

Welcome Message

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

This MSN Educator/Informatics/Leadership Student Handbook is designed to guide your progression through the nursing curriculum and should be maintained throughout the program as a reference. The policies, guidelines and resources contained in this handbook serve to guide the practice of the School of Nursing. They are consistent with, and expand upon, those of Georgia Southwestern State University. Policies of Georgia Southwestern, as well as a list of student rights and responsibilities, are outlined in the found on the GSW website.

HANDBOOK DISCLAIMER

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

<u>Administration / Faculty / Staff</u>

human resource and

Leadership (26 Credit Hours)

Course Number	Title	Credits	Lab/Practicum Hours
NURS6100	Principles of Leadership & Management within Health Care Organizations	3-0-3	Hours

Post-BSN/MSN Informatics Certificate Program (18 credit hours)

Course Number	Course Title	Credit
NURS6100	Principles of Informatics	3-0-3
NURS6170	Concepts of Informatics I	3-0-3
NURS6711	NURS6711 Concepts of Informatics II	3-0-3
NURS6750	NURS 6750 Health Systems Project Management	3-0-3
NURS6730	Process Improvement for Health Care	3-0-3
NURS 6407	Practicum	0-9-3

Post BSN/MSN Leadership Certificate Program (18 credit hours)

Course Number	Course Title	Credit
NURS6100	Principles of Leadership & Management within Health Care Organizations	3-0-3
NURS6119	Information Technology in Health Care	3-0-3
NURS 6210	Management of Human Resources	3-0-3
NURS 6230	Health Care Delivery Systems	3-0-3
NURS 6240	Health Care Finance	3-0-3

Post-Baccalaureate Healthcare Informatics Certificate Program (18 credit hours)

Course Number Course Title Credit

Course descriptions of the courses shown above may be found on the GSW Website at https://www.gsw.edu/registrar/

MSN Academic Policies and Progression

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

Candidates for the Master of Science in Nursing degree must meet the following standards.

A 3.0 grade point average on a 4.0 scale is required in all courses attempted to satisfy degree requirements.

To progress in the graduate nursing program, a grade of A or B must be earned in all courses. If a grade of C is earned, the course must be repeated. A student may petition to repe 0.1 6(i)-2(t)W*nBT/m0 g0

principles of academic integrity apply in each academic setting they enter. While the faculty member is responsible for setting

from the faculty member, especially when unsure of how to apply the principles in a particular situation. When in doubt, seek guidance from the instructor.

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

MSN Professional Conduct Guidelines

Introduction:

The nursing profession holds its members responsible, self-directed, and accountable, to uphold professional behaviors. The School of Nursing adheres to the professional and ethical behaviors set forth in the ANA Code of Ethics, ANA Standards of Nursing Practice, National Council of State Boards of Nursing, and the Rules and Regulations of the State Boards of Nursing. Professional behaviors are linked to positive outcomes and patient safety.

MSN students are engaged in a number of professional relationships and therefore have obligations to different individuals and groups. These include patients and their families, health care personnel, fellow

communicating with unauthorized individuals, and communicating to others about dient information in public places or posting on social media.

physical or verbal abuse, or detention of any person while engaged in any MSN activity. This includes unprofessional and/or inappropriate communication with faculty, staff, dients, or peers.

inappropriate or dangerous medication or performance of procedures without supervision or outside the scope of practice.

policies, dinical policies or academic integrity policies.

nursing care with appropriate skill and safety in accordance with course objectives and clinical facility policies and procedures.

the MSN program.

Sanctions for Professional Conduct Violations

Any professional misconduct violation will result in one of the following sanctions:

Reprimand official warning in writing that continuation or repetition of conduct will result in further discipline

Suspension exclusion from enrollment in classes for a minimum of 1 year.

Expulsion permanent dismissal from the MSN program

All second offenses will result in expulsion.

Dismissal from a dinical site will result in automatic dismissal from the MSN program.

Process for Resolving Professional Conduct Violations

If an instructor discovers a case of professional misconduct, he or she will contact the student to discuss the violation. Penalties may include an administrative withdrawal, failure of the course, and in some cases, expulsion from the program.

After meeting with the instructor, the student may accept the penalty or request a review by the Faculty - Student Conduct Board. If a review is requested, the instructor will contact the Chair of the Faculty - Student Conduct Board to schedule a meeting. The instructor and student will provide any related documentation to the Chair of the Faculty - Student Conduct Board. The Chair of the Faculty - Student

Conduct Board will convene a meeting to review the documentation provided.

The student charged with violation of professional misconduct will be given the opportunity to meet with the board, in person or virtually, to offer his or her input related to the violation. The Faculty - Student Conduct Board will discuss the incident to determine if a violation did occur. The student will be notified of the decision of the Faculty - Student Conduct Board within 24 hours.

If the student does not agree with the decision of the MSN Faculty - Student Conduct Board, an appeal may be filed according to the MSN Chain of Command and GSW policy as follows: Associate Dean, Dean, and then the Director of Student Rights and Responsibilities.

Clinical Requirements for Health Assessment / Practicum

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

Prior to enrolling NURS 6910, Practicum I, students are required to purchase a package from a School of Nursing authorized vendor containing an annual background check, annual drug/alcohol test, and immunization tracker consisting of specific requirements necessary for dinical site placement. Students will also purchase a dinical documentation program to track dinical hours with preceptor.

Clinical Approval - Every dinical site and preceptor must have a current, signed

documented. Physical exam must be valid from the first day of the semester of registration through the last day of the semester.

Serum Titers

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

All students registering for their first clinical course must have present in their School of Nursing files satisfactory of:

1. vaccination for Hepatitis B within the preceding 5 years **OR** a conformed prior illness with Hepatitis B **OR** receipt of at least the first does of the vaccine for Hepatitis B; proof that all three doses of the vaccine have been given must be submitted within 6 months of the first dose.

AND

- 2. documentation of titer for Hepatitis B antibody level.
- 3. documentation of titers for measles, mumps, rubella, and varicella zoster.

Immunizations:

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

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

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

Guidelines for MSN Practicum Clinical Site and Preceptor Selection

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

Procedure for Securing a Clinical Site and Preceptor

- 1. Students contact prospective preceptors to ask them to serve in that capacity. Faculty can assist students by suggesting potential preceptors.
- 2. Nurses who serve as preceptors must be licensed as a nurse by the state in which they practice.
- 3. The Student must submit a completed *Preceptor Information Form*. This form should be submitted by midterm of the semester preceding the anticipated dinical experience. If the form is incomplete on submission it may delay or prolong the processing of the preceptorship agreement.
- 4. The preceptor and clinical setting must be approved by the course faculty prior to any written agency agreements being finalized for a course.
- 5. The preceptor and agency agreement must be signed and returned to the School of

Student Responsibilities for Preceptor/Clinical Site:

- Students must identify and contact qualified preceptors in approved dinical settings.
- The student must submit the Information to faculty for approval. A
 written preceptor and agency agreement is sent to the dinical setting after faculty
 approval.
- Each student is responsible for arranging with the preceptor a schedule to indicate the
 exact times and dates of the required number of clinical hours to complete the
 preceptorship.
- 4. Students are required to inform the preceptor and faculty member of any changes in the schedule or any absence. Preceptors should be contacted at least a day before the absence when possible.
- 5. Students are required to review with the preceptor the objectives of the preceptorship.
- 6. Collaborates appropriately with other health care professionals.
- 7. Students must complete all dinical hours with their preceptor or an approved, qualified person assigned by the preceptor.
- 8. Any problems that arise during preceptorship must be reported to the preceptor and the faculty member immediately.
- 10. The Tatlut 10 Part 10 Part

Preceptor Responsibilities for Preceptorship

- 1. Qualified persons may accept the request of a student to be a preceptor.
- 2. Preceptors should orient the student to organizational policies and procedures specific to the setting.
- 3. Preceptors are to report to the faculty member if the student does not complete the dinical hours or does not notify the preceptor of an absence.
- 4. Preceptors must approve all schedule revisions.
- 5. Preceptors should review course objectives with the student and contact the program faculty member if any questions arise.
- 6. Preceptors report to nursing faculty any problems encountered with the student during

Faculty Responsibilities for Preceptorship

- 1. Faculty can assist students by suggesting potential preceptors.
- 2. Faculty must approve selection of preceptors by students and submit the information for processing by the School of Nursing.
- 3. Faculty must maintain current student records of the following:
 RN licensure, liability insurance, BCLScertification, Drug Screen, Immunization status,
 Physical examination, TB screening, disclosure of legal convictions or arrest.
- 4. Faculty is available to preceptors as needed.

APPENDICES

SEMESTER CONTRACT AGREEMENT WITH PRECEPTOR CLINICAL SITE AND GSW FORM

PRECEPTOR AGREEMENT FORM

PRECEPTOR QUALIFICATION RECORD

MSN LEARNING AGREEMENT: Information and Directions

MSN LEARNING AGREEMENT: I. Student Learning Outcomes Table

MSN LEARNING AGREEMENT: II. Signature Section (week 1) and III. Verification at

Conclusion of Practicum (week 15)

MSN STUDENT ACTIVITIES LOG: Instructions and Due Dates

MSN STUDENT ACTIVITIES LOG TABLES: Weeks 1-15

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

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

PRECEPTOR QUALIFICATION RECORD

Name GA License#	
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GSW School of Nursing MSN LEARNING AGREEMENT

Student Information:

Student Name	Student ID#		
Email	Phone		
eptor Information:			
Preceptor			
Email	Phone		
Work Address			

Directions:

For Week 1, complete the Learning Agreement with program outcomes and self-identified goals and initial plans to meet those self-identified goals.

MSN LEARNING AGREEMENT

II. Signature Section (Week 1)

Submitted by (Student)	Date
Preceptor Signature	Date
Accepted by (Faculty)	

GSW School of Nursing Practicum Student Activity Log

Student Name	Term <u>:</u>	Student ID#
Preceptor	Faculty	
Instructions: Complete information for each we	eek, adding new rows as need	ded for additional activities.
Required Hours: Practicum consists of 135 hours. I dinical focus with a specific patie	·	at least 30 hours pf practicum must evidence a
Un		

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