



Holy Family
UNIVERSITY

SCHOOL OF
NURSING &
HEALTH SCIENCES

Master of Science in Nursing

MSN Student Handbook

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**School of Nursing & Health Sciences
MSN Handbook**

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About Holy Family University

Holy Family University is a private Catholic institution located in Philadelphia, PA. Founded in 1954, the University's mission is informed by its core values of family, respect, integrity, service and responsibility, learning, and vision. The University embraces diversity and inclusion, ensuring a welcoming and accessible learning community for all. The University is composed of four schools: Arts & Sciences, Business & Professional Studies, Education, and Nursing & Health Sciences. Nestled in the heart of a historic residential neighborhood in the Northeast, the University is just minutes from the excitement of Center City. Holy Family enrolls more than 3100 students at the undergraduate, graduate, and doctoral levels at its Philadelphia and Newtown campus locations.

Holy Family University is a sponsored ministry of the Sisters of the Holy Family of Nazareth.

1.0 MASTER OF SCIENCE IN NURSING PROGRAM ACCREDITATION

Holy Family University retains full regional accreditation as an institution of higher learning offering baccalaureate, master's, and doctoral degrees from the Middle States Association of Colleges and Schools. Holy Family University maintains full approval from the Department of Education for the Commonwealth of Pennsylvania.

The master's degree program in nursing program at Holy Family University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

2.0 INTRODUCTION

The Master of Science in Nursing (MSN) Student Handbook contains information specific to the MSN program as well as exceptions to the general policies and procedures listed in The Holy Family University Graduate Catalog. The MSN Student Handbook and [Graduate Handbook](#) used in conjunction with each other.

Holy Family University reserves the right to change, without notice, any statement in this publication concerning, but not limited to rules, codes of conduct, processes and procedures, policies, tuition, and fees.

3.0 SCHOOL OF NURSING AND HEALTH SCIENCES MISSION, VISION, AND VALUES STATEMENTS

3.1 *Mission*

The mission of the School of Nursing and Health Sciences is to educate students within the University environment, at the graduate and undergraduate levels, to assume a professional role in the delivery of high-quality care in nursing and radiologic science and cultivate a sense of responsibility to be actively involved in service to the human family.

3.2 *Vision*

The vision of the School of Nursing and Health Sciences is to provide exceptional quality nursing and radiologic science education in a caring, collegial, faith-based environment that challenges students and faculty to extend their intellectual horizons.

3.3 *Values*

The mission and vision of the School of Nursing and Health Sciences are built upon the core values of Holy Family University: family, respect, integrity, service and responsibility, learning, and vision.

4.0 HOLY FAMILY UNIVERSITY NURSING PHILOSOPHY

The Philosophy of Nursing at Holy Family University embodies and enlarges upon the institutional mission by including statements of values and beliefs about humankind, the environment, health, nursing, and education. These statements provide the foundation for the conceptual and theoretical bases for the nursing programs.

In the setting of a Catholic, liberal arts university, the nursing curricula are committed to the development of the whole person. Through close personal interaction between students and faculty, an atmosphere of mutual respect, and an environment that facilitates dialogue, trust is developed. In the context of the Judeo-Christian tradition, Nursing fosters a reverence for the dignity of the human family and a respect for the uniqueness of the individual. Furthermore, an appreciation for education as a liberating force is highly valued.

4.1 Humankind

A diverse and complex creation of God, humankind is a unique combination of body, mind, and spirit. Humans exist within the contexts of the individual, family, group, community, nation, and world. Humans have the capacities for self-knowledge, the ability to choose, think critically, and assume responsibility for others.

4.2 Environment

The environment is complex in nature and is a continuous dynamic interchange of physical, psychosocial, cultural, spiritual, economic, and political contexts within a global world. The effects of the environment on the health of individuals, families, and communities are addressed by nursing.

4.3 Health

Health is a dynamic, multidimensional state fluctuating along a wellness-illness continuum. The responsibility for health lies ultimately with the person and society, not with any one segment of that society. Individuals can take deliberate action to promote, maintain, enhance, and/or restore health for themselves and society.

4.4 Nursing

Nursing encompasses the arts and sciences and requires the integration of specialized knowledge and skills in providing comprehensive care for individuals, families, and communities. The art of nursing primarily consists of the use of self in caring for others and requires an appreciation of the whole person. The development of a sense of service and social consciousness is important to the role of the professional nurse. Nursing as a science builds upon extant theories from nursing and other disciplines. Nursing science continues to

generate and test hypotheses to develop comprehensive nursing knowledge for the delivery of nursing care.

Professional nursing involves accountability for the diagnosis and treatment of actual and potential human responses throughout the lifespan. Nursing as a profession assists human beings in the management of these responses on a continuous basis to sustain life and health, recover from disease or injury, and/or die with dignity. Nursing actively participates in developing a quality, accessible health care delivery system. Nursing practice focuses on health promotion, disease prevention, early detection of illness and health restoration. Essentially, nursing provides a human service that encourages self-reliance in the management of health care. Nursing, in partnership with consumers and health care team members, assists in the development of healthy communities. Working collaboratively with other members of the health care team, nursing ensures clients' rights to actively participate in planning their health care.

4.5 Education

Nursing education is engaged in developing critical thinking and critical reasoning skills. The application of knowledge based on scientific principles, which incorporates research into practice, is essential in the development of the professional nursing role. The partnership between faculty, student, and consumer is a key component for learning in all nursing programs. Faculty and students are critical thinkers and active learners.

Faculty facilitates learning and provides guidance for students through expanded learning experiences. Students are assisted to assume responsibility for seeking and using resources, actively participating in learning, and evaluating personal progress. Nursing recognizes its responsibility to prepare graduates for the changing needs of society. The nursing faculty believes the advancement of the nursing profession is accomplished through the educational process, which includes scholarship, practice, technological competence, and leadership. The expectation for graduates is that they accept responsibility for continued professional growth, advancement of the profession, and the provision of competent and safe nursing care that is evidence-based, collaborative, culturally appropriate, and guided by moral, ethical, and legal principles.

5.0 MASTER OR SCIENCE IN NURSING PROGRAM MISSION, GOALS, OUTCOMES, AND FEATURES

5.1 MSN Program Mission

The MSN program is committed to the provision of high-quality graduate education that instills in the MSN graduate a responsibility to God, humanity, the nursing profession, and self.

5.2 MSN Program Goals

The School of Nursing and Health Sciences faculty are committed to the development of master's-prepared nurses who practice at an advanced level in the study and delivery of high-quality health care.

The goals of the Master of Science in Nursing program are to:

1. Provide a graduate nursing curriculum that is tailored to address current and future global health care needs and issues in a variety of health care settings.
2. Prepare graduates for nursing practice in advanced capacities.
3. Provide a foundation for certification in selected specialty areas of nursing and doctoral study.

5.3 Program Outcomes

At the completion of the program graduates will be able to:

1. Synthesize knowledge from nursing, related sciences, and humanities to enhance health care and advance the practice of nursing.
2. Assume a leadership role in developing and implementing clinical practice programs in the promotion, maintenance, and restoration of health.
3. Design quality improvement and patient safety initiatives to promote culturally responsive and equitable patient-centered care.
4. Demonstrate the use of scholarly inquiry to investigate, propose, and disseminate resolutions to nursing and healthcare issues and to contribute the body of nursing knowledge.
5. Analyze current and emerging technologies to support practice and advance knowledge in community health, education, administration, and clinical practices.
6. Promote change in health care delivery systems through an analysis of variables that influence the design and funding of health care systems and policy.
7. Design strategies to promote collaborative relationships in the delivery of health care.
8. Incorporate the concept of social responsibility into practice through a respect for the whole person and concern for the health and welfare of others.

5.4 Master of Science in Nursing Program Features

1. Individualized Practicum to focus on areas of interest and enhance past work experience
2. Part-time enrollment
3. Online course format
4. Class schedules designed for students who are working full or part-time
5. Practicum requirements may require daytime attendance

6. Doctorate prepared faculty

6.0 MASTER OF SCIENCE IN NURSING DEGREE AND POST-MASTER'S CERTIFICATE PROGRAM DESCRIPTIONS

6.1 Master of Science in Nursing Degree

Students enrolled in the Master of Science in Nursing degree program at Holy Family University are introduced to an interdisciplinary curriculum grounded by professional nursing standards, ethical and moral concepts, and scientific principles.

6.2 Post-Master's Certificate Programs

MSN Certificate Nurse Education or Nurse Leadership

Specialize your MSN with a postgraduate certificate in Education or Leadership.

Nurse Leadership consists of six courses (12 credit hours).

Nurse Education consists of four courses (12 credit hours)

The Post Master's Certificate enables experienced professional nurses to leverage their knowledge and experience to gain the advanced competencies needed to move into education or a leadership position.

You will work with the School of Nursing to arrange your coursework upon School of Nursing and Health Sciences approval.

6.2.1 Post-Master's Certificate Program in Nursing Education (12 credits)

Post-Master's Certificate in Nursing Education Core Requirements:

Students are required to take a total of 12 credits, 128 hours for each practicum course for a total of 256 hours for the Certificate

NURS 700: Teaching, Learning and Curriculum Development in Nursing Education

NURS 705: Teaching, Learning and Assessment in Nursing Education

NURS 710: Nurse Educator Role Practicum

NURS 715: Advanced Clinical Practicum

6.2.2 Post Master's Certificate Program in Nursing Leadership (12 credits)

Post-Master's Certificate in Nursing Leadership Core Requirements:

Students are required to take a total of 12 credits, 64 hours for each practicum course for a total of 256 hours for the Certificate.

NURS 720 Nursing Leadership in Health Care Organization I

NURS 725A Nursing Administration – Practicum I

NURS 725B Nursing Administration – Practicum II

NURS 730 Nursing Leadership in Health Care Organization II

NURS 735A Nursing Leadership in Health Care Organization – Practicum I

NURS 735B Nursing Leadership in Health Care Organization – Practicum II

6.3 Master of Science in Nursing Program Description

Students complete a 30-credit program in advanced nursing courses with a focus on quality, safety, and leadership. The curriculum is consistent with the American Association of Colleges of Nursing (AACN) MSN Essentials of Master's Education in Nursing (2011) to prepare nurse leaders in a variety of nursing specialties. Graduates of the MSN program are prepared to progress to advanced practice programs.

6.3.1 MSN Course Requirements

NURS 601: Theoretical Basis for Nursing

NURS 606: Professional Ethics: Theory & Practice for Advanced Nursing Practice

NURS 607: Health Promotion and Disease Prevention *

NURS 608: Advanced Statistics for Health Care Professionals **

NURS 609: Research for Evidence-Based Nursing Practice £

NURS 610: Advanced Pathophysiology

NURS 611: Advanced Pharmacology §

NURS 612: Advanced Physical and Health Assessment §§

NURS 614: Health Policy, Organization, and Financing ***

NURS 615: Quality and Safety in Health Care

NURS CEXAM: Nursing Comprehensive Final Paper in NURS 615

Prerequisites:

* BSN equivalent competencies in Community Health Nursing

** Undergraduate Elementary Statistics, Undergraduate Research

£ NURS 608: Advanced Statistics for Health Care Professionals

§ NURS 610: Advanced Pathophysiology

§§ NURS 610: Advanced Pathophysiology and NURS 611: Advanced Pharmacology

*** BSN equivalent competencies in Nursing Leadership

7.0 PROGRAM ADMISSION POLICIES AND PROCEDURES

7.1 Admission Requirements

Applicants must possess the following qualifications for admission to the Master of Science in Nursing program:

1. Applicants must submit evidence of current Pennsylvania licensure as a registered nurse and a professional resume.
2. Applicant must have earned a BSN from a CCNE, NLNAC, CNEA, or ACEN accredited program, **OR**
3. Applicants must have graduated from a CCNE, NLNAC, CNEA or ACEN accredited nursing program and have a BS or BA in a related area. Applicants who do not have a BSN from an accredited program must meet BSN equivalent competencies* in nursing leadership, research, and community/public health nursing as prerequisites to identified courses (see 7.2 BSN Equivalent Competencies).
4. Applicants must have earned an undergraduate GPA of 3.0 or above on a 4.0 scale.
5. In addition, an undergraduate statistics course with a grade of C or higher must be completed prior to enrolling in graduate statistics and research courses.

7.2 BSN Equivalent Competencies

Students admitted without BSN degrees must complete the BSN equivalent competencies as prerequisites to specific courses:

- Undergraduate Statistics and Research prior to enrolling in NURS 608
- Nursing Leadership prior to enrolling NURS 614
- Community Health Nursing prior to enrolling in NURS 607

7.2.1 Purpose

The purpose of the validation of BSN equivalent competencies is to provide students who do not have a BSN degree with an opportunity to demonstrate knowledge foundational to the related advanced MSN course.

7.2.2 Process

There are two options available to students to validate BSN equivalent competencies:

1. The student must demonstrate foundational knowledge in research, leadership, or community health by completing essay questions related to standard undergraduate course objectives prepared and evaluated by MSN faculty. Contact the Associate Dean/Graduate Director for more information related to the essay questions. In addition to essay questions students who wish to demonstrate competency in

community health must also provide documentation of at least one (1) year experience in a community health setting. This documentation is presented as a professional portfolio (Examples: letters and performance evaluations from supervisors, verification of relevant work experience, CEU's, etc.).

2. The student must demonstrate content mastery in research, leadership, or community health by successful completion of an undergraduate collegiate course from an accredited institution in the relevant subject.

Students admitted with a BSN who lack one or more of the BSN equivalent competencies on their official transcripts must also demonstrate content mastery as outlined above.

Completion of BSN competencies is not related to the student's program acceptance status.

8.0 PROGRAM PROGRESSION/RETENTION POLICIES AND PROCEDURES

8.1 Continuing Licensure

All students must possess valid RN Pennsylvania licensure throughout the program. The Vice Dean/Graduate Director must be notified in writing immediately if a student's RN licensure status changes.

8.2 Academic Policies and Grading

Grading Policy

Grade	Description	Percent Ranges	Quality Points
A	Outstanding Performance	94-100%	4.0
B+	Superior Performance	90-93%	3.5
B	Satisfactory Performance	86-89%	3.0
C+	Marginal competence Limited application to degree completion.	81-85%	2.5
C	Unacceptable toward completion of degree or certification requirements. Course must be repeated.	77-80%	2.0
F	Failure/No credit	≤ 76%	0.0

- I Work not completed within semester,
with approval to complete later (see
*related policy under Incomplete
Grades*)
- W Authorized withdrawal from course
- M Missing grade not submitted by
instructor
- AU Audit: carries no grade
- P Pass

Grades represent student achievement as evaluated by the instructor. All students are expected to maintain a GPA of B (3.0) to remain in good academic standing. A student may graduate from a program with one grade of C+. (**Exception:** a grade of B or higher is required in student teaching, internships, and clinicals in order to complete graduation requirements.) A second grade of less than B earned in any course must be repeated the next time the course is offered. If a third grade less than a B is earned in any course, the student will be dismissed from the program.

The grade appeal process is described under Academic Disputes/Grade Challenges.

If a student has an academic grievance, the student should refer to the University's policy on Grievance Procedures: Academic Disputes and Grade challenges, which is available in the Graduate Catalog on the University website at: <https://www.holyfamily.edu/academics-schools-of-study/course-catalog>.

8.3 Academic Testing

Faculty are not obligated to provide a pre-test review. Pre-test reviews are at the discretion of the course faculty. If faculty choose to conduct an exam review, the review will be student led.

If pre-test reviews are given, the pre-test review should focus on concept clarification and student questions. At no time will handouts, study guides, or worksheets, etc. be provided prior to or during a pre-exam review session. Content will not be re-taught during an exam review. No recording is permitted during a pre-exam review session.

Blueprints are provided by course faculty. The blueprint will be posted at least one week prior to the exam for students to use as a guide for exam preparation. The blueprint will include the category of content (i.e., topic) and the approximate number of questions (e.g., 3-5). This may be revised at any time, without notice, upon discretion of the faculty.

In taking an exam, the student agrees to abide by the SONHS Professional Behavior policy which is found in the MSN handbook and Graduate catalog.

All students will be held accountable for complying with the Testing Policy during each exam. Students who choose to not comply with the Testing Policy will not be permitted to take the exam and will receive a "0" for the exam.

The Canvas test is the official record of the student's exam. No credit will be given for work completed in any place other than the Canvas exam. No credit will be given for any questions skipped or missed for any reasons.

All examinations are timed.

No food is permitted in the room during an exam.

Electronic devices, including but not limited to, phones, earphones, headphones, air pods, and smart watches are not permitted to be on the student's person during the exam.

All devices must be turned to the OFF MODE and placed out of the student's view along with school bags, papers, books, notes, hats, jackets, hoodies, lunch bags, etc. The only item permitted on the student's head is a religious covering.

It is preferred that students use the bathroom prior to the start of an exam. Students may use the bathroom during an exam.

Students taking a bathroom break do not receive additional time to complete their exam.

For online exams students must be actively testing within ten minutes of the assigned start time.

In the event of technical difficulties, students must email their professor immediately. If the student is not actively testing within 10 minutes of the exam start time, the course faculty will create and schedule an alternate exam for the student. This exam may not follow the exam blueprint and may contain questions in alternate formats at the discretion of the professor.

Once a student elects to open an online exam, the student's examination effort cannot be rescinded. Once the online exam is accessed, the examination effort is considered to have begun.

Students are encouraged to use good judgment in deciding whether to access an examination.

8.3.1 Online Exams

The students are required to have access to a working laptop or desktop computer equipped with a microphone and a camera for all online exams. Neither a cell phone nor a tablet is not an acceptable device for testing. It is recommended, where possible, that the student have access to a second device that is suitable for online testing in the event the first device fails.

The student is required to adhere to the Academic Integrity policy during all online exams.

The SONHS graduate program uses Lockdown browser and Respondus Monitor, a remote proctoring system via canvas for all online exams.

Once the exam is complete, there is no opportunity to have any part of the exam reopened.

The responsibility for knowing and understanding the School of Nursing's position and policies on academic testing rests with each student.

Students must follow all the test-taking requirements to take the exams through an online format. Students must take the quiz/exam through Canvas quizzes with the use of the Lockdown browser and Respondus Monitor, a remote proctoring system.

Students must be seated at a desk or table. Exams may not be taken while in bed, on the couch, or any other surface that is not a desk or a table.

Lighting must be sufficient in the room to view the entire workspace during the room scan.

The workspace must follow the requirements (free papers/phones/calculators/electronic devices, etc.).

Students may not wear hats, hoodies with the hood up, blankets, or any other item that obstructs the view of the student's face during testing.

Lighting must be sufficient throughout the entire exam to easily see the student's expression and eye movement.

The student's entire face, shoulders, and upper arms must be visible on the entire recording.

Failure to follow any of the guidelines listed here may result in the student being awarded a "0" (zero) for the exam.

For online courses and online exams, post exam reviews will not be provided. Instructors will post an announcement regarding the general themes with which the class had difficulty on the exam. ***

8.3.2 Missed Exam

If a student is absent for a quiz or examination, the student is required to notify the course faculty before the scheduled exam. Failure to contact the course faculty may result in a grade of zero for the exam with no additional make-up exam being offered.

If a student fails to sit for an examination, a make-up exam is offered at the discretion of the course faculty

The student must contact the faculty member within 24 hours of the start of the exam to request a make-up exam. In the event a make-up examination is offered, the faculty member will determine the date, time, and format of the make-up examination. If a student misses both the regularly scheduled examination and the makeup examination, the student may earn a grade of zero for that examination.

The course faculty maintains records regarding makeup exams and quizzes. Students making repeated requests for makeup exams and quizzes will be required to meet with the course faculty to address academic progression issues.

No numerical adjustment (e.g., curve, questions eliminated, more than one answer taken, etc.) will be applied to a make-up exam.

All make-up exams will assess knowledge of the same nursing concepts as in the scheduled exam, consistent with the exam blueprint. The format and number of items on the make-up exam may vary.

9.0 GRADUATION POLICIES AND PROCEDURES

A Master of Science in Nursing degree requires a minimum final GPA of 3.0 at Holy Family University, a grade of B or better in Practicum courses, and completion of a minimum 30 credit hours. In addition, students must successfully complete the final paper in NURS 615 to fulfill the required Comprehensive Examination requirement and complete an MSN Student Satisfaction Questionnaire.

The degree completion date is determined by the filing deadline for the *Application for Graduation*. Once the petition has been filed, an exit audit will be conducted by the Graduate Academic Services Advisor. The student and the School Dean in the school of study will be notified of the results of this audit and the student's eligibility to graduate.

The responsibility for meeting the requirements for the degree rests with the student. The basic requirements for graduation are:

- The completion of all requirements specified in the particular program
- A cumulative GPA of 3.0 or better and no more than one course with a grade of C+ (see specific course exceptions requiring a grade of B or higher)
- Fulfillment of all University responsibilities: payment of bills, including graduation fees, return of equipment and/or library materials, and so forth
- Completion of the *Application for Graduation* via self-service within the application timeframe noted on the website. Graduate students are expected to submit graduation applications on time. Graduation applications received after deadline dates will not be considered for the filing graduation date. Therefore, students who submit applications late will not complete degree requirements until the next regularly posted completion date.

To participate in the Commencement ceremony and receive a diploma, students must have filed the required *Application for Graduation* by the appropriate deadline and fulfilled all academic and financial obligations. Students who have successfully completed all academic requirements are encouraged to participate in Commencement. Students who have not filed graduation applications and/or completed all degree requirements successfully will not be permitted to participate in Commencement.

9.1 Exit Questionnaire

The completion of the MSN Student Satisfaction Questionnaire is a requirement for program graduation. All graduating MSN students will be sent an MSN Student Satisfaction Questionnaire to complete.

10.0 Office of Accessibility Services

Holy Family University serves a variety of learning styles and needs and is committed to accessibility. If you anticipate or experience any obstacles in this course, you may contact the Office of disability Services for assistance (contact information below).

In accordance with the American with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, Holy Family University's Office of Accessibility Services provides reasonable accommodations to qualified students with a disability (Physical, psychological, learning, ADHA, chronic health-related, etc.). Please note that accommodation plans will not be retroactively implemented. More details regarding policy can be found in the Graduate Studies Catalog.

Please add the following sentence: If you have questions regarding accessibility services, please contact the office by calling 267-341-3388 or by emailing accessibilityservices@holyfamily.edu.

11.0 MSN CLINICAL PRACTICUM

As a requirement for Nursing 614 Health Policy, Organization and Financing and Nursing 615 Quality and Safety in Healthcare, a total of 108 supervised clinical practicum are required. The required clinical hours are stipulated as follows:

- The required clinical hours for NURS 614 include the completion of 16 direct clinical hours and 38 indirect clinical hours (total 54 hours) during the semester in which this course is taken.
- The required clinical hours for NURS 615 include the completion of 16 direct clinical hours and 38 indirect clinical hours (total 54 hours) during the semester in which this course is taken.

The clinical practicum may be completed at the student's place of employment, but not on the same unit where the student works.

The student will select a clinical preceptor and site that will enable the student to have an appropriate practicum to complete the course and clinical objectives. All clinical sites and preceptors must be approved by the course instructor for Nursing 614 and Nursing 615.

The preceptor must have an earned MSN degree or be approved by the Vice Dean/MSN Program Coordinator in order to qualify. Two preceptors may be needed to accommodate the direct and indirect practicum hours. See preceptor qualifications and required preceptor documentation in section 12.2 below.

1. A student who does not demonstrate safe clinical practice consistent with course objectives, ANA Scope and Standards of Practice, the ANA Code of Ethics for Nurses with Interpretive Statements, and the State Nurse Practice Act is subject to immediate dismissal from the program.
2. Attendance is expected at all practicum experiences.
3. Students must submit to the course instructor for Nursing 614 and 615 written documentations from the agency where the Practicum will be completed specifying the agency's health and background requirements for student participation in clinical/educational activities (e.g., immunizations, criminal background clearance, etc.). All School and agency health and background clearance requirements must be met prior to registering for NURS 614 and NURS 615.
4. Students must submit the following documentation in their American Data Bank account and have all documents approved and cleared prior to enrolling into Nursing 614:
 - a. Current CPR certification for health professionals offered by the American Heart Association.
 - b. Current Pennsylvania RN licensure.
 - c. State and FBI criminal background clearances and child abuse clearances (must be current within 12 months). The reports need to show a clear background to participate in the Practicum.
 - d. Evidence of personal health insurance.
 - e. Written documentation of compliance requirements from the agency where the student will complete the practicum.

- f. Personal health information:
 - i. An initial Quantiferon Gold TB test (within 5 years). If a positive quantiferon test is resulted, the student must have a chest x-ray (negative) for tuberculosis (must be current within 12 months).
 - ii. Evidence of immunity (quantitative titers) to measles, mumps, rubella, varicella, and hepatitis B.
 - iii. Ten panel toxicology drug testing (must be negative and current within 12 months).
 - iv. Completion of Pre-Practicum Physical Examination and Health History form (must be current within 12 months).
 - v. Evidence of current immunization to seasonal flu (must be current within 12 months).
 - vi. Covid vaccination (1 dose of Johnson & Johnson or 2 doses of Moderna or Pfizer vaccine).
 - g. Completion of HIPPA Form
 - h. Other requirements as stipulated by the agency where the student will complete the practicum.
5. Students must submit to the course instructor for Nursing 614 and Nursing 615 the preceptor's current CV or resume, and a completed agency and preceptor agreement form before beginning their Practicum hours.
6. Before the student may begin the Practicum, a signed delineation of responsibilities form and signed agency/preceptor agreements of affiliation, and a HFU affiliation agreement must be on file in the School of Nursing and Health Sciences.
7. A list of the current affiliation agreements is posted in the MSN canvas portal. If one is needed provide the contact information to the Graduate Clinical Coordinator in advance of starting clinical.

12.0 CERTIFICATE PROGRAM CLINICAL PROGRAM

The Nursing Leadership and Nursing Education concentrations require supervised practicum experiences. The required clinical hours are stipulated as follows:

12.1 Post Master's Certificate in Nursing Education

The required clinical hours for NURS 710 include the completion of 128 clinical hours during the term in which this course is taken.

The required clinical hours for NURS 715 include the completion of 128 clinical hours during the term in which this course is taken.

The clinical practicum for the Post Master's Certificate in Nursing Education may be completed at a School of Nursing in a Diploma, Associate Degree, or Baccalaureate Nursing Program. For those students who desire a role as Nurse Educator in a clinical setting, the student may complete the clinical practicum in a health care agency (eg., medical center, hospital, etc.).

The clinical practicum can be completed at the student's place of employment, though not on the unit/division where the student works.

12.2 Post Master's Certificate in Nursing Leadership

The required clinical hours for NURS 725A include the completion of 64 clinical hours during the term in which this course is taken.

The required clinical hours for NURS 725B include the completion of 64 clinical hours during the term in which this course is taken.

The required clinical hours for NURS 735A include the completion of 64 clinical hours during the term in which this course is taken.

The required clinical hours for NURS 735B include the completion of 64 clinical hours during the term in which this course is taken.

The clinical practicum for the Post Master's Certificate in Nursing Education may be completed in a School of Nursing in a Diploma, Associate Degree, or Baccalaureate Nursing Program. For those students who desire a role as Nurse Educator in a clinical setting, the student may complete the clinical practicum in a health care agency (i.e., medical center, hospital, etc.).

The clinical practicum can be completed at the student's place of employment, though not on the unit/division where the student works.

The clinical practicum for the Post Master's Certificate Program in Nursing Leadership may be completed at a health care agency. The clinical practicum can be completed at the student's place of employment, though not on the unit/division where the student works.

The student will select a clinical preceptor and site that will enable the student to have an appropriate practicum to complete the course and clinical objectives.

All clinical sites and preceptors need to be approved by the Graduate Clinical Placement Coordinator.

The preceptor must have an earned MSN degree or higher education in nursing in order to qualify.

All school and agency health and background clearance requirements must be met prior to entering the clinical practicum.

1. A student who does not demonstrate safe clinical practice consistent with course objectives, ANA Scope and Standards of Practice, the ANA Code of Ethics for Nurses with Interpretive Statements, and the State Nurse Practice Act is subject to immediate dismissal from the program.
2. Attendance is expected at all practicum experiences.
3. By **July 1** for Fall Practicum; **November 1** for Spring Practicum; and **March 1** for Summer Practicum, students must submit to the Graduate Clinical Placement Coordinator written documentation from the agency where the practicum will be completed specifying the agency's health and background requirements for student

participation in clinical/educational activities (e.g., immunizations, criminal background clearance, etc.).

4. Students must submit to ADB (instructions in the MSN Portal) evidence of the following school and agency requirements by **July 1** for Fall Practicum; **November 1** for Spring Practicum; and **March 1** for Summer Practicum:
 - a. Current CPR certification for health professionals offered by the American Heart Association.
 - b. Current Pennsylvania RN licensure.
 - c. State and FBI criminal background clearances and child abuse clearances (must be current within 12 months). The reports need to show a clear background to participate in the Practicum.
 - d. Evidence of personal health insurance.
 - e. Written documentation of compliance requirements from the agency where the student will complete the practicum.
 - f. Personal health information:
 - i. An initial Quantiferon Gold TB test (within 5 years). If a positive quantiferon test is resulted, the student must have a chest x-ray (negative) for tuberculosis (must be current within 12 months).
 - ii. Evidence of immunity (quantitative titers) to measles, mumps, rubella, varicella, and hepatitis B.
 - iii. Ten panel toxicology drug testing (must be negative and current within 12 months).
 - iv. Completion of Pre-Practicum Physical Examination and Health History form (must be current within 12 months).
 - v. Evidence of current immunization to seasonal flu (must be current within 12 months).
 - vi. Covid vaccination (1 dose of Johnson & Johnson or 2 doses of Moderna or Pfizer vaccine).
 - g. Completion of HIPPA Form
 - i. Other requirements as stipulated by the agency where the student will complete the practicum.
5. Students must submit to the Graduate Clinical Placement Coordinator the preceptor's current RN license, current CV or resume, and a completed agency and preceptor contact information form by **July 1** for Fall Practicum; **November 1** for Spring Practicum; and **March 1** for Summer Practicum.
6. Before the student may begin the practicum, a signed delineation of responsibilities form and signed agency and preceptor agreements of affiliation must be on file in the School of Nursing and Health Sciences.

13.0 FACULTY AND PRECEPTOR SELECTION GUIDELINES FOR GRADUATE STUDENT PRACTICUM

Students will have access to information regarding qualifications for clinical facilities and preceptors in their Canvas shell and/or the MSN Portal in Canvas. Students are encouraged to seek new learning experiences in facilities that may not be currently associated with the School of Nursing and Health Sciences.

Student selection of clinical facilities and/or preceptors must be approved by the course faculty member or Vice Dean/MSN Program Coordinator.

The preceptor must have an earned MSN degree or be approved by the MSN Program Coordinator to qualify. Two preceptors may be needed to accommodate the direct and indirect Practicum hours.

Required preceptor documentation includes Preceptor CV/Resume; Preceptor RN License; Preceptor Agreement Form; Agency and Preceptor Contact Information Form.

14.0 PRACTICUM HOURS

Practicum courses require **a minimum of 16 hours/week** depending on the area of concentration. The specific amount of time each week can be adjusted by the faculty or the student to fit with holidays, other semester break times, or unique circumstances. Students are responsible for keeping a log of Practicum hours and having the number of hours validated by the preceptor and/or faculty.

15.0 CLINICAL FAILURE

The School of Nursing and Health Sciences reserves the right to fail a student in a Practicum if the student shows evidence of a violation of academic, professional, or ethical standards congruent with the role of a student or professional nurse. Clinical failure is cause for dismissal from the MSN program.

16.0 APPEAL PROCEDURE

Please refer to the Holy Family University [Graduate Catalog](#) for the Appeal Procedure.

17.0 GRADUATE COUNCIL

The Graduate Council is responsible for curricular issues, including the development, implementation, and revision of the MSN curriculum. It develops policies and procedures related to admission, retention, and graduation of MSN students, and serves as a board of review for students in academic jeopardy. Graduate/MSN Council advises on matters relating to graduate student welfare. The Council is composed of all faculty teaching in the MSN program and is chaired by the Vice Dean and MSN Program Coordinator. A student representative participates as a non-voting member for curricular and student welfare issues.

18.0 NEW STUDENT ORIENTATION

An orientation session for new students is held prior to the Fall and Spring semesters.

19.0 ACADEMIC ADVISING

Upon admission to the program all students are assigned an advisor who is the MSN Program coordinator. **Students are required to communicate with their advisor via Holy Family email or voicemail.** The advisor is available for guidance for academic and professional issues. Students will progress through the MSN program in a prescriptive fashion with the following course sequence, adhering to the prerequisites as appropriate:

- NURS 601 – Theoretical Basis for Nursing
- NURS 606 – Professional Ethics: Theory and Practice for Advanced Nursing Practice
- NURS 607 – Health Promotion and Disease Prevention
- NURS 608 – Advanced Statistics for Health Care Professionals
- NURS 609 – Research for Evidence-Based Nursing Practice
- NURS 610 – Advanced Pathophysiology
- NURS 611 – Advanced Pharmacology
- NURS 612 – Advanced Physical Assessment
- NURS 614 – Health Policy, Organization, and Financing
- NURS 615 – Quality and Safety in Health Care

20.0 COMMUNICATION

Email is the primary mode of communication for all program related exchange of information. Students are required to communicate by Holy Family email system exclusively.

21.0 MSN PLANS OF STUDY

MSN courses are offered throughout the calendar year and tentative schedules of course offerings are prepared in advance for timely notification of students and faculty.

Revised/Updated Effective Fall 2023 JM/EM/DM

