



Holy Family
UNIVERSITY

POLICY MANUAL
VOLUME VIII

SCHOOL OF NURSING AND ALLIED HEALTH
PROFESSIONS
MSN STUDENT HANDBOOK

Master of Science in Nursing

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School of Nursing & Allied Health Professions
MSN Handbook

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SCHOOL OF NURSING & ALLIED HEALTH PROFESSIONS MSN STUDENT HANDBOOK

8E.1 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>).

8E.2 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 Catalog](#) are intended to be used in conjunction with each other.

8E.3 School of Nursing and Allied Health Professions Mission, Vision, and Values Statements

8E.3.1 Mission

The mission of the School of Nursing and Allied Health Professions 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.

8E.3.2 Vision

The vision of the School of Nursing and Allied Health Professions 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.

8E.3.3 Values

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

8E.4 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.

8E.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.

8E.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.

8E.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.

8E.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.

8E.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.

8E.5 Master of Science in Nursing Program Mission, Goals, Outcomes, and Features

8E.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.

8E.5.2 MSN Program Goals

The School of Nursing and Allied Health Professions 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.

8E.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.

8E.5.4 Master of Science in Nursing Program Features

1. Individualized Practicum to focus on areas of interest and enhance past work experience
2. Small class size in seminar format
3. Part-time enrollment
4. Blended/hybrid course format
5. Class schedules designed for students who are working full or part-time
6. Practicum requirements may require day time attendance
7. Doctorally prepared faculty

8E.6 Master of Science in Nursing Degree and Post-Master's Certificate Program Descriptions

8E.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 precepts, and scientific principles.

8E.6.2 Post-Master's Certificate Programs

Two post-master's certificate programs are offered: A post-master's certificate program in Nursing Education and a post master's certificate program in Nursing Leadership. The requirement for admission to the Post-Master's Certificate programs is the same as for the MSN program.

8E.6.2.1 Post–Master's Certificate Program in Nursing Education (12 credits)

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

8E.6.2.2 Post Master's Certificate Program in Nursing Leadership (12 credits)

NURS 720: Nursing Leadership in Health Care Organizations I

NURS 725: Nursing Leadership Practicum I

NURS 730: Nursing Leadership in Health Care Organizations II

NURS 735: Nursing Leadership Practicum II

8E.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.

8E.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

8E.7 Program Admission Policies and Procedures

8E.7.1 Admission Requirements

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

- Applicant must submit evidence of current licensure as a registered nurse in the United States, two professional references (e.g., faculty member, employer, supervisor, professional colleague), and a professional resume.
- Applicant must have earned a BSN from a CCNE, NLNAC, CNEA, or ACEN accredited program, **OR**
- Applicant 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 8E.7.2 BSN Equivalent Competencies).
- 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.

8E.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
- Leadership prior to enrolling NURS 614

- Community Health Nursing prior to enrolling in NURS 607

8E.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.

8E.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.

8E.8 Program Progression/Retention Policies and Procedures

8E.8.1 Continuing Licensure

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

8E.8.2 Academic Policies and Grading

See the Holy Family University [Graduate Catalog](#).

8E.9 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 required Comprehensive Examination requirement. also complete an MSN Student Satisfaction Questionnaire and

8E.9.2 Exit Questionnaires

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.

8E.10 Office of disAbility 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 disability 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, page 10.

The Office of disAbility Services is located in the Campus Center room 206. Students may contact this office at 267-341-3231 or disAbilityservices@holyfamily.edu for information at any point.

8E.11 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 need to be approved by the Associate Dean/Graduate Director.

The preceptor must have an earned MSN degree or higher education in nursing 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 8E.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. By July 1 for Fall practice; November 15 for Spring; and March 1 for Summer Practicum, students must submit to the Associate Dean/Graduate Director 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.). All School and agency health and background clearance requirements must be met prior to entering NURS 614 and NURS 615.
4. Students must submit to the Graduate Clinical Placement Coordinator evidence of the following School and agency requirements by July 1 for Fall practicum; November 15 for Spring practicum; and March 1 for Summer practicum:
 - a. Current CPR certification for health professionals offered by the American Heart Association;
 - b. Current RN licensure in the state where the practicum is to be done;
 - c. Proof of current professional liability insurance;
 - d. State and FBI criminal background clearances and child abuse clearance (must be current within 12 months);
 - e. Evidence of personal health insurance;
 - f. Written documentation of compliance requirements from the agency where the student will complete the practicum;
 - g. Personal health information:
 - Two-step PPD test or chest x-ray (negative) for tuberculosis (must be current within 12 months);

- Evidence of immunity (quantitative titers) to measles, mumps, rubella, varicella, and hepatitis B;
- Ten panel toxicology drug testing (must be current within 12 months);
- Completion of Pre-Practicum Physical Examination and Health History form (must be current within 12 months);
- Evidence of current immunization to seasonal flu (must be current within 12 months).

h. 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 CV or resume, and a completed agency and preceptor contact information form by **July 1** for Fall Practicum; **November 15** 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 Allied Health Professions.

8E.12 Certificate Program Clinical Practicum

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

8E.12.1 Post Master's Certificate in Nursing Education

The required clinical hours for NURS 710 A include the completion of 125 clinical hours during the term in which this course is taken.

The required clinical hours for NURS 710 B include the completion of 125 clinical hours during the term in which this course is taken.

The required clinical hours for NURS 715 A include the completion of 125 clinical hours during the term in which this course is taken.

The required clinical hours for NURS 715 B include the completion of 125 clinical hours during the term in which this course is taken.

8E.12.2 Post Master's Certificate in Nursing Leadership

The required clinical hours for NURS 725A include the completion of 125 clinical hours during the term in which this course is taken.

The required clinical hours for NURS 725B include the completion of 125 clinical hours during the term in which this course is taken.

The required clinical hours for NURS 735A include the completion of 125 clinical hours during the term in which this course is taken.

The required clinical hours for NURS 735B include the completion of 125 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 15** 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 the Graduate Clinical Placement Coordinator evidence of the following school and agency requirements by **July 1** for Fall Practicum; **November 15** for Spring Practicum; and **March 1** for Summer Practicum:
 - a. Current CPR certification for health professionals offered by the American Heart

- Association;
- b. Current RN licensure in the state where the Practicum is to be done;
 - c. Proof of current professional malpractice insurance;
 - d. State and FBI criminal background clearances and child abuse clearance (must be current within 12 months);
 - e. Evidence of current personal health insurance;
 - f. Written documentation of compliance requirements from the agency where the student will complete the Practicum;
 - g. Personal health information:
 - Two-step PPD test or chest x-ray (negative) for tuberculosis (must be current within 12 months);
 - Evidence of immunity (quantitative titers) to measles, mumps, rubella, varicella, and hepatitis B;
 - Ten panel toxicology drug testing (must be current within 12 months);
 - Completion of Pre-Practicum Physical Examination and Health History form (must be current within 12 months);
 - Evidence of current immunization to seasonal flu (must be current within 12 months)
 - h. 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 CV or resume, and a completed agency and preceptor contact information form by **July 1** for Fall Practicum; **November 15** 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 Allied Health Professions.

8E.13 Faculty and Preceptor Selection Guidelines for Graduate Student Practicum

Faculty and students meet to discuss qualifications for clinical facilities and preceptors. Students are encouraged to seek new learning experiences in facilities that may not be currently associated with the School of Nursing and Allied Health Professions.

Student selection of clinical facilities and/or preceptors must be approved by the course faculty member or Associate Dean/Graduate Director.

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

8E.14 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.

8E.15 Clinical Failure

The School of Nursing and Allied Health Professions reserves the right to fail a student in a Practicum if the student evidences 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.

8E.16 Appeal Procedure

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

8E.17 MSN Council

The MSN Council is responsible for curricular issues, including the development, implementation, and revision of the graduate nursing 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. MSN Council advises upon matters relating to graduate student welfare. The Council is composed of all faculty teaching in the graduate program and is chaired by the Director of Graduate Nursing Programs. A student representative participates as a non-voting member for curricular and student welfare issues.

8E.18 New Student Orientation

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

8E.19 Academic Advising

Upon admission to the program all students are assigned an advisor who is a member of the graduate faculty. **Students are required to communicate via Holy Family email or voice mail with their advisors.** Prior to the first semester students are required to make an appointment to discuss the program and make plans for the sequencing of courses. Thereafter, the advisor is available for guidance for academic and professional issues.

8E.20 Communication

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

8E.21 MSN Plans of Study

MSN courses are scheduled to accommodate full-time work responsibilities. Courses are offered throughout the calendar year and tentative schedules of course offerings are prepared well in advance for timely notification of students and faculty.