

**Salem State University
Nursing Student Handbook
MSN Program
2017-2018**



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Introduction

Welcome to the Salem State University MSN program. The information and resources contained in the student handbook will assist the MSN student in successfully obtaining a Master's Degree in Nursing (MSN) from Salem State University. This handbook includes the policies and procedures that directly pertain to the MSN program along with MSN program specific information. The manual is designed as a reference for graduate nursing students. It serves as a **supplement** to the Salem State University policies contained in the Graduate Studies Academic Catalog. Many of the Salem State Graduate School policies are included in this Handbook. For a more comprehensive review of all the Salem State University Graduate School policies please see the Graduate Studies Academic Catalog.

Graduate Academic Catalog

[School of Graduate Studies Academic Catalog](#)

Accreditation

Students enrolled in the MSN program specialize in Nursing Education, Nursing Leadership in Health Systems, or Adult Gerontology Primary Care Nursing. MSN students develop the skills and expertise to excel in the advanced nursing practice roles of nurse educator, nurse administrator, or nurse practitioner. Graduates are educationally equipped to make significant contributions and meet the many challenges of tomorrow's demanding health care environment. The curriculum builds upon baccalaureate nursing education and provides advanced training in theory, research, and practice. The baccalaureate and master's degree programs at Salem State University are accredited by the **Commission on Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.**

[Commission on Collegiate Nursing Education](#)

School of Graduate Studies Resources

Newly accepted students to the Salem State University MSN program will find helpful information that will assist you in becoming a graduate student at Salem State University.

All MSN students must use a SSU approved email account for all correspondence. By accessing the link, you will find instructions on how to set up a Salem State University email account.

Please visit:

[Welcome to Salem State University](#)

School of Graduate Studies Forms

Please visit [School of Graduate Studies Forms](#) where matriculated students can find the necessary forms for a variety of actions. Including, but not limited to, transfer of credit and permission to take a course at another institution.

Program Faculty and Staff

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Tad Baker, PhD Interim Dean School of Graduate and Professional Studies	Jeanne Corcoran, OTD, OTR/L Interim Dean College of Health and Human Services
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School of Nursing Mission

Salem State University School of Nursing educates students to become professional nurse leaders in practice, scholarship, and service. Grounded in patient-centered quality care, the program fosters a spirit of inquiry based upon ethical principles to lead in a diverse and dynamic global environment.

School of Nursing Core Values

- 1) A culture of caring
- 2) Professional nursing, academic excellence, and scholarship
- 3) Inter-professional education and practice
- 4) Evidence based practice
- 5) Student success
- 6) Culturally congruent patient centered care
- 7) Diversity awareness

MSN End of Program Objectives

1. Engage in advanced nursing practice based on the integration of nursing science, related sciences and humanities, current evidence, clinical experience and ethical principles.
2. Lead in practice and education to improve healthcare quality, safety and patient outcomes across populations.
3. Utilize health information systems and technology to support lifelong learning, ensure safe practice environments, optimize healthcare outcomes and promote patient self-management and care coordination.
4. Advocate for and participate in policy development that improves the healthcare delivery system; including increasing access and decreasing health disparities.
5. Participate in inter-professional collaboration to improve systems of care, and to optimize patient and population health outcomes.
6. Appraise and apply culturally responsive patient-centered evidence-based practice for population health improvement and dissemination.

Professional Standards Aligned to the MSN Curriculum

1. Consensus Model for APRN Licensure, Accreditation, Certification and Education (LACE Model, 2008)
[APRN Consensus Model](#)
2. American Association of Colleges of Nurses (AACN, 2011) Master's Essentials for Advanced Practice Nursing
[AACN 2011 Masters Essentials](#)
3. Nurse Practitioner Core Competencies (NONPF, 2011 amended 2012) [Nurse Practitioner Core Competencies--Amended 2012](#)
5. AONE Nurse Executive Competencies (AONE, 2011)
[AONE Nurse Executive Competencies](#)
6. Core Competencies for Nurse Educators (NLN, 2005)
[Nurse Educator Core Competencies](#)
7. ANA Code of Ethics
[ANA Code of Ethics](#)

MSN Admission Requirements

1. Graduate Admission Application
2. \$50 non-refundable application fee
3. Transcripts from all colleges or universities from which a degree was conferred. Transcript should show Bachelor of Science in Nursing (BSN) from an NLN or CCNE accredited nursing program. If you graduated from an RN to BSN program, you must also submit a transcript from your associate's degree nursing program. Applicants must have a 3.0 GPA in both programs in order to be eligible to apply to the MSN program.
4. Experienced and licensed registered nurses who have a US bachelor's degree in another discipline are also eligible to apply.
5. Applicants with equivalent international credentials will be considered for admission.
6. Transcripts should show undergraduate GPA of a 3.0 on a 4.0 scale. Please provide a transcript that shows completion of a basic statistics course with a grade of C or better.
7. Three professional references that address your professional and/or academic experience. Please note references from co-workers or friends are not accepted. Your references will be asked to submit their comments online via the online application.
8. Official Graduate Record Examination (GRE) scores taken within the last five years, if required. The GRE is only required for applicants whose undergraduate GPA below a 3.0. The GRE may be requested for further evaluation of an applicant.
9. TOEFL or IELTS scores, if applicable.
10. Professional goal statement, two to three pages in narrative format addressing the following. You will upload your professional goal statement into the online application.
 - Discussion of professional experience
 - Future professional nursing career goals
 - Future scholarship
 - Discussion of interest in the program track to which you are applying (Education, Leadership, or Adult-Geriatric Primary Care Nurse Practitioner)
11. Resume and active Massachusetts RN license.

Additional Requirements

Interview with program faculty may be required. One year of relevant clinical professional nursing experience is required prior to entering into any of the clinical courses in the three program tracks.

Application Deadlines

We recommend you apply by November 1 for spring admission and July 1 for fall admission. Applications are reviewed once they are complete.

MSN Program Tracks and Curriculum

The MSN in nursing education is 39 credits and nursing leadership is 42 credits. The MSN in Adult/Gerontology Primary Care Nurse Practitioner is 45 credits. Students enrolled in the MSN in Nursing Leadership earn a Graduate Business Certificate as well as a MSN in Nursing Leadership.

MSN Core Courses for all tracks

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
NUR822	Research for Evidence Based Practice	3
NUR742N	Theoretical Foundations of Nursing	3
NUR740	Health Policy/Leadership for Adv. Practice Nursing	3
NUR814	Role of the Advanced Practice Nurse	3
NUR840	Environments of Care	3

Nursing Education Core Courses

Course Number	Course Title	Credits
NUR860	Curriculum Development	3
NUR870	Dimensions of Nursing Education	3
NUR910N	Field Experience in Nursing Education	4
NUR911	Seminar in Nursing Education	2
NUR812	Advanced Health Assessment	3
NUR813	Advanced Pharmacology	3
NUR817	Advanced Pathophysiology	

Nursing Leadership in Health Systems Core Courses

Course Number	Course Title	Credits
ACC720	Financial Accounting for Managers	3
ECO710	Economics for Managers	3
FIN720	Foundations of Finance	3
MGT780	Management Theory and Application	3
NUR870	Dimensions of Nursing Administration	3
MKT720	Fundamentals of Marketing	3
ODS710	Quantitative Analysis	3
NUR910N	Field Experience in Nursing Administration	4
NUR911N	Seminar in Nursing Administration	2

Adult Gerontology Primary Care Nurse Practitioner Core Courses

NUR812	Advanced Health Assessment	3
NUR813	Advanced Pharmacology	3
NUR817	Advanced Pathophysiology	3
NUR833	Advanced Practice Nursing in Adult-Gerontology Primary Care: Theory I	3
NUR835	Advanced Practice Nursing in Adult Gerontology Primary Care Nursing Theory II	3
NUR836	Advanced Practice Nursing in Adult Gerontology Primary Care: Practicum II	6
NUR837	Advanced Practice Nursing in Adult Gerontology Primary Care: Theory III	3
NUR838	Advanced Practice Nursing in Adult Gerontology Primary Care: Practicum III	6

Plan of Study

The “plan of study” is a list of course requirements needed to complete the entire MSN program. Students must complete a plan of study with the Program Coordinator within one month of acceptance to the program.

Changes to a Plan of Study

A plan of study may be modified at any time. A student must meet with the graduate MSN coordinator or the NP track coordinator to make revisions to their plan of study.

Registering for Courses

The course schedule for graduate courses is posted on the SSU website 3 to 4 months prior to the start of the semester. The MSN program coordinator will distribute, via email, to all matriculated MSN students a pre-registration form. Students should complete this form in a timely fashion to ensure entry of permission numbers for the requested courses for the upcoming semester.

Canvas

All of the courses in the MSN program utilize **CANVAS**, a web-based course management system. You should familiarize yourself with CANVAS prior to registering for any classes. Attendance in online classes will be measured by the student's consistent and scholarly participation in online discussions. Please familiarize yourself with the following online CANVAS support documents.

Canvas Tutorial

[Canvas YouTube Tutorial](#)

Canvas Getting Started

[Canvas Guide](#)

[Canvas Demonstration](#)

Attendance

Course attendance and completion of required practicum hours is required. Absences for personal trips/vacations, work related responsibilities are not allowed.

Please refer to individual course syllabi for specific attendance policies.

Grading

Final grades are posted in Navigator, and students are notified individually by the registrar's office through their Salem State University email, providing they are in good standing with the university and there are no account holds. The following grading scale will apply when applicable: A=100 to 94, A-=93-90, B+=89-87, B=86-84, B-=83-80, C+=79-77, C=76-74, C-=73-70 and F=<70.

Mandatory Requirements for Clinical Practicums

Liability and Health Insurance:

1. Student liability insurance: The insurance fee will be billed directly to the student's account every annually.
2. Health insurance: MA State Law requires that all students enrolled in at least 75% of a full-time course load must have health insurance, students who have private health insurance can waive out of the Salem State University Health Plan. Students who do not have health insurance will be required to purchase health insurance through Salem State University.

CPR Certification:

1. Current certification in Basic Life Support for Health Care Providers.
2. Certification that is due to expire prior to the course completion must present evidence of renewal to the Compliance Coordinator before the expiration date.

Health and Immunization Requirements:

1. Massachusetts law requires immunization and vaccination documentation to be on file in the Counseling and Health Service Office for students attending Salem State University, (as specified in 105 CMR 220.400).
2. The completed HEALTH FORM must provide proof of the students' immunization status as follows:
 - a) Tdap
 - b) MMR (Measles, Mumps, Rubella) – one MMR and a second Measles vaccine after 1980 or a MMR titer.
 - c) Varicella (Chicken Pox) – positive IGG titer indicating immunity or 2 doses of vaccine.
 - d) TB (Mantoux) – **ANNUAL REQUIREMENT** or as specified by clinical agency. If positive TB test, a copy of a written X-ray report and an annual screening form must be provided.
 - e) Hepatitis B Vaccine – 3 doses vaccination or Hepatitis B serology (HBsAB) value indicating immunity.
 - f) Physical Examination on file within the last four years. Some students may be required to provide this annually due to clinical agency requirements.
 - g) Clinical agencies may have additional vaccination requirements for practice such as the influenza vaccine on an annual basis.
3. Massachusetts requires all newly enrolled full-time students attending a secondary school or post-secondary institution who will be living in a dormitory or other congregate housing licensed or approved by the institution to receive meningococcal vaccine or fall within one of the exemptions in the law.

CORI

In accordance with the Massachusetts Law and SSU SON policy, all nursing students will be required to have a Criminal Offenders Record Investigation (CORI) conducted prior to the start of their first clinical experience. Additionally, clinical agencies may require more frequent CORI checks and/or a National Background check administered through *HireRight*. Students failing to meet the CORI requirement cannot complete the clinical requirements of the nursing program and therefore are ineligible to remain in the nursing major.

Practicum Policies

Practicum Course Requirements

Clinical courses in which students interact with patients have require documents that need to be submitted by the student prior to the start of the practicum experience. Students failing to provide the required documents within the specified time frame risk being administratively withdraw from the course. In addition, students may also be required to provide specific documentation directly to the clinical agency where the practicum experience is taking place. **Students are required to complete orientation at the clinical site prior to the start of the semester.**

Mandatory Centralized Clinical Placement (CCP) Orientation

Salem State University School of Nursing is a member of Centralized Clinical Placement (CCP) system. Developed by DHE and MCN designed to manage the scheduling clinical nursing education placements. All Students are required to complete the Online Orientation Program as part of their clinical education experience. The School of Nursing follows the guidelines of MA State and Federal guidelines that are covered in the following orientation modules. The online orientation covers confidentiality including HIPAA. There are four modules that must be completed which include the following:

- 1) **Basic student clinical placement** – patient rights, patient confidentiality and HIPAA Education, detecting and reporting abuse and safe patient handling
- 2) **Nurse Core Competencies overview** – providing population – competent care, national patient safety goals, alarm fatigue, communication and documentation, workplace violence and conflict resolution, quality improvement and informatics and technology.

- 3) Infection Control and Prevention** – Human Immunodeficiency Virus (HIV), Hepatitis, Tuberculosis, Healthcare-associated infections, transmission-based precautions, blood and/or body fluid exposure accidents, personal protective equipment, and hand hygiene.
- 4) Environments of Care** – Electrical Safety, medical waste, emergency codes, emergency preparedness, hazard communication, latex allergy, needle sticks or sharps injuries and radiation safety.

[Instructions for students certifying for the first-time](#)

[Instructions for returning \(re-certifying\) students](#)

NP Clinical Track Practicum Specific Requirements

Prior to beginning the clinical year, students must complete all core courses. Students in the NP track must take pathophysiology before taking pharmacology and advanced health assessment.

Students are required to obtain their own clinical placements with approval of the track coordinator. Preceptors must be obtained by April 30 for fall semester October 30 for spring semester. Students will not be approved to register in nurse practitioner courses until preceptor has been obtained and approved by the NP track coordinator. Failure to obtain appropriate preceptors may result in withdrawal from the program.

Facility contracts, preceptor information, and preceptor letters must be completed, signed, and processed by the School of Nursing and University prior to the student participating in any clinical experience. Salem State University and the School of Nursing have an existing number of continuing contracts with a variety of health care systems and agencies throughout Massachusetts.

Preceptors must, at the minimum, hold a MSN degree or higher and be licensed as a NP (nurse practitioner) and practicing in an adult-gerontology primary care setting. Students may complete clinical practicum with a physician's assistant, physician or family nurse practitioner with relevant experience. Students are allowed to complete 135 hours with a specialist pending the approval of the program coordinator. Students must complete at least 50 percent of clinical practicum with an NP.

Students must complete a total of 540 clinical practicum hours in order to be eligible to graduate. NP practicum experiences must encompass the full scope of the role and population focus of the track. Students in the NP track must have experience in a variety of different sites and preceptors while enrolled in the practicum experiences of the NP track (NUR836, and NUR838. Students are required to purchase and use Typhon for tracking clinical hours. Students should be prepared to begin clinical the first week of the semester. All site orientation must be completed prior to the beginning of the semester.

During each clinical practicum, students develop and nurture advanced practice clinical skills under the expert guidance and supervision of NP faculty, as well as experienced on-site NP or physician preceptors. For this reason, the selection of clinical sites and preceptors is a very important part of the student's plan of study that requires careful preplanning. Preceptors are experienced primary care providers who volunteer to mentor NP students. This means assuming a responsibility in addition to the rigorous demands of their provider role. In general, students who are in their early clinical semesters require more supervision and mentoring time than those in their final practicum. Regardless of the student's clinical experience, the preceptor role is a major commitment especially in the current era of cost-cutting and increased productivity expectations in most health care settings. Therefore, both students and faculty need to demonstrate unfailing courtesy and consideration in their interactions with actual or potential preceptors. For example, agreed upon days and times for clinical experiences should not be changed in any way without prior notification and approval of the preceptor. Students should be considerate in all their interactions with their preceptors and, at the end of their experience, convey their appreciation in the form of a thank-you note and/or recognizing the preceptor and staff in some small way. Both faculty and students are important ambassadors for the University and the NP profession in all their contacts with preceptors.

During each semester, a clinical site faculty will preschedule one visit at the student's clinical setting to meet with the student and preceptor. During this visit, faculty will observe the student interacting with patients, provide feedback based upon student and patient interactions and observations, discuss the student's performance with the preceptor, and ensure that the site continues to meet the learning needs for the NP student. The faculty will complete an observation evaluation form and share the evaluation with the student.

Nursing Ed. and Nursing Leadership Practicum Requirements

Practicum experiences for the Nursing Education and Nursing Leadership tracks can be in a wide variety of settings, such as hospitals, skilled nursing facilities, outpatient clinics, community agencies, and schools of nursing. The preceptor must, at the minimum, hold a MSN degree in nursing. Preceptors and practicum settings are selected on the basis of the student's learning objectives and the objectives of the course. For the nursing education track preceptors with expertise and access to clinical experiences are preferred.

Professional Dress

While in the practicum setting, clothing style is business dress with closed-toes, impermeable shoes and a full length white lab coat, when appropriate. Jeans, scrubs, sandals, including flip flops are not acceptable.

Name Tag Requirement

Students must wear Salem State University name tag, and an official agency identification badge, when applicable. Salem State Name tags can be purchased at the **Salem State University Bookstore**.

NP Track Specific Dress Code Policies

Review the dress code of the clinical site and adhere to their dress code. In addition, a few general rules:

1. Business casual dress.
2. Lab coat with the SSU School of Nursing and Health Science logo may be worn depending on the culture of the clinical setting.
3. Clean, low-heeled, leather shoes, with closed toes and closed heels. Clogs must have a closed back. Athletic, all white, leather shoes may be worn but no sandals or flip-flops.
4. Jewelry: Simple jewelry
5. Avoid perfumes and scented lotions.

Patient Confidentiality Guidelines

State and federal law requires health care providers to keep private a patient's protected health information (PHI). PHI is **any** information used to identify a patient's physical or mental health status, services delivered or cost of care. Health care providers may use a patient's PHI to develop a treatment plan, determine services covered by their insurance plan and complete regular evaluations in accordance with serving the patient. Students working under the supervision of their instructors/preceptors are also required to keep private a patient's health information confidential. Additionally, this responsibility extends to all times "off duty" when they are not directly involved in the care of the patient.

Students in the MSN program are required to adhere to the guidelines to the guidelines of the Health Insurance Portability and Accountability Act of 1996 (HIPPA). All patient and proprietary information is considered confidential, and it is not to be used for purposes other than for its intended use.

While in the classroom student should present all written or verbal reports/records/assignments regarding patients accurately and in a respectful professional manner. No direct patient identifying information should be included in reports/records/assignments including course papers and patient logs. Violation of this policy may result in failure of the course and other penalties may be incurred including dismissal from the NP program.

Student's adherence to HIPPA regulations is required.

Examples of breaches in patient confidentiality include, but are not limited to the following:

1. Removing a patient's protected information (PHI) from the clinical setting.
2. Discussing protected health information (PHI) in any public space such as cafeteria, corridors, parking lots, elevators or other areas where there is no expectation of privacy.

3. Unauthorized access to protected health information without a valid need to know.
4. Taking pictures of patients or patient's body parts.
5. Recording any information in the clinical setting
6. Posting protected health information of any form on social media sites. Facebook, LinkedIn and Twitter are popular communication channels and a good way to connect with family and friends. Social media also provides opportunities to network with colleagues and like-minded individuals and to develop students as responsible members of a professional community. Sharing and communicating one's opinions can be a valuable learning experience. But there are consequences of misuse.

Certification Information

The MSN program prepares graduates to be academically eligible to take national certification examinations. MSN program faculty will verify academic preparation for national certification in areas of Adult/Gerontology Primary Care NP and Nursing Education. Successful completion of the MSN program at Salem State University does not guarantee either success on certification exams or state licensure in advanced practice roles. Information on the two NP Certification Exams students will be eligible to take upon successful completion of the MSN/NP Program can be found here:

[ANCC Exam](#)

[AANPCP Exam](#)

Information on the Nurse Educator Exam, CNE (Certified Nurse Educator) through the NLN (National League of Nursing) can be found here:

[Nurse Educator Exam](#)

Typhon Requirement for NP Students

Typhon is the software system NP students use to track clinical hours and patient encounters. Student will receive an email and will be introduced to the Typhon system before clinical courses begin. Students pay a one-time fee directly to Typhon for access to the software system.

Typhon Documentation

NP Students must document all patients seen in clinical practicum (NUR834, NUR836, and NUR838) in Typhon. The process for documenting is as follows:

1. Document each patient seen in Typhon log, make sure to include all of the following:
 - Demographics: age, race, and gender.
 - Details about visit.
 - Time with patient-this is the actual time you spend assessing the patient.
 - Consult with preceptor-the amount of time you spend presenting the case and discussing plan of care with the preceptor.
 - Type of decision making - this is the level of your visit dependent on complexity of clinical thinking.
 - Student participation-percentage of student independence for the visit. Did you see the patient alone? -with the preceptor or did you shadow the preceptor?
 - Reason for visit: what brings the patient in today?
 - Chief complaint: in patient's own words.
 - Type of HP: Comprehensive, expanded problem focused, episodic.
2. Document your hours:
 - Enter shift time (total # of hours you were in practicum)

Special Requirement for NUR812 Advanced Health Assessment

Students enrolled in Advanced Health Assessment are required to pay an additional fee for an off-site inter-professional simulation. In addition, students will also be required to pay additional fees for the following: Shadow Health, and Hippocrates, online software simulation modules.

Sigma Theta Tau

Eta Tau is Salem State University chapter of Sigma Theta Tau International Honor Society of Nursing.

The honor society recognizes superior achievement, facilitates leadership, supports scholarship in nursing, and strengthens individual's commitment to ideals and purposes of professional nursing.

Graduate students who meet Sigma Theta Tau's criteria are eligible for induction into the Eta tau. Currently, the standards include completion of one-fourth (1/4) of the MSN curriculum, evidence of leadership and excellence in scholarship, and a GPA of 3.5 or above. Students meeting the criteria will be invited to join the organization. Please note if students were inducted into Sigma Theta Tau as an undergraduate then they are not eligible to be re-inducted as a graduate student.

Induction into the Honor Society and the Eta Tau Chapter occurs every May. For further information visit the Sigma Theta Tau website.

[Sigma Theta Tau International](#)

Scholarly Writing Orientation Module

The hallmark of any graduate experience is to create change and build a culture of health through evidence based inquiry.

The Scholarly Writing Orientation Module assists students towards the completion of a culminating project. A culminating project is one in which:

students integrate prior experience, put into practice what has been learned in the program, and demonstrate comprehensive knowledge in a specialized field of study. Culminating experience options at SSU a thesis, capstone (portfolio, practicum, internship, or field experience), or comprehensive exam. (SSU School of Graduate Studies)

Given that expectations may differ among specialty tracts, the culminating project will be developed in collaboration with the lead faculty from each program track.

The Scholarly Writing Orientation Module assists students in the development of an MSN portfolio that will assist students in the completion of a culminating project/experience and provide evidence that MSN end of program objectives have been met.

Prior to the completion of the student's first semester, as a matriculated student, all students must complete all "Ticket of Completion" (Appendix K) Evidence of completion must be submitted to the program track advisor prior to beginning the second semester of study.

MSN Track	Faculty Advisor	Contact Info
Education	Dr. Cheryl Williams	Cwilliams2@salemstate.edu
Leadership	Dr. Robin Leger	Rleger@salemstate.edu
NP	Dr. Peg Ackerman	Mackerman@salemstate.edu

Ticket of Completion

A. Writing for Professional Journals

Access the following webinar <http://nursing.utah.edu/journalwriting/> and view Module 5: "Selecting and Focusing a Topic for Publication"

B. APA Format

All graduate nursing papers and many publications are written in American Psychological Association (APA) style. Students need to be familiar with this process and have the required APA manual 6th edition. Access the APA Home Page: <http://www.apastyle.org/products/asc-for-students.aspx>
Click Learning APA Style. Watch the free 20-minute video tutorial: The Basics of APA Style: Tutorial.

C. Writing Rubric

Visit the Berry Library on North Campus and make an appointment with our support librarian, Nancy George. Please locate on EBSCO the following article which contains a fantastic APA guide for writing checklist. The article is:

Daggett, L. (2008). A rubric for grading or editing student papers. *Nurse Educator*, 33(2), 55-56.

If you do not know how to do a library (EBSCO or CINAHL) search be sure to ask Nancy George, our librarian, to assist you when you visit.

D. Writing Center

Visit the Salem State University Mary G. Walsh **Writing Center** and speak with a representative to learn how the writing center can assist you in professional writing. Make an appointment by visiting [SSU Writing Center](#)

E. Meet with Faculty track advisor

Meet with **Faculty Track Advisor** as soon as possible to begin discussing the development of your culminating project and completion of this module.

Plan of Study

MSN (Nursing Leadership in Health Systems)

MSN (Nursing Education)

MSN (Adult Gerontology Nurse Practitioner)

Preceptor Forms

All students enrolled in a Field Experience in all MSN tracks must ensure that they obtain all the required information on the **Preceptor Form** in the semester prior to the start of the Field Placement. The completed forms must be returned to Theresa Jenkins HB 123 or email them to tjenkins@salemstate.edu

Leadership Preceptor Form

Education Preceptor Form

NP Preceptor form

Evaluation Forms (to be completed by student)

Clinical Agency Evaluation by Student (Faculty Review)

Ticket of Completion

Evaluation Forms (to be completed by faculty)

AGPC NP Program Preceptor and Faculty Evaluation

AGPC NP Program Student Skills Checklist

AGPC NP Program Site Visit Evaluation

Leadership in Health Systems Student Evaluation by Preceptor

Education Student Evaluation by Preceptor

SCHOOL OF GRADUATE STUDIES

352 Lafayette Street, Salem, MA 01970-5353

978.542.6323

salemstate.edu/graduate
graduate@salemstate.edu

Master of Science in Nursing (Nursing Leadership in Health Systems) – Plan of Study

Check one: ☐ New ☐ Revised

Name: (last, first, middle, former)			Student ID:		
Mailing address: (street/number)		Apt #:	City:	State:	Zip:
Home phone:	Work phone:	SSU email address: (see note below)			
Undergraduate degree: (college)	Year:	Major:	GPA:		
Other degrees held: (college)	Year:	Major:	GPA:		

Conditional acceptance:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, condition:	Needed	Met
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Program requirements: The completion of 42 credit hours of study, distributed as follows:

Course number	Title	Credit hours	Semester	Grade
Required core courses (15 credits)				
NUR 740A	Health Policy & Leadership for Advanced Practice Nursing	3		
NUR 742N	Theoretical Foundations of Nursing	3		
NUR 814	Role of the Advanced Practice Nurse	3		
NUR 822	Research for Evidence-Based Practice	3		
NUR 840	Environments of Care	3		
Functional Role Preparation: Nursing Leadership in Health Systems (27 credits)				
NUR 851N	Dimensions of Nursing Administration	3		
NUR 900N	Field Experience in Nursing Administration	4		
NUR 901N	Seminar in Nursing Administration	2		
ACC 720	Financial Accounting for Managers	3		
ECO 710	Economics for Managers	3		
FIN 720	Foundations of Finance	3		
MGT 780	Management Theory and Application	3		
MKT 720	Fundamentals of Marketing	3		
ODS 710	Quantitative Analysis	3		
		Total Credits	42	

Program coordinator notes:

Signatures: (student, program coordinator, graduate school dean, registrar)

Student:	Date:
Program coordinator:	Date:
Graduate school dean:	Date:
Registrar:	Date:

SSU email note: All email correspondence to graduate students at Salem State University must go through your SSU email account. Signing this form indicates that you understand this policy and that you agree to consistently check your SSU email.

Effective Fall 2017

SCHOOL OF GRADUATE STUDIES

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Master of Science in Nursing (Nursing Education – Plan of Study)

Check one: ☐ New ☐ Revised

Name: (last, first, middle, former)				Student ID:	
Mailing address: (street/number)		Apt #:	City:	State:	Zip:
Home phone:		Work phone:		SSU email address: (see note below)	
Undergraduate degree: (college)		Year:	Major:	GPA:	
Other degrees held: (college)		Year:	Major:	GPA:	

Conditional acceptance:

		Needed	Met
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, condition:	

Program requirements: The completion of 39 credit hours of study, distributed as follows:

Course number	Title	Credit hours	Semester	Grade
Required core courses (24 credits)				
NUR 740A	Health Policy & Leadership for Advanced Practice Nursing	3		
NUR 742N	Theoretical Foundations of Nursing	3		
NUR 812	Advanced Health Assessment	3		
NUR 813	Advanced Pharmacology	3		
NUR 814	Role of the Advanced Practice Nurse	3		
NUR 817	Advanced Pathophysiology	3		
NUR 822	Research for Evidence-Based Practice	3		
NUR 840	Environments of Care	3		
Functional Role Preparation: Nursing Education (12 credits)				
NUR 860	Curriculum Development	3		
NUR 870N	Dimensions of Nursing Education	3		
NUR 910N	Field Experience in Nursing Education	4		
NUR 911N	Seminar in Nursing Education	2		
Elective (3 credits)				
Elective	Elective	3		
Total Credits		39		
Program coordinator notes:				

Signatures: (student, program coordinator, graduate school dean, registrar)

Student:	Date:
Program coordinator:	Date:
Graduate school dean:	Date:
Registrar:	Date:

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Effective Fall 2016

SCHOOL OF GRADUATE STUDIES

352 Lafayette Street, Salem, MA 01970-5353

978.542.6323
salemstate.edu/graduate
graduate@salemstate.edu

Master of Science in Nursing/Adult-Gerontology Primary Care Nurse Practitioner – Plan of Study ☐ New ☐ Revised

Check one: ***FOR STUDENTS WITH AN ADMIT TERM OF FALL 2017 OR LATER***

Name: (last, first, middle, former)				Student ID:	
Mailing address: (street/number)		Apt #:	City:	State:	Zip:
Home phone:	Work phone:	SSU email address: (see note below)			
Undergraduate degree:(college)	Year:	GPA: :	GPA:		
Other degrees held: (college)	Year:	Major:	GPA:		

Conditional acceptance:

<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, condition:	Needed	Met
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Required courses:

Course number	Title	Credit hours	Semester	Grade
Core Courses (24 credits)				
NUR 740A	Health Policy & Leadership for Advanced Practice Nursing	3		
NUR 742N	Theoretical Foundations of Nursing	3		
NUR 812	Advanced Health Assessment	3		
NUR 813	Advanced Pharmacology	3		
NUR 814	Role of the Advanced Practice Nurse	3		
NUR 817	Advanced Pathophysiology	3		
NUR 822	Research for Evidence-Based Practice	3		
NUR 840	Environments of Care	3		
Functional Role Preparation (21 credits)				
NUR 833	Advanced Practice Nursing in Adult-Gerontology Primary Care: Theory I	3		
NUR 835	Advanced Practice Nursing in Adult-Gerontology Primary Care: Theory II	3		
NUR 836	Advanced Practice Nursing in Adult-Gerontology Primary Care: Practicum II	6*		
NUR 837	Advanced Practice Nursing in Adult-Gerontology Primary Care: Theory III	3		
NUR 838	Advanced Practice Nursing in Adult-Gerontology Primary Care: Practicum III	6		
Total Credits		45		

Students who successfully complete this program will be eligible for board certification from the American Nurses Credentialing Center (ANCC) in Adult-Gerontology Primary Care Nursing (AGPCNP-BC).

Program coordinator notes:

Signatures: (student, program coordinator, graduate school dean, registrar)

Student:	Date:
Program coordinator:	Date:
Graduate school dean:	Date:
Registrar:	Date:

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Effective Fall 2017

***NUR 836 changes from 3 to 6 credits effective Summer 2018**

SCHOOL OF NURSING



**Field Experience in
Nursing Leadership in Health Systems**
352 Lafayette Street
Salem, MA 01970
Student/Preceptor Information Form

PART 1 - STUDENT INFORMATION

Student Name:

Student ID# Student E-mail

PART 2 - COURSE SELECTION

☐ **NUR900N Field Experience in Nursing Leadership in Health Systems**

PART 3 - PRECEPTOR AND AGENCY INFORMATION PRECEPTOR PLACEMENT

Agency Name:

Agency
Address:

Agency
Contact:

Preceptor
Name:

Preceptor
Contact
Information

Please attach an electronic copy of your resume and course objectives saved as follows: Last Name Resume (i.e. JenkinsResume), Last Name Objectives (i.e. JenkinsObjectives) and submit along with this form no later that October 15 for Spring Placement.

SCHOOL OF NURSING



**Field Experience in
Nursing Education**

352 Lafayette Street
Salem, MA 01970

Student/Preceptor Information Form

PART 1 - STUDENT INFORMATION

Student Name:

Student ID# Student E-mail

PART 2 - COURSE SELECTION

☐ NUR910N Field Experience in Nursing Education

PART 3 - PRECEPTOR AND AGENCY INFORMATION PRECEPTOR PLACEMENT

Agency Name:

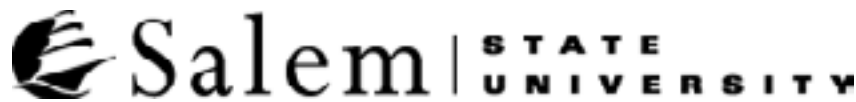
Agency Address:

Agency Contact:

Preceptor Name:

Preceptor Contact Information:

Please attach an electronic copy of your resume and course objectives saved as follows: Last Name Resume (i.e. JenkinsResume), Last Name Objectives (i.e. JenkinsObjectives) and submit along with this form no later than September 30 for Spring Placement.



School of Nursing
MSN students in the AGPCNP

Directions for NUR834, NUR836, and NUR838 Practicums:

1. **Preceptor/Practicum Identification:** All AGPCNP students enrolled in NUR834, NUR836 or NUR838 are responsible for an approved and confirmed practicum placement by April 30 for fall and September 30 for spring semester. Students are required to secure their own placements in an ***Adult/Gerontology primary care setting*** that must be approved by the Coordinator. Faculty will provide assistance to students whenever possible in securing clinical preceptors and sites. Preceptor guidelines for the NP tract are consistent with the National Organization of Nurse Practitioner Faculty (NONPF).
<http://www.nonpf.org/>
2. **Hours Required:** Students are required to complete a total of 135 hours for NUR834, and NUR835. A total of 270 hours are required for NUR838. Practicum experience must begin the first official week of class and must start on or after the first complete teaching day (refer to the SSU academic calendar).
3. **Student/preceptor Information Form:** Student/Preceptor form must be completed and submitted along with your resume and practicum objectives for the course enrolled to **Theresa Jenkins** at tjenkins@salemstate.edu. This is due by April 30 for fall and September 30 for spring semester.
4. **Compliance Requirement Information:** All compliance requirements are posted on the SON web site. Complete as instructed. All compliance requirements are to be submitted and verified by **Krystle Cobb** at kcobb@salemstate.edu.

SCHOOL OF NURSING



**Field Experience in
Adult Gerontology Primary Care NP
352 Lafayette Street
Salem, MA 01970
Student/Preceptor Information Form**

PART 1 - STUDENT INFORMATION

Student Name:

Student ID# Student E-mail:

PART 2 - COURSE SELECTION

- ☐ NUR834 Advanced Practice Nursing in AGPC - Practicum I
- ☐ NUR836 Advanced Practice Nursing in AGPC - Practicum II
- ☐ NUR838 Advanced Practice Nursing in AGPC - Practicum III

PART 3 - PRECEPTOR AND AGENCY INFORMATION PRECEPTOR PLACMENT

Agency Name:

Agency Address:

Agency Contact:

Preceptor Name:

Preceptor Contact Information:

Please attach an electronic copy of your resume and course objectives saved as follows: Last Name Resume (i.e. JenkinsResume), Last Name Objectives (i.e. JenkinsObjectives) and submit along with this form once approved by faculty.



SCHOOL OF NURSING

CLINICAL AGENCY EVALUATION BY STUDENT (FACULTY REVIEW)

Agency: _____ **Contact Preceptor** _____

Address: _____

Telephone: _____ **Date/Semester** _____

Course Using Agency	Time	Days	Units	Faculty Signature
NUR:				
Contract Agreement on File? (circle) Yes No				
Accreditation (circle) Yes No N/A				Name of Accreditation Agency? N/A (check)

Key: Satisfactory (2) Unsatisfactory (1) N/A
SSU Faculty = course instructor/faculty and clinical adjuncts

This Agency is :		Satisfactory	Unsatisfactory	N/A
1	Appropriate for our needs staff, patient population, patient care			
2	Appropriate for our mission			
3	Enabled meeting course objectives/outcomes			
4	Quality of orientation			
5	Quality of climate (acceptance of students)			
6	Scheduling arrangements (times, days, shifts and other)			

7	Cooperation between staff and SSU faculty			
8	Preceptor/Communication to SSU faculty			
9	Agency reflects a culture of safety and quality			
10	Agency reflects a culture of evidence based practice			
11	Agency engages the student in the Nursing Process			
12	Physical Facility			
13	Conference Space			
14	Library Facility/Internet Resources			
15	Parking			
16	Philosophy, policies, procedures accessible			
17	Staffing patterns			
18	Access to and utilizes healthcare electronic records and informatics if necessary			
19	The student has an opportunity to complete their course and individualized objectives/outcomes			

Specialty Specific Criteria (may fill in)

20				
21				
22				
23				
24				

Total Score (FOR ADMINISTRATION PURPOSE ONLY)

Additional Comments:

Student

Date

Faculty

Date

Ticket of Completion

A. Writing for Professional Journals

URL: <http://nursing.utah.edu/journalwriting/>

Module 5: "Selecting and Focusing a Topic for Publication"

Please share some inspirational ideas for evidence-based research or changes in practice that you may like to pursue.

List at least three:

Signature and Date:

B. APA format

I have watched the Learning APA Style video tutorial: *The Basics of APA Style: Tutorial*

Signature and Date:

C. Librarian Meet and Greet

I have met with Nancy George at the Berry Library and am aware how to utilize the Library Resources. I can do a basic literature search on a database. I have also read the Daggett article.

Signature of Librarian and Date:

Student Signature and Date:

D. Writing Center

I have visited the Salem State Writing Center and discussed any writing needs with a representative.

Signature of Writing Center Representative and Date:

Student Signature and Date:

Ticket of Completion: Met with Faculty Advisor

I have met with my Faculty Advisor to discuss completion of Phase One of the Welcome to Scholarly Writing Orientation Module.

Faculty Advisor Signature and Date:

Signature of Writing Center Representative and Date:

**SCHOOL OF NURSING
ADULT GERONTOLOGY PRIMARY CARE NP PROGRAM
PRECEPTOR AND FACULTY EVALUATION**

STUDENT:_____ **SEMESTER:**_____

PRECEPTOR:_____ **SITE:**_____

Evaluation of the student in clinical practice is an ongoing process. Preceptors will complete this evaluation form by the end of the placement. Preceptors will consult with clinical faculty if any questions or concerns arise during the semester. Faculty have input into the evaluation by assessment of students performance during site visits and communication with preceptors. Faculty is responsible for final grades. The preceptor will receive an electronic copy of the evaluation. The student and preceptor will review and sign it, and return to faculty.

Preceptor will rate students on the terms in the preceptor evaluation form according to the following levels:

- 1- Performs below expected level**
- 2- Performs at the expected level**
- 3- Performs above the expected level**

	Score	Comments
Data Collection Identifies and analyzes pertinent lab, screening, diagnostics and history differentiating between normal and abnormal findings.		
Clinical Assessment Uses advanced health assessment to distinguish normal and abnormal findings. Performs a thorough head to toe physical exam and problem focused exams. Provides services that include health promotion, screening and counseling.		

<p>Communications and Interrelations</p> <p>Communicates effectively with patients, staff, interdisciplinary team and peers. Fosters collaborative relationships to affect change. Initiates education with patient and family. Demonstrates integrity, honesty and a professional demeanor.</p>		
<p>Diagnostic Reasoning</p> <p>Demonstrates critical thinking skills evaluating and treating patients of complex nature. Carefully analyzes clinical guidelines and cost effectiveness of approach.</p>		
<p>Management Plan</p> <p>Develops an appropriate, comprehensive, patient centric plan for managing patient problems using evidenced based guidelines. Implements, evaluates and proactively modifies plan. Prescribes medications within scope of practice.</p>		
<p>Consultation</p> <p>Appropriately consults with preceptor, faculty and other members of the interdisciplinary team on patient care related issues. Collaborates with team on transitions of care.</p>		
<p>Documentation/Information Technology</p> <p>Demonstrates skill in documenting using SOAP format and electronic record.</p> <p>Selects appropriate diagnostic and billing codes.</p> <p>Demonstrates proficiency in use of technology to improve care, provide education for patients, and evaluate outcomes of care ensuring safe, cost effective care.</p>		

Cultural and age appropriate care Demonstrates age and cultural sensitivity with humility. Aware of access issues for population specific groups and identifies resources to provide/improve care.		
Policy and organizational competencies Demonstrates an understanding of the interdependence of policy, practice and organizational systems through analysis across systems.		
Ethics Demonstrates sound ethics guiding clinical decision making of individuals, systems and populations. Accountable for his/her own actions and decisions. Accountable, punctual, and responds promptly to communication.		
TOTAL SCORE		

Scoring Scale:

25-30: Outstanding

20-24: Meets Standard

Less than 20: Below Standard

Preceptor Signature

Date

Student Signature

Date

Faculty Signature

Date

Faculty comments:

SALEM STATE UNIVERSITY

GRADUATE SCHOOL OF NURSING NURSE PRACTITIONER

COMPETENCIES

Skill	Competency 1	Competency 2	Competency 3	Competency 4
Obtain complete health history				
Perform Complete physical exam				
Order/perform diagnostic procedure				
Interpret clinical findings				
Develop differential diagnosis				
Develop health care problem list				
Develop/Implement plan for client				
Identify/use available resources				
Prescribe specific medications				
Prescribe specific therapeutic interventions				
Develop/ implement health promotion plan				
Develop/implement illness and injury prevention program				
Document to established standards				
Reviews advanced directives				
Performs Geriatric Wellness Exam				
Provides care to adolescent				

Site Visit Evaluation

Student:

Site:

Date:

Preceptor:

I-Communication (5 points):

A-Introduces self to patient:

B-Puts the patient at ease:

C-Provides patient with appropriate explanations and information:

D-Communicates well with office staff:

E-Presentation to preceptor is organized and succinct:

II-History taking (5 points)

A-Comprehensive HPI completed (OLD CART)

B-*Relevant* PMH, SH, FH

C- *Relevant* ROS

D- Reviews medical record

E- Reconciles meds

In general, good work with history taking. Recommend focusing on a more comprehensive oldcart.

III-Assessment (5 points)

A-Problem focused or complete exam is organized and sequential:

B-Displays critical thinking in determining differential diagnoses

C-States top three differentials and rationale

Describes process for ruling out differentials

D-Orders appropriate diagnostics

Correctly interprets diagnostics

E-Performs techniques and procedures skillfully

Philip should continue to develop his exam skills and focus his exam on his top differentials.

IV-Plan Develops a plan that includes non-pharmacological interventions, counseling, education and follow-up (5 points)

A-Orders appropriate medications with rationale

B-Appropriate consideration of safety factors for medications

C-Uses Evidenced based guidelines

D-Uses appropriate resources for education

E-Follow up plan is clear and appropriate

Excellent use of resources. Treatment plans are thoughtful and evidenced based. Continue to develop knowledge of medication safety profile and use electronic resources to research medications.

Passing score is 5

General comments:

Faculty

Student

School of Nursing**NUR 900 Field Experience in Nursing Administration/Leadership
Student/Preceptor Evaluation**

Midterm _____ Final _____ Date of Evaluation _____

Student _____

Preceptor _____

Faculty _____

Please rate your nurse educator graduate student related to the course objectives and outcomes listed below utilizing this scale:

0: Not meeting expectations**1: Below Expectations****2: Meeting Expectations****3: Above Expectations****4: Excels in meeting Expectations**

Objectives/Outcomes: Student will show evidence of:	0	1	2	3	4
Acquire an understanding of the multidimensionality of the nurse administrator/leadership role through active participation in a field experience.					
Implement strategies for managing the complexities of the nurse administrator/leader role.					
Assess the relevance of nursing and organizational theories in a selected nursing administration context.					
Evolve as a nurse administrator/leader in a climate of accelerating change.					
Active participation, collaboration, design, and dissemination of evidence-based strategic plan for practice change, quality improvement, and/or administration leadership project ("process to date").					
Engage in the process of collegial (peer and inter-professional) reflection of their field experience.					
Engage in self-assessment, peer evaluation and reflection.					

COMMENTS:

Student Comments:

Student Strengths:

Students' Areas for Improvement:

Preceptor Comments:

Student Strengths:

Students' Areas for Improvement:

Faculty Comments:

Student Strengths:

Students' Areas for Improvement:

Student Signature _____ **Date:** _____

Faculty Signature _____ **Date:** _____

Preceptor Signature _____ **Date:** _____

School of Nursing

NUR 910 Field Experience in Nursing Education Student/Preceptor Evaluation

Midterm _____ Final _____ Date of Evaluation _____

Student _____

Preceptor _____

Faculty _____

Please rate your nurse educator graduate student related to the course objectives and outcomes listed below utilizing this scale:

0: Not meeting expectations

1: Below Expectations

2: Meeting Expectations

3: Above Expectations

4: Excels in meeting Expectations

Objectives/Outcomes: Student will show evidence of:	0	1	2	3	4
Constructing a conceptual framework/philosophy befitting the multidimensionality of the nurse educator role within the precepted field experience.					
Conducting a needs assessment consistent with mission and vision of precepted area.					
Creating educational strategies that facilitate critical thinking and make learning visible and accessible in the practicum.					
Verifying and validates values and beliefs regarding teaching learning with evidence-based best practices and research.					
Integrating best practices and modifies personal perceptions based on reflection through learning logs.					
Demonstrating proficiency in teaching and program evaluation.					
Inviting and modifying behavior based upon faculty, preceptor feedback and self-assessment.					

Note: In order to pass students must: (1) complete 180 hours of precepted experience by last class day (May 5, 2016); AND (2) receive a 2.0 (Meets expectations) on each of the evaluation criteria above.

COMMENTS:

Student Comments:

Student Strengths:

Students' Areas for Improvement:

Preceptor Comments:

Student Strengths:

Students' Areas for Improvement:

Faculty Comments:

Student Strengths:

Students' Areas for Improvement:

Student Signature _____ **Date:** _____

Faculty Signature _____ **Date:** _____

Preceptor Signature _____ **Date:** _____