GSW | GEORGIA SOUTHWESTERN STATE UNIVERSITY

Master of Science in Nursing

Student Handbook

Nurse Educator, Informatics, and Leadership Programs

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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 informaticist.

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 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 *Graduate Bulletin* at:
https://www.gsw.edu/registrar/bulletin/Current-Graduate-20211.pdf

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 ensure 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.

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 experience!

HANDBOOK
DISCLAIMER

Every effort has been made to verify the accuracy of information in this publication. Nevertheless, the GSW College of Nursing and Health Sciences reserves the right to amend or add to the academic policies and scholastic regulations at any time, provided that such changes or additions are intended to improve the quality of education and are introduced in a fair and deliberate manner with appropriate notice provided to all students affected by the changes. The College of Nursing and Health Sciences reserves the right to change without prior notice: admission and degree requirements, curriculum, courses, teaching personnel, rules, regulations, fees, and any other matter described in this handbook. This handbook does not constitute a contract, expressed or implied, between any student or faculty member and the College of Nursing and Health Sciences. The College of Nursing and Health Sciences at all times retains the right to dismiss any student who does not attain and maintain adequate academic performance or who does not exhibit the personal and professional qualifications required for nursing professionals. Any of the policies contained within this FNP Student Handbook related to student progress in a degree program or graduation may be waived (only if consistent with existing GSW policy) following review and written approval by the relevant College of Nursing and Health Sciences FNP head(s) and the Dean. It is the responsibility of each student enrolled in College of Nursing and Health Sciences to know current academic policies of the University, general and specific requirements, and policies that apply to the graduate nursing program.

MSN Program Mission

The mission of the Master of Science in Nursing (MSN) Program 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: The Georgia Southwestern State University Master of Science in nursing program is seeking national accreditation by the Commission on Collegiate Nursing Education (CCNE). A virtual evaluation visit was held on February 1-3, 2021. The visiting team found that the MSN program met all standards and no compliance issues were identified. An official accreditation decision will be made by the CCNE Board of Commissioners Fall 2021. The MSN program is currently accredited through the Georgia Intercollegiate Consortium for Graduate Nursing Education. A consortium of Columbus State University and Georgia Southwestern State University (http://www.ccneaccreditation.org).

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 assume the role of a nurse informaticist. Courses in this track focus on data analysis, project management, clinical decision support, electronic health data exchange, and process improvement through the implementation and integration of health information technologies.

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 6421	Advanced Health Assessment	2-3-3	45

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	0-0-3	

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	0-0-3	

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	0-0-3	

Post- Masters Educator Certificate Program (15 credit hours)

Course Number	Course Title	Credit
NURS 6110	Principles of Education in Nursing	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
NURS 6407	Practicum	0-9-3

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

Post –baccalaureate Leadership Certificate Program (15 credit hours)

Course Number	Course Title	Credit
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	3-0-3
NURS 6230	Health Care Delivery Systems	3-0-3
NURS 6240	Health Care Finance	3-0-3

Course descriptions of the courses shown above may be found at:
https://www.gsw.edu/registrar/bulletin/graduate_descriptions2021.pdf

MSN Academic Policies and Progression

The MSN program can be completed in two academic years, or four semesters of full-time study. All requirements, including transient credit course work, must be completed within seven (7) calendar years from the date of initial enrollment in coursework, without regard to the initial admission status and without regard to credit hours earned.

Students pursuing a Master of Science in Nursing must adhere to the following standards:
1. Maintain a cumulative GPA of 3.0 or better.
2. Only 6 credit hours with a grade of C can be applied to the degree.
3. No course with a grade below a C will be applied toward a degree.
4. A student will be dismissed from the program after greater than 6 hours with a grade of C is earned.
5. An "F" earned in a course will result in dismissal from the program.

For information regarding hardship withdrawals, academic probation, and readmission policies please refer to the Graduate Bulletin:

https://www.gsw.edu/registrar/bulletin/Current-Graduate-20211.pdf

Intellectual Property

All exams and assignments are considered the intellectual property of GSW. They may not be reproduced, photographed (including cell phone cameras), hand copied, or in any way transferred to any other person, program, or entity. Student is on his/her honor as professional health care providers to do his/her own work.

Academic Integrity Policy

The Online Master of Science in Nursing Program adheres to the GSW Policy on Academic Integrity. The GSW Policy is found in the Graduate Bulletin at:

https://www.gsw.edu/registrar/bulletin/Current-Graduate-20211.pdf

The MSN Program Policy on Academic Integrity sets for the behaviors expected of students in the academic setting. The policy defines student expectations, academic integrity & academic dishonesty and delineates the procedure for handling violations of academic standards.

Responsibility of the Student

As partners in their own learning, students are responsible for making themselves aware of how the principles of academic integrity apply in each academic setting they enter. While the faculty member is responsible for setting expectations, it is the student's responsibility to seek guidance from the faculty member, especially when unsure of how to apply the principles in a particular situation. When in doubt, seek guidance from the instructor.

Principles of Academic Integrity

Accurate Attribution of Ideas: While the free exchange of ideas does not demand that every idea a person expresses be her or his own original thought, it does demand that a person accurately represent the origin of the thoughts she or he expresses. The forms of attribution vary depending upon the formality of the setting in which ideas are exchanged. In conversation, attribution might be as simple referring to where you heard an idea while in a class presentation or a written assignment, a specific style of attribution or documentation will be required. The school of Nursing follows APA guidelines to accurately credit sources in academic writing

Academic Dishonesty

Violations of academic integrity will be subject to sanction by the MSN Academic Integrity Committee. The examples given below are intended to clarify the standards by which academic dishonesty may be judged.

Plagiarism

Plagiarism includes, but is not limited to, asking someone to write part or all of an assignment, copying someone else's work (published or unpublished), inadequately documenting research, downloading material from electronic sources without appropriate documentation, copying and pasting from sources or representing others' works or ideas as one's own. This includes giving or receiving work submitted by a student in a previous semester.

Self-Plagiarism (Multiple Submissions)

A student may not submit substantial portions of the same work for credit more than once without the explicit consent of the faculty to whom the work is submitted for additional credit. If a work product is to be substantially revised or updated, the student must contact the faculty member in advance to discuss necessary revisions. In cases where multiple submissions are approved, faculty members will require copies of the original documents for comparison.

Cheating on Examinations

Cheating on an exam includes, but is not limited to, giving or receiving unauthorized help before, during, or after an in-class or out-of-class exam. Examples of unauthorized help include using unauthorized notes in either hard copy or electronic form, viewing another student's exam, taking pictures of exams with cell phones or other electronic devices, allowing another student to view one's exam, and discussing an exam or sharing information on an exam's content with other students after the exam has occurred in one section but not in another.

Unauthorized Collaboration

Unauthorized collaboration includes giving or receiving unauthorized help for work that is required to be the effort of a single student, such as the receiving or giving of unauthorized assistance in the preparation of a laboratory or writing assignment, online exams, etc. Unauthorized collaboration includes giving your Go VIEW login credentials to anyone; these credentials are for your use only (see also GSW Computer and Network Acceptable Use Policy section Sharing of Access).

Falsification

Falsification includes, but is not limited to the fabrication of citations or sources, of experimental or survey results, and of computer or other data. Falsification also includes falsifying or fabrication of clinical experiences or documentation.

Direct Quotes

No direct quotes can be used unless it would change the intent of the quote. **Example**: Dr. Martin Luther King stated "I have a dream" vs. Dr. Martin Luther King stated he had a dream.

Process for Resolving Academic Dishonesty Issues

Instances of academic dishonesty are a serious violation of academic standards and may result in suspension or expulsion from the MSN program. While faculty members have the primary responsibility for establishing the parameters of academic integrity in the academic situations they supervise, it is the responsibility of all members of the GSW academic community to report

suspected instances of academic dishonesty. Therefore, any MSN student may file a complaint to the MSN Faculty, Director of the FNP program or Associate Dean.

Any member of the academic community who has evidence of academic dishonesty should report his or her suspicion and evidence to the faculty member of the student(s) believed to be in violation of the policy. The faculty member is then responsible for responding, and if she or he has adequate evidence, may file an Academic Dishonesty Violation Report with the Academic Integrity Committee.

Process for Resolving Academic Integrity Violations

If an instructor discovers a case of academic dishonesty, he or she will contact the student to discuss the violation. If the student does not contest that a violation has occurred the faculty member's syllabus policies will establish how the violation will be handled in his or her course.

If the student does contest violation, the faculty member will contact the Chair of the Academic Integrity Committee and provide documentation related to the violation. The Chair of the Academic Integrity Committee will convene a meeting to review the documentation provided.

After review, the student charged with violation of academic integrity will be given the opportunity to meet with the committee, in person or virtually, to offer his or her input related to the violation.

The Academic Integrity Committee will discuss the incident to determine if a violation did occur. If the Academic Integrity Committee confirms that a violation has occurred, the faculty member's syllabus policies, GSW polices and the MSN program policies will establish how the violation will be handled in the course.

If the student does not agree with the decision of the MSN Academic Integrity Committee, an appeal may be filed according the GSW policy.

Clinical Requirements for Health Assessment /Practicum

NURS 6421, Advanced Health Assessment requires 45 hours of virtual clinical assignments. Students are required to purchase a clinical simulation program along with all other course materials required in NURS 6421. The required simulation program will be noted on the MSN booklist document.

Prior to enrolling NURS 6407, Practicum, students are required to purchase a package from a School of Nursing authorized vendor containing an annual background check, annual drug/alcohol test, and immunization tracker consisting of specific requirements necessary for clinical site placement.

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 Persons for questions regarding clinical requirements are Miss Tiffany Aldridge. Email: tiffany.aldridge@gsw.edu (general questions);
 Dr. Michelle Dykes, Email: michelle.dykes@gsw.edu ; (Informatics specific questions) and
Dr. Paula Bryant, Email: paula.bryant@gsw.edu (Educator/Leadership specific questions).

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 Support Specialist 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 clinical 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.

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 an 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.
8. Students may not participate in clinical at their place of employment. The student must work with the MSN Faculty to identify and appropriate placement.

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.

Clinical Site Selection:

The table below depicts clinical site selection options:

SPECIALTY	POTENTIAL SITES	PRECEPTORS	REQUIRED HOURS	DIRECT CARE HOURS
EDUCATOR	University, Community College, Technical College, Hospitals	MSN Prepared Currently in an Educator Role	105 in Educator Role	30 Direct Care Hours
INFORMATICS	Hospital Setting	MSN Prepared Currently in an Informaticist Role	135 in an Informatics Role	N/A
LEADERSHIP	Hospital or Possible Community Setting.	MSN Prepared Currently in a Leadership Role	135 in a Leadership Role	N/A

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.

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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

A copy of this handbook and all Clinical Evaluation Forms are found at:

https://www.gsw.edu/college-of-nursing-and-health-sciences/school-of-nursing/msn

Semester Contract Agreement

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

_____and

Student Name

_____

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_____,

as a student enrolled in the MSN program 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, PhD, RN
Dean and Professor, College of Nursing and Health Sciences

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

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

| Course Number _____ |
| Instructor _____ |

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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 Program

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

Preceptor Signature:_____   **Date**_____

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GSW School of Nursing
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

Student Learning Outcomes

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 _____

GSW School of Nursing
Practicum Student Activity Log

Student Name_____**Term**:_____**Student ID#** _____

Preceptor_____**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 on announced deadline.

Student and preceptor must sign to verify completion of hours before final submission.

Weekly Activities

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:		
Week 5		
Total Hours for Week 5:		

Date	Description of Practicum Activity	Time
Week 6		
Total Hours for Week 6:		
Week 7		
Total Hours for Week 7:		
Week 8		
Total Hours for Week 8:		
Week 9		
Total Hours for Week 9:		
Week 10		
Total Hours for Week 10:		

Date	Description of Practicum Activity	Time
Week 11		
Total Hours for Week 11:		
Week 12		
Total Hours for Week 12:		
Week 13		
Total Hours for Week 13:		
Week 14		
Total Hours for Week 14:		
Week 15		
Total Hours for Week 15:		