

Adult Degree Program in Nursing
&
Graduate Nursing
Student Handbook

Messiah University
One University Ave
Mechanicsburg, PA 17055
717.691.6054

Table of Contents

INTRODUCTION & WELCOME	4
DISCLAIMER	5
ABOUT THE DEPARTMENT	6
Mission & Vision	6
University Mission.....	6
Department of Nursing Mission.....	6
Department of Nursing Philosophy	6
Committee Opportunities.....	6
Department & School Faculty and Staff	7
UNIVERSITY & DEPARTMENT POLICIES AND PROTOCOLS	8
Standards & Expectations	8
Professional Values	8
Commonwealth of Pennsylvania Code of Professional and Vocational Standards	8
Educational Process	8
Netiquette.....	8
Social Media.....	9
Academic Integrity/Plagiarism	10
Academic Policies	11
Academic Appeals & Complaints	11
Academic Calendars.....	11
Advising.....	11
Course Registration.....	12
Family Rights and Privacy Act of 1974 (FERPA) and Access to University Records.....	12
Grading	12
Grade Calculations for Exams in DNP/FNP Didactic Courses	13
Graduation Requirements & Application.....	14
Progression	14
Academic Dismissal & Readmission.....	14
Clinical & Healthcare Policies.....	14
Performance and Essential Functions of Nursing	14
Clinical Requirements	15
Clinical and Simulation Preparation.....	15
Criminal Background & Clearances	16
Drug Screen.....	16
Universal Precautions & Exposure Policy.....	17
HIPAA & Confidentiality	17
Licensure	18
Dress Code	18
Transportation	18
Physical Exam.....	18

Tuberculosis (TB) screening	18
Immunization Requirements	18
Basic Life Support (BLS).....	19
Clinical Incidents	19
Insurance	19
Medical Insurance.....	19
Liability Insurance	20
Clinical Placement Requests & Assignments	20
Preceptor Guidelines	20
International Clinical Experiences.....	21
Student Support Services.....	21
Basic Computer Technology.....	21
Minimum Computer Skill Requirements	21
Canvas	22
Writing	22
Expectations.....	22
Assistance	22
Library	23
Americans with Disabilities Act.....	23
Scholarships.....	23
Career Counseling.....	23
Resources	24
Financial Aid	24
TECHNOLOGY APPLICATIONS AND PROGRAMS.....	24
Zoom	24
Rosh Review	24
ECG Academy.....	24
ExamSoft	24
Exxat PRISM.....	25
ACADEMICS.....	26
RN-BSN	26
Program Design.....	26
Course Delivery	26
Student Learning Outcomes	26

Course Descriptions 27
Clinical Guidelines 27
Course requirements 28

MSN..... 29
Program Design..... 29
Course Delivery 29
Student Learning Outcomes 29
Track: Dual Degree MSN/MBA..... 31
Track: MSN Nursing Administration 31
Track: MSN Nurse Educator 32

DNP 33
Program Design..... 33
Course Delivery 33
DNP Scholarly Project Toolkit 33
Track: post-BSN to DNP/FNP 35
Track: DNP Nursing Leadership..... 37
Track: DNP Nurse Educator..... 37

HANDBOOK ACKNOWLEDGMENT 39

STUDENT ACKNOWLEDGMENT 40

APPENDICES 41

Appendix A: Physical Exam Form 42

Appendix B: TB Screening Form 43

Appendix C: Graduate Nursing Clinical Requirements..... 44

Appendix D: FNP Clinical Site Visit Guidelines..... 45

Appendix E: Clinical Site Visit Formative Assessment Tool..... 47

Appendix F: Student-Preceptor Agreement 48

Appendix G: Student-Project Mentor/Residency Agreement..... 49

Appendix H: Clinical Incident Process & Report Form 50

Introduction & Welcome

Dear Student,

Congratulations and welcome (or welcome back) to Messiah University! Entry into a Graduate Program in Nursing is an exciting new adventure in your professional career. The transition back to school may feel unfamiliar for some of you, but the faculty and staff are committed to supporting you.

The Adult Degree Program (ADP) in Nursing and Graduate Nursing Student Handbook is available online via the “Nursing ADP Resources or Graduate Nursing Resources Canvas sites” or via the [Graduate Nursing webpage](#). The handbook’s purpose is to provide students with essential information about the ADP & Graduate Program in Nursing, requirements for your program of study, and overall expectations of Messiah ADP and graduate students. It is the student’s responsibility to review the handbook and become familiar with its contents. This handbook is regularly updated as policies and procedures change. We will do our best to communicate changes to you promptly. At a minimum, you are required to review the handbook in the fall semester of each academic year. This handbook is a supplement to the [Messiah University ADP and School of Graduate and Professional Studies Catalogs](#) and the [Graduate Student Code of Conduct](#), which you should also review each academic year.

Course duration varies and can range from 1 to 16 weeks. Some terms will go by very quickly, so it is important to remain organized. In most cases, you can expect faculty to respond to emails or other communications within 2-3 business days. If they do not, please contact the Director for assistance (see below). Throughout your program, you will be asked to provide feedback about your courses. Please give us your honest and constructive feedback with recommendations for improvement. We value your input! If you have feedback related to a specific course, we ask that you first discuss your thoughts with the course faculty. If, after that, your concerns have not been fully addressed, please contact me for further assistance.

We hope that you find Messiah University to be a welcoming and rewarding educational experience. On behalf of the faculty and staff, we welcome you into our community and wish you the best for a successful academic year. We are happy you are here.

“Whatever you do, work at it with all your heart, as if working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.” Colossians 3:23-24

In Him,



Brenda Elliott, Ph.D., RN, CNE, ANEF
Director, Graduate Program in Nursing, BElliott@messiah.edu

Disclaimer

The ADP and Graduate Nursing programs' Student Handbook ("Handbook") serves as a reference guide regarding the program's policies, procedures, and services. Several things are important to keep in mind about this Handbook:

First, this Handbook contains only general information and guidelines. It is not intended to be comprehensive, and it does not contain all the rules, regulations, policies, and procedures that relate to ADP and graduate students. If you have any questions concerning the applicability of any rules, regulations, policies, or procedures, you should address your specific questions with your program coordinator.

Second, this Handbook does not confer any contractual right, either expressed or implied, between the student and Messiah University ("University").

Third, the University reserves the right to amend, revise, modify, or revoke the policies, procedures, rules, regulations, and services, both academic and financial, described herein at any time. The University will endeavor to inform students of any changes as they occur. However, it is the students' responsibility to keep themselves apprised of current policies and procedures by referencing the ADP and graduate programs' websites, as well as to always adhere to the policies. Publishing on the ADP and graduate programs' websites shall be deemed to be reasonable notice of any such change.

Finally, the Messiah University [ADP and School of Graduate and Professional Studies Catalogs](#) and the [Graduate Student Code of Conduct](#) also contain information regarding policies, rules, procedures, and services for graduate students. The [ADP and School of Graduate and Professional Studies Catalogs](#) and [Graduate Student Code of Conduct](#) should be used in conjunction with this Handbook. However, it is not uncommon for individual programs to establish policy and expectations that exceed the minimum standards delineated in the general [ADP and School of Graduate and Professional Studies Catalogs](#). When this occurs, the text of this Handbook supersedes that which addresses the same topic in the general [ADP and School of Graduate and Professional Studies Catalogs](#). Suspension and/or dismissal from the program may result from a lack of compliance.

About the Department

Mission & Vision

University Mission

Our Mission is to educate men and women toward maturity of intellect, character, and Christian faith in preparation for lives of service, leadership, and reconciliation in church and society.

Department of Nursing Mission

The Mission of the Department of Nursing at Messiah University is to prepare baccalaureate and graduate professional nurses within the context of liberal arts and sciences from a Christian worldview for beginning and advanced professional nursing roles. The educational process facilitates the knowledge, skills, and attitudes needed to promote professional nursing excellence, interprofessional collaborative practice, and lifelong learning. The distinctives of a Messiah University nurse include commitment to academic excellence, service to others with insight and creativity, compassion through cultural humility, caring leadership, and reconciliation from a Christian worldview.

Department of Nursing Philosophy

The Philosophy of the Department of Nursing, stated as Foundational Beliefs, is consistent with the Mission, Foundational Values, Undergraduate Learning Outcomes (ULOs), and Graduate Learning Outcomes (GLOs) of Messiah University. Herein are stated the [Foundational Beliefs of the Department of Nursing](#).

Committee Opportunities

ADP and graduate nursing students have the opportunity to serve on several university and department specific committees. The various committees may include Graduate Council, Interprofessional Education Committee, Graduate Nursing Committee, Curriculum Committee, COE Senate, and the Department of Nursing Advisory Council. For additional information, please email the graduate administrative assistant.

Department & School Faculty and Staff

Name	Title	Email	Phone
Full time Faculty & Staff			
Kristen Slabaugh DNP, CRNP, FNP-C, CNE	Chief Nursing Administrator, Assistant Dean of Nursing, Professor of Nursing	kslabaugh@messiah.edu	717-796- 1800 x6029
Brenda Elliott, PhD, RN, CNE, ANEF	Director, Graduate Program in Nursing, Assistant Professor of Nursing	belliott@messiah.edu	717-796- 1800 x6054
Anna Gale, DNP, CRNP, FNP-BC	Coordinator of the FNP Track Assistant Professor of Nursing	agale@messiah.edu	717-796- 1800 x2325
Rebekkah Stanko, DNP, RN	Assistant Professor of Nursing	rstanko@messiah.edu	717-796- 1800 x7309
Wanda Thuma- McDermond, PhD, RN	Professor of Nursing	wmcdermo@messiah.edu	717-796- 1800 x 7241
Lisa W. Brubaker	Clinical Liaison/Placement Coordinator (CLPC)	lwbrubaker@messiah.edu	717-796- 1800 x 2818
Sandy Oravec, BA	Administrative Assistant	graduatenursing@messiah.edu	717-691- 6054
School of Graduate and Professional Studies			
Rob Pepper, PhD, MBA	Executive Director of University Partnerships and Assistant to the President	rpepper@messiah.edu	717-796- 1800 x 7278
Jennifer Fisler, EdD	Dean of School of Graduate & Professional Studies	jfisler@messiah.edu	717-796- 1800 x6715
Sarah Wade	Associate Vice President for Enrollment Management	swade@messiah.edu	717-691- 6000
Beth Transue	Information Literacy Librarian	btransue@messiah.edu	717-691- 6006 x3810
Ed Wichrowski	Senior Associate Registrar	ewichrowski@messiah.edu	717-796- 1800 x7347
Lyndsay Grimm	Coordinator of Student Services	lgrimm@messiah.edu	717-796- 1800 x2980
Graduate Registrar		gradregistrar@messiah.edu	717-796- 1800 x2114
Graduate Student Financial Aid		gradfinancialserv@messiah.edu	717-691- 6004

Adjunct faculty information can be found at: <https://www.messiah.edu/info/21437/faculty>.

University & Department Policies and Protocols

Standards & Expectations

Professional Values

Students are at the center of the educational program and are supported in their personal development as they integrate faith and learning. The nursing program seeks to link students' motivation for service to God and humanity with the development of professional nursing values. Christian ideals provide the basis and meaning for professional nursing values of altruism, autonomy or freedom, human dignity, and integrity and social justice fundamental to the discipline of nursing (AACN, 2008). Students are given opportunities to link professional values and the Christian worldview and to practice ethical caring that incorporates them both.

Commonwealth of Pennsylvania Code of Professional and Vocational Standards

Available online at: [21.18 \(PA Code, 2010\) Standards of Nursing Conduct](#).

Educational Process

The process of nursing education is the mutual responsibility of both students and faculty. Faculty are expected to demonstrate accomplishments in teaching, scholarship, practice, and service. Faculty serve as socializing agents for the professional role through both formal and informal educational experiences with students. Through participation in the educational process, students identify with nursing as they internalize values, knowledge, skills, and behaviors of the profession.

Netiquette

The purpose of online postings in discussion forums is so that students more actively engage with the material by reflecting on that material and communicating thoughts, observations, and questions on that material with each other (e.g., students/students; students/faculty; faculty/students). To ensure that the learning experience is both productive and enjoyable, students are expected to follow rules of online etiquette or, netiquette, when posting:

- Avoid repetition.
- Do not respond too quickly.
- For response posts:
 - Summarize or quote what the student has said and include their name.
 - State your position clearly.
 - Always re-read what you have written in response to another.
- Respond to someone else's comment(s) about your original posting(s).
- Support your position with solid reasoning and justification.
- Cite reliable sources appropriately.
 - Do not use cut and paste.
 - Paraphrase; don't quote verbatim.
- Avoid abbreviations.
- Use proper grammar & proper case.
- No foul language.

- Spell check your document before posting.
- Encourage the participation of others.
- Demonstrate courtesy and respect.

Social Media

The term “social media” includes, but is not limited to, blogs, social networks, apps, podcasts, discussion forums, video sharing, Really Simple Syndication (RSS) feeds, and online collaborative information and publishing systems (i.e., Wikis).

The Messiah University ADP & Graduate Program in Nursing recognizes that social media sites like Facebook, Instagram, Twitter, YouTube, and others have become important communication tools for the community. Therefore, the APD & Graduate Program in Nursing supports using social media in personal/non-school or non-work contexts. Students at Messiah University may encounter confidential information within the University or within the patient care environment during clinical practicum. It is the students’ responsibility to refrain from any of the following:

- Using of patients’ name (any identifier including initials, hospital name, etc.) and personal health information in any way
- Disclosing confidential information about the University, its employees, or its students
- Stating personal opinions as being endorsed by the University
- Using information and conducting activities that may violate Messiah University academic policies, or may violate local, state, or federal laws, and regulations

If students identify themselves as a Messiah University student online, it should be clear that any views expressed are not necessarily those of the institution. If opposing views arise on a social media feed, exercise professional judgment. Messiah University does not tolerate content from students that is defamatory, harassing, libelous, or inhospitable to a reasonable academic/work environment. Social media may be used to investigate student behavior. This policy provides Messiah University Nursing students with rules for participation in social media.

1. Students must remain respectful of Messiah University, clinical agencies, and faculty/peers at all times. Students should NOT engage in any activity that reflects negatively upon Messiah University, clinical agencies, and faculty/peers.
2. Material may NOT be posted which is obscene, vulgar, discriminatory, sexually explicit, defamatory, threatening, harassing, abusive, racist, lewd, filthy, unlawful, hateful, or embarrassing to another user or any other person or entity.
3. Students may NOT disclose any confidential or proprietary information regarding Messiah University, patients, and faculty/peers.
4. Students may NOT use or disclose any patient identifying information of any kind on any social media without the express written permission of the patient and authorization by the ADP & Graduate Program in Nursing. This rule applies even if the patient is not identified by name where the information to be used or disclosed may enable someone to identify the patient.
5. Students are personally responsible and legally liable for what they post on their own site and on the sites of others.

6. Students may NOT use their Messiah University email address in their personal profile on social media sites.
7. Students must NOT “friend” current or former patients on a social media site as this tends to blur the boundaries of a therapeutic relationship.
8. Students should NOT be using location-based services on their mobile phone while in the clinical setting. Students should NOT place clinical sites as an online check-in location.
9. Students may NOT use messaging on Social Networking sites such as Twitter, Facebook, or LinkedIn to contact faculty. These sites are not secure and not every faculty member engages in social media.
10. Social media is NOT to be accessed or used during class or clinical time unless specific approval is given by the nursing faculty or preceptor. This also includes the use of SMS (mobile phone text messaging).
11. Students may NOT take pictures, by camera or phone, and post them on a social media site without the express written permission of those in the picture and authorization by the ADP & Graduate Program in Nursing.
12. Students may NOT upload tests/quizzes, class notes, PowerPoints, or faculty information on any websites.
13. Students may NOT establish a Messiah University social media site without the approval of the ADP & Graduate Program in Nursing.
14. Social media may be used to investigate student behavior. Employers are increasingly conducting web searches on job candidates before extending offers. Be sure that what is posted today will not come back to haunt one later.
15. The ADP & Graduate Program in Nursing may exercise broad discretion if students disregard these expectations. The range of consequences may include verbal warning to dismissal of the program.
16. Students are invited to follow the Graduate Nursing Program social media accounts, and to submit their successes and accomplishments for distribution on these accounts:
 - <https://www.instagram.com/messiahgradnursing/>
 - <https://www.facebook.com/MessiahUniversityGraduateNursing>
 - <https://www.linkedin.com/company/messiah-university-graduate-nursing>

Academic Integrity/Plagiarism

Personal integrity is a behavioral expectation for all members of the Messiah community: administration, faculty, staff, and students. Violations of academic integrity are not consistent with the community standards of Messiah University. In all instances of violations of the Academic Integrity Policy, the faculty member will assign sanctions within the context of the course.

Students are expected to read and adhere to Messiah University Academic Integrity policies, which can be found [HERE](#) in the 2024-2025 Academic Catalog. Primary responsibility for knowledge of and compliance with this policy rests with the student. Procedures for perceived, multiple, or egregious violations and of academic integrity and the penalties for violations can be found at the link above. Likewise, students who find it necessary to request an exception to

academic policy can find the procedure in the catalog. ADP and graduate nursing students are expected to annually review the University's plagiarism policy found in the catalog.

Academic Policies

Academic Appeals & Complaints

Students may choose to dispute a final grade or administrative decisions. Policies for the appeal process can be found in the respective ADP and Graduate Catalogs, in the Academic Policies and Procedures sections.

Messiah University has established processes for graduate student complaints that fall under specific categories including, but not limited to, concerns founded upon: Academic-related issues, Americans with Disabilities Act, Harassment or Discrimination, Title IX, and the Family Educational Rights and Privacy Act (FERPA); which may be reviewed on the [Student Complaints Processes website](#). These policies and procedures are also published in the School of Graduate and Professional Studies Graduate Catalog, as well as program-specific student handbooks and supplemental materials.

For complaints that fall outside of the due process, such as those that may be submitted by personnel, patients, students, or other stakeholders affiliated with a clinical, fieldwork, practicum, or other setting, individuals may submit a written statement or complete a [University General Complaint Outside Due Process form](#) within 30 days of the offending incident to the Director, Graduate Program in Nursing. If the complaint is related to the program director or is associated with the graduate school or a specific graduate program, it should be submitted to the Dean of the School of Graduate and Professional Studies. Likewise, if the complaint is related to the Dean, it should be submitted to the Provost. Other University offices or personnel may be consulted when addressing the complaint when appropriate.

All grievances filed in good faith will be taken seriously and reviewed with university personnel as is appropriate for addressing the matter. The University will respond to the complainant in a timely fashion. Retaliation for filing a complaint or participating in the review of a complaint is strictly prohibited. The complaint will be documented in the appropriate University records as designated by the University's record retention policy.

Academic Calendars

Current [ADP and graduate academic calendars](#) are located on the Messiah University website.

Advising

An academic advisor is assigned to all students. The advisor will assist the student in planning the coursework for the program of study. Together, the student and academic advisor develop a plan of study customized for each student to meet all the graduation requirements. Advisor communication occurs via email, Canvas advising site, Google Sheets, Zoom, telephone, or face-to-face. Each student is expected to communicate regularly with their advisor to discuss

developing and implementing a plan of short- and long-term academic goals. However, the final responsibility in meeting graduation requirements rests with the student. More information about academic advising is found in the Messiah University [ADP and School of Graduate and Professional Studies Catalogs](#).

Students will receive an advisor evaluation survey each year. We welcome your feedback and suggestions through this survey. Your completion of this survey helps us improve our advising and determine ways to improve the experience for all students.

Course Registration

Messiah University ADP and graduate programs follow a three-semester calendar: fall, spring, and summer. Before each registration period, the student and advisor will confirm plans for the following semester. Course registration is completed online once the advisement process has been completed. Before registration, students must ensure all accounts are updated with the Business Office, or they will be unable to register. More information [about academic advising and registration dates](#) is on the Messiah University Graduate Studies website. For leave of absence, medical leave, withdrawal, transfer credit, track change, or address/name change, forms are located on the [Forms for Current Students](#) webpage.

Family Rights and Privacy Act of 1974 (FERPA) and Access to University Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, provides enrolled students the right to inspect their “educational records” (defined generally as records, files, documents, and other materials maintained by the University which contain information directly related to the student and from which students can be individually identified) and to have a right to consent to most types of disclosure of these records. At Messiah University, educational records include cumulative academic records, grades, course schedules, most student disciplinary records, and most student account and financial aid records. More information about FERPA and University Records can be found in the respective academic catalog under Academic Policies and Procedures.

Grading

The grading system can be roughly divided into two major categories: letter grades and auxiliary symbols.

- [Letter Grades](#). Letter grades carry a quality point value and are used in the computation of semester and cumulative grade point averages (GPA).
- [Auxiliary Symbols](#). Auxiliary symbols do not carry a quality point value and are not used in the computation of semester and cumulative grade point averages (GPA).
 - W = Withdrawal. Given to any student who withdraws from all courses (i.e. withdraws from Messiah), or from a specific course after the 100% refund period for that course and before the final third of the part-of-term.
 - I = Incomplete. A grade of incomplete may be assigned if a student is unable to complete the course work for extraordinary reasons such as illness, emergency, or other reasonable cause; has completed at least two-thirds of the course; has a

passing grade average; and a well-defined plan to complete the remaining course work within four weeks from the last day of the particular course.

- P = Pass. Used for a passing grade in a Pass/Fail-only course.

Grade	Grading Scale	Quality Point Value
A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	78-79%	2.3
C	75-77%	2.0
I	N/A	0.0
F*	Less than 75%	0.0

**Percentage course grades lower than 75.0% will result in an F grade for the course and an academic dismissal from the graduate nursing program.*

Grade Calculations for Exams in DNP/FNP Didactic Courses

In each DNP/FNP didactic course, examination grades will be recorded as earned and will not be rounded-up to the nearest whole number. The student must earn a cumulative exam average of 75% on all examinations to pass the following courses: NURS 701, 703, 705, 707, 709, 721, and 723. If the average examination grade is less than 75%, the final course grade will be the letter grade equivalent to the examination average of less than 75%. No additional course assignment grades will be considered in a final course grade to raise a course grade if the examination average is less than 75%.

After the examination grade average is determined to be 75% or above, additional course assignments will then be calculated in the final course grade. Rounding up of the final course grade will be at the discretion of the course faculty. Course requirements and additional grading criteria will be addressed in each course syllabus.

Please note: Unexcused late assignment submissions will receive a five percent (5%) deduction for each day that the assignment is overdue, so long as the assignment is submitted prior to the last day of the course. Collaborative activities (i.e., discussion forums or group assignments) submitted late will be handled on a case-by-case basis understanding that only portions of an assignment can be assessed when completion requires communication/interaction between classmates. Late submission of a Pass/Fail assignment may result in a 5% overall course grade deduction at faculty discretion.

Please refer to the [ADP and School of Graduate and Professional Studies Catalogs](#) for additional information on Grading Policies in ADP & Graduate Programs at Messiah University.

Graduation Requirements & Application

The final responsibility in meeting graduation requirements rests with the student. Each student is expected to complete an exit survey prior to graduation.

RN-BSN students working toward a degree must file an application for graduation with the Registrar's Office at the beginning of their final year of study. Applications require the approval of the ADP Council and the Community of Educators before students are formally admitted to degree candidacy. For additional graduation requirements and commencement information, please contact registrar@messiah.edu.

Students working toward a graduate degree must file an online Application for Degree with the Registrar's Office at the beginning of their last full year in the Program. Applications require the approval of the Graduate Council and the Community of Educators before students are formally admitted to degree candidacy. For additional graduation requirements and commencement information, please contact gradregistrar@messiah.edu.

Progression

All students (including international students) enrolled at Messiah University are subject to the academic standards of the University, which are printed in the Graduation Information section of the University catalog. In addition, students receiving financial aid, in order to continue to receive financial aid, must meet other requirements as described in detail in the Statement of Satisfactory Academic Progress, found in the respective ADP or graduate catalog.

Students must maintain a cumulative grade point average of 3.00. A student who does not meet this standard will need to complete the steps outlined in the respective ADP and graduate catalogs in order to regain Satisfactory Academic Progress. Students are personally responsible for tracking their own academic progress via Canvas and Degree Audit and for knowing the progression standards of the ADP Graduate Programs in Nursing and Messiah University.

Academic Dismissal & Readmission

Information regarding academic dismissal, notice & appeal, and readmission can be found in the respective ADP and graduate catalogs in the section titled Standards of Academic Scholarship and Academic Standing.

Clinical & Healthcare Policies

Performance and Essential Functions of Nursing

Students must maintain the ability to practice the essential functions of nursing as defined by the PA Board of Nursing laws and regulations [found here](#) and [here](#). Students must also maintain an active registered nursing license for the duration of the program. If a student's registered nurse license is found to be expired, revoked, or otherwise inactive or out of compliance with the standards (including inappropriate use of drugs/alcohol), the student will be reviewed on a case-by-case basis and may be dismissed from the program.

Candidates should be aware that some types or degrees of disability might prevent a student from meeting accepted standards for performance. The university does not have authority over the provision of accommodations at cooperating/clinical agencies.

In situations where the student cannot be sufficiently accommodated or is unable to meet competency/performance requirements, the student is encouraged to find another area of study. Requests for reasonable accommodation from an otherwise qualified individual must be supported by appropriate documentation and submitted to the university's Director of Academic Success Center.

If it becomes apparent to the nursing faculty that the student is having difficulty meeting performance standards, Messiah University reserves the right to require additional medical and/or psychological evaluation at the student's expense and/or to suspend or remove the student from the program. The student shall be given notice of such action and shall be permitted to obtain a review of the action by using the Grievance Procedure.

Clinical Requirements

Prior to the start of clinical experiences, all documents and requirements must be completed and approved in Exxat, the clinical tracking software used by the ADP and Graduate Nursing programs. Individual clinical agencies may require additional prerequisites, such as completion of educational modules or computer access request forms, prior to approval of clinical placement. The student is responsible for completing and submitting the particular requirements of the chosen agency in a timely manner. The Clinical Liaison/Placement Coordinator and Exxat will notify the student of any missing, incomplete, or additional documents needed to confirm and/or begin the clinical experience. See [Clinical Requirements Checklist](#) for a list of all required documents.

Failure to complete the requirements will cause a delay in beginning clinical hours and could lead to course failure or plan of study change, determined by the Director, Graduate Program in Nursing.

Clinical and Simulation Preparation

Students should adequately prepare for clinical and/or simulation learning by completing all required readings, lectures, and assigned course preparation. Students are expected to retain knowledge learned in previous courses and apply it to clinical or simulation experiences.

The graduate nursing program may incorporate simulated clinical experiences into the curriculum to prepare students for actual patient scenarios. During these experiences, the student is expected to treat the simulation space/patients realistically and maintain confidentiality of all scenarios and simulation components. Audio/visual recording may be used for educational purposes only.

Criminal Background & Clearances

Within one (1) year prior to starting ADP and graduate nursing clinical courses, each student must complete a state police criminal background check, child abuse clearance, and FBI fingerprinting clearance. Each state will have its own background check, FBI, and clearance processes. Students must complete background checks in the state where they plan to do clinical hours. Please check with your local police/state police if you are uncertain of your state's procedure. Additionally, we work with [CastleBranch](#) for state clearances most commonly required by health agencies/institutions.

These background checks will be valid throughout the program unless a clinical agency requests updated clearances or the student has a lapse in ADP or graduate course enrollment over 1 year. The student's most current compliance documentation must be uploaded into Exxat at least one week prior to the beginning of every clinical course.

To comply with the Commonwealth of PA Older Adult Protective Services Act and the Chapter 63 of 23 PA Consolidated Statutes Annotated relating to the Child Protective Services law, the student who decides to pursue the Graduate Nursing Program must provide evidence that he/she has no record of criminal offenses. The complete Criminal History Background Checks Policy and Procedure is distributed to each nursing student before the clinical nursing course. A positive criminal history will result in dismissal from the program.

The student who pursues nursing at Messiah University does so with the understanding that these clearances will need to be obtained and the results made known to the ADP & Graduate Program in Nursing. Progression in the nursing program is conditional pending results of the criminal history background checks. Failure to comply with criminal background checks will prohibit progression in the graduate nursing program. **No student may enter any clinical site without completion. All background check procedures and associated costs will be the student's responsibility.** If, during routine criminal checks, a student is found in violation of any University Policy or Ethos, the ADP & Graduate Program in Nursing will report those violations to the appropriate University office and/or offices. Additional background checks may be requested at any time during the nursing curriculum if deemed necessary.

Drug Screen

It is the policy of Messiah University's ADP & Graduate Program in Nursing to adhere to all policies of clinical facilities with which the University affiliates for student clinical learning experiences, many of which require drug testing of all students. Use of drugs, prescribed or otherwise, may create a risk of being denied a clinical placement. This includes, but is not limited to, prescribed medical marijuana or opiates. **All ADP and graduate nursing students must have and pay for an initial drug screening.** Additionally, any student suspected of being under the influence of alcohol or drugs will be required to submit to an immediate substance screening as a condition of remaining in the program. The student will pay the cost of any subsequent drug screening.

The nursing program maintains a no-tolerance policy regarding substance abuse. Students must demonstrate a clear urine drug test except for documented and prescribed medications. When submitting a urine specimen for drug screening, the student must disclose any prescribed medications on the intake form accompanying the specimen. Failure to undergo the drug test will result in dismissal from the program. If the urine drug test is positive for any substance not prescribed by a health care provider, the student will be dismissed from the program. If the drug screen is diluted or adulterated, the student will be allowed one retest. If the student fails or refuses the second test, the student will be dismissed from the program.

If, during drug screenings, a student is found violating any University Policy or Ethos; the ADP & Graduate Program in Nursing will report those violations to the appropriate University office and/or offices. Additional drug screenings may be requested at any time during the nursing curriculum if deemed necessary.

Instructions: Tell the laboratory or urgent care center you need a **10-Panel Urine drug screening**. Ten different drugs must be tested, and results included for each. Costs and drugs screened vary based on location. You can go to a vendor of your choice. Upload a copy of your results into Exxat including which drugs were tested.

A typical 10-drug screen includes:

<ul style="list-style-type: none"> • Amphetamines • Barbiturates • Benzodiazepines 	<ul style="list-style-type: none"> • Cannabinoids (marijuana) • Cocaine • Methadone 	<ul style="list-style-type: none"> • Methaqualone • Opiates • Phencyclidine (PCP) • Propoxyphene
---	--	--

Universal Precautions & Exposure Policy

Students may encounter additional exposure to communicable disease during clinical experiences. A basic infection control measure is good hand washing. To prevent contamination by blood and body fluids, the official guidelines published by the Centers for Disease Control and Prevention will be used as the final authority in determining safety precautions. [Here](#) is the University’s Exposure Control Plan. Additionally, students should use personal protective equipment (PPE) as indicated based on the setting and types of patients with whom the student may contact. Please notify the program coordinator if the student is responsible for providing their own PPE for clinical placements. Prior to participation in clinical courses, students must review and sign any required waivers located in Exxat. Students who do not comply with the policies and guidelines established in the aforementioned documents will risk termination of their clinical experience and dismissal from the program.

HIPAA & Confidentiality

Messiah University ADP in Nursing and Graduate Nursing Students must abide by the Health Insurance Portability and Accountability Act (HIPAA), the Messiah University Code of Conduct, and the confidentiality policies of all affiliating or prospective agencies. Students are not permitted to remove or have any electronic or paper documents that contain patient

information from a current or potential clinical site. Clinical faculty have broad discretion in addressing violations of electronic, paper, and verbal disclosures. Consequences may range from a warning, up to and including course failure or a dismissal from the ADP or graduate nursing program and/or Messiah University.

Licensure

All students must maintain an active, RN license for the duration of their program. A copy of your *signed* and current RN license or license verification must always be on file. Any change in the status of your license must be reported to the Director, Graduate Program in Nursing.

Dress Code

While ADP and graduate nursing students are in clinical institutions, they represent Messiah University. Clinical attire should be discussed with the preceptor and clinical agency, and policies for attire should be followed. Professional appearance and attire are expected to be always maintained. A university ID ([graduate student photo ID badge](#)) must always be worn. A quality stethoscope is required for any experiences requiring the student to perform physical exams.

Transportation

The student must provide their transportation for the clinical component of each nursing course. The student bears the responsibility for safety and compliance with the state's Vehicle Code rules and regulations. Messiah University and the ADP & Graduate Program in Nursing are not responsible for providing transportation. They are not liable for any personal injury, accident, or financial loss suffered by the student during this travel. Messiah University and the ADP & Graduate Program in Nursing do not reimburse students for mileage, parking, or other travel-related expenses.

Physical Exam

The physical exam must be completed within one year before the student's first clinical course and is valid for the entire student clinical experience unless the clinical agency requires an update or the student's enrollment lapses for more than 1 year. A licensed physician (MD or DO), nurse practitioner, or physician assistant must complete the [Physical Exam Form](#).

Tuberculosis (TB) screening

TB screening must be performed annually—and within one year before the student's first clinical course—with a 1-step purified protein derivative (PPD) or Interferon Gamma Release Assay (IGRA). A positive TB screen requires a provider exam that includes a focused symptom screen and chest x-ray. Documentation of appropriate medical treatment is required following a positive diagnosis of active or latent TB infection. Following a positive TB diagnosis and treatment, documentation (see [TB Screening Form](#)) of an annual symptom screen is required from a licensed physician (MD or DO), physician assistant, or nurse practitioner.

Immunization Requirements

The following immunizations are required for all students enrolled in clinical courses*:

1. Varicella (2 dose series or positive titer)
2. Tdap (current within 10 years)
3. MMR (1 dose plus booster or titers)
4. Hepatitis B (3 dose series or positive titer)
5. Influenza (annually for fall and spring clinical courses only, October through April)
6. COVID-19

*Some clinical sites may allow exemptions. This will be reviewed on a case-by-case basis.

Basic Life Support (BLS)

All students are required to maintain current BLS certification. A signed, current BLS card or certificate should always be on file for students. Students must provide updated cards as indicated throughout their curriculum.

Clinical Incidents

The ADP & Graduate Program in Nursing will keep records of any reportable clinical incidents directly related to student performance in the clinical setting that results in the clinical facility or agency formally documenting it as a clinical incident. The [Clinical Incident Report form](#) provides the necessary information should it be needed at a future date. Clinical incident documentation will serve as information to guide possible policy revisions and reviews related to students' clinical/simulation experiences and activities. Any reportable clinical incident related to patient care must be immediately reported to the program coordinator by the faculty. Faculty will assist the student in completing documentation required by the clinical facility and complete the Clinical Incident Report form within 72 hours. The clinical instructor and student involved in the incident will complete the Clinical Incident Report form within 72 hours. The program coordinator will report the incident within 72 hours to the Assistant Dean of Nursing, who will identify any need for further action. The completed form for the clinical incident will be kept in the ADP & Graduate Program in Nursing's confidential file for a period of five years after the student is no longer in the nursing program.

Insurance

Medical Insurance

Each student must have and maintain health insurance coverage to meet any and all needs for payment of medical costs while participating in clinical courses. Messiah University will use its best efforts to see that the student receives adequate medical care while participating in any clinical nursing program, but the student assumes all risk and responsibility for the medical or medication needs and costs. Failure to obtain health insurance can result in a student not being permitted to participate in a clinical experience since clinical agencies require students to have health insurance. If an unexpected medical expense is incurred during the experience, the student will be responsible for all fees/charges. Submit a copy of the *front and back* of your health insurance card prior to the start of *each* clinical course. If the information changes during the course, you must submit an updated copy of the card.

Liability Insurance

It is recommended that FNP students obtain NP student liability insurance and that RN-BSN, MSN, and DNP-NL or DNP-NE students obtain individual RN liability insurance coverage. The minimum recommended amount is \$1 million each claim/\$3 million aggregate. Some organizations that offer nursing liability insurance are [NSO](#), [Proliability](#), and [CPH & Associates](#).

Clinical Placement Requests & Assignments

It is strongly preferred that students secure preceptors for all clinical courses so that the clinical placements are geographically convenient and will fit with the student's personal schedule. Students are encouraged to find placement within their employer's network when possible. However, we strongly discourage students from completing clinicals on their work units to avoid conflicts of interest. These requests will be reviewed on a case-by-case basis.

Please acquire all preceptors **three months prior to the start of the clinical course**. Students may use multiple preceptors for clinical courses. If unable to secure a preceptor, please notify the Clinical Liaison/Placement Coordinator 2-4 months before the course so we can help secure a preceptor. Communication is crucial, as the nursing department holds the bottom line of responsibility for placement. All nursing clinical requirements are mandatory before the student's clinical course starts. Students must have all clinical requirements, [Messiah University Graduate Preceptor Information Microsoft Form](#) sent to preceptors/mentors, and [Student-Project Mentor/Residency Agreement](#) form uploaded and approved in Exxat. Once finalized, the CLPC will screen the placement, which will be forwarded to the course faculty member and Clinical Liaison/Placement Coordinator for approval. The CLPC will then do a final verification of paperwork and compliance documents and ensure an affiliation agreement is in place before clearing the student for clinical. **The student may not attend any clinical experiences until they have been cleared for clinical using this process and the placement is confirmed in Exxat.** If for some reasons a student is not able to obtain a signed agreement with their preceptor prior to starting clinical, it can be completed on the first day of clinical and uploaded into Exxat under Learning Activities. Students who have not communicated their need for assistance securing a preceptor before the start of clinical/class may be unable to start the course. Exceptions will be reviewed by the Director and FNP track coordinator on a case-by-case basis.

Please note: At no time can there be any overlap of work and student clinical responsibilities or IT access permissions. Students are not permitted to work during clinical hours or to do clinical during work hours (i.e., double dipping). If students are given separate login or password for student IT/EHR access, they may not access work-related content using their student account or their employee IT access to view any clinical-related content.

Preceptor Guidelines

For accreditation purposes, we must verify each preceptor and have documentation of each preceptor's clinical and educational experiences. Therefore, we require a completed [Messiah University Graduate Preceptor Information Microsoft Form](#) for DNP preceptors to be on file. For

RN-BSN and MSN students, the preceptor's CV/resume and licensure verification must be on file.

Preceptors may not have two students simultaneously on the same unit completing clinical hours. Preceptors with two of our ADP or graduate nursing students should prioritize the most senior student. If the preceptor is uncertain of the student's academic standing, they should inquire with the CLPC.

Amorous relationships between students and preceptors are strictly prohibited (i.e., dating, sexual, or romantic relationships between individuals in unequal power positions). Additionally, preceptors should not be family members or intimate partners. Failure to abide by this policy will result in disciplinary action, including dismissal from the program.

Preceptors will provide formative assessment data to the student and clinical faculty members throughout the course. After each course, preceptors must complete the *Assessment of Student by Preceptor Tool* in Exxat. Preceptors do not give grades and are not responsible for final course grades.

International Clinical Experiences

DNP/FNP students can count a maximum of 215 hours across the curriculum from international experiences. Students need Wi-Fi access to keep up with the coursework from the didactic and clinical courses during the international experiences. For additional explanation and requirements, please contact the FNP track coordinator or the CLPC.

MSN Students interested in international clinical experiences should contact the Director, Graduate Program in Nursing or the CLPC for placement possibilities.

Student Support Services

Basic Computer Technology

Student technology recommendations are found on the [Information Technology Services website](#). These guidelines have been put in place to best equip you to have an optimal technological experience in our online programs.

Minimum Computer Skill Requirements

Students must possess basic computer skills and have regular access to a computer with the Minimum System Requirements in order to participate fully. Specifically, students who enroll in online courses must have basic computer skills including:

- A working knowledge of word processing
- Ability to navigate the internet using different search engines
- Ability to use email (Compose, Attach, Send, Read)
- Ability to use MS Office programs (Word & PowerPoint)
- Ability to copy and paste in documents

Tech support is available to students during the days and times listed on the [Information Technology Services webpage](#). A telephone hotline is available seven days a week in order to help with technological problems. This hotline is staffed by the University's Information & Technology Services staff and provides 'real person' assistance:

- By phone at (717) 796-4444
- Via email techsupport@messiah.edu

If you leave a message, please provide your name, number, and a brief description of the issue you are experiencing. You will receive a call back as soon as possible. You also have access to technical support (i.e., tutorials, help functions, etc.) through the University's portal, FALCONLink, and through the University's Learning Management System, *Canvas-Help* (for graduate students).

Canvas

Canvas is the learning management system Messiah University uses for online courses. For more information on Canvas, please view [this student guide](#). Instructions for learning how to use and navigate Canvas are available in the [Passport to Canvas: Quick Start Guide for Students](#).

Writing

Expectations

With a graduate degree comes the ultimate responsibility for professionalism in communication, both orally and in writing. Technology is making the need for effective written communication even more important than ever before and, in nursing, to be considered a highly educated and well-respected professional, accurate use of APA is imperative. It is *expected* that strict adherence to appropriate grammar and APA 7th edition be followed. Students are also expected to build upon skills obtained in prior courses and correct errors on which they have already received feedback. Therefore, point deductions will increase if the same errors are made after receiving correction. APA provides a necessary scaffolding for professional writing and guidelines can be found in the 7th edition APA manual and on Academic Writer. Please contact course faculty or librarian [Beth Transue](#) for questions related to writing.

Assistance

[Tutorials for Writing in the Sciences](#), Stanford School of Medicine: This is a series of free, online tutorials for improving your writing skills.

[Grammarly](#), a free, web-based grammar checker, is another helpful resource.

[Heartful Editor](#) provides free writing coaching and editing sessions to all ADP and graduate students. Heartful Editor's team of caring and supportive academic coaches and editors strives to uphold the highest ethical standards in their work with students, blending ethics and compassion to build a responsible and productive editing and coaching experience. Heartful Editor coaches and guides graduate students on writing and the mechanics of style, specifically

the guidelines outlined in the Publication Manual of the American Psychological Association (APA, 7th Edition) and the American Medical Association Manual of Style (AMA, 11th Edition). Our academic coaches and editors:

- Read and review all documents for grammar, spelling, punctuation, consistency in formatting, and alignment with style guidelines.
- Suggest alternative words or phrases, guide sentence structure, and advise on organizing ideas better.
- Provide graduate students with a thorough overview of areas that need attention and improvement.
- Track all edits and changes for the client to review and accept or reject.
- Format master's theses and doctoral dissertations in alignment with Messiah University formatting standards.

To learn more about Heartful Editor or to schedule an appointment for editing or writing coaching, please visit <https://heartfuleditor.com/contact> They will respond to your request within 2-3 business days.

Library

Murray Library provides the following services for online students:

- Reference Service
- Connect off campus
- Mobile options
- Request books from Murray Library Collection
- Ebrary (e-books)
- Interlibrary loan for journal articles and books Messiah does not own
- Need a library near your home

Any of these services may be used and viewed through [Murray Library website](#). Please contact Beth Transue, Librarian/Collection Department Coordinator at btransue@messiah.edu or 717-691-6006 ext. 3810. See [this library page](#) and select your program tab at the top for additional information specific to the ADP and Graduate programs in Nursing.

Americans with Disabilities Act

Any student whose disability falls within the ADA guidelines should inform the instructor in the first two weeks of each semester of any special accommodation or equipment necessary to complete this course's requirements. Students must register documentation with the Office of Academic Accessibility. Contact: OAA@messiah.edu.

Scholarships

Information for nursing scholarships is located on the [Undergraduate Nursing](#) (ADP students) and the [Graduate Nursing](#) (MSN and DNP students) websites.

Career Counseling

Messiah students have access to the university's [Career and Professional Development Center](#), which provides a [full range of specialized services](#) to graduate students and alumni. Contact for ADP and Graduate Nursing students is Meg Jones Hoover, mjoneshoover@messiah.edu.

Resources

RN-BSN students: Additional information and student resources can be found on the [Adult Degree programs](#) websites as well as the Nursing ADP Resources Canvas site.

MSN and DNP students: Additional information and student resources can be found on the [online graduate nursing programs](#) websites as well as the [Graduate Nursing Resources & Orientation](#) Canvas site.

Financial Aid

RN-BSN students are eligible to apply for financial aid available to undergraduate students. ADP students may be eligible for discounts listed [here](#). MSN and DNP students are eligible to apply for financial aid available to graduate students. Graduate students may be eligible for graduate discounts listed [here](#). More information is available on the [Financial Aid website](#) or by contacting gradfinancialserv@messiah.edu, 717-691-6004.

Technology Applications and Programs

Zoom

Zoom is the synchronous video conferencing software that Messiah University uses for virtual classroom sessions and clinical site visits. In the event that a synchronous session is scheduled you will need a microphone and webcam to participate in these classes and should perform a systems check with [Information Technology Services](#) prior to the first session to make sure the equipment is functioning properly. In order to get accustomed to Zoom, please view the [Zoom Guide](#) from IT.

Rosh Review

Students in the Family Nurse Practitioner track will use a university-paid subscription to Rosh Review, which is used throughout the curriculum. The subscription is available to the student until the board exam is passed, with a maximum extension until June 1 the year following program completion. If access is needed beyond June 1, the student will be charged the current subscription rate. More information is available on the [website](#).

ECG Academy

Students in the Family Nurse Practitioner track will use a university-paid subscription to ECG Academy for NURS 721, *Advanced Family Nursing Application of Clinical Diagnostics*. Students will have access to this software for one year after enrollment into ECG Academy. More information is available on the [website](#).

ExamSoft

Students in the Family Nurse Practitioner track will use a university-paid subscription to ExamSoft. ExamSoft is a secure exam platform that mimics the experience of computer-based standardized testing. Students will be required to verify their identity prior to starting the exam. Each exam will be remotely proctored for exam security. Students will receive login and use

instructions prior to the first course. Minimum system requirements per device type and exam taker support instructions are available on the [login screen](#). More information is available on the [website](#).

Exxat PRISM

Clinical Placement & Tracking Software

Exxat PRISM and Approve comprise clinical education management software that streamlines handling data, documents, and relationships with students and clinical sites. Exxat is an internet-based system, allowing students to log in from anywhere there is internet access. A fee is associated with this software directly paid by the student. PRISM tracks clinical data for all clinical, residency, and project courses. Exxat will be used throughout your ADP or graduate nursing student clinical, residency, and project courses. You will have access to the data in Exxat for up to 3 months after graduation. Once the CLPC submits the ADP and graduate nursing student registration data to Exxat, you will receive an email from Exxat with payment details. Exxat provides helpful tutorials for users. For problems with Exxat, please email Exxat support at v4support@exxat.com or email the CLPC @ lwbrubaker@messiah.edu Once you have access to Exxat, please start uploading clinical compliance paperwork (i.e., RN license, TB Test, BLS certificate, medical and liability insurance, immunizations, physical exam, clearances, and urine screen).

Academics

RN-BSN

Program Design

Messiah University's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) program is designed for RNs to have a clear path from their Associate Degree in Nursing or diploma in nursing to earn a Messiah University BSN degree. Our professional nursing curriculum is grounded in the arts and applied sciences which nurtures and improves the student's ability to practice nursing with compassionate Christian caring, academic and clinical excellence and, service to others with cultural humility. A total of 10 nursing courses and three pre-requisite courses (39 credits) are required which include two clinical courses (each require 45 hours of clinical experience for a total of 90 clinical hours).

Course Delivery

The program can be completed in two years but must be finished within six years. Courses are offered in 6-week (summer) and 8-week (Fall/Spring) sessions throughout the year. Courses are delivered asynchronously online with synchronous online sessions scheduled as needed.

Student Learning Outcomes

Essentials

The American Association of Colleges of Nursing (AACN) [*Essentials of Baccalaureate Education for Professional Nursing Practice*](#) (AACN, 2008) are fundamental to the curriculum for the baccalaureate (BSN) nursing program and thereby essential for the practice of professional nursing. This education provides the basis for professional knowledge development which includes skills in critical thinking, communication, ethical decision making, leadership, safe and quality care implementation, inter- and intra-professional collaboration, evidence-based care, culturally humble care, and life-long learning pursuits, all for promotion of quality population health across the lifespan. Furthermore, the curriculum competencies for the baccalaureate nursing program are derived from the AACN *Essentials of Baccalaureate Education for Professional Nursing Practice*.

Undergraduate Learning Outcomes (ULOs)

1. Foundations of Learning: Students develop skills common to the liberal arts and sciences: research, analysis, reflection, and communication.
2. Breadth and Depth of Knowledge: Students develop knowledge common to the liberal arts and sciences in the fields of arts, humanities, natural sciences, and social sciences. Students will also develop specialized knowledge and disciplinary expertise.
3. Faith Knowledge and Application: Students develop informed and mature convictions about Christian faith and practice.
4. Specialized Skills and Scholarship: Students become proficient in the scholarship of their discipline and demonstrate specialized skills needed to pursue a career and/or graduate school.
5. Self-Awareness: Students gain awareness of identity, character, and vocational calling.
6. Social Responsibility: Students demonstrate a commitment to service, reconciliation,

and justice, and respond effectively and ethically to the complexities of an increasingly diverse and interdependent world.

Program Goals

1. Prepare professional nurses to engage in interprofessional collaborative practice and provide holistic nursing care to persons, families, and communities.
2. Provide an environment in which students are encouraged to develop and integrate a dynamic Christian worldview into their personal and professional lives.
3. Provide an educational foundation for graduate study for students.
4. Provide student-centered, evidence-based teaching and learning for nursing practice, leadership, service, and reconciliation.

Curricular Competencies

Graduates from the baccalaureate program at Messiah University practice nursing from a Christian worldview and demonstrate the following competencies in their professional nursing roles of provider of care, designer/manager/coordinator of care, and member of the profession.

1. Critical thinking through the integration of theoretical and empirical knowledge derived from general education courses.
2. Application of knowledge and skills for leadership, quality improvement and patient safety in all aspects of health care delivery.
3. Application of research for evidence-based nursing practice.
4. Use of knowledge and skills of information management and patient care technology for delivery of quality patient care.
5. Adherence to healthcare policies, including financial, regulatory, and legal parameters in all aspects of nursing practice.
6. Effective communication and collaboration with patients, families, communities, and other health care professionals for the delivery of high quality and safe patient care including health promotion, risk reduction, disease prevention, and delivery of comprehensive health care services at the individual and population level.
7. Knowledge of local, national, and global health care issues.
8. Ethical behavior for adherence to the professional values of altruism, autonomy, human dignity, integrity, and social justice.
9. Skill in providing comprehensive holistic, culturally humble care for persons, families, and communities across the lifespan.

Course Descriptions

Course descriptions for all RN-BSN courses are found in the [ADP catalog](#).

Clinical Guidelines

- Preceptor guidelines

Preceptors for RN-BSN students must have a BSN degree or higher and a minimum of one year experience in their current role. Students may use multiple preceptors for clinical

courses. A [Microsoft Form](#) must be filled and preceptor CV/resume must be uploaded to Exxat for each preceptor. Academic and other pertinent information will be shared with clinical agencies upon written request from the agency.

Course requirements

- NRSG 431 Population Health
 - Students are required to obtain 45 hours of clinical experience in a community-based setting that will allow for experiential learning/ application of course content
 - Clinical experiences are directly supervised by a clinical preceptor
- NRSG 451 Nursing Leadership
 - Students are required to obtain 45 hours of clinical experience with a nurse in a leadership role at the unit level of higher
 - Clinical experiences are directly supervised by a clinical preceptor.

MSN

Program Design

The MSN program is designed to prepare nurses at the master's level to have opportunity for advancement in professional roles, including nursing education and administration. Completion of the MSN curriculum provides graduates with a strong foundation for life-long learning and readiness to pursue additional education at the doctoral level.

Course Delivery

Courses are offered in 6-week (summer), 8-week (fall/spring), or 16-week sessions throughout the year. Courses are delivered asynchronously online with synchronous online sessions scheduled as needed.

Student Learning Outcomes

Essentials

Students of the Master of Science in Nursing program (MSN) build upon baccalaureate foundational professional knowledge and expand their knowledge and expertise for higher level understanding and implementation of advanced nursing roles. The AACN [*Essentials of Master's Education in Nursing*](#) (AACN, 2011) and MSN Curricular Competencies provide the foundation for the tracks of the MSN program.

Graduate Learning Outcomes (GLOs)

Messiah University has established learning outcomes for graduate students. These learning outcomes are accomplished through curricular and co-curricular programming and structures. They are:

1. Exhibit mastery of specialized knowledge
2. Perform scholarly activities informed by professional standards.
3. Demonstrate mastery of competencies required in their field of study.
4. Articulate how Christian faith and principles inform their vocation.
5. Apply ethical principles relevant to their profession.
6. Demonstrate intercultural competence.

Program Goals

1. Prepare master's level professional nurses to provide ethical leadership and service by integrating knowledge into practice and applying quality principles for safe, holistic nursing care in advanced nursing roles.
2. Provide a learning environment in which a Christian worldview of service, leadership, and reconciliation emphasizes the use of scientific knowledge, critical thinking, effective communication, and interprofessional collaboration to enhance nursing care and education directed at population health across diverse settings.
3. Promote evidence-based knowledge for integration and dissemination across learning environments and the healthcare system.
4. Provide an educational foundation for doctoral study and life long learning.
5. Provide student-centered, evidence-based teaching and learning for nursing practice, leadership, service, and reconciliation.

Curricular Competencies

Graduates from the Master of Science in Nursing (MSN) program at Messiah University practice nursing from a Christian worldview and demonstrate the following competencies in their advanced professional nursing roles. The MSN graduate:

1. Integrates knowledge from the science of nursing with the knowledge of other disciplines for the development of quality nursing care across diverse settings
2. Applies leadership skills that emphasize ethical and critical decision making for the promotion of high quality and safe nursing care
3. Applies quality principles to all areas of nursing practice
4. Uses translational research skills for the integration of evidence-based findings into nursing practice through written and verbal scholarly communication
5. Uses technology for the enhancement of communication and delivery of quality patient care
6. Uses knowledge of healthcare policy to promote advocacy strategies for the promotion of health and healthcare
7. Uses professional written and verbal scholarly communication for interprofessional collaboration for leadership in the management and coordination of care
8. Applies culturally humble care concepts in the planning, delivery, management, and evaluation of care across healthcare populations
9. Applies an advanced level of understanding of nursing concepts to nursing practice in both direct and indirect care settings

Track: Dual Degree MSN/MBA

The MSN/MBA coursework is a 56-credit program with courses offered online in 6-, 8-, or 16-week sessions. The program is completed in four years and has 180 clinical practicum hours. Students will develop the necessary skills to operate effectively as a leader in several executive healthcare roles. Graduates will be qualified to advocate for healthcare quality from both the patient and administrative perspectives. The program can be completed in four years but must be completed within seven years.

A Sample Plan of Study for this program can be found under the Courses & Curriculum tab at <https://www.messiah.edu/graduate/msn-mba-nursing-administration>.

Track: MSN Nursing Administration

The Master of Science in Nursing (MSN) Nursing Administration track is 38 credits and prepares students to serve diverse patient populations in a variety of healthcare settings. Students will grow as nursing professionals who lead through ethical decision-making and critical thinking, develop effective teams, and build interprofessional collaborations. In partnership with Messiah's MBA program, this degree track brings together cutting-edge nursing science and practice with executive management skills. Graduates will be prepared to take the American Nurses Credentialing Center (ANCC) [Nurse Executive Board Certification](#) exam after meeting the eligibility requirements. The program can be completed in two years but must be completed within six years.

A Sample Plan of Study for this program can be found under the Courses & Curriculum tab at <https://www.messiah.edu/graduate/msn-nursing-administration>.

Course Descriptions: Course descriptions for all MSN courses are found in the [Graduate Catalog](#).

Course Requirements

- NURS 560 Nursing Admin & Executive Leadership I
 - Students are required to have 90 clinical hours in a clinical setting working with a nurse manager at the unit level, nursing supervisor at the facility level, or high-level nursing administrator at the systems level.
- NURS 562 Nursing Admin & Executive Leadership II-Capstone
 - Students are required to have 90 clinical hours in a clinical setting working with a nurse manager at the unit level, nursing supervisor at the facility level, or high-level nursing administrator at the systems level.
 - Academic and other pertinent information will be shared with clinical agencies upon written request from the agency.

Regulatory Standards

The [AONL Nurse Leader Competencies](#) (AONE, AONL, 2022) guide the MSN nursing administration track curriculum, including the MSN portion of the dual MSN/MBA track.

Track: MSN Nurse Educator

The curriculum for the Master of Science in Nursing (MSN) Nurse Educator track is 39 credits and designed to prepare nurse educators at the graduate level to have the opportunity for entry level teaching positions in undergraduate nursing education programs or to serve as clinical nurse educators in clinical practice settings. Graduates will be prepared to take the National League for Nursing (NLN) [Certified Nurse Educator](#) examination after meeting the eligibility requirements. The program can be completed in two years but must be completed within six years.

A Sample Plan of Study for this program can be found under the Courses & Curriculum tab at <https://www.messiah.edu/graduate/msn-nurse-educator>.

Course Descriptions: Course descriptions for all MSN courses are found in the [Graduate catalog](#).

Course Requirements

- NURS 505 Advanced Physical Assessment across the Lifespan
 - Students will complete a minimum of 60 clinical hours with a physician, NP, or APRN who performs head-to-toe physical exams on patients across the lifespan.
- NURS 530 Teaching Methods for Clinical Practice
 - Students are required to obtain 180 hours of clinical practicum experience, which includes 60 hours of direct-care experience.
 - Clinical preceptors in both academic and clinical practice settings directly supervise clinical practicum experiences for the remaining 120 clinical hours.
- NURS 531 Nurse Educator: Leadership Role Development-Capstone
 - Students are required to obtain 60 hours of clinical practicum experience that facilitates development and completion of their selected capstone project.

Regulatory Standards

The NLN [Core Competencies of Nurse Educators](#) (NLN, 2012) guide the curriculum of MSN nurse educator track.

Preceptor Guidelines

Preceptors for MSN students must have an MSN degree or higher and a minimum of one year experience in their current role. Students may use multiple preceptors for clinical courses. [Preceptor Data Sheets](#) and preceptor CV/resume must be uploaded in Exxat for each preceptor. Academic and other pertinent information will be shared with clinical agencies upon written request from the agency. The student-preceptor agreement must be completed no later than the first day of each clinical experience and uploaded into Exxat under Learning Activities.

DNP

Program Design

The DNP program is designed to prepare nurses at the doctoral level with holistic nursing care in an advanced role of nursing leadership.

Course Delivery

Courses are offered in 1-, 6-, 8-, 12-, or 16-week sessions throughout the year. Courses are delivered asynchronously online except for on-campus intensives (FNP only). Some courses may include synchronous online sessions.

DNP Scholarly Project Toolkit

The [DNP Scholarly Project](#) is the hallmark of the practice doctorate, demonstrating an outcome of the student's education experience. The toolkit is a useful document for DNP Scholarly Project-related content.

Student Learning Outcomes

Essentials

Students of the DNP program build upon the generalist foundation afforded through baccalaureate nursing education guided by the AACN [Essentials of Baccalaureate Education for Professional Nursing Practice](#) (AACN, 2008). The DNP curricular competencies reflect the [Essentials of Doctoral Education for Advanced Nursing Practice](#) (AACN, 2006). DNP graduates are prepared for the highest level of evidence-based practice and research translation and for specialized advanced nursing practice in the role of advanced nurse.

Graduate Learning Outcomes (GLOs)

Messiah University has established learning outcomes for graduate students. These learning outcomes are accomplished through curricular and co-curricular programming and structures. They are:

1. Exhibit mastery of specialized knowledge.
2. Perform scholarly activities informed by professional standards.
3. Demonstrate mastery of competencies required in their field of study.
4. Articulate how Christian faith and principles inform their vocation.
5. Apply ethical principles relevant to their profession.
6. Demonstrate intercultural competence.

Goals

1. Prepare doctoral-level professional nurses to provide leadership and service in promoting quality, holistic nursing care.
2. Provide a learning environment where a Christian worldview of service and leadership is integrated toward a culture of excellence for life-long learning.
3. Promote evidence-based knowledge for integration across learning environments and the healthcare system.

4. Provide an educational foundation for advanced nursing practice and post-doctoral study.
5. Provide student-centered, evidence-based teaching and learning for advanced nursing practice, leadership, service, and reconciliation.

Curricular Competencies

Graduates from the Doctor of Nursing Practice (DNP) program at Messiah University practice nursing from a Christian worldview and demonstrate the following competencies in their advanced nursing role. The DNP graduate:

1. Integrates nursing science with knowledge from ethics, biophysical, psychosocial, analytical, and organizational sciences as the foundation in applying the highest level of clinical reasoning and decision making for nursing practice planning and implementation of care.
2. Uses advanced skills of written and verbal scholarly communication for leadership of quality, ethical, and safety healthcare initiatives that incorporate inter-professional collaborations to meet current and future needs of patient populations.
3. Applies analytic methods for critical appraisal of all evidence types for translation of best practice evidence into high level nursing practice implementation through written and verbal scholarly communication.
4. Uses information systems/technology proficiently to evaluate programs of care, outcomes of care, and care systems for quality improvement and administrative decision-making.
5. Analyzes health care policies from the perspective of nursing and stakeholders for application to healthcare financing, regulation, access, safety, quality, and efficacy in providing high quality nursing care.
6. Integrates effective professional written and verbal scholarly communication skills to provide leadership for interprofessional development and implementation of practice models, peer review, practice guidelines, health policy, standards of care, and/or other scholarly projects in addressing complex practice and organizational issues.
7. Analyzes epidemiological, biostatistical, occupational, and environmental data in the development, implementation, and evaluation of culturally humble care directed toward health promotion and disease prevention.
8. Demonstrates advanced levels of clinical assessment and judgment in designing, delivering, and evaluating evidence-based care to improve patient outcomes in primary care environments.

Track: post-BSN to DNP/FNP

Post-BSN to DNP/FNP students expand their knowledge and expertise for the advanced practice role of family nurse practitioner through extensive clinical practice and role preparation in caring for patients across their lifespan within a Christian worldview. The curriculum for the Post-BSN to DNP/FNP program is designed to prepare baccalaureate degree nurses at the doctoral level with holistic nursing care in an advanced role as a family nurse practitioner. There are two levels in the curriculum design, for a total of 86 credits.

The program can be completed in three years but must be finished within eight years. Most courses are offered asynchronously online. NURS 601 and 602 are delivered as on-campus intensives. Some courses offer synchronous sessions throughout the semester that are available live or recorded. Graduates will be eligible to take the Family Nurse Practitioner national certification exam through the American Association of Nurse Practitioners (AANP) or the American Nurses Credentialing Center (ANCC) upon completing all FNP didactic and clinical courses.

A Sample Plan of Study for this program can be found under the Courses & Curriculum tab at <https://www.messiah.edu/graduate/dnp-family-nurse-practitioner>.

Course Descriptions: Course descriptions for all DNP courses are found in the [Graduate catalog](#).

Preceptor Guidelines

Preceptors for students in the DNP/FNP program must be licensed and certified nurse practitioners (NPs), licensed physicians (DO or MD), or licensed advanced practice nurses (APRNs). Preceptors must have a minimum of one year of experience in the field. Students may use multiple preceptors for clinical courses, but the same preceptor cannot be the sole preceptor for more than two clinical courses (starting in NURS 700 level courses); minimum hours per preceptor may exist. A [Microsoft Form](#) capturing preceptor data must be completed for each preceptor. Students must complete the student-preceptor or student project mentor/residency agreement no later than the first day for each clinical experience and upload it into Exxat under Learning Activities. FNP students must complete approximately 50% of the total clinical hours for the program with a nurse practitioner, which may exclude DNP project hours. Students should only spend clinical time with approved preceptors within the course dates. Academic and other pertinent information will be shared with clinical agencies upon written request from the agency. Please contact the CLPC for any questions about FNP program preceptors.

Course Requirements

- NURS 505 Advanced Physical Assessment across the Lifespan
 - 60 clinical with a physician, NP, or APRN who performs **full system** head-to-toe physical exams on patients across the lifespan.
- NURS 702 Advanced Family Practice of Adults I Practicum
 - 120 clinical hours in an adult or family practice **primary care setting** for this course.

- NURS 704 Advanced Family Practice of Adults II Practicum
 - 120 clinical hours in an adult or family practice **primary care setting** for this course.
- NURS 706 Advanced Physical Assessment of Children & Adolescents Practicum
 - 60 clinical with an NP, DO, MD, or APRN who **performs head-to-toe physical exams on pediatric patients ages newborn to adolescent.**
- NURS 708 Advanced Family Nursing Practice of Children & Adolescents Practicum
 - 90 clinical hours in a **pediatric primary care** setting for this course
- NURS 710 Advanced Nursing Practice for Women’s Health Practicum
 - 90 clinical hours in a **women’s health setting** for this course with a physician, nurse practitioner, or APRN (nurse midwife).
- NURS 722 Advanced Family Nursing Application of Clinical Diagnostics Practicum
 - 120 clinical hours in any **setting of their choice** (i.e., inpatient, urgent care, cardiology, pulmonology, family practice, or psychiatry, etc.).
- NURS 724 Advanced Family Nursing Practice of Older Adults Practicum
 - 180 clinical hours with an **older adult population**
- DNP project courses (NURS 623, 632, 731, and 732)
 - A project mentor will be identified from the intended project site
 - A [Student-Project Mentor/Residency Agreement](#) must be approved
 - Refer to the [DNP Scholarly Project Toolkit](#) and course syllabi for more information.
 - All DNP project courses must be taken sequentially. If an interruption in the project course sequence occurs, students must repeat the course(s) or gain approval for progression from the Director, Graduate Program in Nursing.

Standards & Competencies

The DNP curricular competencies reflect the *Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006). The *National Organization for Nurse Practitioner Faculties* (NONPF) [Nurse Practitioner Core Competencies](#) (NONPF, 2017), along with the *NONPF Population-Focused Nurse Practitioner Competencies* (NONPF, 2013) guide the curriculum of the Post-BSN to DNP/FNP program. Additionally, the curriculum is guided by the NTF standards.

FNP Board Certification Process

FNP program graduates are eligible to sit for the ANCC or AANP FNP Certification exams. FNP students should initiate the FNP certification process. Application for the AANP or ANCC exam can be submitted up to 1 year before graduation. Students may sit for the certification exam prior to graduation, if all FNP clinical courses are completed. The exam will be scored; however, the certification number will not be released to the exam taker until the student graduates and the official final transcript is uploaded. Please read and follow the [AANP FNP Candidate Handbook](#) or the [ANCC FNP Certification website](#) for application and examination instructions, which must be followed precisely. If the exam is taken after graduation, the certification number will be released shortly after the exam is passed. After the certification exam is passed and the certification number is obtained, application for state licensure may begin. Directions for state licensure application vary by state. Please see the individual state board of nursing

websites for application instructions. For questions or concerns with this process, contact the Coordinator of the FNP track.

Track: DNP Nursing Leadership

Messiah's post-master's DNP nursing leadership program is appropriate for nurse practitioners, certified registered nurse anesthetists, certified nurse midwives, clinical nurse specialists, nurse educators, nurse administrators, clinical nurse leaders and nurses with master's degrees in other related fields. DNP Nursing Leadership students expand their knowledge and expertise for the advanced nursing role through extensive clinical hours and role preparation within a Christian worldview.

The curriculum for the DNP Nursing Leadership program is designed to prepare advanced practice nurses or nurses with a master's degree in a related field at the graduate level to provide holistic care in an advanced role of nursing leadership. The program is a minimum of 34 credits to include at least 1,000 graduate-level (post-baccalaureate) clinical/project hours.

The program can be completed in two years but must be finished within eight years. Courses are offered asynchronously online, and some courses may offer synchronous online sessions throughout the semester, which are available live or recorded. The curriculum is geared towards preparing students to take the [AONL Nurse Executive Practice Certification](#) upon completing eligibility requirements.

A Sample Plan of Study for this program can be found under the Courses & Curriculum tab at <https://www.messiah.edu/graduate/dnp-nursing-leadership>.

Track: DNP Nurse Educator

Messiah's post-master's DNP nurse educator program is appropriate for nurse practitioners, certified registered nurse anesthetists, certified nurse midwives, clinical nurse specialists, nurse educators, nurse administrators, clinical nurse leaders, and nurses in various specialties aiming to transition into or advance in the field of academic or clinical education. DNP Nurse Educator students expand their knowledge and expertise for the advanced nursing role through extensive clinical hours and role preparation within a Christian worldview.

The curriculum for the DNP Nurse Educator program is designed to prepare advanced practice nurses or nurses with a master's degree in a related field at the graduate level to provide holistic care and evidence-based teaching in an advanced role of nursing education. The program is a minimum of 27 credits to include at least 1,000 graduate-level (post-baccalaureate) clinical/project hours.

The program can be completed in two years but must be finished within eight years. Courses are offered asynchronously online, and some courses may offer synchronous online sessions throughout the semester, which are available live or recorded. The curriculum is geared

towards preparing students to take the National League for Nursing (NLN) [Certified Nurse Educator](#) upon completing eligibility requirements.

A Sample Plan of Study for this program can be found under the Courses & Curriculum tab at <https://www.messiah.edu/graduate/dnp-nurse-educator>.

Course Descriptions: Course descriptions for all DNP courses are found in the [Graduate catalog](#).

Mentor Guidelines

Mentors for students in the DNP NL or DNP NE program must be representatives from the clinical agency where the residency hours for the DNP project are being conducted. Mentors must have a minimum of one year of experience in the field. Students may use multiple mentors for project or residency courses. Students should spend clinical time with approved mentors only within the course dates. If you have any questions about mentors for the DNP NL or NE program, please contact the Director, Graduate Program in Nursing or CLPC. Academic and other pertinent information will be shared with clinical agencies upon written request from the agency.

Course Requirements

- DNP project courses (NURS 623, 632, 731, and 732)
 - Students will find a project mentor from the clinical practice site where they intend to implement their project.
 - A [Student- Project Mentor/Residency Agreement](#) must be approved prior to beginning hours.
 - Refer to the [DNP Scholarly Project Toolkit](#) and course syllabi for more information.
 - All DNP project courses must be taken sequentially. If interruption in project course sequence occurs, students must repeat the course(s) or gain approval for progression from the DNP Coordinator.
- NURS 715 Clinical Residency
 - Students will find a mentor with the guidance of the course faculty and **may** need to complete the [Student-Mentor Residency Agreement](#).

Standards & Competencies

The DNP curricular competencies reflect the [Essentials of Doctoral Education for Advanced Nursing Practice](#) (AACN, 2006), [AONL Nurse Leader Competencies](#) (AONE, AONL, 2022), and the NLN [Core Competencies of Nurse Educators](#) (NLN, 2012).

DNP NL graduates are prepared for the highest level of evidence-based practice and research translation. DNP NE graduates are prepared for the highest level of evidence-based teaching and research translation.

Handbook Acknowledgment

Please complete the annual assignment in the [Canvas Graduate Nursing Resources & Orientation](#) site regarding the ADP and Graduate Nursing Student Handbook, which can be found at <https://www.messiah.edu/gradnursing> and is updated at least annually, or as needed. (This assignment is updated and requires a response each year.)

My attestation in the Canvas site indicates the following:

- I have read, understood, and agree to abide by all policies and guidelines established by the Messiah University ADP and Graduate Programs in Nursing or as outlined in the ADP and Graduate Student Catalogs.
- I authorize the Graduate Nursing Committee (GNC) or its delegate to regularly review and evaluate my academic and disciplinary records to monitor my eligibility for progression in the program.
- I understand that the Messiah University ADP & Graduate Program in Nursing reserves the right to modify policies due to unforeseen circumstances.
- I understand that eligibility to continue in the program is contingent upon satisfying all stated admission and progression criteria.
- I understand that I am personally responsible for tracking my own academic progress via Canvas and Degree Audit and for knowing the progression standards of the ADP & Graduate Program in Nursing and Messiah University.
- I acknowledge that I am responsible for fully complying with all aspects of academic integrity, including preventing plagiarism, while a student at Messiah University. I understand that I will be held accountable for all violations of the academic integrity policy and that a lack of knowledge or understanding of the policy does not constitute a defense for violation.

When notified, please go to the annual handbook assignment in the [Canvas Graduate Nursing Resources & Orientation](#) site to complete this annual assignment.

Student Acknowledgment

Please complete the assignment in the [Canvas Graduate Nursing Resources & Orientation](#) site regarding the Student Acknowledgment Form, **which must be completed prior to initial registration in your program**. The assignment includes the following attestations:

I acknowledge the following:

- I have read the Messiah Graduate Catalog and reviewed the material on the graduate nursing website. I understand the contents and agree to abide by all procedures, policies, and guidelines specified on the website and in these resources.
- I verify that I have completed all of the orientation modules listed in Canvas. This includes but is not limited to the registration tutorial, textbooks, financial aid, and library resources.
- I understand that, because all official Messiah email communication is sent to a student's campus email address, all students are expected to check their email on a regular basis and to respond to communication from faculty and department administration in a timely fashion. The suggested response time for Messiah University students is 2-3 business days, but, given the accelerated pace of the nursing program, I understand that I am expected to check my Messiah University email daily.
- I understand I am responsible for providing Messiah with current contact information. I will notify the graduate registrar's office of any name and/or address changes.
- I also understand that there are laws that govern the authority of a University to teach students in a given state. I understand that there are states in which Messiah is **not permitted to have students complete clinical experiences**. I have contacted my advisor with any questions regarding my state's restrictions and State Authorization Compliance.
- I understand that if I fail to abide by these policies and guidelines, the Graduate Program in Nursing has the right to issue consequences ranging from a verbal warning to dismissal from the program.

*Please complete the assignment in the [Canvas Graduate Nursing Resources & Orientation](#) site regarding the Student Acknowledgment Form, **which must be completed prior to initial registration in your program**.*

Appendices

Appendix A: Physical Exam Form

Messiah University
ADP in Nursing and Graduate Nursing
Physical Exam Form

Last Name: _____ First Name: _____ Date of Birth: _____ Sex: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Emergency Contact: _____ Relationship: _____ Phone Number: _____

TO THE EXAMINER: Please perform a physical examination and comment on all abnormal areas. Healthcare provider must hold licensure as a physician, nurse practitioner, or physician assistant.

Height: _____ Weight: _____ Blood Pressure: _____

Allergies: _____

Body System	Normal	Abnormal	Comments:
HEENT			
Skin & Lymph			
Respiratory			
Cardiovascular			
Gastrointestinal			
Genitourinary (including hernia)			
Musculoskeletal			
Neurological			
Psychiatric			

Laboratory Tests and Immunizations:

Please complete ALL of the following and include the dates (or attach immunization record).

TB screen (1 or 2 step PPD or IGRA test) Type: _____ Date: _____ Result: _____

If positive TB test,* Date of Chest X-ray: _____ Result: _____

**Positive TB screen requires a physical exam that includes a focused symptom screen & chest x-ray. Documentation of appropriate medical treatment is required following a positive diagnosis of active or latent TB infection. Following a positive TB screen, documentation of an annual symptom screen is required.*

	Immunization date(s)	Titer date and result
Varicella		
Measles/Mumps/Rubella		
Hepatitis B		
Tdap (within last 10 years)		

Health Care Provider: Signing below indicates that you have found the named student to be in good physical and mental health, free from any health impairment which is of potential risk to patients, personnel, students, or faculty and which might interfere with the performance of his/her nursing student responsibilities, and able to participate fully in a nursing clinical experience.

Signature of Examiner _____ Printed Name _____ Credentials _____ Date _____

Address _____ Phone number _____ License # _____

Appendix B: TB Screening Form



Tuberculosis (TB) Screening Form

Student to complete this section BEFORE taking to health care provider:

NAME (PRINT) _____ DATE OF BIRTH _____

I have completed the Messiah University tuberculosis pre-screening form and checked YES on questions 1-9. **Because I checked yes on one or more of these questions, I am required to get a PPD** (or if my health care provider deems a blood test is necessary, a T-spot or IGRA).

Check off the questions you checked YES to on the online pre-screening:

- Have you recently had close contact with someone with infectious tuberculosis
- Have you had changes on a prior chest x-ray suggesting inactive or latent, or prior tuberculosis infection?
- Are you positive for HIV?
- Are you an organ transplant recipient?
- Are you immunocompromised due to an illness or medications that you take on a regular basis?
- Do you have a history of using illegal injectable drugs?
- Are you (or have you been within the last year) a resident, employee, or volunteer in a high-risk setting (e.g. correctional facilities, nursing homes, homeless shelters, hospitals, and other health care facilities)?
- Were you born in a country with a high incidence of TB (other than North America or West Europe)?
If yes, which country? _____
- Have you had frequent or prolonged visits (longer than 6 months) to one or more of the countries with a high incidence of TB in the past 2 years ?
If yes, which country? _____

I have completed the Messiah University tuberculosis pre-screening form and checked YES on questions 10 and/or 11. **Because I checked yes on one of these questions, I am required to get a TB blood test – either a T spot or IGRA.** A PPD skin test will NOT be accepted under any circumstances and a failure to have this blood test done may cause delays and fees.

Check off the questions you checked YES to on the online pre-screening:

- Have you ever been vaccinated with BCG?
- Have you ever had a positive TB test in the past?

THIS SECTION IS TO BE COMPLETED BY HEALTH CARE PROVIDER:

Tuberculin Skin Test: Date placed: _____ Date read: _____ Results: _____ mm		
Lot # _____ Expiration date: _____		
Signature (administered by): _____		IF PPD is greater than 10 mm, proceed to IGRA or Tspot
Quanti-FERON Test Results: Positive () Negative () T-spot Results: Positive () Negative () <i>Borderline or Indeterminate results must be repeated</i>		
Chest x-ray (required if IGRA or Tspot test is positive): Date: _____ Normal () Abnormal ()		
**MUST ATTACH COPYS of all LABS AND XRAYS		
INH Treatment: Initiate Date _____ X _____ months Declined ()		
Health Care Provider signature _____		Date: _____

Appendix C: Graduate Nursing Clinical Requirements

Additional requirements may be requested by individual clinical agencies and may include HIPAA training and/or educational modules. Clearances are to be obtained from the state in which clinical experiences will take place. Child Abuse History Clearance requirements vary by state; please check with the Clinical Liaison & Placement Coordinator if you are unsure if your state has a separate clearance.

Document	Requirement Information	Submission due
Current RN license	Renew every 2 years	Before the start of first clinical course and kept current as needed
<i>Clearances:</i>		
State Criminal Background Check	Dated within the last 18 months	Before the start of first clinical course and kept current as needed
Child Abuse History Clearance	Dated within the last 18 months	Before the start of first clinical course and kept current as needed
FBI Fingerprinting Clearance	Dated within the last 18 months	Before the start of first clinical course and kept current as needed
10-panel Urine Drug Screen	Within 1 year of clinical start	Before the start of first clinical course
<i>Health Requirements and Vaccines:</i>		
Varicella	2 vaccinations OR positive varicella titer	Before the start of first clinical course
Tdap	within last 10 years, update if expired	Before the start of first clinical course
MMR	2 vaccinations OR positive titers	Before the start of first clinical course
#Hepatitis B	3 vaccinations	Before the start of first clinical course
#Influenza	Dated after Aug 1 (annual)	Before the start of first clinical course
#COVID-19	Two doses of Moderna or Pfizer, or one dose of J&J (requirement based on sites/ CDC recommendations and subject to change)	Before the start of first clinical course
Physical Examination Form	Exam performed within the year	Before the start of first clinical course
TB Screening blood Test (T-SPOT, or QuantiFERON-TB) or skin test (PPD); chest x-ray if positive; Proof of completed tx if necessary	Less than 1 year before the start of clinical	Before the start of first clinical course and renewed annually
Health Insurance		Before the start of first clinical course and renewed each semester
<i>Certifications and Insurance:</i>		
Basic Life Support for the Healthcare Provider (BLS)	American Heart Association (or American Red Cross as acceptable by sites)	Before the start of first clinical course and kept current as needed
Liability insurance	FNP students required; other programs optional but recommended; \$1 million/ \$3 million minimum	Before the start of first clinical course and kept current as needed

#declination/exemptions available

Appendix D: FNP Clinical Site Visit Guidelines

The Messiah University School of Graduate and Professional Studies is committed to high quality graduate nursing education. These guidelines were developed to support and assess the clinical experiences and the partnerships between the students, faculty, school, preceptors, and clinical sites.

Overall guidelines:

1. Express thanks to the preceptor for their commitment and involvement
2. Address student/preceptor connection with the Messiah University faculty and graduate nursing program
3. Identify opportunities for constructive feedback & teaching “in the moment.”
4. Evaluate and promote professional growth and development.
5. Assess student’s confidence in skill & knowledge.
6. Conduct appropriate number and timing of site visits:
 - a. The number of site visits should equal the number of credits in the clinical course
 - b. Site visits should be equally divided across the students’ scheduled hours
 - i. Ex: 2 credit clinical course should have 2 site visits, as a minimum, approximately 1/3 and 2/3 of the way through the students’ hours. More visits may be indicated based on faculty discretion.
 - ii. Since each student will complete hours at their own pace, the visits should be scheduled across the students’ scheduled hours, not necessarily by weeks of the semester.
7. Deliver clear expectations for future hours/courses.
8. Conduct site visits in-person or via Zoom.

Questions for faculty to ask:

- Did student initiate/schedule the site visit in a timely manner?
- How many clinical hours has the student completed?
- How do the student and preceptor believe the student is performing?
- Does the student exhibit professionalism at the clinical site?
- What types of patients is the student seeing?
- Is the student obtaining HPI/ROS and/or conducting the PE independently?
- To what degree is the student participating in diagnosis/planning/clinical decision making?
- How many patients are seen per day by the student?
- Is the student appropriately proficient in the number of patients seen per day?
- Are there any questions/concerns from the student or preceptor?

Faculty should:

- View a student/patient encounter, if possible. If not possible, faculty should conduct a standardized patient or telehealth simulation to assess student/patient interaction.
- Evaluate computer or SOAP note documentation.

- Identify goals for remaining clinical hours/future semesters.
- Review the number of clinical hours and plan for completing the remaining hours.
- Assess Exxat notes and patient encounters for diversity/appropriateness to the course.
- Evaluate appropriateness of student performance based on timing in semester and curricular placement.

Steps to clinical site visit:

1. Prior to the site visit:

- Student coordinates site visit scheduling based on number of hours completed and availability of preceptor, student, and faculty. Students who do not establish and maintain appropriate communication with the clinical faculty to schedule the site visit are at risk of not passing the course. Students should identify 3-4 available days/times and present them to clinical faculty at least 3 weeks in advance. When scheduled, the faculty will establish a Zoom link and send to the student or use the faculty member's Personal Meeting ID number.
- Faculty should review Exxat for the number of completed hours, types of patients being seen, independence level during patient encounters, and SOAP notes (minimum one per clinical day or at faculty discretion). Faculty should mark clinical hours as "approved" in Exxat after review.

2. During site visit:

- Student meets with the preceptor and clinical faculty.
- Faculty will ask questions of student and preceptor.
- Faculty observes a clinical encounter with patient. If direct patient observation is not possible, the student should be referred for a phone, Zoom-based, or in-person f
- Students should present the observed patient to the faculty, including a management plan review.
- Faculty and students review SOAP notes/documentation records
- Faculty reviews student's Exxat case log summary and debrief about progress, problems, and/or challenges.
- Students and faculty establish goals for the remainder of clinical hours.
- Student and faculty evaluate appropriateness of clinical site in terms of patient population, preceptor/staff dedication, and physical environment.
- The preceptor provides objective input regarding student progress.

3. After site visit:

- Faculty to complete the [Clinical Site Visit Formative Assessment Tool](#) in the course Canvas site.
- Mark the site visit as complete in Canvas.
- Student reviews comments and applies recommendations
- The preceptor completes an end-of-semester assessment of student performance via Exxat.

Appendix E: Clinical Site Visit Formative Assessment Tool

Purpose: The purpose of this tool is to assess student performance and progress through FNP clinical courses and to identify strengths and areas for improvement.

Directions: Clinical course faculty will complete this tool in Canvas using the rating scale below after clinical site visit (virtual or face-to-face) observation or simulation and discussion with the student and preceptor.

N/A = Not seen or not applicable to current clinical site

0 = unable to demonstrate

1 = able to demonstrate with significant assistance

2 = able to demonstrate with some assistance

3 = independent with minimal assistance

4 = mostly independent

5 = completely independent and accurate

Criteria	Rating 0-5	Comments
Reviews health records to gather appropriate data		
Thoroughly collects HPI and ROS		
Conducts physical exams using appropriate technique		
Selects appropriate diagnostic tests		
Demonstrates knowledge of pathophysiology related to common conditions		
Identifies appropriate differential diagnoses		
Develops a thorough plan of care that incorporates the patient's educational needs, lifestyle, culture, and family/community resources		
Considers evidence-based treatments for common conditions		
Quickly identifies emergent situations		
Collaborates with and refers to an interprofessional healthcare team when indicated		
Documents in a well-organized, thorough, and concise manner		
Accepts constructive feedback in a positive manner		
Provides patients and colleagues with warmth, compassion, and respect		
Models professional behavior in communication and timeliness		
Actively pursues learning opportunities and remains engaged throughout clinical experiences		
Strengths:		
Areas for Improvement:		

Appendix F: Student-Preceptor Agreement

STUDENT AND PRECEPTOR INFORMATION

Student Name: _____

Preceptor Name: _____

Clinical Site: _____

Course: _____

Dates: _____ Hours Needed: _____

The student agrees to:

- Schedule all clinical time, including make-up time, at the convenience of the preceptor.
- Be prepared and punctual in the clinical area on scheduled days and times.
- Notify preceptor and faculty of schedule changes, as far in advance as possible.
- Maintain patient confidentiality in accordance with state and federal law.
- Function within the protocols of the clinical agency and clinical scope of practice.
- Demonstrate professionalism in all aspects of the preceptorship, including attendance, meetings, and discussions.
- Complete the agreed upon hours of clinical experience.
- Contact the School of Nursing faculty with any concerns.

The preceptor agrees to:

- Negotiate dates and times for student clinical experiences and arrange for a qualified substitute in the Preceptor's absence
- Meet with the student before the clinical experience begins to discuss the objectives, activities, and outcomes of the preceptorship.
- Provide necessary orientation.
- Serve as a mentor and provide supervision for the student during the duration of the clinical experience.
- Evaluate student's progress and provide regular feedback.
- Inform the School of Nursing of any problems with the student.
- Communicate with the faculty about student performance as requested.

Student Signature _____ Date _____

By signing my name on the line above, I certify that I have read and acknowledge these statements.

Preceptor Signature _____ Date _____

By signing my name on the line above, I certify that I have read and acknowledge these statements.

Appendix G: Student-Project Mentor/Residency Agreement

STUDENT AND MENTOR INFORMATION

Student Name: _____

Mentor Name: _____

Project Site: _____

Course: _____

Project Title: _____

Implementation Dates: _____ Hours Needed: _____

The student agrees to:

- Schedule all project time, including make-up time, at the convenience of the clinical site.
- Be prepared and punctual in the project area on scheduled days and times.
- Notify mentor and faculty of schedule changes as far in advance as possible.
- Maintain patient confidentiality in accordance with state and federal law.
- Function within the protocols of the clinical agency and clinical scope of practice.
- Demonstrate professionalism in all aspects of the project, including attendance, meetings, and discussions.
- Contact the School of Nursing faculty with any concerns.

The mentor agrees to:

- Negotiate dates and times for student project/residency experiences and arrange for a qualified substitute in the mentor's absence.
- Meet with the student before the project/residency begins in order to discuss the objectives, activities, and outcomes of the project.
- Provide necessary orientation.
- Serve as a mentor and provide supervision for the student during the duration of the hours or project implementation.
- Evaluate student's progress and provide regular feedback.
- Inform the faculty of any problems with the student.
- Communicate with the faculty about student performance as requested.

Student Signature _____ Date _____

By signing my name on the line above, I certify that I have read and acknowledge these statements.

Mentor Signature _____ Date _____

By signing my name on the line above, I certify that I have read and acknowledge these statements.

Appendix H: Clinical Incident Process & Report Form

In the event that a student or faculty member is involved in a situation during a clinical experience which warrants the completion of an institutional incident report, the following process must be followed:

POLICY:

The APD & Graduate Program in Nursing will keep records of any reportable clinical incidents directly related to student performance in the clinical setting that results in the clinical facility or agency formally documenting it as a clinical incident.

PURPOSE:

This documentation provides the necessary information, should it be needed at a future date.

Clinical incident documentation will serve as information to guide possible policy revision and review related to clinical/simulation experiences and activities of students.

PROCEDURE:

1. Any reportable clinical incident related to patient care must be immediately reported to the program coordinator by the faculty.
2. Faculty will assist the student in completing documentation required by the clinical facility and complete the Clinical Incident Report form within 72 hours.
3. The clinical instructor and the student involved in the incident will complete the Clinical Incident Report form within 72 hours.
4. The program coordinator will report the incident within 72 hours to the Assistant Dean of Nursing, who will identify any need for further action.
5. The completed form for the clinical incident will be kept in the ADP & Graduate Program in Nursing's confidential file for a period of five years after the student is no longer in the nursing program.

CLINICAL INCIDENT REPORT FORM

Agency Name: _____ Agency Contact: _____

Student Name: _____ Faculty Name: _____

Clinical Course: _____ Clinical Rotation: _____

Date of Incident: _____ Time: _____ a.m. /p.m.

List all individuals involved (including titles):

Description of incident & patient response as documented on patient record. Include nature of or potential for injury:

Description of any intervention post-incident:

What was the patient outcome (if known)?

What recommendations were made to prevent this type of incident in the future:

_____ <i>Student Signature</i>	_____ <i>Date</i>	_____ <i>Faculty Signature</i>	_____ <i>Date</i>
_____ <i>Assistant Dean of Nursing Signature</i>	_____ <i>Date</i>	_____ <i>Course Coordinator Signature</i>	_____ <i>Date</i>