



COLLEGE OF PUBLIC HEALTH AND  
ADMINISTRATION  
SCHOOL OF NURSING  
MASTER OF SCIENCE IN NURSING (MSN)

**STUDENT HANDBOOK 2024-2025**  
**MSN GENERALIST**  
**MSN NURSE ADMINISTRATOR**  
**MSN NURSE EDUCATOR**



## Table of Contents

Preface .....	4
Mission and Purpose Statements .....	4
MSN Overview .....	5
MSN Program Outcomes .....	5
School of Nursing Communication Flow Chart.....	7
General Information .....	8
MSN Curriculum.....	8
Resources and Guides.....	8
APA Format and Writing Mechanics.....	8
Course Examinations.....	8
Academic Integrity .....	8
Progression, Readmission, and Graduation Policies.....	9
Practicum Policies and Procedures.....	10
Student Requirements and Documentation Planning.....	11
Practicum Preparation Process.....	11
Student Practicum Expectations.....	11
Students Responsibilities:.....	12
Health and Safety.....	12
Preceptors and Clinical Site Requirements.....	13
Tips to Secure a Practicum Preceptor and Site.....	13
Identifying a Preceptor .....	14
Identifying a Practicum Site .....	15

Effective date: October 2018

Revisions: March 2019; August 2019; January 2020; May 2020; October 2020; April 2021; April 2023; April 2024

Practicum Documentation .....	15
Practicum and Capstone Overview .....	16
Practicum Hour Requirements per Program .....	16
NURS 799 Practicum .....	17
NURS 795 Capstone .....	17
Policies and Processes for Conduct During Practicum Experiences .....	18
Preparation for Practicum Experiences .....	18
Clinical Attire .....	18
Scheduling Practicum Hours .....	19
Student Attendance on Scheduled Clinical Days .....	19
Practicum Health and Disability Policies.....	20
Student Health: Illness/Injury During Clinical Practicum.....	20
Clinical Practicum Disruption Policy .....	20
Procedure.....	20
Policy Details .....	21
Impaired Student Policy: Perception of Impairment.....	22
Appendices.....	23
Appendix A: Practicum Required Documentation.....	23
Appendix B: NURS 799 Practicum and NURS 795 Capstone Overview .....	25
Appendix C: School of Nursing and Faculty Responsibilities .....	27
Appendix D: Preceptor Responsibilities.....	28

## Preface

The Franklin University Catalog/Bulletin Policies and Procedures, accessible at <https://www.franklin.edu/current-students/academic-resources/university-bulletin>, contains policies applicable to all students. The MSN Program Student Handbook is provided to all MSN students as a supplemental guide related to specialized topics associated with the completion of the MSN program (Generalist, Nurse Administrator, and Nurse Educator track). The information in this handbook should supplement, not substitute, information published in the Franklin University Academic Bulletin. In any situation of unintended incongruence, the University Catalog/Bulletin takes priority.

Successful matriculation and graduation from an academic program require adherence to all policies, procedures, and regulations stipulated by the MSN program and the University. If you have any questions regarding requirements or policies, do not hesitate to refer them to your academic advisor, program chair, or other appropriate persons.

This handbook presents the policies, procedures, and general information in effect at the time of publication. Students affected by any changes to this handbook will be notified in writing, and an acknowledgment of receipt is required.

This handbook is not intended to state contractual terms and does not constitute a contract between the student and the University.

## Mission and Purpose Statements

The Mission of the College of Health & Public Administration (COHPA), which houses the School of Nursing (SON) and the nursing programs, states that the college will:

- Provide a relevant, high quality, lifelong education that will enable our students to:
- Enhance the quality of healthcare and public service
- Advance healthcare and public service careers
- Succeed in providing leadership that improves the quality of life in communities

School of Nursing (SON) Purpose:

Effective date: October 2018

Revisions: March 2019; August 2019; January 2020; May 2020; October 2020; April 2021; April 2023; April 2024

We transform the future of healthcare through innovation, collaboration, opportunity, enthusiasm, and excellence in nursing education to benefit our students, our partners, and the communities we serve. By embracing diversity, change, and educational excellence based on the values of integrity and compassion, we nurture our students and provide them with robust learning opportunities.

## MSN Overview

The MSN non-advanced registered nurse practitioner program tracks are designed for those nurses who want to pursue more advanced positions in today's challenging healthcare environments. The program prepares nurses for leadership roles in practice and educational settings. The program blends nursing theory and advanced practice concepts necessary to work within the structure, culture, and mission of a variety of healthcare organizations or educational settings.

Graduate education builds upon knowledge and competencies gained in baccalaureate education. Graduate students use critical thinking, creativity, and problem-solving skills that require in-depth nursing knowledge and are prepared to coordinate healthcare programs within complex systems in an era of healthcare reform. The curriculum is based on nursing and related theories and the application of research findings to clinical, educational, and administrative nursing issues. Graduate students are also prepared for doctoral study in nursing and continued personal and professional development.

### MSN Program Outcomes

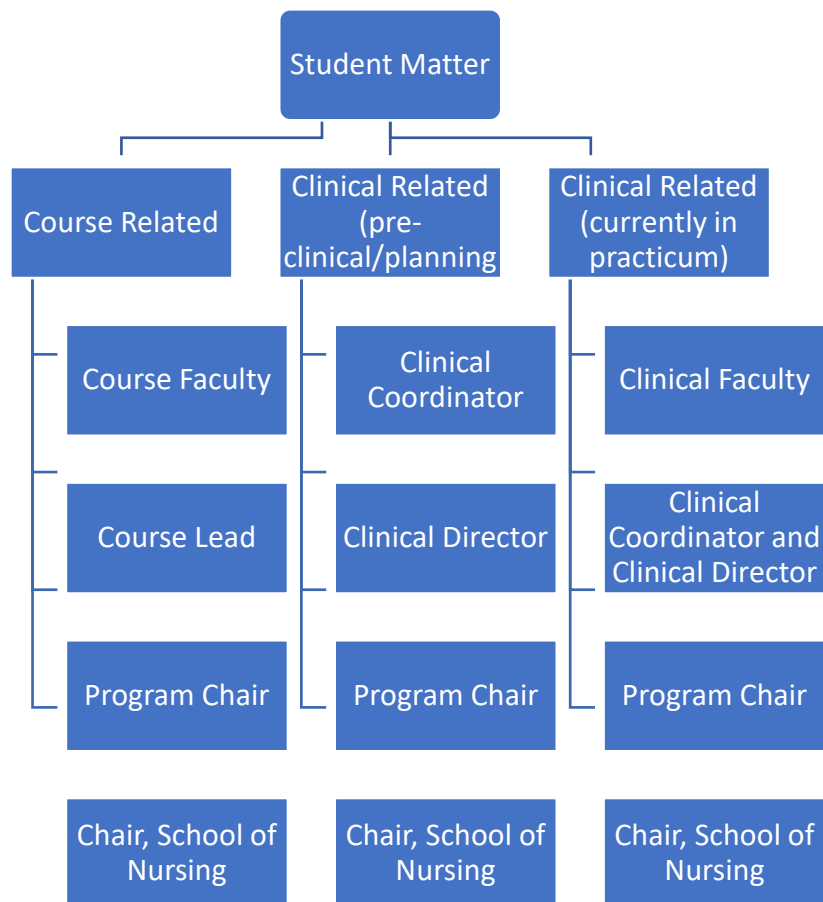
By completion of the program, graduates will:

1. Synthesize theories and knowledge from nursing and related disciplines to develop a theoretical basis to guide practice in an advanced nursing role.
2. Apply leadership skills and decision making in the provision of high-quality nursing care in diverse settings.
3. Provide leadership across the care continuum in diverse settings to promote high quality, safe, effective patient centered care.

4. Appraise, use and participate in the extension of nursing knowledge through scientific inquiry.
5. Integrate current and emerging technologies into professional practice.
6. Demonstrate responsive leadership, collaboration, and management to influence the advancement of nursing practice and the profession of nursing and to influence health policy.
7. Employ collaborative strategies and effective communication to advocate for the role of the professional nurse as a member and leader of interprofessional teams.
8. Integrate clinical prevention and population health concepts to provide holistic, comprehensive nursing care for individuals, families, and aggregates.
9. Demonstrate an advanced level of understanding of nursing and relevant sciences and integrate this knowledge into practice.

## School of Nursing Communication Flow Chart

The communication flow chart establishes appropriate communication channels between students and faculty. This framework ensures that issues and concerns are addressed promptly and appropriately while promoting a safe and effective learning environment for students.



Effective date: October 2018

Revisions: March 2019; August 2019; January 2020; May 2020; October 2020; April 2021; April 2023; April 2024

## General Information

### MSN Curriculum

The curriculum is designed to meet the professional standards for graduate nurses. The American Association of Colleges of Nursing, the American Nurses Association, and other professional bodies inform the curriculum. Detailed information for the [MSN Generalist](#), the [MSN Administrator](#), and the [MSN Nurse Educator](#) curricula are available on the Franklin University website.

### Resources and Guides

Franklin University offers extensive resources to all students. Each course provides links to general and course-specific resources. Students are expected to become familiar with all resources, policies, and expectations outlined in the [University Catalog](#) (Bulletin).

### APA Format and Writing Mechanics

Unless otherwise stated, all assignments are in APA format (American Psychological Association (2020) *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). Students are expected to be familiar with and correctly use this format. Numerous resources are available through the Franklin University library (<https://www.franklin.edu/library/research-guides>) Students are expected to use correct grammar, spelling, paragraph structure, and writing formats. Writing services and tutoring are available through Franklin University's Learning Commons. Grammarly, a writing feedback service, is also available. Students are expected to submit papers and assignments in Microsoft Word (unless otherwise instructed).

### Course Examinations

Examinations may be required in some graduate nursing courses. These examinations may be proctored by video monitoring. A fee may be associated with each proctored exam. It is the student's responsibility to pay the associated fee and schedule the appropriate exam within the course in a timely manner.

### Academic Integrity



As members of Franklin’s campus community, all students are expected to uphold and abide by its published standards of conduct, embodied within a set of core values that include honesty and integrity, respect for others, and respect for the campus community. Academic-based violations committed in the context of submitted course assignments, group projects, or examinations, or violations of course or program policy included in the syllabus and/or provided to the student are subject to a charge of academic misconduct. Students are expected to become familiar with and adhere to the [Community Standards and Student Code of Conduct](#) policies and expectations outlined in the [University Catalog](#) (Bulletin) and Franklin University Website.

### Progression, Readmission, and Graduation Policies

1. An MSN, DNP, or post-graduate certificate student must achieve a “B” or better in each course required to earn the degree or post-graduate certificate. Franklin University considers a grade of “B” (3.0) (B+ or B) or higher as representing “mastery” criteria. Students earning a B- or lower in a course leading to the MSN or DNP degree or post-graduate certificate must repeat the course and may repeat the course only one time. A maximum of two courses may be repeated in the program.
2. Students in the MSN or DNP degree or post-graduate certificate must maintain a minimum grade point average (GPA) of 3.0 (B). If a student’s cumulative grade point average falls below a 3.0, the Academic Standard for Probation and Dismissal will go into place. This policy can be found in the [Franklin University Bulletin](#).
3. In lieu of academic dismissal, MSN or DNP degree or post-graduate certificate students who do not satisfy these standards will have the option to change to a different graduate program, provided they satisfy the admission requirements for that program and are in compliance with the University’s academic standards for graduate students.
4. Academically dismissed graduate students seeking reinstatement to Franklin University may submit an appeal to the Graduate Council. (Please see the Academic Standards policy in the Academic Catalog)

5. Students must maintain an unencumbered registered nurse license in all states where they are currently licensed throughout the duration of the graduate program and in the state(s) where they fulfill clinical course requirements. If at any time during enrollment in the graduate program a student's nursing license becomes encumbered, suspended, or revoked, the student must immediately report this to the Program Chair. If a student's registered nurse license is suspended or revoked, or if the student fails to report any changes in licensure status, the student will be administratively withdrawn from the graduate program. A student's ability to continue enrollment in the graduate program with an encumbered license will be reviewed on an individual basis considering the restriction/limitations placed on the student's practice as a registered nurse by the board of nursing in the state issuing the encumbered license.

(Effective Fall 2023-2024 Catalog)

## Practicum Policies and Procedures

As a Franklin University student, you will participate in clinical practicum experience(s) designed to help you meet the program outcomes and competencies. The clinical placement team will collaborate with you to secure clinical sites and preceptors based on the course requirements and your location. The clinical placement team will carefully assess your request to ensure it meets our academic standards and submit it to the faculty for approval.

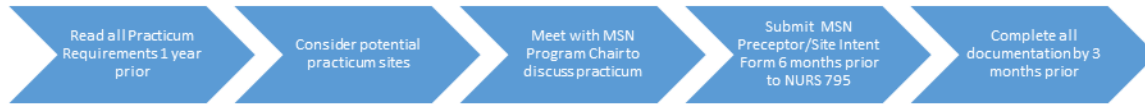
Occasionally, a student may need to travel a significant distance for a practicum opportunity. Faculty-approved practicum placements enable us to organize clinical learning experiences that meet the high standards and curricula of Franklin University.

**IMPORTANT NOTE:** In order to be compliant with federal and state regulations related to distance education and professional licensure programs, not all professional licensure programs are open for enrollment or completion of required clinical experiences in every state or US territory. Practicum sites must be in a state where Franklin is open and authorized to host a practicum experience. To see which locations are open for Franklin's nursing programs, please check the "Program Availability" list on your program's webpage or search by program or location through our [Program Availability by Location Tool](#).

Effective date: October 2018

Revisions: March 2019; August 2019; January 2020; May 2020; October 2020; April 2021; April 2023; April 2024

## Student Requirements and Documentation Planning



### Practicum Preparation Process

1. Students should carefully read the requirements for the practicum and plan for site selection.
2. Contact the Clinical Coordinator at [clinicals@franklin.edu](mailto:clinicals@franklin.edu) to schedule a meeting with the MSN program chair to discuss practicum options at least six (6) months prior to the start of NURS 799 and NURS 795.
3. Submit the [MSN Preceptor/Site Placement Intent Form](#) at least six (6) months prior to the start of the practicum.
4. Complete all health and safety and background check documentation at least three (3) months prior to the start of the practicum (Appendix A).

### Student Practicum Expectations

The Franklin University Graduate Nursing Students Clinical Practice is based on the American Nurses Association Scope and Standards of Practice (2004), principles of safe practice, agency policy, and their knowledge, skill, and development as graduate nursing students. Therefore:

#### Students are expected to be familiar with:

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

7. Essential Clinical Resources for Nursing's Academic Mission (AACN);
8. Standards for Accreditation of Baccalaureate and Graduate Programs in Nursing from the Commission on Collegiate Nursing Education (CCNE);
9. Joint Commission for Accreditation of Healthcare Organizations (JACHO) standards and National Patient Safety Goals;
10. Centers for Disease Control (CDC) and the Ohio Department of Health (ODH) standards;
11. National League for Nursing Academic Nurse Educator Certification Program;
12. Nursing's Agenda for the Future created by a coalition of national nursing organizations;
13. Healthy People 2030 (US Public Health Service);
14. Agency Policies and Procedures; and
15. Course Specific Clinical Guidelines.

#### Students Responsibilities:

1. Adhere to all Franklin University policies and procedures and state Board of Nursing rules. Failure to exhibit integrity, ethical conduct, professional standards, or any violation of the responsibilities listed herein may result in a failing grade or dismissal from the nursing program and the University. Student conduct in the clinical setting must be in a manner that demonstrates safety, adherence to professional standards and reflects positively upon Franklin University.
2. **Graduate nursing students MAY NOT UNDER ANY CIRCUMSTANCES, ride in land, sea, or air ambulances.**
3. Time Logs, Preceptor Evaluations, Student Evaluations
  - a. Forms regarding specific practicum documentation, such as time logs, evaluations, etc. will be distributed within the NURS 799 and NURS 795 courses.
4. Evaluation of the Preceptor and Clinical Site
  - a. Following the practicum, students will complete an evaluation of the preceptor and clinical site.

#### Health and Safety

All students participating in practicum experiences must meet health and safety requirements. Documentation must begin six (6) months prior to the practicum course and always meet requirements. See Appendix A for all required items. Students cannot start any practicum

experience until all requirements and documentation have been submitted and verified by the Clinical Coordinator ([clinicals@franklin.edu](mailto:clinicals@franklin.edu)).

### Preceptors and Clinical Site Requirements

1. Students are expected to locate a prospective preceptor and practicum site and finalize approval no later than six (6) months prior to the start of NURS 799 and NURS 795. Failure to plan ahead and to provide adequate time for approval and documentation may result in postponing NURS 799 and NURS 795 to a later semester.
2. If students encounter difficulty identifying a site/preceptor after multiple documented attempts, we offer assistance to ensure students are able to access the practicum experiences they need. Please contact [clinicals@franklin.edu](mailto:clinicals@franklin.edu) for any questions. MSN Generalist, Nurse Administrator, and Nurse Educator students should have secured their practicum site at least six (6) months prior to NURS 799 and Nursing 795. Submit the MSN Preceptor/Site Placement Intent Form at least six (6) months prior to the start of NURS 799 and NURS 795.
3. **Practicum sites must be in a state where Franklin is authorized** to host a practicum experience. Please contact the clinical coordinator at [clinicals@Franklin.edu](mailto:clinicals@Franklin.edu) if you have questions about a potential location and state approval.
4. Remote practicum experiences require the Program Chair's approval.

### Tips to Secure a Practicum Preceptor and Site

The Practicum is designed to allow the student to complete a culminating experience that supports their professional growth and future career goals. Securing the ideal site requires thoughtful reflection on the professional journey. It is ideal to select a site and a preceptor that will help to bolster future professional roles.

It is essential to ensure a strong working relationship between the preceptor and student, as well as to avoid the need to travel long distances or incur travel-related expenses. Students have better luck when they visit a potential site/preceptor in person and are familiar with the goals of the practicum. The student should approach this initial visit as an "interview" as well as

an excellent opportunity to “sell” their abilities/interest in becoming a leader in the organization. The practicum site may be an excellent opportunity for future employment or valuable professional connections. Another option is direct messaging to potential preceptors via LinkedIn. Students may also have professional relationships in the workplace, professional organizations, community groups, church, etc., who may be able to serve as a preceptor or personally introduce them to someone in the healthcare community.

### Identifying a Preceptor

1. Students are responsible for identifying a potential preceptor(s) at least six (6) months prior to the start of NURS 799 and NURS 795.
2. Preceptors need to be selected based on their education, experience, and willingness to work with students.
3. The preceptor should be a master’s prepared nurse, healthcare administrator, or educator with at least two years of experience in the field.
4. If the preceptor is a nurse, they must have a current unencumbered license as an RN, at least two (2) years of experience, and have at least a master’s degree.
5. Preceptors **cannot** be immediate supervisors, family, or friends.
6. Preceptors may be someone working within the student’s place of work but not within their immediate department or unit.
7. Students may have more than one preceptor during a single practicum course, with prior faculty approval.
8. Students are assigned to a preceptor(s) by Franklin University Nursing faculty after the appropriateness of the preceptor(s) has been determined.
9. Preceptors will be provided with a Preceptor Handbook regarding the course, expectations, etc.
10. If the student has difficulty securing a preceptor, the Clinical Coordinator ([clinicals@franklin.edu](mailto:clinicals@franklin.edu)) should be contacted for assistance and suggestions.

## Identifying a Practicum Site

1. Students are responsible for identifying potential practicum sites at least six (6) months prior to the start of NURS 799 and NURS 795.
2. Examples of NURS 799 and NURS 795 Capstone Sites: Hospital unit or department, clinic, insurance agency, academic organization, outpatient setting, or other healthcare agency.
3. Nurse Educator Students Only:
  - a. Nurse Educator students **must** have a practicum experience within a healthcare agency that provides direct patient care. This can be in either NURS 799 or NURS 795.
4. The practicum site may be at the student's workplace but must not be within their own department or unit.
5. The approval of the selected sites will be the responsibility of the MSN program chair.
6. Students are assigned to practicum sites by Franklin University Nursing faculty after the appropriateness of the site and preceptor have been determined.
7. Franklin University requires an affiliation agreement to be in place prior to student attendance at the clinical site. This will be secured by the clinical coordinator.
8. If the student is having difficulty securing a site, the Clinical Coordinator ([clinicals@franklin.edu](mailto:clinicals@franklin.edu)) should be contacted for assistance and suggestions.

## Practicum Documentation

Students must comply with all health documentation and other professional requirements of the clinical agency prior to the start of the clinical experience, including any request for a drug screen or additional background check. In addition, each site may have unique requirements which the student is responsible for fulfilling. Students who are unable to complete these requirements successfully will not be permitted to complete the NURS 799 or NURS 795.

The following must be completed prior to registration for NURS 799 and NURS 795.

1. Affiliation Agreement for the clinical site. The clinical coordinator will secure this.
2. Preceptor documentation includes a preceptor agreement, resume or curriculum vitae (CV), and proof of licensure. The clinical coordinator will secure these.
3. Health and Safety Documentation
  - a. All students participating in practicum experiences must meet health and safety requirements. Documentation should be completed three (3) months prior to the start of NURS 799 and NURS 795. See Appendix A for all required items.  
**Students will not be able to begin any practicum experience until all requirements and documentation have been submitted to the Verified Credentials site.** Contact the Clinical Coordinator with any questions ([clinicals@franklin.edu](mailto:clinicals@franklin.edu)).
4. Background Check
  - a. Complete background check through Verified Credentials.

## Practicum and Capstone Overview

### Practicum Hour Requirements per Program

#### MSN Generalists: 80 practicum hours required

- NURS 799: Not required; can be taken as an elective option.
- NURS 795: Required course that includes 80 practicum hours must be completed to graduate.

#### MSN Nurse Administrators: 80 practicum hours required

- NURS 799: Not required; can be taken as an elective option.
- NURS 795: Required course that includes 80 practicum hours must be completed to graduate.

#### MSN Nurse Educators: 155 practicum hours required

- NURS 799: 1 credit (75 practicum hours) precepted experience is required; additional credits can be taken as an elective option.



- NURS 795: Required course that includes 80 practicum hours must be completed to graduate.

### NURS 799 Practicum

NURS 799 is a variable credit practicum course that provides students the opportunity to gain experience in an authentic work environment. The practicum course enables the graduate student to synthesize didactic concepts from the MSN curriculum and apply those concepts in a practical, supervised practicum experience.

Students can complete 1 to 4 credits of NURS 799; each credit equals 75 practicum hours.

***Nurse Educator students are required*** to take at least 1 credit (75 practicum hours) of NURS 799. Franklin University faculty and staff will be responsible for oversight of all regulatory and educational components of the practicum experience, including approval of practicum sites, verification of preceptor qualifications, maintenance of all student documentation, evaluation of sites, preceptors, and students, and oversight of students

***NURS 799 Course Description:*** The MSN practicum experience provides students with the opportunity to receive academic credit for experience in an authentic work environment, which may be either external or internal to the University depending on the student's preference. The student will have the option of precepted or non-precepted experiences that are approved by the faculty member. See Appendix B for more details about the NURS 799 Practicum.

### NURS 795 Capstone

NURS 795 Capstone is the culminating course in the MSN (Generalist, Administrator, and Educator tracks) program. The NURS 795 Capstone will enable the graduate student to synthesize didactic concepts from the MSN curriculum and apply those concepts in a practical, supervised practicum experience. The practicum component consists of *80 hours* with a preceptor. Franklin University faculty and staff will oversee all regulatory and educational components of the practicum experience, including approval of practicum sites, verification of preceptor qualifications, maintenance of all student documentation, evaluation of sites,

preceptors, and students, and oversight of students. **All prerequisite courses must be completed before the start of the capstone course.** See Appendix B for more details about the NURS 795 Capstone.

*NURS 795 Course Description:* The purpose of this capstone course is to provide the student with the opportunity to examine the role of the master's prepared nurse in a health care or education setting. Using a combination approach of seminar and precepted clinical experience, the student focuses on the integration and application of major concepts covered throughout the graduate nursing program and assists in preparation for comprehensive evaluation. The student is assigned to a health care or educational setting under the direction of an experienced master's prepared nurse executive/educator/practitioner for the practicum portion of the course. Eighty (80) precepted clinical hours are required. Prerequisite: completion of the MSN Core Curriculum and electives.

## Policies and Processes for Conduct During Practicum Experiences

### Preparation for Practicum Experiences

The student should prepare for the clinical experience as recommended by the preceptor and course instructor. This preparation includes understanding and meeting course learning objectives, conferring with faculty on areas of weakness that need to be refined, and seeking independent learning experiences that will promote self-confidence and competence. It is further recommended that prior to starting the clinical experience, the preceptor discusses the student's goals. The student is expected to prepare for the clinical experience by researching information that supports goal attainment.

On the first day of the clinical experience, the preceptor will orient the student to the clinical practice setting, facility policies and procedures, and required safety and learning modules.

### Clinical Attire

Students are expected to dress appropriately for the practicum site, consistent with Occupational Safety and Health Administration (OSHA) standards and professional expectations. The clinical site may specify an alternative dress code (i.e., scrubs) in accordance

with OSHA and state law considerations. **Students must always wear their Franklin University picture identification nametag and introduce themselves as Franklin Graduate Students during the practicum.**

### Scheduling Practicum Hours

The student should schedule practicum hours that are in keeping with the preceptor's schedule and availability - not the student's schedule or convenience. Prior to beginning the practicum, students and preceptors need to agree on the days and times that the student will be in the practicum agency. The student's personal and work schedules are expected to accommodate participation in the required number of clinical hours specified by the practicum course.

*Students may not begin practicum hours before the first official day of the semester that the course starts.* All required supervised practicum hours must be completed by the end of the semester unless the course faculty authorizes an extension in writing.

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

### Student Attendance on Scheduled Clinical Days

The student must attend the number of clinical hours consistent with the program requirements regardless of when they reach the minimum required hours for the course.

Students should not assume they will be permitted to make up clinical hours with their preceptor if they fail to complete the required number of practicum hours for the term. The course faculty must provide approval for extending practicum hours beyond the semester in which the course is taken. If a student cannot complete the required hours due to an unforeseen event, the student must notify the course faculty immediately to determine if the situation warrants an extension of the clinical practicum and under what conditions this will occur.

If a student is to be absent for a scheduled clinical day (due to illness or an emergency), the student should notify the preceptor prior to the beginning of the clinical day. On the first clinical day, students should identify the procedure for contacting the preceptor in case of

absence. In the event of a planned or unexpected absence of the preceptor, arrangements may be needed for a qualified backup preceptor. The clinical coordinator and course instructor will determine credentialing needs for backup preceptor if this is anticipated for more than 1 (one) day.

## Practicum Health and Disability Policies

### Student Health: Illness/Injury During Clinical Practicum

In the event of a medical emergency, hazardous materials exposure, needle stick or sharp object injury, or other clinical-related injury as defined by the clinical preceptor, the student should be sent to the nearest emergency room. The student will be responsible for any charges incurred for these events. The preceptor and student will immediately notify the course faculty of any such events.

In non-emergency situations, the student may verbally tell the course instructor faculty that they elect to seek care from a private health care provider/clinic. Any expenses incurred will be the responsibility of the student. The student and/or preceptor will notify the course instructor of these events as soon as possible.

### Clinical Practicum Disruption Policy

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

### Procedure

1. Students should alert the Lead Faculty/Program Chair regarding a temporary or permanent disability that would necessitate a temporary lapse in their clinical coursework.
2. Student must contact and register with the Office of Disability Services and provide appropriate documentation of the need for an accommodation.

Effective date: October 2018

Revisions: March 2019; August 2019; January 2020; May 2020; October 2020; April 2021; April 2023; April 2024

3. The Office of Disability Services will engage in the interactive process with the student to determine the appropriate accommodation to support the documented disability. This may involve engagement with the Faculty/Department Chair to assess the appropriate and acceptable accommodation.
4. Office of Disability Services will contact the Lead Faculty/Program Chair, officially identifying the recommended accommodation to be provided to the student.
5. The Lead Faculty/Program Chair will implement and oversee the applicable accommodation(s).

#### Policy Details

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

Effective date: October 2018

Revisions: March 2019; August 2019; January 2020; May 2020; October 2020; April 2021; April 2023; April 2024

5. Students should work with the Program Chair/Lead Faculty and Clinical Site to determine how to complete the remaining hours in the course. Appropriate alternatives will be explored by all parties to provide assistance to the student.

#### Impaired Student Policy: Perception of Impairment

Should the preceptor, nursing faculty, or other individuals perceive that a student is mentally or physically impaired, immediate action must be taken to relieve the student of his/her duties and place the student in a safe area away from the clinical setting. The immediate goal is to provide for the safety of patients, the public, other students, and the student who may be impaired.

If the student is perceived to have the odor of alcohol, or marijuana, or observed behaviors such as, but not limited to, slurred speech, unsteady gait, confusion, sharp mood swings/behavior, especially after an absence from clinical experience, lack of manual dexterity, excessive health problems, increased absenteeism, tardiness or irritability, severe weight loss, needle track marks especially in the inner elbow, carelessness in appearance and hygiene, or euphoria, which cause the preceptor to suspect the student may be impaired by a substance, the preceptor will immediately inform the student as to why actions are being taken to relieve the student of his/her duties and then notify the course faculty for further action.

The preceptor will not send the students home or permit them to leave the building. The course faculty must be contacted immediately for instructions. Please review the Franklin University policies on alcohol and drug/controlled substances on the [Drug Free Schools and Communities Act](#) web page.

## Appendices

### Appendix A: Practicum Required Documentation

<p>All students participating in practicum experiences must meet the following health and safety requirements prior to enrollment in NURS 799 and NURS 795. <b>Failure to keep documents up to date may result in an administrative withdrawal from the course or prohibition from attending the clinical practicum until the deficit is corrected.</b></p>	
SUBMITTED ONCE	SUBMITTED EVERY YEAR (AS APPLICABLE)
<p><b>Tuberculin*</b>            2-Step TST  <b>OR</b> QuantiFeron Gold <b>OR</b> T-SPOT            TB blood tests are not affected by the BCG vaccine</p>	<p><b>Tuberculin*</b>            1-Step Annual TST  <b>OR</b> T-Spot <b>OR</b> QuantiFeron Gold  <b>OR</b> Known positive annual symptom check from health care provider            Tuberculosis Chest X-Ray: required only for a first-time positive TB test</p>
<p><b>Hepatitis B</b>            Choice of either the 2 or 3 dose series documentation (and any boosters) <i>and</i> post vaccination anti- HBs titer level showing immunity <b>OR</b>            Recent anti- HBs titer showing immunity <b>OR</b>            Non-responder documentation</p>	<p><b>Influenza</b> Effective dates: 10/1-4/30 annually            (Note: clinical/practicum facility has the right to refuse access to the site or require masks at their discretion)</p>
<p><b>Measles, Mumps, Rubella (MMR)</b>            2 dose series documentation  <b>OR</b> Titer  <b>Tetanus/Diphtheria/Pertussis</b>            Tdap <b>OR</b> Td vaccination with date within 10yr  <b>Varicella</b> (Chicken Pox)            vaccine <b>OR</b> immunity by titer</p>	<p><b>Professional Liability Insurance</b>            must be current through a semester to be placed in practicum</p>
<p><b>CPR</b>            American Heart Association (AHA) BLS provider or Military Training Network (MTN) course (must be current through a semester to be placed in practicum)</p>	<p><b>Background Check: Verified Credentials</b>            National Criminal Background Check including excluded Provider Search on OIG and GSA.            (practicum facility has the right to request additional background checks including monthly OIB &amp; GSA and drug screens at student cost)</p>
<p><b>Authorization for Release of Record</b>            to clinical/practicum site</p>	

Effective date: October 2018

Revisions: March 2019; August 2019; January 2020; May 2020; October 2020; April 2021; April 2023; April 2024

<b>General Waiver and Release of Liability form</b>	<b>Additional Requirements: this list may change as practicum sites may require more than our standard minimum. Changes will be communicated to you in writing within 10 days of notification to the University</b>
<b>Required Education</b> each healthcare institution will communicate to faculty and students any required educational content to be completed prior to participating in the practicum experience	

**RN License** must be active and unencumbered in the student primary licensing state as well as the state of clinical practicum placement, as applicable, throughout the MSN program. Licenses will be verified prior to NURS 799 and NURS 795.

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

**\*TB Screening and Testing of Health Care Personnel:**

<https://www.cdc.gov/tb/topic/testing/healthcareworker>



## Appendix B: NURS 799 Practicum and NURS 795 Capstone Overview

In NURS 799 and NURS 795, students will complete a unique practicum experience. The student and preceptor will determine goals and outcomes for the practicum that will best support student achievement of the MSN program learning outcomes. Generally, experiences will include attending organizational meetings pertinent to the practicum experience, researching and developing project materials, contributing to unit or department goals, and interacting with multiple team members.

At the end of the practicum, the student will present an overview of the project, with a detailed description of how the experience supported the achievement of each program outcome.

Nurse Educator students are required to complete a minimum of 75 hours in NURS 799. A minimum of 80 hours must be completed in NURS 795 Capstone through a combination of activities and documented on the Time Log of Practicum Hours.

### **Practicum Hours**

Students must complete the required number of practicum hours for the experience through engaging in activities with an approved preceptor.

Practicum hours are calculated using the time spent achieving the practicum/course objectives and accruing evidence of accomplishments.

Examples of activities that will count toward practicum hours (not all-inclusive):

- Meeting/following/shadowing with the preceptor.
- Developing and presenting a presentation/activity for the preceptor that is appropriate for the practicum experience.
- Working on a project or part of a project that supports unit goals.
- Attending meetings with experts who can help support the presentation or for task team meetings that pertain to the presentation.
- Attending seminars, workshops, or continuing education classes to have a direct relationship to course objectives.
- Conducting a literature search, if that is one of the student's objectives and other preparatory activities that will help the student accomplish their objectives.

- Assisting with developing and administering assessment and evaluation tools. **Note:** Students cannot assist if site IRB approval has not been granted.

Activities **not** included in practicum hours are:

- Driving time to and from the clinical site for the practicum
- Attending seminars or continuing education classes that do **not** have a direct relationship to course objectives
- Time spent printing and copying materials
- Working in the student's regular employment

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

## Appendix C: School of Nursing and Faculty Responsibilities

### School of Nursing and Faculty Responsibilities

1. Validates completion of student health requirements, liability insurance and licensure prior to the start of the practicum experience.
2. Acts as a liaison between preceptors and students, problem solving any difficulties that arise.
3. Guides and evaluates student achievement of course objectives.
4. Reviews the student's feedback of the practicum preceptor and provides feedback to the preceptor as needed.
5. Reviews the preceptor's feedback of the student and provides feedback to the student as needed.
6. Insures that students have met and documented all required practicum hours.
7. Several times during the practicum course, the course faculty will contact the preceptor. Visits may be necessary if there are any concerns regarding the student meeting clinical expectations. Visits will be conducted using phone or web software.

## Appendix D: Preceptor Responsibilities

1. Assist the student in selecting realistic and specific practicum goals within the framework of the course objectives.
2. Orient students to the practicum site.
3. Guide student acquisition of practicum skills within the framework of course objectives.
4. Observe the student's interactions with clients/staff.
5. Validate practicum findings.
6. Validate all student practicum hours on the Time Log of Practicum Hours (Appendix B). Only those hours involved in on-site work or projects directly resulting from a site project may be claimed as practicum hours.
7. Provide ongoing feedback to the student throughout the course.
8. Notify faculty immediately of any concerns about the student's practicum performance.
9. Submit a completed Practicum Preceptor Feedback form at the end of the practicum experience. Course faculty will remind you when to complete this activity.
10. Maintain confidentiality regarding the student's progress and performance in the practicum experience to those directly involved with this experience in accordance with FERPA rules.