COLLEGE OF NURSING
AND
HEALTH SCIENCES

Master of Science in Nursing

Clinical Student & Preceptor Practicum Handbook

Nurse Educator, Informatics, and LeadershipPrograms

Georgia Intercollegiate Consortium for Graduate Nursing Education (GICGNE)

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Welcome Message

The graduate faculty wishes to welcome you to the Master of Science in Nursing Program at Georgia Southwestern State University. We hope that your educational experience here will be enjoyable, as well as academically challenging and growth promoting. We are committed to promoting excellence in this program and seek to provide our graduates with the knowledge and skills necessary to function effectively as nursing educators, nurse leaders, or nursing informatictis.

The MSN program is part of a collaborative effort between Columbus State University (CSU) and Georgia Southwestern State University (GSW) knows as the Georgia Intercollegiate Consortium for Graduate Nursing Education (GICGNE). Students will have the benefit of learning from the best instructors of these graduate programs.

This **MSN Clinical Student Handbook** is designed to guide your progression through the nursing curriculum and should be maintained throughout the program as a reference. The policies, guidelines and resources contained in this handbook, along with those in the GICGNE MSN Student Handbook, serve to guide the practice of the School of Nursing. They are consistent with, and expand upon, those of Georgia Southwestern State University. Policies of Georgia Southwestern, as well as a list of student rights and responsibilities, are outlined in the GSW Weathervane Student Handbook at https://www.gsw.edu/Campus-Life/ResourcesInformation/StudentHandbook/index. **All specific course policies and standards will accompany the course syllabus.**

Americans with Disabilities Act (ADA)
GSW College of Nursing and Health Sciences wishes to insure that access to its facilities, programs and services is available to all students, including students with disabilities (as defined by Sections 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008) and all students can study and practice nursing with or without reasonable accommodation. GSW's School of Nursing provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the above cited acts. To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or, (c) be regarded as having such a condition.

GICGNE MSN Student Handbook at:
https://www.gsw.edu/Assets/SchoolofNursing/2017%20MSN/2018-2019%20GICGNE%20MSN%20HANDBOOK.pdf

GSW Weathervane Student Handbook at:
https://www.gsw.edu/Campus-Life/ResourcesInformation/StudentHandbook/index

If you have questions or concerns regarding matters not addressed by the contents of this handbook, please don't hesitate to contact us.

We hope you have a wonderful practicum experience!

Georgia Intercollegiate Consortium for Graduate Nursing Education (GICGNE) Mission

The mission of the Georgia Intercollegiate Consortium for Graduate Nursing Education (GICGNE) is to prepare safe and competent professional nurses, who in collaboration with others, provide or facilitate high quality patient-centered care in a global society and achieve academic excellence in nursing education through learner centered teaching, evidence based practice, creative inquiry and student engagement. Also, the mission is to prepare competent and caring individuals for a life of success and leadership in professional nursing through intellectual, personal and social growth and to contribute to the communities in which they live and work.

Mission Statement of GSW School of Nursing

The mission of the School of Nursing is to prepare safe, competent, and compassionate professional nurses, who in collaboration with others, provide or facilitate high quality patient-centered care in a global society. Students achieve academic excellence through a vibrant learning environment using evidence based practice, creative inquiry, and the pursuit of lifelong learning. This mission prepares nurses to lead in their profession as they contribute to the health of the communities in which they live and work

Philosophy/Organizing Framework

The philosophy/organizing framework and learning outcomes of the graduate nursing program are consistent with the vision and mission of Georgia Southwestern State University, emphasizing academic excellence through learner centered teaching, evidence based practice, creative inquiry, and student engagement. Professional success is promoted through lifelong learning, leadership, collaborative partnerships and service.

Program Accreditation

Accreditation: Both the baccalaureate degree in nursing and master's degree in nursing at Georgia Southwestern State University are accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation).

Administration / Faculty / Staff

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Program Overview

The MSN curriculum is designed to prepare professional registered nurses for advanced practice (APN) roles as they are defined by the *AACN Master's Essentials*. All MSN students, regardless of their declared specialty track, are required to take the advanced pathophysiology, advanced health assessment, and advanced pharmacology courses to be consistent with the AACN guidelines.

MSN Program Outcomes

Graduates will be able to:
1. Implement the selected advanced nurse role-leader, educator, informaticist, within health care.
2. Develop and nurture interprofessional collaborations by communicating and consulting with other health care professionals, including administrators, community leaders and regulators.
3. Evaluate the influence of ethical principles on personal and organizational decision-making.
4. Utilize nursing research for the promotion of quality nursing education, safe client-centered health care, and evidence based practice.
5. Employ critical thinking in the application of nursing and multidisciplinary theoretical frameworks to foster optimal client health outcomes.
6. Exemplify cultural competence and sensitivity to diversity in dynamic academic and health care environments.
7. Demonstrate competence in leadership roles and a commitment to ongoing professional development for the provision of quality, cost-effective client-centered health care and the advancement of nursing practice.
8. Utilize informatics to improve client outcomes and to promote the health and safety of individuals, groups and communities.

Curriculum Overview

The MSN program consists of a total of 36 semester credit hours. Fifteen of the 36 hours are required core courses taken by all students in the program. The required courses include content related to nursing theory, research, advanced pathophysiology, advanced health assessment, and pharmacology. An additional core course, Information Technology in Health Care, will be taken by students in the education and leadership tracks. Two of the tracks (Education and Leadership) consist of 18 credit hours and the Informatics track consists of 21 credit hours. The Nurse Educator track prepares nurses to facilitate learning in various environments through the application of knowledge. Course content in this track includes the principles of education, teaching strategies, evaluation of learning, and curriculum development. The Nurse Leadership track focuses on preparing nurses to function as leaders in order to provide safe evidence based care within various healthcare organizations, analyze different healthcare delivery systems, and develop skills in human resource and healthcare financial management. The Nurse Informatics track prepares students to become competent users of health information technology in order to improve the efficiency, safety, and quality of

health care delivery combined with the unique role of nursing.

Core Courses (15 Credit Hours)

Course Number	Title	Credits	Lab/Practicum Hours
NURS 6104	Theory for Graduate Nursing Practice	3-0-3	
NURS 6105	Research for Evidence-Based Nursing Practice	3-0-3	
NURS 6106	Advanced Pharmacology	3-0-3	
NURS 6107	Advanced Pathophysiology	3-0-3	
NURS 6108	Advanced Health Assessment	2-3-3	

Education (21 Credit Hours)

Course Number	Title	Credits	Lab/Practicum Hours
NURS 6110	Principles of Education in Nursing	3-0-3	
NURS 6119	Information Technology in Health Care	3-0-3	
NURS 6220	Effective Teaching/Learning Strategies	3-0-3	
NURS 6330	Evaluation of Learning	3-0-3	
NURS 6440	Curriculum Development	3-0-3	
Practicum/Project			
NURS 6407	Practicum	0-9-3	**135 hours**
NURS 6999	Focused Project in Nursing	0-9-3	

Leadership (21 Credit Hours)

Course Number	Title	Credits	Lab/Practicum Hours
NURS 6100	Principles of Leadership & Management within Health Care Organizations	3-0-3	
NURS 6119	Information Technology in Health Care	3-0-3	
NURS 6210	Management of Human Resources in Health Care	3-0-3	
NURS 6230	Health Care Delivery Systems	3-0-3	
NURS 6240	Health Care Finance	3-0-3	
Practicum/Project			
NURS 6407	Practicum	0-9-3	**135 hours**
NURS 6999	Focused Project in Nursing	0-9-3	

Informatics (21 Credit Hours)

Course Number	Title	Credits	Lab/Practicum Hours
NURS 6720	Applied Statistics and Data Mining	3-0-3	
NURS 6730	Process Improvement for Health Care	3-0-3	
NURS 6740	Health Information Exchange Standards & Models	3-0-3	
NURS 6750	Health Systems Project Management	3-0-3	
NURS 6760	Clinical Decision Support Systems	3-0-3	
Practicum/Project			
NURS 6407	Practicum	0-9-3	**135 hours**
NURS 6999	Focused Project in Nursing	0-9-3	

Post- baccalaureate Educator Certificate Program (15 credit hours)

Course Number	Title	Credit
NURS 6110	Principles of Education in Nursing	3-0-3
NURS 6119	Information Technology in Health Care	3-0-3
NURS 6220	Effective Teaching/Learning Strategies	3-0-3
NURS 6330	Evaluation of Learning	3-0-3
NURS 6440	Curriculum Development	3-0-3

Post-baccalaureate Informatics Certificate Program (15 credit hours)

Course Number	Course Title	Credit
NURS 6720	Applied Statistics and Data Mining	3-0-3
NURS 6730	Process Improvement for Health Care	3-0-3
NURS 6740	Health Information Exchange Standards & Models	3-0-3
NURS 6750	Health Systems Project Management	3-0-3
NURS 6760	Clinical Decision Support Systems	3-0-3

Course descriptions of the courses shown above may be found in the GSW Bulletin/Catalog at:

https://www.gsw.edu/Assets/RegistrarsOffice/bulletin/Current-Graduate.pdf

Clinical Requirements for Practicum

Clinical Approval - Every clinical site and preceptor must have a current, signed agreement in place with Georgia Southwestern State University BEFORE the student begins any clinical experience. If the student has not received approval from Georgia Southwestern State University for a site and/or preceptor, the student may not begin the clinical rotation. The approval process for preceptors and clinical sites is described in detail in this manual.

Contact Person for questions regarding clinical requirements is Mrs. Kimberly Fleming. Email: kimbelry.fleming@gsw.edu

Criminal Background Check & Drug Screen - Clinical facilities require that every student pass a criminal background and urine drug screen prior to being allowed to enter the facility for clinical experiences. This background check must be performed by a vendor designated and approved by all involved healthcare facilities. Because all GSW nursing students rotate through all major clinical facilities in order to gain required learning experiences, a student not accepted by one of the major facilities based on the review of their criminal background or urine drug screen will be unable to complete clinical requirements and will thus be excluded from the nursing program.

A **drug screen** and **background check** are required for all students *prior to* beginning any clinical rotation in the program and action will be taken for non-negative findings. A repeat drug screen or background check may be required depending upon facility requirements or just cause. The Substance Abuse Policy and Procedure, as defined in the Georgia Southwestern State University MSN student handbook, will be followed for all drug testing. **Disclosure of legal convictions and arrests is required.**

Due to the nature of the clinical experiences in the nursing program, students may be required to submit to drug testing if there is reason to believe, from a reliable source, that the student is under the influence of a substance that has impaired judgment and/or ability to care for patients. Any substance, whether prescribed or not, that impairs the student's ability to fully function in the care of vulnerable populations should not be used prior to or during clinical experiences.

Each requirement must be valid from the first day of the semester and remain current through the last day of the semester. Failure to complete this requirement may result in a delay in clinical placement approval or slower progression through program.

Students who do not complete requirements by the deadline established by the Clinical Services Manager will be removed from all clinical courses in which they are registered for the semester. The student will not be permitted to enroll in any clinical course the following semester. This will negatively impact the student's progression in the program. Students who become non-compliant with any clinical requirement during the course of a term will not be able to attend clinicals and thus will be required to withdraw immediately from all clinical courses. If this occurs prior to the last day to withdraw without academic penalty the student may withdraw from the course without

academic penalty. If this occurs after the last day to withdraw without academic penalty it will result in a clinical unsatisfactory and failure of the course.

Unencumbered RN License - The student must maintain an active unencumbered RN license in all states in which clinical rotations will be performed. A faculty member must be notified immediately if the RN licensure status changes in any way.

Maintenance of **Basic Life Support (BLS) Certification** is required throughout the program. Advanced life support is also highly recommended. A copy of the BLS/ALS certification card and all RN licensures must be provided.

HIPAA/OSHA - Student compliance with HIPAA (health insurance portability and accountability act) and OSHA (Occupational Safety and Health Administration) guidelines is required.

Personal Liability Insurance for clinical practice is required for all graduate students.

Physical Exam- documented by MD, NP, or PA. All nursing students enrolled in clinical courses are required to have annual proof of good health on file. Results of a TB skin test must be documented. **Physical exam must be valid from the first day of the semester of registration through the last day of the semester.**

Serum Titers
It is the student's responsibility to **provide original documentation** that he/she has met all health and immunization requirements prior to registration for the first clinical course.

All students registering for their first clinical course must have present in their School of Nursing files satisfactory of:
1. vaccination for Hepatitis B within the preceding 5 years **OR** a conformed prior illness with   Hepatitis B **OR** receipt of at least the first does of the vaccine for Hepatitis B; proof that all three doses of the vaccine have been given must be submitted within 6 months of the first dose.
        AND
2. documentation of titer for Hepatitis B antibody level.
3. documentation of titers for measles, mumps, rubella, and varicella zoster.

Immunizations:
The School of Nursing recommends that all immunization be kept-up-to-date for safety of each student, including the tetanus vaccination.

NOTE: PRECLINICAL REQUIREMENTS MAY BE ADDED AT ANY TIME DUE TO NEW HEALTH FACILITY REQUIREMENTS.

IT IS STRONGLY RECOMMENDED THAT THE STUDENT KEEP A COPY OF ALL DOCUMENTATION SUBMITTED.

Completion of Hours:

All clinical hours are to be completed during the semester in which students are enrolled. No clinical hours may be completed after the last day of the semester.

Guidelines for MSN Practicum Clinical Site and Preceptor Selection

The Practicum course in the Master of Science in Nursing Education, Leadership, and Informatics Program includes clinical hours with a qualified preceptor in an approved clinical setting. In general, preceptors are expected to be prepared at a graduate level and hold a MSN degree.

Procedure for Securing a Clinical Site and Preceptor

1. Students contact prospective preceptors to ask them to serve in that capacity. Faculty can assist students by suggesting potential preceptors.
2. Nurses who serve as preceptors must be licensed as a nurse by the state in which they practice.
3. The Student must submit a completed *Preceptor Information Form*. This form should be submitted by **midterm** of the semester preceding the anticipated clinical experience. If the form is incomplete on submission it may delay or prolong the processing of the preceptorship agreement.
4. The preceptor and clinical setting must be approved by the course faculty prior to any written agency agreements being finalized for a course.
5. The preceptor and agency agreement must be signed and returned to the School of Nursing prior to the student's beginning a clinical experience.
6. The student has the responsibility to confirm receipt of these documents by the School of Nursing prior to beginning clinical.
7. Clinical experiences are not allowed during semester breaks.

In the event of an accident or injury during a clinical experience, the student should seek appropriate care, follow agency procedure and notify the clinical faculty.

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**Practicum Packet Submission
Deadlines**

**Fall Practicum – August 1
Spring Practicum – January 1**

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Student Responsibilities for Preceptor/Clinical Site:

1. Students must identify and contact qualified preceptors in approved clinical settings.

2. The student must submit the "Preceptor Information Form" to faculty for approval. A written preceptor and agency agreement is sent to the clinical setting after faculty approval.

3. Each student is responsible for arranging with the preceptor a schedule to indicate the exact times and dates of the required number of clinical hours to complete the preceptorship.

4. Students are required to inform the preceptor and faculty member of any changes in the schedule or any absence. Preceptors should be contacted at least a day before the absence when possible.

5. Students are required to review with the preceptor the objectives of the preceptorship.

6. Collaborates appropriately with other health care professionals.

7. Students must complete all clinical hours with their preceptor or an approved, qualified person assigned by the preceptor.

8. Any problems that arise during preceptorship must be reported to the preceptor and the faculty member immediately.

9. Meets with preceptor to discuss objectives and give overview of past experiences.

10. The student seeks ongoing feedback from preceptor.

11. The student should adhere to all policies and procedures specific to the practice settings during the clinical experience at the institution.

12. Students must report every accident or injury immediately after its occurrence to the preceptor and the faculty member.

13. Demonstrates professionalism in behavior and dress at all times.

14. No clinical hours can be done by the student during semester breaks.

15. Students will evaluate preceptors upon completion of each practicum experience.

Preceptor Responsibilities for Preceptorship

1. Qualified persons may accept the request of a student to be a preceptor.

2. Preceptors should orient the student to organizational policies and procedures specific to the setting.

3. Preceptors are to report to the faculty member if the student does not complete the clinical hours or does not notify the preceptor of an absence.

4. Preceptors must approve all schedule revisions.

5. Preceptors should review course objectives with the student and contact the program faculty member if any questions arise.

6. Preceptors report to nursing faculty any problems encountered with the student during the experience as soon as they occur.

7. Evaluates the performance of the student using the provided practicum evaluation tool.

8. Preceptors must approve any clinical activity by the student in the clinical setting.

9. Preceptors may assign students to work with other qualified personnel during the clinical experience when necessary or appropriate.

10. Preceptors are urged to contact faculty at any time during the clinical experience with questions, concerns, or problems.

11. Preceptors will be required to evaluate students in verbal and written format.

12. The preceptor will notify the student and designated faculty member immediately prior to termination of the agreed upon contract.

Faculty Responsibilities for Preceptorship

1. Faculty can assist students by suggesting potential preceptors.

2. Faculty must approve selection of preceptors by students and submit the information for processing by the School of Nursing.

3. Faculty must maintain current student records of the following:
RN licensure, liability insurance, BCLS certification, Drug Screen, Immunization status, Physical examination, TB screening, disclosure of legal convictions or arrest.

4. Faculty is available to preceptors as needed.

APPENDICES

SEMESTER CONTRACT AGREEMENT WITH PRECEPTOR CLINICAL SITE AND GSW FORM

PRECEPTOR AGREEMENT FORM

PRECEPTOR QUALIFICATION RECORD

MSN LEARNING AGREEMENT: **Information and Directions**

MSN LEARNING AGREEMENT: **I. Student Learning Outcomes Table**

MSN LEARNING AGREEMENT: **II. Signature Section (week 1) and III. Verification at Conclusion of Practicum (week 15)**

MSN STUDENT ACTIVITIES LOG: **Instructions and Due Dates**

MSN STUDENT ACTIVITIES LOG TABLES: Weeks 1-15

MSN NURSING EDUCATOR CLINICAL EVALUATION TOOL with Direct Care Hours

MSN NURSING INFORMATICS CLINICAL EVALUATION TOOL

MSN NURSING LEADERSHIP CLINICAL EVALUATION TOOL

This form will serve as a *Semester Contract Agreement* between:

_____

Clinical site name

_____

City   state   zip

and the School of Nursing at the Georgia Southwestern State University, Americus, Georgia, when appropriate signatures have been affixed below by Dr. Sandra Daniel, Dean of the College of Nursing and Health Sciences, and the authorized agency representative for the clinical site.

The agreement will grant permission to_____,

Student Name

as a student enrolled in the MSN Education Track at GSW to obtain part of his/her clinical nursing experience through your institution.

The student will work with_____**as preceptor.**

Preceptor Name and Title

The term of the agreement will be:

_____**Spring semester:**   January 1,_____through April 30, _____

_____**Fall semester:**   August 1,_____through December 15, _____

If the terms of this agreement are acceptable to you and your agency, please sign below and keep a copy for your records.

_____

Name of Agency/Institution   **Date**

_____

Signature, Agency Representative   **Print Name**

Sandra D. Daniel

Sandra D. Daniel, PhD, RN
Dean and Professor, College of Nursing and Health Sciences

PRECEPTOR AGREEMENT

I,_____agree to serve as a clinical preceptor for Georgia Southwestern State University (GSW) master of science in nursing students. By agreeing to serve as a clinical preceptor, I accept the responsibility of providing instruction and guidance for the assigned students(s). I will aid in the provision of clinical learning opportunities necessary for the student to meet clinical laboratory objectives. I will also assist the student in applying classroom theory to the clinical situation.

I understand there is no monetary compensation for serving as a preceptor for GSW master of science nursing students. I also understand that I may engage a substitute preceptor, from among the approved preceptors, if I am absent from the clinical area.

_____   _____

Preceptor Name (print)   Date

_____   _____

Preceptor Signature   Student Name (print)

_____   _____

Nursing Unit Administrator Signature   Course Title

_____There are no changes to my Preceptor Qualification Record. It has been updated within the past year and is on file at GSW.

_____   _____

Signature   Date

GEORGIA SouthWestern STATE UNIVERSITY.

Please return this form to Paula Bryant at
paula.bryant@gsw.edu

PRECEPTOR QUALIFICATION RECORD

Name_____**GA License#**_____

       Last   **First**   **Middle**

Home Address_____

     Street   City   State   Zip Code

Employed by_____

    Agency/Institution   City   State   Zip Code

Preceptor's Telephone Number: (Home or cell)_____(Work)_____

Email_____

List professional education/national certification in chronological order:

Name of Institution	Location	Diploma, Degree, National Certification	Year Granted	Major Field

Current Employment:

Health care setting in which you are employed: _____

Job Title:_____Have you been employed as an RN at least one year in the above setting?_____

Name of affiliating nursing education program Georgia Southwestern State University – Masters Education Program

Please describe how the student's learning goals will be/are enabled by your education and/or

expertise:_____

_____

Preceptor Signature_____ **Date** _____

MSN LEARNING AGREEMENT

Student Information:

Student Name_____Student ID# _____

Email_____Phone _____

Preceptor Information:

Preceptor_____Preceptor's Credentials _____

Email_____Phone _____

Work Address

_____

_____

Directions:

For Week 1, complete the Learning Agreement with program outcomes and self-identified goals and initial plans to meet those self-identified goals. Review these goals and plans with your preceptor. The agreement should be revised each week to reflect completed goals, additional goals and changes to the plan dictated by the actual experience or revisions suggested by faculty and/or preceptor. At the end of the practicum experience, evaluate success with your preceptor and obtain the preceptor's signature at the bottom of the agreement. Save this form as a Microsoft Word document and enter the required information directly into it; submit the completed *Learning Agreement in Week 15.*

Learning Agreement Consists of 4 Sections:
1. Cover sheet with student and preceptor information.
2. Student Learning Outcomes Table
3. Signatures approving plan (Week 1)
4. Signatures and preceptor verification (Week 15)

Due Dates: Initial *Learning Agreement* by 11:59 PM Sunday at end of Week 1.

   Completed *Learning Agreement* by 11:59 PM at end of Week 15.

Minimum of 135 hours practicum experience required.

MSN LEARNING AGREEMENT

I. Student Learning Outcomes

Program outcomes can be found in the Program Practicum Packet.

Program Outcomes	Student-Identified Practicum Goals to Meet Course Outcomes	Plan to Meet Student-Identified Practicum Goals	Narrative Description of Attainment of Student-Identified Goals
1. Implement the selected advanced nurse role- leader, educator, informaticist, within health care.			
2. Develop and nurture interprofessional collaborations by communicating and consulting with other health care professionals, including administrators, community leaders and regulators.			
3. Evaluate the influence of ethical principles on personal and organizational decision-making.			
4. Utilize nursing research for the promotion of quality nursing education, safe client centered healthcare, and evidence based practice.			
5. Employ critical thinking in the application of nursing and multidisciplinary theoretical frameworks to foster optimal client health outcomes.			
6. Exemplify cultural competence and sensitivity to diversity in dynamic academic and healthcare environments.			
7. Demonstrate competence in leadership roles and a commitment to ongoing professional development for the provision of quality, cost-effective client centered healthcare and the advancement of nursing practice.			
8. Utilize informatics to improve client outcomes and to promote the health and safety of individuals, groups and communities.			

MSN LEARNING AGREEMENT

II. Signature Section (Week 1)

Submitted by (Student)_____Date _____

Preceptor Signature_____Date _____

Accepted by (Faculty)_____Date _____

III. Verification at Conclusion of Practicum (Week 15)
At conclusion of practicum experience, verify achievement of student-identified goals. Please explain if goals were not met.

Submitted by (Student)_____Date _____

Preceptor Signature_____Date _____

MSN STUDENT ACTIVITIES LOG

Student Name _____ Student ID# _____

Session _____

Mentor _____ Faculty _____

Instructions:
Complete information for each week, adding new rows as needed for additional activities.

Required Hours:
Practicum consists of 135 hours. For the Nurse Educator track, at least 30 hours pf practicum must evidence a clinical focus with a specific patient population.

Up to 25% (35 hours) of student activities in the practicum course may consist of:
- Meeting with preceptor and/or site orientation
- Completing research associated with the practicum experience
- Completing research requested by preceptor or agency that supports practicum goals
- Attending a conference or educational offering on a topic related to nursing leadership, nursing education, or nursing informatics
- Participation in professional meetings, advisory councils, or other professional events related to nursing leadership, nursing education, or nursing informatics.

All hours must be documented on the *MSN Activity Log* and signed off by the preceptor. Travel time to and from the practicum site cannot be included in the 135 hours.

Due Dates:
       Submitted each week (Weeks 1-15) by 11:59 Sunday.
       Signed *Students Activities Log* due by 11:59 PM Friday April 20th.
Student and preceptor must sign to verify completion of hours before final submission.

MSN STUDENT ACTIVITIES LOG

Date	Description of Practicum Activity	Time
Week 1		
Total Hours for Week 1:		
Week 2		
Total Hours for Week 2:		
Week 3		
Total Hours for Week 3:		
Week 4		
Total Hours for Week 4:		

MSN STUDENT ACTIVITIES LOG

Date	Description of Practicum Activity	Time
Week 5		
Total Hours for Week 5:		
Week 6		
Total Hours for Week 6:		
Week 7		
Total Hours for Week 7:		
Week 8		
Total Hours for Week 8:		

MSN STUDENT ACTIVITIES LOG

Date	Description of Practicum Activity	Time
Week 9		
Total Hours for Week 9:		
Week 10		
Total Hours for Week 10:		
Week 11		
Total Hours for Week 11:		
Week 12		
Total Hours for Week 12:		

MSN STUDENT ACTIVITIES LOG

Date	Description of Practicum Activity	Time
Week 13		
Total Hours for Week 13:		
Week 14		
Total Hours for Week 14:		
Week 15		
Total Hours for Week 15:		
Total Hours for Practicum:		

NURS 6407 Practicum
MSN Nurse Educator Clinical Evaluation Tool

Student Name: _____ **Date:** _____ **Preceptor Name:** _____

Grading Rubric: **Level 1=Poor**: Needs constant guidance   **Level 2= Fair**: Needs frequent guidance
Level 3=Good: Needs occasional guidance   **Level 4=Very Good:** Rarely needs guidance
Level 5=Excellent: Functions independently and seeks guidance when appropriate

KEY CONCEPTS OF PROGRAM OUTCOMES	MIDTERM						FINAL				
Advanced Practice Role	1	2	3	4	5		1	2	3	4	5
Enacts the role of an advanced nurse educator under the direction of a Master's/Doctoral prepared educator.											
Applies complex knowledge & skill in academic & practice learning environment.											
Evaluates strategies to advance nursing education.											
Explores the current & future educational challenges for the advancement of nursing education.											
Serves as a role model of professional nursing with the importance of addressing the physiological, intellectual, emotional, spiritual, philosophical ad cultural components in the practice of nursing.											
Completes a minimum of 135 practicum hours in a site that accommodates in-class & clinical teaching and simulation- 30 of these hours will be spent in direct care.											
Interprofessional Collaboration											
Develops collegial working relationship with students, preceptor, and clinical agency personnel to promote a positive learning experience.											
Functions effectively within nursing & interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning & development.											
Ethical principles											
Demonstrates ethical, evidence-based practice & advanced performance as a nurse educator.											
Demonstrates autonomy & integrity through adherence of performance standards & code of conduct.											
Maintains HIPPA compliance and addresses competence, legal, ethical, political, and economic issues with healthcare team during the practicum experience.											
Research											
Integrates theory, science, and best evidence to facilitate learning.											
Synthesizes data, research, interviews and other activities related to the development, execution, implementation, or evaluation of a nursing education solution in practice.											
Critical Thinking											
Grounds teaching strategies in educational theory and evidence-based teaching.											
Models critical and reflective thinking.											
Creates opportunities for learners to develop their critical thinking and critical reasoning skills.											
Implements evidence-based assessment and evaluation strategies that are appropriate to the learner and meeting learning objectives.											
Cultural Competence											
Recognizes multicultural, gender and experiential influences on teaching and learning.											
Advocate for human dignity and social justice as an advance practice leader.											
Professional Development/Leadership											
Implements a variety of teaching strategies appropriate to learner needs, desired learner outcomes, and content.											
Shows enthusiasm for teaching, learning, and nursing that inspires and motivates learners.											
Assess individual learning styles and unique learning needs and fosters the cognitive, psychomotor, and affective development of learners.											
Attends all established practicum days, or notifies clinical preceptor of absence and establishes clinical make-up experience.											
Engages in self-reflection and continued learning to improve teaching practices that facilitate learning.											
Informatics											
Uses information technologies and provides resources to skillfully support the teaching-learning processes to diverse learners that help meet learning needs.											

DIRECT CARE HOURS

MSN Nursing Educator Clinical Evaluation Tool

Student Name: _____ **Date:** _____ **Preceptor Name:** _____

Grading Rubric: **Level 1=**Not observe   **Level 2=** Needs constant guidance
Level 3=Needs frequent guidance   **Level 4=**Needs occasional guidance
Level 5= Functions independently and seeks guidance when appropriate

KEY CONCEPTS OF PROGRAM OUTCOMES	FINAL				
Advanced Practice Role	1	2	3	4	5
Identified an area of advanced nursing practice that provided the opportunity to develop in-depth knowledge and expertise in a particular area of nursing. Area Chosen:_____					

Fulfilled approximately thirty (30) supervised hours in a direct patient care role.
 	
    Dates of supervised hours:_____
 	
    Total hours:_____					

Complied with the rules and regulations, policies, and procedures of the facility; including the facility code of ethics, corporate compliance, health, safety policies.					
Reflected professional standards and dress standard of the facility by appearance and attire.					
Maintained client confidentiality according to all HIPAA regulations, healthcare policies and regulations of the facility.					
Furthered development of patient care delivery skills, as well as system assessment and intervention skills, for the specialty area of interest.					

Preceptor Signature_____Date _____

NURS 6407 Practicum
MSN Nurse Informaticist Clinical Evaluation Tool

Student Name: _____ **Date:** _____ **Preceptor Name:** _____

Grading Rubric: **Level 1=Poor:** Needs constant guidance **Level 2= Fair:** Needs frequent guidance
Level 3=Good: Needs occasional guidance **Level 4=Very Good:** Rarely needs guidance
Level 5=Excellent: Functions independently and seeks guidance when appropriate

KEY CONCEPTS OF PROGRAM OUTCOMES	MIDTERM						FINAL				
Advanced Practice Role	1	2	3	4	5		1	2	3	4	5
Enacts the role of an advanced nurse informaticist.											
Applies knowledge & skills acquired during the nursing informatics program.											
Actively participates in the planning of the deployment of new technology impacting nursing process or patient care; or the revision of an existing process that involves new technology.											
Explores the emerging trends in healthcare of informatics & technologies.											
Completes 135 practicum hours working under the direction of a healthcare informatics professional in a healthcare environment.											
Interprofessional Collaboration											
Develops collegial working relationship with informatics team, preceptor, & clinical agency personnel to promote a positive leaning experience.											
Functions effectively within nursing & interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning & development.											
Ethical principles											
Demonstrates ethical, evidence-based practice & advanced performance as a nurse informaticist.											
Demonstrates autonomy & integrity through adherence of performance standards & code of conduct.											
Maintains HIPPA compliance and addresses competence, legal, ethical, political, and economic issues with the informatics team and healthcare team during the practicum experience.											
Research											
Facilitates the application of theories and research related to informatics.											
Synthesizes data, research, interviews and other activities related to the development, execution, implementation, or evaluation of an informatics solution in practice (or a health related data management project).											
Critical Thinking											
Grounds technical (computer technology) actions in a variety of theories (Information Processing Theory, Systems Theory, Learning Theory, Change Theory) and evidence-based knowledge applications.											
Models critical and reflective thinking.											
Creates opportunities for the informatics team and healthcare team (colleague) to develop their critical thinking and critical reasoning skills.											
Implements evidence-based assessment and evaluation strategies that are appropriate to the informatics learning situation.											
Demonstrates adaptability and flexibility in informatics situations.											
Cultural Competence											
Recognizes multicultural, gender and experiential influences on information technology.											
Advocate for human dignity and social justice as an advance practice leader.											
Professional Development											
Assess individual working styles and unique working needs and fosters the cognitive, psychomotor, and affective development of mentees, colleagues and peers.											
Attends all established practicum days, or notifies clinical preceptor of absence and establishes clinical make-up experience.											
Engages in self-reflection and continued learning to improve patient care delivery and the nursing practice experience.											
Informatics											
Analyzes the leadership and technical behaviors of various informatics roles.											
Implements a variety of informational (technological) strategies appropriate to specific situation within an organizational setting.											
Shows enthusiasm for using information and technology to communicate, manage knowledge, mitigate errors, and support decision making that inspires and motivates colleagues and peers.											

NURS 6407 Practicum
MSN Nurse Leader Clinical Evaluation Tool

Student Name: _____ **Date:** _____ **Preceptor Name:** _____

Grading Rubric: **Level 1=Poor**: Needs constant guidance **Level 2= Fair**: Needs frequent guidance
Level 3=Good: Needs occasional guidance **Level 4=Very Good:** Rarely needs guidance
Level 5=Excellent: Functions independently and seeks guidance when appropriate

KEY CONCEPTS OF PROGRAM OUTCOMES	MIDTERM						FINAL				
Advanced Practice Role	1	2	3	4	5		1	2	3	4	5
Enacts the role of an advanced nurse leader.											
Applies knowledge & skills acquired during the nurse leader program.											
Focuses on nursing leadership processes.											
Explores the multiple aspects of the nurse leader role & opportunities to interact with an interdisciplinary team.											
Serves as a role model of professional nursing with the importance of addressing the physiological, intellectual, emotional, spiritual, philosophical ad cultural components in the practice of nursing.											
Completes a minimum of 135 hours of practical experience un the direction of a nurse leader professional in a healthcare delivery system.											
Interprofessional Collaboration											
Develops collegial working relationship with healthcare team, preceptor, and clinical agency personnel to promote a positive learning experience.											
Functions effectively within nursing & interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning & development.											
Ethical principles											
Demonstrates ethical, evidence-based practice & advanced performance as a nurse administrator.											
Demonstrates autonomy & integrity through adherence of performance standards & code of conduct.											
Maintains HIPAA compliance and addresses competence, legal, ethical, political, and economic issues with healthcare team during the practicum experience.											
Research											
Integrates theory, science, and best evidence to facilitate administrative actions.											
Synthesizes data, research, interviews and other activities related to the development, execution, implementation, or evaluation of a nursing administration solution in practice.											
Critical Thinking											
Grounds managerial actions in organizational theory and evidence-based leadership practices.											
Models critical and reflective thinking.											
Creates opportunities for the healthcare team (colleague) to develop their critical thinking and critical reasoning skills.											
Demonstrates adaptability and flexibility in leadership situations.											
Implements evidence-based assessment and evaluation strategies that are appropriate to the managerial or leadership learning situation.											
Cultural Competence											
Recognizes multicultural, gender and experiential influences on leadership and managerial interactions.											
Advocate for human dignity and social justice as an advance practice leader.											
Professional Development/Leadership											
Implements a variety of managerial strategies appropriate to specific situation within an organizational setting.											
Shows enthusiasm in mentoring, managing, and leading that inspires and motivates colleagues and peers.											
Assess individual working styles and unique working needs and fosters the cognitive, psychomotor, and affective development of mentees, colleagues and peers.											
Attends all established practicum days, or notifies clinical preceptor of absence and establishes clinical make-up experience.											
Engages in self-reflection and continued learning to improve teaching practices that facilitate learning.											
Informatics											
Uses information technologies and provides resources to skillfully support the managerial process.											