed preceptor is not related to me, is not my immediate supervisor and is not my employee or subordinate.

Name of Student (please print)_____

_____
Signature of Student
Please sign your name above before submitting this form

Appendix H

Note to Administrator:

THIS IS A SAMPLE CONTRACT ONLY – DUPLICATE ORIGINAL CONTRACTS WILL BE PREPARED AT THE SCHOOL OF NURSING OFFICE AND MAILED TO YOU FOR SIGNATURES. ONCE RECEIVED, PLEASE COMPLETE THE ACCREDITATION INFORMATION, SIGN, HAVE A WITNESS SIGN, AND RETURN BOTH CONTRACTS. A FULLY EXECUTED CONTRACT WILL BE RETURNED TO YOU FOR YOUR FILES.

SAMPLE **SAMPLE**

AGENCY CONTRACT

Agreement Between
Graceland University
Lamoni, Iowa

and

(AGENCY NAME AND ADDRESS)

Graceland University, (hereafter referred to as "University") and (AGENCY NAME) (hereafter referred to as "Agency") agree upon the following conditions to govern the provision of facilities for the clinical experience of MSN students in the Graceland Outreach Program.

1. DEFINITIONS

1.1 Clinical Practicum means the practical experience that the Student obtains by means of onsite actual clinical experience under Agency supervision.

1.2 Preceptor is the Agency employee who directly supervises the Student in his or her clinical practicum.

1.3 Unit means the department within the hospital or clinic in which the Student obtains clinical experience.

1.4 Faculty Member means the professor of nursing who evaluates the Student's clinical practicum.

1.5 Student means the Graceland University nursing student who is performing his or her clinical practicum at the Agency.

2. TERM. The initial term of this Agreement shall be for two years beginning on_____ _____, 200__ ("Effective Date"). The term of this Agreement shall be automatically renewed on a year-to-year basis thereafter unless either party gives notice of its intent not to renew at least 30 days before the expiration of the initial term or the then current term.

3. RESPONSIBILITIES OF AGENCY.

3.1 The Agency shall retain full responsibility for the supervision and provision of patient/client care. The Agency shall provide the Student with access to learning experiences and involvement in client care in its clinical facilities.

3.2 The Agency retains the right to have the Student withdraw from the Agency if the Agency determines that to be in the best interest of the Agency. The Agency agrees not to have

the Student perform any functions that are not a part of the University's nursing curricula.

3.3 The Agency shall maintain or shall cause the Preceptor to maintain professional liability insurance in the amount equivalent to that maintained by the Student.

3.4 The Agency confirms that the Student is not an employee of the Unit used for clinical experience and has no responsibility for supervision for that Unit.

3.5 The Agency agrees that it shall not use the name of the University in any advertising, commercial, or published materials without first obtaining the express written authorization from the University.

4. RESPONSIBILITIES OF UNIVERSITY.

4.1 The University shall retain ultimate responsibility for the education of its students throughout the clinical/practicum experience. Only those students who have satisfactorily completed the prerequisite portion of their curriculum shall be approved for participation at a Clinical Practicum.

4.2 The University shall maintain or shall cause each Student to maintain professional insurance in the amount of $1 million for any one occurrence and a minimum of $3 million in the aggregate during the clinical experience. The University shall furnish or cause its participants to furnish proof of such insurance coverage upon request.

4.3 The University will maintain communications with the Agency for the purpose of evaluating the Student's learning experience.

4.4 The University agrees that it shall not use the name of the Agency in any advertising, commercial, or published materials without first obtaining the express written authorization from the Agency.

4.5 The University agrees to instruct Student to hold as confidential any patient and institutional information acquired while engaged in clinical educational experiences.

5. LIABILITY. The parties hereto shall not incur, by contract, liability based upon the negligent operations, acts or omissions of the other, its agents or employees. Each of the parties assumes full responsibility for the negligent operations, acts, and omissions of its own employees and agents

6. INDEMNIFICATION. Each party shall indemnify the other, and their respective directors, officers, agents, and employees ("Indemnitee") from and against all claims, damages, losses, liabilities, costs, expenses and reasonable attorney's fees (collectively "Damages") arising out of a claim by a third party against an Indemnitee resulting from or alleged to have resulted from any act or omission of the other party under or related to this Agreement.

7. GENERAL CONDITIONS.

7.1 The Student and Preceptor shall furnish the Agency with a copy of current license to practice in the state where the Agency is located.

7.2 The Student shall furnish the Agency evidence of current immunization and other health related information as required by the Agency.

7.3 The Student shall provide the Agency with documentation of current Basic Cardiac Life Support (BCLS) and Standard Precautions education.

7.4 The University and the Agency do not and shall not discriminate against any employee or student on the basis of race, color, religion, age, sex, national origin, sexual orientation, or disability.

8. BACKGROUND CHECK. The University shall, in a timely manner, at the Student's expense, conduct (or have conducted) a background check on each and every student assigned to the Program. The background check for students shall include the following:

xiii. Social Security Number Verification
xiv. Criminal Search
xv. Employment Verification
xvi. Sex Offender Registry
xvii. Combined OIG/GSA Report
xviii. Healthcare Sanctions Registry

Should the background check disclose adverse information as to any student, the University shall immediately notify the Agency

9. GOVERNING LAW. This agreement and the rights and obligations of the parties are governed by the laws of the state of Missouri, without regard to any conflict of laws principles.

10. ENTIRE AGREEMENT; MODIFICATIONS; INCONSISTENCIES. This Agreement constitutes the entire agreement of the parties and supersedes all agreements, proposals, inquiries, commitments, discussions and correspondence, whether written or oral, prior to or contemporaneous with the Effective Date. This Agreement may not be amended or modified except in writing signed by a duly authorized representative of each party.

Accreditation approvals were obtained by the Agency as follows:	Date
1. Joint Commission for Accreditation	_____
of Health Care Organizations	_____
AND/OR	
2. State Department of Health	_____
3. Other Certification (if applicable)	_____

Appendix I

GRACELAND UNIVERSITY
SCHOOL OF NURSING
Preceptor Applicant Information and Responsibilities
MSN/ NE Nursing Focused Practicum

Advanced Practice Nurse educator programs rely heavily on clinical preceptors for practicum experiences. Preceptors include clinical nurse specialists, nurse practitioners, and physicians. These practicing professionals are the clinical experts who guide advanced practice nurse educator students through day to day experiential learning; role model the most appropriate ways to approach individual needs for health promotion, disease prevention, and treatment of illnesses and provide feedback in a variety of clinical settings.

Serving as a clinical preceptor is an important, challenging, and rewarding activity, which requires time, attention, and consistent availability to students. Because the contribution of clinical faculty is so critical to the quality of the nurse educator student's learning experience, it is essential that the faculty-student-preceptor relationship be built on mutual respect, professional concurrence, and clear communication. The faculty and students at Graceland appreciate your interest in serving as a clinical preceptor for the MSN/Nurse Educator Program.

Preceptor Responsibilities

1. Demonstrate understanding of the advanced practice role of the nurse educator in a primary care setting.

2. Orient the student:
   a. Site and staff
   b. Preceptor expectations
   c. General plans for the experience
   d. Expectations related to patient care management
   e. Evaluation of student performance

3. Serve as a professional role model.

4. Direct student learning experience while encouraging increasing student responsibility.

5. Provide immediate and adequate feedback.

6. Assume an informal teaching role related to standards of care.

7. Lead student through decision making as it applies to applies to the advanced practice role rather than giving own impressions.

8. Review and sign each clinical note.

9. Recommend alternative learning experiences when needed.

10. Review evaluation with student and provide immediate and constructive feedback.

11. Collaborate and communicate with Graceland faculty as needed.

Student Name _____
ID# _____
Course _____

Appendix J

GRACELAND UNIVERSITY
School of Nursing
Preceptor Application and Agreement
MSN NE Nurse Focused Practicum NURS6810

Part I

Thank you for your willingness to precept a Graceland University student.

Name: _____Title: _____

Work Phone _____ Home Phone _____

E-Mail: _____

Please fill out this form briefly and attach the following items.

_____Current curriculum vitae or résumé or complete Part II
_____Photocopies of license(s) and certifications(s)
_____Evidence of professional liability insurance

What was your first year of practice? _____Age range of patients _____

Type of practice: _____ Number of Patients per day_____

Are you Board certified? _____ Which Board?
_____

Please take a few minutes to reflect on and respond to the following questions by checking the appropriate response

1. Have you precepted students before? ☐ YES ☐ NO

2. Are you willing to complete evaluations of the student's progress at the end of the practicum? ☐ YES ☐ NO

4. Will you be available for a phone conference, if needed, and for a site visit when appropriate with the student and Graceland faculty? ☐ YES ☐ NO

5. Are all records, including laboratory, radiology, and other reports accessible for the student? ☐ YES ☐ NO

7. Will the student have references available? ☐ YES ☐ NO

8. Will the student work with another CNS/practitioner/physician when you are out of the office/facility?

☐ YES ☐ NO

11. When is the best time to contact you? _____
12. How would you like to be contacted? Phone _____ E-mail _____

Part II

Please list the following information **or submit a current CV or résumé.**

1. Educational Preparation
   Institution Major Degree

   _____

   _____

   _____

2. First year of practice_____

3. Specialty Board/Certification Date

   _____

   _____

4. State(s) where licensed _____ Exp. Date _____

   _____ Exp. Date _____

5. Clinical privileges and agency _____

   _____

6. Professional experience _____

   _____

Part III

Student Name _____
ID# _____
Course _____

PRECEPTOR AGREEMENT

I agree to participate as a preceptor for the above named student.

I have provided a copy of the following to the above named agency and the School.

1. Current professional licensure in the state in which the agency is located and board certification.
2. Verification of current liability insurance. (Photocopy of certificate attached)

I accept the following as responsibilities for the duration of the preceptorship.

I will:

1. Serve as a resource person, advanced practice nurse role model, and consultant to the assigned student.
2. Coordinate the clinical experience with the faculty person.
3. Recommend patient assignments, which will help the student, integrate theory and research from didactic course work.
4. Precept the student in the clinical setting.
5. Validate the presence of student at agreed upon clinical dates and times.
6. Assist in determining the degree to which the student has met the learning objectives in the clinical setting.
7. Notify the school and student at least two weeks in advance if unable to complete this contract.
8. Notify the instructor as well as the agency of any incident requiring a formal report.

Graceland University faculty will be responsible for coordinating, monitoring and evaluating clinical experience. The faculty member will:

1. Orient the preceptor to the philosophy, goals and objectives of the curriculum and the course.
2. Coordinate clinical teaching methodology.
3. Provide student supervision through telephone conversations, on-site visits, and regularly scheduled conferences with student and preceptor.
5. Notify the preceptor at least two weeks in advance if a decision is made to terminate the agreement.

I certify that the information in this agreement is true to the best of my knowledge and ability. I understand that the student's clinicals are not to begin until I have received notification from the instructor that Graceland University has approved this agreement.

_____ _____

Signature of Primary Preceptor Signature of Graceland University Faculty

_____ _____

Date Date