

**MSN and Post-Master's Student Handbook  
and Practicum Guide**

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**North Park University  
School of Nursing**

**2023-2024**

North Park University  
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## Welcome to the School of Nursing at North Park University!

We are pleased that you have enrolled in our nursing graduate program. The months and years ahead will be exciting, challenging, and growth-promoting. We will provide you with a learning environment to support your personal and professional development and prepare you to address the health care needs of the future. You have been admitted to the School of Nursing and Health Sciences because you have demonstrated a capacity for professional excellence, and we are inviting you to continue on this path of excellence through further academic achievement.

This ***MSN and Post-Master's Student Handbook and Practicum Guide*** will be a valuable reference as you move through the program. This resource is consistent with North Park University (NPU) policies which also govern your experience as a student here. School of Nursing policies may be more specific or directive than NPU policies and will supersede them. The ***MSN and Post-Master's Student Handbook and Practicum Guide*** contains information about policies, protocols, and procedures associated with your studies at NPU. You are responsible for knowing the contents of the handbook and following school policies. You are also responsible for knowing the contents of the North Park University Undergraduate Student Catalog, which is available online.

The school reserves the right to make changes to the program requirements, policies and regulations, academic schedules, and academic activities as deemed necessary for program integrity. Students will be notified of changes as quickly as possible through a variety of means including email, and other forms of written and verbal communication. It is each student's responsibility to assure his/her email address is correct and to check email regularly.

Again, welcome to the NPU School of Nursing and Health Sciences. We look forward to getting to know you and supporting you as you pursue graduate study.

Sincerely,

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Associate Professor and Director of Graduate Nursing Program  
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## School of Nursing & Health Sciences

### History

North Park University was founded in 1891 and is owned and supported by the Evangelical Covenant Church of America. Formerly a junior college, North Park graduated its first baccalaureate class in 1960, and the North Central Post-Secondary Schools initially accredited the four-year program in 1961. The university is strategically located in the heart of the city of Chicago. This urban setting provides excellent educational opportunities for all university programs. Social and cultural health care resources are highly accessible for students within the city.

As a Christian liberal arts institution, North Park University plays a distinctive role in American higher education by integrating faith and learning in a spirit of inquiry. That role is to examine and relate liberal arts to the Christian faith in the conviction that human knowledge has its foundation in the triune God. The university offers baccalaureate and master's degree programs which seek to prepare students for lives of significance and service.

The nursing major was approved by the university faculty in 1965. In June 1968, the first class of ten students graduated with a nursing major. In the fall of 1979, an evening program for registered nurses seeking a Bachelor of Science degree with a major in nursing began. General education and prerequisite courses for the nursing major as well as nursing courses were offered in the evening to facilitate attendance of working RNs. In 1993, the master's degree program in nursing was initiated and in 1995 a post-master's nurse practitioner program began. In 2018, the university rolled out a Doctor of Nursing Practice (DNP) program. North Park University School of Nursing currently offers curricula leading to the degrees of Bachelor of Science in Nursing (BSN), Master of Science in Nursing (MSN), and Doctor of Nursing Practice (DNP). The nursing programs were accredited by the National League for Nursing (NLN) from 1970 to 1999. The school withdrew from NLN accreditation and sought and received accreditation from the Commission on Collegiate Education (CCNE) in the fall of 1999. The programs have been continuously reaffirmed. The last reaffirmation of accreditation from the Commission on Collegiate Nursing Education occurred in 2009 for the baccalaureate program and in 2015 for the master's program. The Doctor of Nursing Practice (DNP) program was accredited in 2019. The nursing programs at North Park are approved by the Illinois Department of Financial and Professional Regulation and Illinois Board of Higher Education.

In 2014 the School of Nursing became the School of Nursing & Health Sciences (SNHS), adding a division of Health Sciences. For AY 2018-2019, the division of Health Sciences includes Athletic Training, Health Sciences, Exercise Science and Physical Education.

## **Mission**

The mission of the School of Nursing and Health Sciences is to prepare health professionals for lives of significance and service through baccalaureate and graduate education within the Christian tradition.

## **Vision**

Our vision is the creation and maintenance of a culture of excellence in nursing and the health sciences grounded in the compassion of Christ.

## **Philosophy of Nursing**

The philosophy of nursing of the School of Nursing and Health Sciences builds on the mission and vision statements of North Park University. Our beliefs about persons, health, environment, community, and nursing are based on a Christian perspective that is rooted in a Trinitarian understanding of God.

## **Persons**

We believe that all persons are of intrinsic worth because they are created in the image of God and valued equally by God. Their worth is confirmed in the love and redemptive work of Jesus Christ; the work of the Holy Spirit enables persons to come to the full realization of their created worth and restored humanity. Dignity is conferred on the human being by virtue of being created after the image and likeness of God and by virtue of being the only creature destined for fellowship and communion with God. We cannot add to this intrinsic dignity and value but acts of caring can confirm that dignity and value. Acts perceived as uncaring can diminish one's self-perception of dignity and value.

We believe that each person is a unity of body-mind-soul-spirit. Each person is an individual and a relational being who achieves identity in communion and community with others. Our Christian perspective emphasizes the spirituality and uniqueness of each person.

## **Health**

We believe that health is the lived experience of harmony among life's four basic relationships: self, community, environment, and God. To be healthy is to be whole, to experience one's journey toward wholeness, and perceive oneself as whole physically, mentally, and spiritually. One may feel whole even while suffering.

Health is experienced by individuals, families, and communities. Health effects and is affected by changes in society, community, and the natural environment.

## **Environment**

We believe that the environment is multidimensional. It includes the natural environment, created by God, and humanly constructed local, national, and global communities.

We believe that the natural environment is a dynamic order that God sees as good. Human beings have a responsibility to preserve and protect the natural environment to promote the health of all forms of life.

## **Community**

We believe that persons, as relational beings, live in communion with others in the context of multiple communities. This includes faith communities, which have a unique role in promoting wholeness and health of persons, families and communities through congregational life and intentional ministries of health.

Communities provide a dynamic multidimensional context within which people experience life and learn to understand and experience health and illness.

This context provides the cultural framework and the resources with which persons: (1) develop and maintain values and belief systems, (2) mature physically, socially, emotionally, and spiritually, and (3) relate to others both inside and outside their community.

### **Professional Nursing**

We believe that professional nursing, as one of the health professions, serves a unique, specialized, and essential function for society. The professional nurse participates in health promoting and health restoring activities, provides evidence-based care, and collaborates with other health professionals in evaluating nursing practice. Nursing leaders and researchers work with others for the advancement of the profession and of health care for all persons.

We believe that the essence of nursing is a caring relationship with others that requires professional competence, compassion, and a trusting relationship in which the dignity and worth of the other is confirmed. We believe the caring relationship is motivated and empowered by God's love for all persons. Its model is the love, compassion, and lifework of Christ, and is a response to Christ's commandment to love one another as exemplified by the Good Samaritan. In this caring relationship the nurse is truly present with others in their experiences of health and illness, joy and suffering. This experience of caring communion leads to mutual confirmation of dignity and worth.

This philosophy serves as the foundation for nursing education at North Park University. It is operationalized in the fulfillment of the unique values of the university: Christian, city-centered, and intercultural.



## North Park University Graduate Nursing Programs

### MSN and Post-Master's Nursing Program Goals and Outcomes

Building on the foundation of the baccalaureate nursing education and the mission and vision of North Park University and the School of Nursing, the master's and post-master's nursing program options embody the Christian, city-centered, and intercultural distinctives of the University. The education of master's and post-master's nursing students reflects current, relevant, and essential knowledge and scholarship aligned with standards inherent in the discipline of nursing. The student is academically prepared for nursing leadership and management or as a nurse practitioner. The programs provide the knowledge, skills, and values achieved through scientific inquiry and practice that enhance professional expertise.

#### Goals

The goal of the Master's (MSN) and Post-Master's (PM) certificate programs is to prepare graduates for lives of significance and service as nurse leaders, managers, and practitioners, whose practice is client-centered and evidence-based.

- The leadership and management (L&M) track prepare graduates for roles in leadership and management at the macro level.
- The master's advanced practice nursing (APRN) tracks prepare nurse practitioner graduates in one of two population focus areas: adult-gerontology (AGNP) primary care or family/across the life span (FNP).
- The post-master's certificate programs prepare graduates who seek advanced knowledge, skills, and certification to function as APRNs in one of two nurse practitioner (NP) population focus areas: adult-gerontology (AGNP) primary care or family/across the life span (FNP).

#### Outcomes

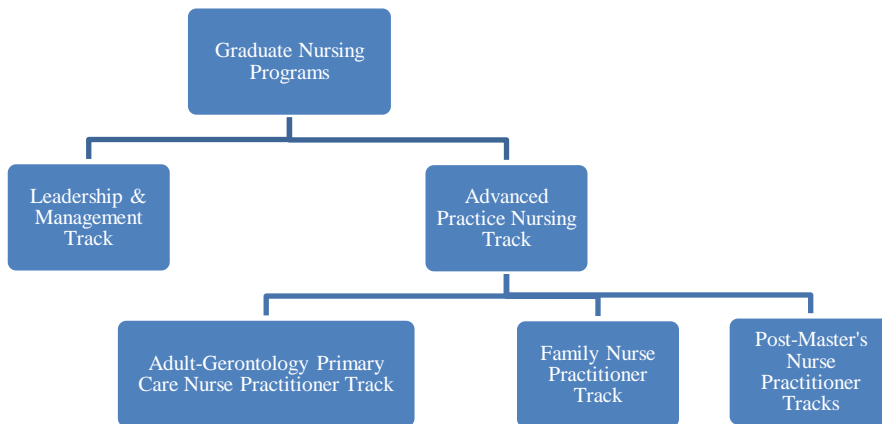
Upon completion of either a master's or post-master's nursing program options, the graduate will be able to:

1. Integrate core scientific and ethical principles, advanced nursing knowledge, professional values, and clinical excellence in advanced nursing practice that reflects the Christian principles of the philosophy of the School of Nursing.
2. Apply leadership skills in the design, coordination, delivery, and evaluation of safe and high-quality patient care.
3. Plan quality improvement initiatives to improve health outcomes.
4. Apply evidence-based approaches to guide advanced nursing practice.
5. Use information systems and technology to support practice.
6. Advocate for policies to improve the health of the public and the profession of nursing.

7. Demonstrate effective communication with interprofessional partners to improve the health of individuals and populations.
8. Plan, deliver, and evaluate effective, culturally responsive care to improve individual and population-based health outcomes with intentional emphasis on urban environments.
9. Design strategies for life-long learning that incorporate professional nursing standards and accountability for practice.

### Master of Science in Nursing

The North Park University Master of Science in Nursing (MSN) program is designed to prepare graduates with an education that is dynamic and futuristic for 21st century practice. Students select one of two tracks: Leadership & Management (LM) or Advanced Practice Nursing (APN). Within the Advanced Practice Nursing Track, students select one of two tracks: Adult–Gerontology Primary Care Nurse Practitioner (AGNP) or Family Nurse Practitioner (FNP). Post-Master's certificate students may also pursue education within the AGNP and FNP tracks. This relationship is displayed in the figure below:



**Upon successful program completion, MSN and post-master's students in the APN tracks will be eligible to apply for NP certification as either primary care AGNPs or FNPs.**

### Sample Programs of Study

The graduate nursing curriculum was developed so that knowledge from one course is expanded upon in later courses. Initially, all students complete a series of four courses known as the master's core courses. Once these are completed, students will follow the pattern of courses designated by the track. Regardless of the track chosen, students will

complete both didactic and practicum experiences. Leadership and management students must complete all core courses and School of Business and Non-Profit Management electives prior to taking specialty practicum and theory courses. The NPU Graduate Catalog and the School of Nursing website list the courses within respective programs; academic advisement enables students to complete the selected program in a logical and expedient manner. Sample programs of study are shown in Appendices A – F. These samples were prepared in response to students' inquiry as to how quickly one could proceed through the program. Each plan can be tailored to address a student's personal needs and expectations.

### **Dual Degree Programs**

The School of Nursing has created dual degree options with the School of Business. These dual degree program options are designed to meet the needs of students interested in middle or senior level management, or in leadership positions within healthcare. The programs combine business knowledge and advanced nursing knowledge. Degree options include:

- MSN/ Master of Business Administration (MBA)
- MSN/ Master of Organizational Leadership (MOL)
- MSN/Master of Nonprofit Administration (MNA)
- MSN/ Master of Human Resource Management (MHRM)
- MSN/Master of Higher Education Administration (MHEA)

Please note that the MHEA degree does not prepare students for the role of faculty.

For all dual-degree students to date, the MSN/MBA has been the selected program option. Sample program of study for the MSN/MBA is shown in Appendix D.

### **Post-Master's Nurse Practitioner Certificate Programs**

These programs are designed to address the needs of advanced nursing practice and the changing health care field. Students in the post-master's nurse practitioner programs must have completed a master's degree program in nursing. These programs are designed to build upon content from the MS/MSN degrees while offering specialization within a population-specific area. The certificate programs offered at NPU include:

- Post-master's adult-gerontology primary care nurse practitioner
- Post-master's family nurse practitioner

Policies, procedures, and protocols for the certificate programs are in concert with the MSN degree program. Sample programs of study are shown in Appendices E-F.

## **Admission, Progression & Graduation Requirements**

### **Admission**

Application completion is facilitated by the University Office of Graduate and Adult Admissions (773) 244-5508. Applicants are evaluated using the admission criteria (below) and selected for admission to the School of Nursing by the Selection and Progression (S&P) Committee of the

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Graduate School of Nursing. *Applicants may be invited for an interview as part of the review process.*

ADMISSION REQUIREMENTS	MSN IN NURSING	MSN IN NURSING	POST-MASTER'S	DUAL
	L&M TRACK	APN TRACK	APN TRACK	DEGREE***
Application	X	X	X	X
BSN/BS with a major in nursing from an accredited program or its equivalent *	X	X	X	X
Minimum of 2 years (FTE) clinical experience as a nurse *	X	X	X	X
MSN/MS with a major in nursing from an accredited program or its equivalent			X	
Transcripts from all colleges and universities attended**	X	X	X	X
Cumulative GPA of 3.0/4.0 for all undergraduate courses	X	X	X	X
Cumulative GPA of 3.0 for all MSN program courses	X	X	X	X
Essay	X	X	X	X
Resume	X	X	X	X
Two letters of recommendation from supervisors that speak to your ability/potential to serve as an advanced practice nurse (NP applicants) or serve in Leadership and management (Leadership and management applicants)	X	X	X	X
Current unencumbered Illinois RN license	X	X	X	X
Satisfactory completion of the following courses at the BS level or higher level:				
<ul style="list-style-type: none"> <li>• statistics</li> <li>• nursing research</li> </ul>	X	X	X	X

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• health assessment	X	X	X	X
	X	X	X	X

\* Evaluated on a case-by-case basis (clinical experience and educational preparation, NP students may complete clinical experience prior to entering the first practicum course)

\*\* Graduates of foreign nursing schools are required to submit their transcripts for evaluation by organizations such as World Educational Services (WES) or Educational Credential Evaluators (ECE) for a course-by-course analysis and determination of a GPA.

\*\*\* Applicants to the dual degree program options need only apply to the School of Nursing and Health Sciences; if admitted, they are concomitantly accepted into the School of Business.

### Background Checks

All applicants will be required to complete a background check as the final step in the admissions process. Applicants will be admitted pending the successful completion of the background check. The background check must be completed after the admissions decision is made and prior to attendance at North Park University. Applicants with felony convictions will not be admitted. Applicants with other types of convictions will be considered on an individual basis.

A background check must be completed through CastleBranch. A recent change in Illinois law requires students to sign a release form for the Illinois Statewide Criminal Search to ensure compliance with the Illinois State Police release requirement. The downloadable Illinois State Police release form will be provided online during the ordering process. The student must sign the release form and return it to CastleBranch before a background check is completed. CastleBranch, Inc. is a secure platform that allows students to store documents online.

Go to [www.CastleBranch.com](http://www.CastleBranch.com) and you need to order and pay for the following package codes.

OR53 - Background Check

OR53dt - Drug Test

OR53im - Document Tracker

You will be directed to set up your CastleBranch Account. At the end of the order process, you will be prompted to enter your payment information.

Your results will be posted directly to your CastleBranch account. You will be notified if there is any missing information. Your school's administrator can also securely view your results.

### Provisional Acceptance Policy

At the discretion of the Graduate S&P Committee, applicants who fall just below admission requirements, but show promise, may be admitted under provisional status for one semester. The S&P Committee will determine the appropriate courses for the applicant to take. Students admitted under provisional status must achieve a 3.0 or greater in courses required for their track to be fully admitted into the MSN or post-master's program.

## Transfer of Credits

Students seeking a master's degree in nursing may petition to transfer an equivalent of nine semester hours of appropriate non-clinical courses from an accredited Master of Science with a major in nursing program to North Park. Transferred courses must have a grade of "B" or higher and must have been completed within the five years prior to admission to NPU. Petitions are addressed to the Graduate Selection and Progression Committee. A petition should be submitted to the chairperson of the committee and must include:

- A written request to transfer credits
- The transfer course syllabus
- Name and number of the course which the transfer course will be replacing

***Applications for transfer credit must be filed prior to receiving the designation of "admitted."*** The Graduate Academic Programs Committee will determine the transferability of a course.

No transfers will be allowed beyond those granted at the time of admission. Transfer course grades are not used in calculating the North Park University grade point average.

Post-master's students may request a gap analysis. The process for gap analysis is outlined in Appendix G.

## Post-Acceptance Requirements

- After being granted admission to the University and SNHS, students will be required to participate in the graduate nursing orientation prior to beginning classes as well as to complete the university online orientation.
- Also, students will need to provide Health & Safety Compliance documentation when initiating practicum (clinical course) planning. Further information on practicum requirements is provided in the MSN Practicum Manual.
- Computer and Internet Requirements:
  - Students must have high-speed internet access. A minimum download speed of 1.5 Mbps is required, which is commonly the speed associated with a basic DSL or a cellular/satellite connection. A faster connection, such as cable or fiber service, will further enhance the online experience.
  - Students must have an up-to-date computer. This computer can be a PC or Mac product that meets the following specifications:
    - Processor: Intel Core 2 Duo
    - RAM: 4GB
    - Hard Drive: 4GB or higher
    - Operating System: PC Windows 7, 8, or 10; Mac 10.7 or better
    - Network hardware of 10/100Mbps Ethernet
    - Wireless of 802.10:59g
    - Camera and microphone
  - *Courses with online exams will necessitate integration with the Respondus LockDown browser with Webcam. The above specifications allow for Respondus usage.*

- *Please note that Chromebooks are not suitable.*

## Disability Resources

North Park is committed to creating an inclusive learning environment. If you anticipate or experience any barriers to learning related to a disability, contact the Center for Student Engagement by [email](mailto:ada@northpark.edu) at [ada@northpark.edu](mailto:ada@northpark.edu) or phone at 773-244-5737 to schedule an appointment with the Learning Specialist. You can also stop by The Center for Student Engagement, located on the first floor of the Johnson Center.

Additional information on disability support services can be obtained at <https://www.northpark.edu/campus-life-and-services/student-success-and-wellness/disability-resources/>

## Registration

Students must meet with their advisor or other program faculty prior to registering for classes. For new students this can be done early on by scheduling an appointment during the required on-site orientation. To ensure expedient and successful program completion, program planning through the academic advisor must occur during the 1<sup>st</sup> semester of attendance and at least annually thereafter.

To secure enrollment in preferred class sections, students should register early. Preference for enrollment is given on a “first-come, first-served” basis and courses do have maximum capacity limitations. Continuing students register online through Web Advisor with approval of the academic advisor. Under certain circumstances (NURS 5515) permission for an instructor may be required for registration.

For students to change their program track, they must meet with their advisors and have transcripts reviewed.

## Add/Drop Protocol

Students must complete a drop form to withdraw from a course. Withdrawal from a course or from the school will count from the date that formal written notice has been filed with the Student Services Office. **Mere absence from class or notice to the instructor does not constitute withdrawal.** A grade of DW (dropped without permission) will be assigned to unauthorized withdrawals and a grade point of zero applied. To add or drop a course, students must also notify the course director and the nursing graduate program director. The student must follow the NPU policies on dropping a course. Tuition refund for dropping a course is subject to the academic calendar for the specified semester. The refund schedule and course withdrawal deadlines can be found in the NPU online academic calendar. The last day to withdraw from a course with a grade of W without an assigned grade depends on the length of the term. For full-semester length (15 week) courses, if one withdraws within the first four weeks of study, the course will not appear on the student's permanent record. For withdrawal during week 5, an assigned grade of W is listed on the permanent record, but not calculated into the GPA. After this week, students are assigned grades that are used in the calculation of their GPA. The last day to withdraw from a course with a grade of W depends on the length of the term. Please check the University's academic catalog for additional information on the last day to withdraw from a course with a grade

of W. Add/drop forms are available in the SNHS and online:  
<http://www.northpark.edu/Campus-Life-and-Services/Administrative-Services/Forms>.

### Progression

Nursing faculty will assign grades based on students' performance and completion of all course requirements. Tardiness, absence, and late submission of assignments may affect one's grade, as noted in the course syllabus. The grading scale for nursing assignments and courses is as follows:

Percent	Letter Grade
100-94	A
93-91	A -
90-88	B+
87-84	B
83-81	B -
80-78	C+
77-76	C
75-71	C -
70-68	D+
67-64	D
63-61%	D -
<61%	F

Some courses (e.g., NP and LM practicum courses) or components within courses may be designated as pass/fail. To pass a course, students will need to earn a B- grade (81-83% of course points).

***Academic progress is evaluated at the end of each semester. Based upon academic or practicum performance, faculty may recommend or require additional academic work (e.g., writing assistance, readings, additional practicum experiences).***

To ensure academic and professional success graduate nursing students must maintain a cumulative grade point average (GPA) of 3.0 on a 4.0 scale. Students whose cumulative GPA falls below 3.0 will be placed on academic probation. A student on academic probation will be given the opportunity to complete an additional six semester hours of graduate study to raise his or her cumulative GPA to 3.0 or higher. ***Academic probation is NOT extended to any students who have earned a cumulative GPA of lower than 3.0 due to earning a second C+ or lower in the program.*** The student will be dismissed from the program if the cumulative GPA is not raised to 3.0 upon completion of these six semester hours. When a student repeats a course, the final grade earned will be used to calculate the GPA.

No more than one C+ or lower course grade may be earned in the graduate nursing program. Should a C+ or lower be earned in any graduate level NP core, role, or population-specific course or in a LM specialty course, the student **MUST** repeat that course. The repeated course must be taken in the next semester in which it is offered. The student may **NOT** register for any additional graduate courses until the course of concern is remediated with a minimum grade of "B." **(Please note, a "B-" grade is not sufficient in a repeated course)** If this student then earns a Grade of C+



or lower in another course, the student will be dismissed from the program. Note that students who earn a "C grade" (i.e., C+, C, or C-) in a master's core course (NURS 5010, 5015, 5020, 5030) will not be required to repeat the course. However, they will be held responsible for all other aspects of the C grade policy. Students who earn a D+ or lower grade in any graduate level course are required to repeat the course at its earliest offering and to earn at least a "B" grade to progress. (Please note, a "B-" grade is not sufficient.)

***Repeated withdrawal from courses is disruptive to professional development. Students may be dismissed from the MSN program upon withdrawal from classes (after the 4<sup>th</sup> week of the semester) three or more times. Students are strongly encouraged to meet with their advisors when considering course withdrawal.***

Grading Issue	Action	Grievance Process
First C+ or lower grade earned at the graduate level by an admitted student	No progression	Retake the course during the next semester and earn a grade of B or higher. (Does not apply to NURS 5010, 5015, 5020, 5030)  Written appeal to the Graduate Selection & Progression Committee.
Second C+ grade earned at the graduate level by an admitted student	Dismissed from the program	Written appeal to the Graduate Selection & Progression Committee.
Withdrawal from third graduate level nursing course	Dismissed from the program	Written appeal to the Graduate Selection & Progression Committee.
Cumulative grade point drops below 3.0 for admitted students	Probation	Students must raise the cumulative grade point to 3.0 within the next 6 semester course hours.  Written appeal to the Graduate Selection & Progression Committee.
Missing required documents by deadlines for practicum courses	Cancel registration to practicum & corresponding didactic courses for the semester.	Written appeal to the Graduate Selection & Progression Committee.

A student will receive an incomplete grade (I) when course work cannot be completed by the end of the semester due to illness and/or unforeseeable circumstances and the instructor believes the reason to be valid. A grade of incomplete should not be awarded because of neglect on the part of the student. If a student receives an "I" (incomplete) grade, the work must be made up within one semester (excluding the summer term for

a spring semester incomplete). An incomplete is computed as a failure until it is changed by the instructor of the course. Grades of I, which are not completed in one term, will be changed to a letter grade of F.

Any appeal of a course grade must occur in writing within 90 days of course end. Students are responsible for keeping papers and assignments to support a grade appeal. The progressions appeals processes are outlined in the table above.

### Auditing

Only students in the nursing MSN program, with special permission of the Graduate S&P Committee, will be allowed to audit a School of Nursing graduate-level course.

### Leave of Absence

Once students have matriculated into the MSN or post-master's program, there is the expectation that they will continuously enroll each fall and spring semester until program completion. If there is a valid need to step out of the program, a leave of absence must be requested. A student may be granted a leave of absence for academic or personal reasons with approval from the graduate nursing program director in consultation with faculty advisor. Although individual circumstances determine justification and duration, the typical leave of absence is for one semester. A student must put this request in writing and submit it to the graduate nursing program director. In addition, a student requesting a leave of absence must complete a leave of absence form and have it signed by the graduate nursing program director and submit it to Student Administrative Services. Academic leave forms can be found on the administrative services page of the website: <http://www.northpark.edu/Campus-Life-and-Services/Administrative-Services/Forms>. Please look for the "Withdrawal" form. Students who are absent for a period of longer than two semesters without the permission of the Nursing Graduate S&P Committee must apply for readmission.

***The Nursing Graduate S&P Committee will review letters from health care providers if students are returning from a leave following illness or injury. Medical clearance may be necessary to return to class or practicum settings.***

### Withdrawal from Dual Degree Program

A student enrolled in a dual degree program involving the SNHS and the School of Business who chooses to continue in only one of those two program tracks must submit a written request for change to the Leadership and Management track coordinator. This request will be reviewed by the Graduate Selection and Progression Committee.

### Withdrawal from University

To withdraw from North Park University, the student needs to complete a withdrawal form with the Office of Student Administrative Services. See above link under "Leave of Absence." This form requires a signature from the Financial Aid Office, Dean of Students, Student Administrative Services, and Housing Office, if applicable. If one is planning to withdraw at the start of a semester, it is recommended that the student review the refund policy on the Student Accounts webpage. The billing policy for withdrawn students is located here: <https://www.northpark.edu/admissions-aid/financial-aid/student-accounts-and-billing/policies/policies-for-withdrawn-students/>

## Graduation/Program Completion

To be awarded a Master of Science in Nursing (MSN) or a certificate of a post-master's program, the following requirements must be fulfilled:

- Completion of the specific program requirements as indicated in the NPU catalog. All coursework and program requirements (Appendix H) including the capstone project and presentation must be completed prior to program completion. (See Appendix I).
- Demonstration of a cumulative 3.0 GPA at the beginning of the final semester. Graduate students must maintain the cumulative 3.0 GPA through graduation.
- Completion of the programs of study within a maximum of five years for MSN degree requirements and three years in the post-master's programs, as determined from the time of matriculation (i.e., enrollment in the first graduate course).
- Completion of the university's process for graduation. Students anticipating graduation must submit an application for graduation by university designated due dates (posted on the academic services website). ***Please note that post-master's students (who receive a certificate as opposed to a degree) do not participate in the graduation ceremony.***

The criterion for the designation of distinction varies among schools of the University. Graduate nursing students whose cumulative grade point average is 3.9 or higher by the beginning of their final semester receive an MSN Degree with Distinction and will have the honor of wearing gold cords at graduation. The distinction designation will appear on the diploma. If this GPA is achieved at the end of the program, it will also appear on the diploma.

Candidates for graduation are expected to attend the public commencement. There are two public commencements each year: one in May and one in December. Students who complete program requirements during summer semester will participate in the December commencement. Degree candidates participating in commencement are required to wear the prescribed academic regalia. Students are responsible for arrangements for regalia use. Information related to ordering, receiving, and returning regalia is distributed with graduation information.

## Fitzgerald Review Course and Exit Exam

All NP students need to complete Amplified Fitzgerald Certification review course prior to program completion. Those who do not demonstrate "acceptable performance" on the exam will need to develop a remediation plan with NP faculty and successfully complete the course. This will be completed during your residency course.

## Application for Nurse Practitioner Certification Exams

Upon successful program completion, MSN and post-master's students in the APN tracks will be eligible to apply for NP certification as either primary care AGNPs or FNPs through either of the following certifying bodies: ANCC-American Nurses Credentialing Center or AANPCP-American Academy of Nurse Practitioners Certification Program. Students are free to select the organization from which they will seek certification. NP faculty would be happy to discuss the certifying organizations and assist with student application to the desired organization. If required to have program endorsement,

students must submit the completed form to the NP Coordinator. Approximately three weeks after graduation, students may request an official transcript through the Records Office. Post-master's students will be required to submit a letter of verification of completion of the program in addition to the official transcript. That letter may be requested through the NP Coordinator.

## **University and Graduate Nursing Program Policies**

All nursing graduate students are responsible for review of, and following policies outlined within the North Park University Undergraduate Student Handbook, which is available at <http://www.northpark.edu/studenthandbook>

Except as otherwise noted in materials specific to a student's program, all North Park Students (graduate and undergraduate) have the general rights and responsibilities outlined in the Undergraduate Student Handbook and violations of codes of conduct will be processed as described in that Handbook. Certain policies of relevance to the School of Nursing are highlighted here.

### **Policy against Discrimination, Harassment, Sexual Misconduct, Relationship Violence & Retaliation**

Students who believe they have been harassed, discriminated against, or involved in sexual violence should contact the Title IX Coordinator (773-244-6276 or [TitleIX@northpark.edu](mailto:TitleIX@northpark.edu)) for information about reporting, campus resources and support services, including confidential counseling services.

As members of the North Park faculty, we are concerned about the well-being and development of our students and are available to discuss any concerns. Faculty are legally obligated to share information with the University's Title IX coordinator in certain situations to help ensure that the student's safety and welfare is being addressed, consistent with the requirements of the law. These disclosures include but are not limited to reports of sexual assault, relational/domestic violence, and stalking.

Please refer to North Park's Safe Community site for reporting, contact information and further details. <http://www.northpark.edu/Campus-Life-and-Services/Safe-Community>

### **Timely Submission of Course Work**

Due dates are established for assignments to ensure progression through the course requirements. Content built on previous work and timely completion of assignments is a key component of this progression. Completing work on time is also an extremely important skill in the workplace. Setting clear expectations for due dates is one method of cultivating this skill in students.

Course faculty will identify due dates for all assignments and penalties for late assignments in the course syllabi. These penalties will be 10% of the assignment grade for each day the assignment is late.

There may be legitimate reasons for assignments to be completed late. Contact your professor if this is true for you. It is the professor's discretion to determine what documentation may be required, whether an extension will be granted, and what penalty may be incurred. This decision will be based on the reason for late submission and the pattern of timeliness for submitting assignments. If an extension is granted for a legitimate excuse, then the date from which late penalties apply will be extended

## Academic Integrity

### Code of Conduct

Graduate faculty work to create an atmosphere of value-based education. All students who enroll in these programs are expected to accept the responsibilities of university citizenship and to show consideration and respect for personal freedom and property rights of members of the academic community. Students are expected to abide by ethical, professional, and academic standards that are conducive to a positive learning environment. These expectations include, but are not limited to:

- Giving appropriate attention to graduate level work
- Employing civility in academic activities
- Exhibiting academic humility and receptivity to learning
- Fully engaging in the educational process
- Accepting personal responsibility and accountability for own actions, interactions, and communications with peers, faculty, and staff
- Exhibiting self-reliance and accountability as a graduate student

### Academic Integrity

All students and faculty are expected to possess a high standard of conduct and personal integrity in academic work. Academic dishonesty is defined as any act of deception in an academic setting. Deception may take many forms including, but not limited to cheating, unauthorized use of any resources or materials in an academic exercise, inventing information, plagiarizing the work of another, and representing them as one's own, and others (see the North Park University Student Handbook for the University policy regarding academic integrity).

All work done for a course must be original for that course unless the student has received prior permission from the instructor. Anytime a student uses work from a previous paper or assignment, appropriate citation must be provided as for any outside source. This citation policy would not apply to students who are developing projects, building on work from earlier course assignments. Falsifying practicum hours is considered academic dishonesty and is subject to failure of the course and dismissal from the program. University policies related to academic dishonesty can be found in the NPU Undergraduate Student Handbook. <http://www.northpark.edu/studenthandbook>

### Statement Concerning Academic Dishonesty

Academic dishonesty runs counter to the goals and ideals of every educational institution and will not be tolerated at North Park University and may result in dismissal from the university. Appropriate designated authorities within the university will judge cases of alleged academic dishonesty according to the principles, policies, and procedures outlined in the student and faculty handbooks.

### Categories and Definitions of Academic Dishonesty

#### Cheating on Quizzes, Tests, and Examinations

Individual or group activity for the purpose of dishonestly obtaining and/or distributing testable information prior to, during, or after an examination.

Examples of dishonest activities include, but are not limited to, the following:

- Obtaining, prior to the administration of a test, unauthorized information regarding the test.
- Possessing or distributing a test prior to its administration, without the express permission of the instructor.
- Using any unauthorized materials or equipment during an examination.
- Cooperating or aiding in any of the above.

### **Plagiarism**

Any attempt to represent the words or ideas of another (whether published or unpublished) as one's own. Examples of such activities include, but are not limited to the following:

- Using the words of a published source in a written exercise without appropriate documentation. [OBJ]
- Presenting as one's own original concepts, ideas, and/or arguments of another source.
- Presenting as one's own another's computer programs, scientific research, or artistic creations without properly acknowledging the source of such material.
- Plagiarizing oneself from a paper required in another course without citing that paper. (Please note exception above)
- Paying/hiring another to write a paper.
- Paraphrasing too closely when using another resource.
- Multiple submissions of one's own original work (self-plagiarism).

### **Alteration of Academic Records**

Examples include, but are not limited to, the following:

- Changing documentation in the Center for Records and Registration (by computer or any other means).
- Changing entries in an instructor's grade book.
- Changing an answer to an already-graded academic exercise to falsely negotiate for a higher grade.

### **Sabotage**

Examples include, but are not limited to, the following:

- Stealing, destroying, or altering another's academic work.

### **Substitution**

Using a proxy or acting as a proxy in an academic exercise. Examples of substitution include, but are not limited to, the following:

- Taking an examination for another student.
- Doing assignments for another student.

### Repercussions

One or more of the following penalties may be imposed once academic dishonesty has been confirmed (previous infractions will be considered in the imposition of such penalties):

- A record of the infraction is placed in the student's permanent record file.
- A failing grade on the examination, paper or project.
- A failing grade in the course.
- Dismissal from the School of Nursing and Health Sciences.

Sample infraction record for student's file is available as Appendix J.

### Judicial Procedures for Cases of Academic Dishonesty in the School of Nursing

The instructor upon becoming aware of a possible instance of academic dishonesty shall:

1. Notify the student of the charge against him or her.
2. Determine whether the student is guilty of the infraction; if so, report the findings and a proposed penalty to the Graduate Program Selection and Progression Committee Chair.

A student who has knowledge of academic dishonesty should report this knowledge to the instructor of the course or the Graduate Program Selection and Progression Committee Chair.

The committee chair will convene a meeting of the Graduate Program Selection and Progression Committee.

The committee will:

1. Evaluate the instructor's report; upon finding concurrence, determine the appropriate penalty taking into consideration the instructor's recommendation.
2. Convene a meeting with the instructor, student, and program director at which time the student will be informed of the decision and his or her right to appeal.
3. Inform in writing the Office of the Provost.
4. Keep appropriate records of each case to completion.

The student may:

1. Accept the decision and the penalty.
2. Appeal the decision in writing to the Selection and Progression Committee of the Graduate Committee. The appeal must come within two weeks of the decision.

Following the second decision of the Selection and Progression Committee or the Graduate Committee, the student may:

1. Accept the decision and the penalty.

2. Appeal the decision in writing to the Office of the Dean of the School of Nursing and Health Sciences. The appeal must come within two weeks of notice of the decision.

The Dean of the School of Nursing and Health Sciences may:

- Reverse the decision and dismiss the case.
- Confirm the decision and the penalty imposed.
- Confirm the decision and alter the penalty.

The student may:

- Accept the decision of the Dean of the School of Nursing and Health Sciences.
- Appeal to the Provost of the University. (The decision of the Provost shall be final.)

### Grievance Procedures

Academic grievances are student complaints involving academic issues other than allegations of academic dishonesty. The process for addressing student grievances varies depending on the subject matter of the grievance. The processes outlined below apply to any concerns involving academic issues other than allegations of *academic dishonesty* (addressed in the related section above) or issues related to *student progressions* (addressed under “progressions” in an earlier section of this handbook). In all instances, it is important that grievances be presented promptly. Any appeal of the concerns outlined below must be initiated in writing in the academic year of the occurrence. *However, any appeal of a course grade must occur within 90 days of course ending.* Students are responsible for keeping papers and assignments to support a grade appeal. A failure to comply with the timing requirements is grounds for denial of the grievance.

### Student Concerns & Appeals Process: Selected Academic Issues

The following are guidelines for addressing student concerns and/or appeals within the School of Nursing:

AREA OF CONCERN	APPEALS PROCESS
<ol style="list-style-type: none"> <li>1. Concerns in a specific course, which may include the following:                             <ol style="list-style-type: none"> <li>A. Course expectations, requirements, content</li> <li>B. Teacher performance</li> <li>C. Student performance (e.g., grade)</li> </ol> </li> </ol>	<p>The student may present an appeal/issue in writing, in the following order:</p> <ol style="list-style-type: none"> <li>A. Individual course instructor</li> <li>B. Graduate Program Director, School of Nursing</li> <li>C. Dean of the School of Nursing and Health Sciences</li> </ol>



	D. Office of the Provost (decision is final)
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## School of Nursing

### Professional and Technical Standards

The School of Nursing and Health Sciences at North Park University offers academically rigorous programs in nursing. The purpose of each program is to educate students to meet standards for comprehensive nursing care established by the American Association of Colleges of Nursing (2009). Inherent in the standards and the professional and technical standards of the School of Nursing, is that students be held to high standards of competency to perform responsible, safe care.

Nursing is a practice discipline and successful completion of the nursing program requires that students can demonstrate the ability to perform numerous essential skills. These skills require dexterity in a number of intellectual and functional domains. All students are assessed in practice lab and clinical practicums throughout the program to confirm adherence to the technical standards with or without accommodation.

#### **Intellectual Requirements:**

Critical thinking is an important part of clinical judgment needed to provide safe patient care. Students must be able to measure, calculate, reason and quickly analyze information. Students must demonstrate an ability to apply gathered information, their reasoning and analysis to find solutions to complex problems and situations in the classroom and clinical setting.

#### **Gross and Fine Motor Requirements:**

Nursing students must be able to provide general nursing care (including completing patient assessments, preparing medication, and administering treatments). Students must be able to function in an emergency situation, e.g., by providing CPR, and have the ability within reasonable limits to assist a patient in moving, such as from a chair to the bed.

#### **Observational Skills:**

Nursing students must be able to observe patients accurately to assess their condition and perceive signs of disease and responses to treatments through physical examination, visual images, auditory information (patient voice, heart tones, bowel and lung sounds) and palpable changes in certain organs and tissues.

#### **Communication Requirements:**

Nursing students must be able to communicate effectively with patients, staff, physicians, and family members, orally and in writing. Students must be able to process and accurately convey information about patient status to faculty, staff, and other health care providers in a timely manner.

#### **Social and Behavioral Requirements:**

Student nurses must possess sufficient mental and emotional health to exercise good clinical judgment, promptly complete assignments, and function in what can be a physically and emotionally demanding dynamic environment. Nursing students must be able to demonstrate compassion, empathy and concern for others while maintaining a

mature, sensitive, and effective relationship with patients, family, and other professionals.

**Professional Integrity and Ethical Standards:**

The School of Nursing recognizes the link between honesty in the academic area and professional integrity. The student is referred to the section in this handbook on Ethical and Safe Nursing Practice for further information.

Students will have access to confidential medical records and sensitive information regarding patients, families, and community agencies during practicum experiences. Students must agree to maintain the highest standards of professional integrity regarding this information and comply with all requirements regarding the privacy of patient records. This includes but is not limited to written, oral and electronic social-networking transmission of information. For more information students are referred to <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

After being admitted to the nursing program, the student is responsible for notifying his/her nursing instructor of conditions that impact the student's ability to meet the School of Nursing's Technical Standards. Any change which adversely affects the student would require the student to provide appropriate documentation (as determined by the School of Nursing) reflecting the student's continued ability to meet the Technical Standards.

If accommodation is necessary to participate in the nursing curriculum, participation is dependent on the identification of a reasonable accommodation. Reasonableness is determined by the Office of Student Services and the School of Nursing and Health Sciences on an individual basis using the above Technical Standards. The accommodation needs to be in place prior to the start of the program or may result in a delay in starting. North Park University provides reasonable accommodations to those students who qualify under the Americans with Disabilities Act, as amended (ADA). Appropriate documentation will be required to determine eligibility to receive accommodation. It is the student's responsibility to contact the Student Services Office and request accommodation in a timely manner.

## Policy on Psychological Fitness\* School of Nursing

### Policy:

The Office of the Dean (Administrative Council) of the School of Nursing and Health Sciences (SNHS) can require a student to undergo psychiatric evaluation if the student exhibits disturbances in thinking, communication, mood, or behavior that impairs didactic, clinical or social performance or if the student's behavior potentially places other students, faculty, staff, patients or others at risk. Risk is defined as behavior that poses a danger of causing harm to others, property damage, or impeding the lawful activities of others. Input from relevant sources (persons who have observed the disturbances or impaired performance and those familiar with the student's performance history) will be used in making a decision to request a psychiatric evaluation of the student. All communications shall be treated in a confidential manner.

### Procedure:

When a faculty member or institutional officer concludes that a student is exhibiting impaired performance as described above, he or she should immediately contact the office of the Dean of the SNHS.

1. A member of the SNHS Administrative Council (dean, director of the graduate program or director of the undergraduate programs) will interview the student. Pertinent information will be gathered as needed.
2. Following step one, the member of the Administrative Council in consultation with the Selection and Progression Committee of the student's program will:
  - a. Determine that no action be taken, or
  - b. Refer the student for a psychiatric evaluation. The student academic progress may be suspended pending completion of the evaluation.
3. If an evaluation is recommended the appropriate program director will:
  - a. Seek immediate intervention if the student's behavior poses a danger of harm to others.
  - b. Notify the Office of the Vice President for Student Engagement.
  - c. Notify the student in writing of the committee's decision.
4. The student will meet with the program director and will be referred to a clinician for evaluation. A date will be provided to the student by which the evaluation must be completed.
5. A signed release will be obtained from the student so that the clinician may report the results of evaluations and any recommendations.
6. In a written report, the clinician will communicate the capacity of the student to fulfill the nursing student role requirements, any therapeutic recommendations, and any

accommodations believed medically necessary to enable the student to fulfill role requirements.

7. The SNHS Administrative Council will consider the clinician's written report and any reported observations of the student's conduct and performance, and the requirements for successful progress without risk of harm to others and determine the appropriate course of action, which may include conditional continuation or withdrawal from the program.

8. Further progress of the student in the program may also be denied based on the student's noncompliance in seeking the evaluation, non-cooperation during the evaluation, subsequent noncompliance with treatment recommendations or the SNHS's inability to provide the necessary accommodations without risk of harm to others.

9. Students may appeal a requirement to undergo evaluation or a decision pursuant to steps 7 and 8. Appeals should be submitted in writing to the appropriate program director.

\*Nothing in this Policy prevents encouraging students to voluntarily seek counseling or treatment believed to be beneficial to the student.

### **Ethical and Safe Nursing Practice**

Quality nursing practice is essential for ethical and safe patient care. Violation of such practice is defined below, so that nursing students may be aware of the seriousness of his/her actions. Unethical and/or unsafe practice may result in clinical failure and/or expulsion from the nursing program.

The following are examples of unethical and unsafe nursing practice. The list is not exhaustive.

1. Performing activities for which the student is not prepared, or which are beyond the abilities of the student.
2. Performing activities that fall outside the legal realm of professional nursing practice.
3. Recording or reporting inaccurate patient data.
4. Failing to recognize and/or report and record own errors.
5. Having mental, physical, or cognitive limitations which endanger the safety of a patient.
6. Violating HIPPA regulations.
7. Behaving in a disrespectful manner towards patients, families, faculty or other members of the health care team.
8. Attending clinical experiences while under the influence of alcohol or drugs, including prescriptive medication which may impair performance. The clinical faculty member must be notified immediately of any prescriptions which may impair performance taken before or during clinical.

The following actions may be taken by the clinical faculty if a student demonstrates unsafe or unethical behavior:

1. Immediate dismissal from the clinical area.
2. Assignment of additional learning activities to assist the student to meet the clinical objectives.
3. Written contract with a student which specifies the criteria and/ or the activities the student must complete in order to change unsafe behavior.
4. Suspension from the clinical area if the student repeats unsafe or unethical nursing behavior. This will result in failure of the course.

All clinical suspensions will be reviewed by the Selection and Progression Committee of the SNHS.

### Civility

Civility is defined as an authentic respect for others that requires time, presence, willingness to engage in genuine discourse, and intention to seek common ground (Clark, 2010). In alignment with Provision 1.5 of the ANA Code of Ethics for Nurses with Interpretive Statements, which requires all nurses to create an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and patients with dignity and respect” (p.4), students are responsible for exhibiting such behaviors in the campus environment, classroom, online, and in the clinical setting. Incivility will not be tolerated.

***The following are examples of uncivil behavior and those serious behaviors considered beyond uncivil*** (List is not meant to be exhaustive):

- *Uncivil*
  - Holding conversations during class that distract others
  - Making sarcastic remarks or gestures
  - Making disapproving groans
  - Dominating class discussions
  - Acting bored or apathetic
  - Refusing to answer direct questions
- *Serious behavior/beyond uncivil*
  - Challenges faculty knowledge/credibility
  - Insults/taunts/disrespects others
  - Vulgarity directed towards faculty or students
  - Harassing comments to faculty or students
  - Inappropriate emails to faculty or students
  - Threats of physical harm to faculty or students
  - Actual physical harm to self or others

**One or more of the following penalties may be imposed once incivility has been confirmed:**

- Record of infraction placed in the student file
- Letter from the Graduate Selection and Progression Committee

- Performance Improvement Plan
- Failing course grade
- Referral for counseling/psychiatric evaluation
- EARS report
- Removal from clinical site
- Dismissal from the program

***Progressive Action Process to be followed in the event of uncivil (or beyond uncivil) behavior is outlined below:***

*Step 1- First Episode:* Instructor meets one-on-one with student to point out what was observed, with plan for follow-up; writes up the meeting and places report in student file (with copy to the student); reports it to Graduate Selection and Progress (S&P) committee after meeting with student; in the event of a serious infraction, graduate program director may be involved in discussion with student and faculty; the S&P committee may decide a letter to student is warranted.

- The following is to be included in the report for faculty and student file, and in report to S&P committee.
  - Date behavior was observed.
  - Nature of behavior
  - Date of discussion
  - Discussion points made by faculty.
  - Response of student
  - Recommendations made.
  - Plan for follow-up, as needed.
  - Signatures of faculty and student

*Step 2 – Second Episode:* Instructor observes uncivil behavior; checks the student's file and notes behavior was reported earlier.

- Instructor reports to S&P committee after meeting with student and writing up the meeting for placing in student file (with copy to student) as above
- S&P committee may decide a letter is warranted; letter will be developed on behalf of the S&P committee; both instructor and grad program director will meet with the student to share the letter and discuss consequences

*Step 3 – Repeat Episode:* Instructor observes uncivil behavior; checks the student's file and notes behavior was reported earlier and the student received a letter from the S&P committee.

- Instructor reports to S&P committee after meeting with student and writing up the meeting for placing in student file (with copy to student) as above.
- The S&P committee may decide a Performance Improvement Plan (PIP) is warranted; the instructor develops the plan; both instructor and grad program director will meet with the student to discuss the PIP.

**Guidelines for meetings between students and faculty related to incivility:**

- Meetings are not to be taped.
- Student has the right to assistance from an advocate.

## Graduate Practica

Students in the graduate nursing programs will complete two or more semesters of clinical experiences known as practica. Each practicum experience fosters growth in the selected field of interest as students combine field-specific and individualized learning objectives. Given the integrative nature of these experiences, practica are initiated after completion of the master's core courses (which includes the elective courses for students in the Leadership and Management track). Students are required to attend a practicum orientation in the semester prior to the intended enrollment in a practicum (e.g., fall of 2019 if the initial practicum will occur in spring of 2020). At that session, the protocol for planning and applying for practica will be addressed. Additional information is provided in the *MSN and Post MSN Practicum Manual*. Practica are graded on a Pass/Fail basis. ***Deadline for submission of all practicum-required materials (e.g., documentation of proof of liability insurance, clinical contract, etc.) are July 15 for fall semester and Dec 15 for spring semester.***

***To ensure students begin their practica in a timely manner and to reduce last minute scrambling for practicum sites, faculty will NOT accept clinical contracts after the first week of classes. These students will be dropped from the clinical course and its co-requisite. Also, if contracts are not in by the "official stated" deadlines, July 15 and Dec 15 of each year, students may be levied a "handling fee" of \$75. This handling fee must be attached to the contract as a check made out to "North Park University School of Nursing" or the contract will NOT be accepted. These fees will be deposited in a fund to support laboratory services within the nursing school.***

The SON maintains access to many health care agencies in metropolitan Chicago. A variety of agencies can be used by graduate students for practica depending upon the individual student's needs and interests. ***Practicum preceptors who are nurses must hold a master's degree in nursing.***

***In addition, NP practica requires that preceptors hold certification as a nurse practitioner and licensure as an advanced practice nurse in the State of Illinois or licensure as a physician.*** Practica sites and preceptors for all nurse practitioner courses must be approved by the faculty teaching the course or the NP coordinator.

Participation in practicum carries the responsibility for conduct as a graduate nursing student and advanced level professional. Clinical attire will reflect professionalism and is to be consistent with the attire of the agency and preceptor. The student ID badge will be worn while in practicum. Adherence to university, school, agency, and practice protocols is expected. ***Following pregnancy, illness, or injury, medical clearance may be necessary to return to the practicum setting. Letters from health care providers are to be submitted to the practicum instructor.***

## Program Expenses

The regular academic year is comprised of fall and spring semesters. Some courses may also be offered in summer and/or interim sessions. Tuition and other financial obligations for all terms of enrollment are governed by university policies. Terms and



additional information are available through the Financial Aid office. Graduate tuition and fees can be found on the [University website](#).

For current financial aid and assistance in payment options please contact Student Services at 773.244.5560 or <http://www.northpark.edu/Academics/School-of-Nursing/Graduate-Programs/Financial-Aid>

The *MSN and Post-master's Practicum Manual* outlines additional program-related expenditures, which may include outlays for student health insurance, professional liability insurance, background checks, drug screening tests, etc.

## Other NPU Policies

### FERPA/Directory

Annually, North Park University informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act was designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Details of these rights can be found on the [FERPA](#) webpage. This policy applies to students only.

### Privacy Policies

Please see the following link concerning information collected by North Park University and how such information is used and protected <https://www.northpark.edu/about-north-park-university/privacy-policy/>

### Social Media Policy

North Park University recognizes that social media is a relevant means of communication for students, faculty, staff, alumni, and friends in our community. When used properly, social media posts demonstrate concern for members of the community and encourage growth, learning, and development. While North Park encourages the use of social media, all users should remember that social media tools are a powerful form of communication that can have a significant impact on organizational, professional, and individual reputations. For these reasons North Park has established a [Social Media Policy](#) for all members of the community

### Information Technology Acceptable Use Policy

Please see North Park University Undergraduate Student Handbook for details regarding university-wide guidelines developed pertaining specifically to technology. These guidelines support good stewardship of our technological resources.

### Photography Policy

North Park reserves the right to use photograph(s), videotape(s), and audio recording(s) taken of or obtained from people/students on campus and/or at university-sponsored events for promoting, publicizing, recruiting, or public relations involving the University.

### Use of Electronic Devices

Use of electronic devices by students in the School of Nursing in the academic, simulation, and clinical settings to record video, record audio, or take photographs is prohibited without explicit permission from faculty.

## Email Policy

Email is the official means for communication within North Park University. Information Technology will assign all students an official University email address. This address will be the one listed in all directories and the one used by the University for official business and communications. The University's email system can be accessed on- and off-campus through an Internet Service Provider. The University recommends that students use the University's email system. Individuals having their email electronically redirected to another email address (through the Information Technology department) do so at their own risk. Further information on North Park email can be found here <https://www.northpark.edu/campus-life-and-services/campus-services/information-technology/account-management/north-park-email/>

## Graduate Programs Communication

Emails to all students in the graduate nursing programs are sent out to alert students to new information. It is the students' responsibility to check their North Park email at least twice weekly for any new information sent out by the School of Nursing and Health Sciences.

Students who undergo name, address, phone number or email address changes are responsible for submitting these changes in writing to both Student Services and the SNHS office. Documents are often mailed using the information on record. Updating your information ensures that important communications will not be delayed.

## Student Identification Cards

All registered North Park students must obtain a student identification (ID) card for the duration of time they are actively enrolled in the institution. Students should obtain their photo ID card from the Office of Student Administrative Services during onsite orientation. Students should have their ID cards in their possession while on campus or in practicum sites and must replace them (for \$10) if lost, stolen or damaged.

## Organizations and Committees

### Graduate Academic Programs Committee (GAPC)

Graduate nursing students are invited to participate in the Graduate Academic Programs Committee by forwarding information to the committee for consideration and action. Student input into graduate nursing programs is also elicited during regular classroom visits by the director of graduate nursing programs. Academic and student life issues are addressed at GAPC meetings.

### Sigma Theta Tau, International Honor Society of Nursing

Sigma Theta Tau is the International Honor Society of Nursing. The Kappa Nu Chapter of Sigma Theta Tau was chartered at North Park University in 1988. This society recognizes scholarship and leadership in nursing. Nursing research and publication are promoted through chapter activities.

Membership is open to all North Park Graduate Nursing students who have completed at least nine credit hours at the graduate level with a GPA of 3.5 or above. Meetings are held quarterly. Yearly, invitations to apply will be sent out to eligible students.

Members receive chapter newsletters, subscriptions to *Reflections*, the international newsletter, and *The Journal of Nursing Scholarship*, and access to scholarship and research funds.

## Available Resources and Services

### Graduate Nursing Programs Scholarships & Awards

The University and SNHS work to recognize outstanding academic performance. Academic scholarships and awards are provided to the greatest extent possible. Information on the University-sponsored Alumni Awards can be found in the Financial Aid and Tuition section of the University website under "School of Nursing and Health Sciences Scholarships, Financial Aid, and Tuition." Visit this page for the most up-to-date information regarding financial aid and scholarships.

<https://www.northpark.edu/admissions-aid/financial-aid/financial-aid-for-graduate-and-degree-completion-programs/grants-scholarships-and-student-loans/school-of-nursing-and-health-sciences-scholarships-grants-and-student-loans/> To qualify for student loans, graduate nursing students must carry a minimum of 4 semester hours of credit each semester.

### North Park University Online Bookstore

The North Park University Online Bookstore carries textbooks for each course offered. It Texts may be purchased on-line. Information related to course texts and a link to order them can be found on the course's webpage once the student has registered for the course. For further information about textbook purchase, please check here:

<https://www.northpark.edu/online-bookstore/>

### Library Services

Brandel Library at North Park University offers access to top-tier nursing and health sciences databases such as CINAHL Complete, Cochrane Database of Systematic Reviews, and Medline Complete. A complete list of all the health sciences resources available on the library website can be found here:

<http://library.northpark.edu/research/sources/online-resources>. Dr. Evan Kuehn, the Nursing and Health Sciences library liaison, can be contacted for assistance at [ekuehn@northpark.edu](mailto:ekuehn@northpark.edu)

### Writing Center

Writing is a critical component of graduate level education. Society holds high expectations for the written communication skills of graduate program students and graduates. The Writing Center serves graduate nursing students in the School of Nursing and Health Sciences. Students have access to online private professional coaching. For writing assistance inquiries, please contact the Director of the Writing Center, Melissa Pavlik, at 773-244-4918, [mpavlik@northpark.edu](mailto:mpavlik@northpark.edu).

### Center for Online Education

The Center for Online Education (COE) assists with the development and design of flexible course offerings and provides support for a variety of delivery methods. The COE manages Canvas, North Park's Learning Management System (LMS), and fields online learning requests, offers training and assistance, and communicates information

about Canvas changes, issues, and maintenance. They also administer the New Student Online Orientation. Please explore this link for further information about the COE <https://www.northpark.edu/academics/online-education/students/#1482429127974-a00c395f-f5d6>.

### **Information Technology**

The Information Technology (IT) department offers student support on connecting personal devices (mobile phones, computers, tablets) to the NPU network. More info is available here <https://wiki.northpark.edu:8447/display/ITKB/Wireless+Access> Students having trouble connecting to WIFI after reviewing the WIKI info can open a Helpdesk Ticket or email [it@northpark.edu](mailto:it@northpark.edu) Additional info is available here <https://www.northpark.edu/campus-life-and-services/campus-services/information-technology/it-support/>.

### **myNPU**

myNPU (<https://www.northpark.edu/mynpu-student/>) provides many helpful links to the university's online tools, including access to Microsoft O365 for email, Canvas, the Helpdesk, account management, registration, and financial aid.

### **Enrollment Verifications**

The Registrar's Office verifies student enrollment status for the current term and/or past terms of enrollment to financial lending institutions for loans, to insurance companies for "good driver" discounts, and for scholarship receipt and/or continuance, health insurance coverage, and employment purposes. Verifications are processed in the form a student provides or on official University letterhead or forms.

### **Photocopying Services**

Photocopying machines may be accessed on the main floor of the library. In order to reduce our carbon footprint and be good stewards of our resources, the University grants students free printing and copying of 200 pages per semester. After you use up your free allowance, you will pay 10¢ per side to print. Through this initiative, we encourage the whole North Park community to take full advantage of electronic alternatives to printing and to reduce waste.

## **Available Resources and Services: When on Campus**

### **Student Counseling Services**

Mental health counseling is available and can be contacted via the following link: <https://www.northpark.edu/campus-life-and-services/student-success-and-wellness/counseling-support-services/>. All sessions are confidential.

### **Exercise & Gym Facilities**

As members of the North Park University learning community, graduate students are eligible to participate in the exercise & athletic facilities at the Helwig Recreation Center when on campus. Please remember to bring your ID.

### **Campus Security - Viking Shuttle**

The Viking Shuttle is a free vehicle service that operates continually during evening, late-night, and early morning hours with stops at key locations around the North Park

campus. Students, faculty, and staff can get on and off the shuttle at any of the identified stops. The Viking Shuttle will be driven by a North Park Security Officer, providing an additional level of safety for passengers.

More information online: <http://www.northpark.edu/About/Campus-Safety-and-Security/Viking-Shuttle>

### **LiveSafe – Campus Security Application**

*LiveSafe:* LiveSafe is a free mobile app made available by North Park University that empowers students and University employees to take charge of their own safety and to look out for those around them. Designed to prevent crime and enable better incident response, LiveSafe technology includes an app for smartphone users that is connected to a cloud-based dashboard. This dashboard is monitored by officials within the Campus Safety and Security office. More information online:

<http://www.northpark.edu/livesafe>

Main features include:

- Sharing information: Submit tips on campus safety issues (like suspicious activity, mental health concerns, or potential violence) with picture, video, or audio attachments. Send anonymously if you choose.
- Having peace of mind with SafeWalk: Invite others to “virtually walk” with you and monitor your location on a real-time map. You can escort your friends, too.
- Summoning emergency help: Campus safety officials can leverage location data in an emergency, allowing faster response times.
- Accessing emergency information: Have fast access to important campus support resources and emergency procedures.

Requesting a safety escort: Quickly submit a request for a campus escort via chat. All students are encouraged to download the LiveSafe app through Google Play or the App Store by searching for “LiveSafe.” Sign up with your email address and fill out your profile, then search for and select “North Park University” as your school.

### **Crime Statistics**

Crime statistics are published by the Campus Security Department and are available from the Office of the Vice President for Administration and Finance. Annual crime statistics and fire reports are made available to the entire campus community via the University website, and a daily crime may be requested by contacting the Director of Campus Safety at 773-244-5222.

### **Emergency Communication**

The safety of all members of the campus community is of utmost importance. It is important to review emergency information posted on campus and the additional details provided on the University website. Please see the following for discussion of the emergency alert system, website, social media and other communication channels, in addition to the emergency procedures to be followed under different circumstances <https://www.northpark.edu/campus-life-and-services/campus-services/campus-safety-and-security/emergency-communications-and-procedures/#other-communication-channels>. Always call 9-1-1 immediately in a life-threatening situation. When safe to do so, inform Campus Security of all emergencies by calling 773-244-5600.



## Useful North Park Numbers

School of Nursing Main Office	.....	773.244.5736
Student Administrative Services (Records)	.....	773.244.5560
Campus Writing Center	.....	773.244.6261
Financial Aid (Annette Miley)	.....	773.244.5507
Brandel Library	.....	773.244.5580
Health Services	.....	773.244.4897
Information Technology	.....	773.244.5540
Security	.....	773.244.5600

For most other questions, please visit <http://my.northpark.edu>.

### School of Nursing Full-Time Graduate Faculty

<u>Professor</u>	<u>Building</u>	<u>Office Number</u>
Mary Shehan, DNP, RN	5 <sup>th</sup> Floor, Carlson	773.244.5695
Dimitra Loukissa, PhD, RN	6 <sup>th</sup> Floor, Carlson	773.244.5250
Terri McCreedy, MS, ANP-C	2 <sup>nd</sup> Floor, Carlson	773.244.5706
Christine Smith, DNP, FNP-C	2 <sup>nd</sup> Floor, Carlson	773.244.5231
Laura Reckamp, MSN, AGPCNP-C	5 <sup>th</sup> Floor, Carlson	773-244-4875
Wanda Burns DNP, PHCNS	6 <sup>th</sup> Floor, Carlson	773-244-4581

For the most up-to-date list of faculty and phone numbers, please visit the School of Nursing and Health Sciences website. Email addresses are available through your NPU email account.

**Part I: Appendix A: Sample Programs and Course Schedule**

<p><b><u>MS Core Courses</u></b></p> <p>NURS 5010 Scientific Inquiry &amp; Knowledge Development (3 hr)</p> <p>NURS 5015 Health Care Systems (3hr)</p> <p>NURS 5020 Population-Based Health Care (3 hr)</p> <p>NURS 5030 Professional Communication &amp; Collaboration (2hr)</p> <p>NURS 5990 Capstone (2hr) Typically taken last year, either fall or spring.</p> <p><b><u>APN Core Courses:</u></b></p> <p>NURS 5503 APN: Role Concepts &amp; Transitions (2hr) (Taken after NURS 5531)</p> <p>NURS 5505 Advanced Pathophysiology (3hr)</p> <p>NURS 5510 Advanced Pharmacology (3hr) [OBJ]</p> <p>NURS 5515 Advanced Health Assessment (4hr) [OBJ]</p> <p>NURS 5520 Health &amp; Wellness Promotion (3hr) [OBJ]</p> <p>NURS 5610 Advanced Practice in Gerontologic Nursing I – Primary Care (2hr)</p> <p><b><u>Specialty Courses/ AGNP:</u></b></p> <p>NURS 5531 Adult Health I Primary Care (6hr): 225 <i>practicum hr</i></p>	<p><b><u>Specialty Courses/ FNP:</u></b></p> <p>NURS 5531 Adult Health I Primary Care (6hr): 225 <i>practicum hr</i></p> <p>NURS 5540 Adult Health II Primary Care (3hr)</p> <p>NURS 5545 Adult Health II Practicum (1hr): 90 <i>practicum hr</i></p> <p>NURS 5561 Pediatrics Primary Care (5hr): 90 <i>practicum hr</i></p> <p>NURS 5571 Women's Health Primary Care (4hr): 90 <i>practicum hr</i></p> <p>NURS 5791 Residency: Family Practice (3hr): 270 <i>practicum hr</i></p> <p><b><u>Specialty Courses/Leadership and Management</u></b></p> <p>NURS 5421 Introduction to Strategic Leadership I /II (3 hr) 90 <i>practicum</i></p> <p>NURS 5431 Strategic Nursing Leadership I (5 hr) 180 <i>practicum hr</i></p> <p>NURS 5441 Strategic Nursing Leadership II (5 hr) 180 <i>practicum hr</i></p> <p>School of Business 8 semester hours of electives</p> <p>Suggested SOB Course Electives</p> <p>SBNM 5030 Human Resource Management</p> <p>SBNM 5040 Diversity and Conflict</p> <p>SBNM 5041 Negotiation and Influence</p> <p>SBNM 5060 Talent Development and Retention</p>
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<p>NURS 5540 Adult Health II Primary Care (3hr)</p> <p>NURS 5545 Adult Health II Practicum (1hr): 90 practicum hr</p> <p>NURS 5622 Advanced Practice in Gerontologic Nursing II – Primary Care (4hr): 180 practicum hr</p> <p>NURS 5781 Residency: Adult-Gerontology Primary Care (3hr): 270 practicum hr</p>	<p>SBNM 5070 Team Leadership</p> <p>SBNM 5250 Healthcare Economics and Finance</p> <p>SSBNM 5350 Nonprofit Financial Management</p> <p>SBNM 5413 Project Management</p> <p>SBNM 5510 Principles of Healthcare Management</p> <p>SBNM 5590 Organizational Communication</p> <p>SBNM 5780 Measuring Outcomes &amp; Assessment</p> <p>SBNM 5990 Change Leadership</p>
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Fall		Spring		Summer	
<b>Master's Core Courses</b>					
5010 Research(G) Fall only	Tue 4:30-8:30	5030 Com/Collab(G) Spring Only	Wed 4-8 Quad A	5015 HC Systems (G) Summer only	Thur 4:30-8:30 8-10wk
5020Population H(G) Fall Only	Thurs: 4:30-8:30				
5990 Capstone P: 5540,5571, 5621 C: 5561 or 5781 (NP) or 5441 (L/M)	Online	5990 Capstone P: 5540,5571, 5621 C: 5561 or 5781 (NP) or 5441 (L/M)	Online		
<b>NP Core Courses</b>					
Fall		Spring		Summer	
		5505 Patho Spring Only	Mon 6-9	5510 Pharm Summer Only P: 5505	Wed 4:30-8:30: 16 weeks
		5610 Gero 1 Spring Only	Wed 4-9 Quad B		

MSN and Post-Master's Student Handbook

5515 Health Ass P: 5505	Mon 3 – 7	5515 Health Ass P: 5505	Mon 3-7	5503 Roles P: 5531	Thurs 4 – 8 8 weeks
5520 Health/Well (G)	Thurs 5-8	5520 Health/Well (G)	Thurs 5-8		
<b>APN Specialty Courses</b>					
5531 AHI P:5505/10/15/20/5610	Tue 5-8	5531 AHI P:5505/10/15/20/5610	Tue 5-8	5545 Adult Health II Clinical 90 hours, 8 weeks 24/s3	
5540 AHII P: 5531 C= 5571, 5621, 5910	Tue 5-8	5540 AHII P: 5531 C= 5571,5621, 5910	Tue 5-8		
5621/5622 Gero II (Revised 25/S1) P= 5531, 5610	Thurs 5-8	5621/5622 Gero II (Revised 25/S2) P= 5531, 5610	Thurs 5-8		
5571: WHlth P= 5531 C or P = 5540	Thurs 4:30-7:30	5571: WHlth P= 5531 C or P = 5540	Thurs 4:30-7:30		
5561: Peds PC P= 5531; 5540, 5571 C = 5990	Mon 5-8	5561: Peds PC P= 5531; 5540, 5571 C = 5990	Mon 5-8		
5781 AG Residency P= 5540, 5621 C = 5990	Wed 6-7	5781 AG Residency P= 5540, 5621 C = 5990	Wed 6-7	5791 FNP Residency P=5540, 5571,5561	Wed 6-7 10 weeks
5791 FNP Residency P=5540, 5571,5561	Wed 6-7	5791 FNP Residency P=5540, 5571,5561	Wed 6-7		
<b>L &amp; M Specialty Courses</b>					
				5421 Intro to Strategic I	Tues 4:30 – 8:30 10-week
5431 Stat Nurs L I P = 5010,15,20,30; 5421	Tues 4:30-6:30	5441 Stat Nurs L II P= 5431 C= 5990	Tues 4:30-6:30		

**FNP Program of Study: Aggressive 3-year (9 semester) plan**

AY	Fall Semester	Spring Semester	Summer
1	5010 Scientific Inquiry (3) 5020 Population Health (3)	5030 Prof Communication (2) Quad A 5505 Adv Patho (3) 5610 Gero I Quad B (2)	5015 Systems (4) 5510 Adv Pharm (3)
2	5515 Adv Physical Assess (4) 5520 Health/Wellness (3)	5531 Adult Health I (6)	5545 Adult Health II Practicum (1)
3	5540 Adult Health II Prim Care (3) 5571 Women's Health (4)	5561 Pediatric Primary Care (5) 5990 Capstone (2)	5503 Roles (2)
4	5791 FNP Residency (3)		

**FNP Program of Study: Less Aggressive 4-year (12 semester) plan**

AY	Fall Semester	Spring Semester	Summer
1	5010 Scientific Inquiry	5030 Prof Communication Quad A 5610 Gero I Quad B	5015 Systems
2	5020 Population Health 5520 Health/Wellness	5505 Adv Patho	5510 Adv Pharm
3	5515 Adv Physical Assess	5531 Adult Health I	5545 Adult Health II Practicum
4	5540 Adult Health II Prim Care 5571 Women's Health	5561 Pediatric Primary Care 5990 Capstone	5503 Roles
5	5791 FNP Residency		

**AGNP Program of Study: Aggressive 3-year (8 semester) plan.**

AY	Fall Semester	Spring Semester	Summer
1	5010 Scientific Inquiry (3) 5020 Population Health (3)	5030 Prof Communication Quad A (2) 5505 Adv Patho (3) 5610 Gero I Quad B (2)	5015 Systems (3) 5510 Adv Pharm (3)
2	5515 Adv Physical Assess (4) 5520 Health/Wellness (3)	5531 Adult Health I (6)	5503 Roles (2) 5545 Adult Health II Practicum (1)
3	5540 Adult Health II Prim Care (3) 5622 Advan Gero II (4)	5781 Adulity Gero Primary Care Residency (3) 5990 Capstone (2)	

**AGNP Program of Study: Less Aggressive 4-year (11 semester) plan**

AY	Fall Semester	Spring Semester	Summer
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MSN and Post-Master's Student Handbook

1	5010 Scientific Inquiry	5030 Prof Communication Quad A 5610 Gero I Quad B	5015 Systems
2	5020 Population Health 5520 Health/Wellness	5505 Adv Patho	5510 Adv Pharm
3	5515 Adv Physical Assess	5531 Adult Health I	5503 Roles 5545 Adult Health II Practicum
4	5540 Adult Health II Prim Care 5622 Advan Gero II	5781 Aduly Gero Primary Care Residency 5990 Capstone	

**Suggested Leadership and Management Plan**

<b>AY</b>	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer</b>
1	5010 Scientific Inquiry (3) 5020 Population Health (3)	5030 Prof Communication (2) Quad A SOB Electives x 3	5015 Systems (3) 5421 Intro Strat Leadership (3)
2	5431 Strat. Lead. I (5) Business Elective (2)	5441 Strat Lead. II (5) 5990 Capstone (2)	<b>An additional 24 credits Business Elective for MBA</b>  DNP should be considered when contemplating MBA.

## Part I: Appendix B – Gap Analysis for Post-master's NP Students

### North Park University Gap Analysis Guidelines Post-master's Certificate Program

There are a variety of post-master's certificate candidates who enter the NP programs. Post-master's NP students may wish to challenge didactic courses and clinical hours. The process for assigning credit is described here.

Types of post-master's students in the NP program:

- Nurses with a master's degree in nursing, but are not nurse practitioners:
  - Required to complete all core NP courses and all population focused courses and practicum hours.
  - Do not qualify for a gap analysis.
- Certified as an NP and has been currently working in that role for a minimum of 2 full-time years at the time of matriculation:
  - Reviewed individually via gap analysis. Potentially waive didactic courses as described on Gap Analysis Part 1 form.
  - Practicum hours may be challenged based on the candidate's experience and an evaluation completed by the candidate's supervisor. The evaluation used will be the Preceptor Performance Evaluation (PPE) for residency course. See Gap Analysis part 2.
- Nurses certified as NPs who neither worked in the role recently, do not have 2 yr. experience, or have never worked as an NP:
  - Required to complete all NP core courses, population-focused courses, and all practicum hours.
  - Do not qualify for a gap analysis.

### Procedure for Gap Analysis

A gap analysis is a mechanism to assign credit for prior didactic and clinical experiences to selected post-master's NP students. The gap analysis will be completed for all students who are NPs and qualify for waivers or exceptions, as noted above. It will be completed at admission and will serve as the program of study for NP students. A gap analysis will be completed by the Graduate Selection & Progression Committee. An NP faculty member must be part of the gap analysis process.

Special consideration may be given to NP students entering the post-master's certificate program who meet the following criteria:

- NPs who are expanding into another NP population-focused area of practice in which they are not nationally certified but are practicing in.
- NPs who are currently working in a population focused area but are not nationally certified.
- Those who graduated from an accredited program with a master's degree or post-master's certificate program as an advanced practice nurse.
- Those currently practicing as an NP who have a minimum of 2 full-time years of experience when matriculating.

North Park University

Gap Analysis Part 1: Post-Master's FNP Students

Application for Didactic Course Credit Based on Gap Analysis

Name of Candidate: \_\_\_\_\_

Student ID#: \_\_\_\_\_

New National NP Certification Sought: \_\_\_\_\_

NP National Certification Previously Completed: \_\_\_\_\_

Institution where previously certification was earned: \_\_\_\_\_

Year: \_\_\_\_\_ Years of experience: \_\_\_\_\_

Date of Enrollment: \_\_\_\_\_

Anticipated Graduation: \_\_\_\_\_

Nurse Practitioner Program Coordinator Signature: \_\_\_\_\_

**Prerequisite Course Work for Post-master's Family Nurse Practitioner**

		School	Course Number and Title	Check if Prerequisite Met	Check if Courses to be Taken
<b>Post-master's NP Core Courses</b>					
NURS 5503	APN: Role Concepts and Transitions				
NURS 5505	Advanced Pathophysiology				
NURS 5510	Advanced Pharmacology				
NURS 5515	Advanced Health Assessment				
NURS 5520	Health and Wellness Promotion				
<b>Post-master's Population Focused Courses</b>					
NURS 5531	Adult Health I Primary Care				
NURS 5540	Adult Health Management II				
NURS 5610	Advanced Practice in Gerontologic Nursing I				
NURS 5561	Pediatrics Primary Care				
NURS 5571	Women's Health Primary Care				
NURS 5791	Residency: Family Practice				
NURS 5990	Capstone Project				

- Non-APRN students will take all NP core and population-focused courses in the post-master's program and complete 675 practicum hours.

- APRN student who is not practicing as an NP or is an NP with less than 2 years' experience as an NP, will take all courses and complete 675 clinical hours.
- APRN student who is an experienced NP, currently practicing as an NP, and has been practicing as an NP for 2 or more years at the time of matriculation will be evaluated based on current population focus practice.
- An advanced pathophysiology course may be accepted for NURS 5505.
- An advanced health assessment course for adults including diagnostics and diagnostic reasoning may be accepted for NURS 5515.
- An APRN role preparation course may be accepted for NURS 5503.
- Graduates of non-FNP programs will be required to take population-focused courses and practica based on their experience with adult, geriatric, pediatric, or women's health.
- If advanced pharmacology is not evident on the transcript, the student will be required to take NURS 5510.
- If advanced pathophysiology is not evident on the transcript, the student will be required to take NURS 5505.
- If advanced health assessment is not evident on the transcript, students will be required to take NURS 5515.

**FNP Certificate Suggested Course Schedule**

<b>AY</b>	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer</b>
1	5520 Health/Wellness (3)	5505 Adv. Patho (3) 5610 Gero I Quad B (2)	5510 Adv Pharm (3)
2	5515 Adv Physical Assess (4)	5531 Adult Health I (6)	5545 Adult Health II Practicum (1)
3	5540 Adult Health II Prim Care (3) 5571 Women's Health (4)	5561 Pediatric Primary Care (5) 5990 Capstone (2)	<b>5503 Roles (2)</b>
4	5791 FNP Residency (3)		

North Park University

Gap Analysis Part 1: Post-Master's AGNP Students

Application for Didactic Course Credit Based on Gap Analysis

Name of Candidate: \_\_\_\_\_

Student ID#: \_\_\_\_\_

New National NP Certification Sought: \_\_\_\_\_

NP National Certification Previously Completed: \_\_\_\_\_

Institution where previously certification was earned: \_\_\_\_\_

Year: \_\_\_\_\_ Years of experience: \_\_\_\_\_

Date of Enrollment: \_\_\_\_\_

Anticipated Graduation: \_\_\_\_\_

Nurse Practitioner Program Coordinator Signature: \_\_\_\_\_

**Prerequisite Course Work for Post-Master's Adult-Gerontology Nurse Practitioner**

	School	Course Number and Title	Check if Prerequisite Met	Check if Courses to be Taken
<b>Post-master's NP Core Courses</b>				
NURS 5503		APN: Role Concepts and Transitions		
NURS 5505		Advanced Pathophysiology		
NURS 5510		Advanced Pharmacology		
NURS 5515		Advanced Health Assessment		
NURS 5520		Health and Wellness Promotion		
<b>Post-master's Population Focused Courses</b>				
NURS 5531		Adult Health I Primary Care		
NURS 5540		Adult II Primary Care		
NURS 5610		Advanced Practice in Gerontologic Nursing I		
NURS 5621		Advanced Practice Gerontologic Nursing II Primary Care		
NURS 5781		Residency: Adult-Gerontology Primary Care		
NURS 5990		Capstone Project		

- Non-APRN students will take all NP core and population-focused courses in the post-master's program and complete 585 practicum hours.
- APRN student who is not practicing as an NP or is an NP with less than 2 years' experience as an NP, will take all courses and complete 675 clinical hours.
- APRN student who is an experienced NP, currently practicing as an NP, and has been practicing as an NP for 2 or more years at the time of matriculation will be evaluated based on current population focus practice.



- An advanced pathophysiology course may be accepted for NURS 5505.
- An advanced health assessment course for adults including diagnostics and diagnostic reasoning may be accepted for NURS 5515.
- An APRN role preparation course may be accepted for NURS 5503.
- Graduates of non-AGNP programs will be required to take population-focused courses and practica based on their experience with adult or geriatric patients.
- If advanced pharmacology is not evident on the transcript, the student will be required to take NURS 5510.
- If advanced pathophysiology is not evident on the transcript, the student will be required to take NURS 5505.
- If advanced health assessment is not evident on the transcript, students will be required to take NURS 5515.

**AGNP Certificate Suggested Course Schedule**

AY	Fall Semester	Spring Semester	Summer
1	5520 Health/Wellness (3)	5505 Adv. Patho (3) 5610 Gero I Quad B (2)	5510 Adv Pharm (3)
2	5515 Adv Physical Assess (4)	5531 Adult Health I (6)	5503 Roles (2) 5545 Adult Health II Practicum (1)
3	5540 Adult Health II Prim Care (3) 5622 Advan Gero II (4)	5781 Adulty Gero Primary Care Residency (3) 5990 Capstone (2)	

North Park University

Gap Analysis Part 2: Post-Master's AGNP or FNP Students

Application for Practicum Credit Based on Gap Analysis

Student Name: \_\_\_\_\_

Population-Focused Track: \_\_\_\_\_

Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Based on an evaluation of your present NP practice in \_\_\_\_\_ (current population focus) \_\_\_\_\_ at \_\_\_\_\_ (workplace) \_\_\_\_\_ by your manager \_\_\_\_\_ it has been determined that you have partially met the clinical practicum objectives and validating competencies for this population focus.

Program requirements: \_\_\_\_\_ in primary care. *Additional hours may be required by area of concentration and/or individual student needs.*

Challenge \_\_\_\_\_ hours

Remaining \_\_\_\_\_ hour

## Part I: Appendix C: Capstone Paper & Presentation

**Purpose:** The three tracks within the graduate nursing programs share a common goal: to prepare individuals with the knowledge, skills, and abilities to respond to the critical need for advanced-level health care professionals. Daily, nurses are called upon to integrate current best evidence with clinical expertise, professional standards, and patient and institutional preferences to optimize patient care quality. Evidence-based decision making is equally important for advanced practice nurses and for nurse managers. In today's healthcare environment, advanced-level health care professionals must be critical thinkers who are competent in searching research literature, critically appraising research findings, reviewing evidence-based practice guidelines, synthesizing empirical and contextually relevant evidence, and translating evidence into practice. The capstone project is an indicator of student mastery of these competencies for nursing knowledge development within their specific MSN or Certification track/population and must be completed as a part of their program at North Park.

**Topic Selection:** Each student selects a phenomenon of interest within the chosen area of study. Practicum experience is fertile ground for the student to question current practices and identify promising alternatives. The topic needs to be relevant to practice and be reflective of the complexity of the area of study as experienced in the practicum.

Scheduling of Capstone and Presentation:

Typically, NURS 5990, Capstone, is taken in the last semester of specialty course work for both Nurse Practitioner as well as Leadership and Management students. It is offered in both fall and spring each year. The course is taught primarily online with virtual course meetings facilitated.

***Capstone Orientation Meeting: The capstone students will have an opportunity to meet with the capstone facilitators before the study semester begins to initiate the process and to utilize the break to get a jump-start on the project. The course syllabus will be provided during this meeting. This Capstone Orientation meeting is typically scheduled during Week 16 of the prior semester. During the Summer/Winter break, a follow-up meeting will be facilitated for students who wish to attend.***

**Note:** Student work developed in NURS 5010 (Scientific Inquiry & Knowledge Development) may be used as they develop their capstone project. Likewise, students who advance to enrollment in the Doctor of Nursing Program at North Park University, may use the work they developed in both NURS 5010 and NURS 5990 in the DNP Seminar assignments.

## Part I: Appendix D– Record of Infraction

### North Park University School of Nursing: Graduate Nurse Programs Record of Infraction: Academic Dishonesty

#### ***Student Submission of Assignment: Plagiarism***

\_\_\_\_\_ (name), when enrolled in NURS \_\_\_\_\_ (course number), during \_\_\_\_\_ semester submitted a paper/assignment with inappropriate attribution to other sources. The student represented words and/or ideas of another as their own.

The nature of the infraction can be best summarized as follows:

\_\_\_ shared work that was previously submitted by another student at North Park University (in full or in part)

\_\_\_ shared work from published or online sources without use of quotation marks and citation

\_\_\_ other (please explain)

***The situation was handled in the following manner in consultation with the Graduate Selection and Progression Committee. (Check as many as apply)***

*Student:*

\_\_\_ received a lower grade on the assignment, based on degree of similarity with other sources

\_\_\_ received a “zero” on the assignment

\_\_\_ received a failing grade in the course

\_\_\_ was suspended from the university for duration of \_\_\_\_\_

\_\_\_ was dismissed from the university

\_\_\_ was excluded from participation in extra-curricular programs of the university

\_\_\_ other (Please explain)

Instructor Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Part II: Practicum Guide

### Introduction

The School of Nursing (SoN) offers two graduate programs of study at the master's level: Master of Science in nursing (MSN) and post-master's certificate programs. Program requirements are structured to maintain a high standard of scholarship within a flexible program design and individualized student programming. Each program includes a clinical component known as practicum. Students have the flexibility to design a course of study consistent with individual goals. Tailoring practicum experiences enables each student to achieve the learning outcomes articulated in the selected track while also focusing on individual professional goals.

### Practica:

- Build on previous education and professional experiences,
- facilitate student achievement of learning outcomes, and
- should result in developing expertise in an expanded role.

The practicum experience is intentionally designed for students to build upon graduate course work and to continue integration of nursing research, theory, and practice.

The nurse practitioner practica are sequenced based on the level of the student and the population focus. There are 3 levels of practicum courses in the nurse practitioner tracks.

Level 1: Students in this level are beginning their first practicum course. The focus is adult health in primary care. Students are expected to complete 225 hours of practicum in this course. This course is NURS 5531 Adult Health Management Practicum.

Level 2: Students in this level are doing their specific population focus courses. The courses in this level include pediatrics, women's health and gerontology. FNP Students are expected to complete 180 clock hours in the required population focus courses and the AGNP students are expected to complete 90 clock hours.

Level 3: Students in this level are completing their final practicum course, residency. Each student is expected to complete 270 hours of practicum in their population track i.e., adult-gerontology or family practice. This is the culminating course for nurse practitioner students. Students engage in clinical experiences to synthesize knowledge and skills gained in previous practicum courses.

The Leadership and Management practica proceeds over the course of two semesters, the first semester is when students initially develop skills, then build expertise and finally demonstrate a synthesis of knowledge and skills in the completion of an organization-based project during the second.

### Practicum Planning

#### When to Do Practica

All master's core courses must be completed prior to initiation of practicum. Nurse practitioner students must also complete core NP courses prior to starting a practicum; these include advanced pathophysiology, advanced pharmacology, and advanced health assessment. Leadership and Management students must complete their business electives. The nurse practitioner student must have

at least two years clinical experience as a RN prior to starting practicum. Practica courses are graded on a pass/fail basis and are taken together with the appropriate didactic course (i.e., pediatric practicum must be taken with the pediatric didactic course). The only exception is the final residency practicum for NP students, which is a clinical immersion experience. Your advisor will help you create a program of study to help you plan course work appropriately. Because practica are highly individualized, adequate advanced planning ensures that a student has met all prerequisites and is ready to obtain the fullest benefit from the experience.

Practica activities require significant commitments of time and energy. As with all courses, practica requires preparation time outside of the actual hours spent in the clinical area. It is recommended that academic, personal and professional commitments be fully considered when deciding to enroll in practica. Because each practicum advances the student professionally, students need to have sufficient time and energy to put as much into and get as much out of each hour of practicum as possible.

During practicum advising, dates available for practicum will be discussed. Dates for practicum planning sessions will be announced in classes and by email. Students may engage in practicum only between the first and last available dates of the semester; practicum may not be scheduled during academic recesses. Leadership and Management (L & M) practica starts during the summer semester and proceeds at the same organization through to May, breaking for academic recesses.

**There may be only a limited number of students in any one clinic. Approval from the practicum faculty must be obtained if more than 1 student has the same preceptor.**

#### Where to Do Practicum

The North Park University campus and surrounding area offer excellent resources for practica. It is the student's responsibility to locate a setting in which to achieve practicum objectives. Ideas about practicum placement may be derived from your own knowledge and experience or from consultation with nursing faculty in your selected concentration. Students who are not aware of an appropriate setting should seek help from the practicum advisor who can share their knowledge of previous successful student placements. A reference notebook of practicum sites for NP students is also available for review in the SoN Office. Additionally, all students are required to attend practicum orientation prior to the first practicum. In subsequent semesters, students must attend practicum planning day or meet with their advisor prior to securing a preceptor.

Graduate practica occur in settings that have appropriately prepared and credentialed people available to serve as preceptors. Requirements for practicum include:

- being located within Illinois
  - The physical & emotional safety of the site are evident.
  - Appropriate approvals & certifications are held by agency (if appropriate, e.g., JACHO)
- being of sufficient size to foster learning & fulfillment of course requirements.
- being willing to accept NPU Graduate Nursing Students
- having a qualified preceptor:
  - Having the credentials and educational preparation appropriate to the type of service provided.
  - Who is willing to facilitate attainment of practicum objectives.
  - For the nurse practitioner student:-Advanced Practice Registered Nurses:
    1. Minimum of a master's degree in nursing
    2. Current Registered Nurse (RN) license in the state of Illinois and APRN with an unencumbered license
    3. Nationally Certified as a NP
    4. Have a minimum of one (1) year of full-time experience in the role in which the student is being precepted.
  - Physicians
    1. Doctor of Medicine or Doctor of Osteopathic Medicine
    2. Must hold an unencumbered license to practice in Illinois.
    3. Board Certified in their area of practice.
    4. Have a minimum of one (1) year of full-time experience in the role in which the student is being precepted.

5. L&M preceptors must hold a master's degree in nursing.

## Planning Ahead

Many practicum institutions require applications for clinical rotations 6 – 9 months in advance of the rotation, even before a preceptor is identified. These applications need to be completed each semester for consideration at the clinic site.

- Lawndale Christian Health Center: Application Deadlines: Spring semester - 7/15; Fall semester - 3/15; Summer semester 11/15. <https://lawndale.org/np-preceptorships>
- NorthShore Legacy: Fall semester – April 1<sup>st</sup>; Winter/Spring Semester- October 1<sup>st</sup>, 2023, Summer semester February 1<sup>st</sup>. (See Practicum Coordinator for application)

There may be other sites that require applications. That information can be found on the institution's website. You can also reach out to the practicum coordinator to discuss specific site requirements.

### **The Adult Gerontology Nurse Practitioner Student**

The practicum courses for the adult gerontology primary care nurse practitioner student include the following courses with practicum description.

- NURS 5531 Adult Health I Primary Care - This course includes a 225-clinic hour practicum. The focus of this rotation is adult health. The student will have one preceptor for 225 hours. Ideal settings include internal medicine or family practice setting.
- NURS 5545 (24/S3) Adult Health II Practicum: This course is a 90-clinic hour practicum that focuses on adult health management in primary care.
- NURS 5621 Advanced Practice in Gerontologic Nursing II - This course includes a 90-clinic hour practicum. The focus of this rotation is gerontology. The student will have one preceptor for 90 hours, Ideal settings include primary care and long-term care settings.
- NURS 5781 Adult Gerontology Primary Care Residency - This course includes a 270-clinic hour practicum. The ideal setting includes 270 hours in a primary care setting. This rotation can be divided between two clinical sites as follows: 180 clinic hours in primary care and 90 clinic hours in a specialty area. Specialty areas are listed below and require approval from the course faculty.

#### **With the approval of Faculty:**

- Nurse practitioner students will be allowed to use one clinical site per practicum except for residency, the student can have two clinical sites.
- The student may participate in telehealth visits and must meet all board of nursing licensure requirements in the state where the patient resides.

**The AGNP student must work with an APRN for at least 90 hours of the total of practicum hours. It would be preferable to work 765 hours with an APRN.**

Suitable primary care sites include, but are not limited to:

- Community health centers
- Public health departments
- Family practice offices
- Internal medicine offices
- Geriatrics

- Long term care facilities
- Outpatient specialty sites during residency no more than 90 hours (must be preapproved). No more than 1 specialty site can be completed during the program.
  - Convenient Care/Fast Track ED, Immediate/Urgent Care, Neurology, Cardiology, Endocrinology, Pulmonology, Gastroenterology, Mental Health, Orthopedics, Nephrology, Rheumatology, ENT and Urology.
  - No more than one specialty rotation may be completed during the clinical practicum.
  - Students must be able to achieve the following learning objectives for a specialty rotation to be approved:
    - Can provide direct care to the patient; includes history, Physical exam, diagnosis, and development of the plan of care.
    - Demonstrate the relevance of the specialty rotation and its relationship to the primary care provider for ongoing patient care.

### **The FNP Nurse Practitioner Student**

The practicum courses for family nurse practitioner students include the following courses with practicum description.

- NURS 5531 Adult Health I Primary Care - This course includes a 225-clinic hour practicum. The focus of this rotation is adult health. The student will have one preceptor for 225 hours. Ideal settings include internal medicine or family practice setting.
- NURS 5545 (24/S3) Adult Health II Practicum: This course is a 90-clinic hour practicum that focuses on adult health management in primary care.
- NURS 5571 Women's Health Primary Care - This course includes a 90-clinic hour practicum. The focus of this rotation is OBGYNE. The student will have one preceptor for 90 hours, Ideal settings include an OBGYNE clinic with an OBGYNE physician or Midwife. Contact the course faculty for approval of a family practice site.
- NURS 5561 Pediatric Primary Care - This course includes a 90-clinic hour practicum. The focus of this rotation is pediatric primary care. The student will have one preceptor for 90 hours. Ideal settings include a pediatric clinic with a pediatrician, pediatric nurse practitioner or family medicine or practitioner with a large panel of pediatric patients.
- NURS 5791 Family Practice Residency- This course includes a 270-clinic hour practicum. The focus of this rotation is primary care, ideally in a family practice setting. This rotation can be divided between two clinical sites as follows: 180 clinic hours in primary care and 90 clinic hours in a specialty area. Specialty areas are listed below and require approval from the course faculty.

**The FNP student must work with an APRN for at least 90 hours of the total of practicum hours. It would be preferable to work with an APRN for 765 practicum hours.**

Suitable primary care sites include, but are not limited to:

- Community health centers and clinics, hospital owned practices, private practices.
- Public health departments
- Family practice offices,
- Internal medicine offices



- Pediatrics offices,
- OBGYN offices
- Geriatric offices
- or Long-term care facilities
- Outpatient specialty sites during residency no more than 90 hours (must be preapproved)  
No more than 1 specialty rotation may be completed during the program.
  - Convenient Care/Fast Track ED, Immediate/Urgent Care, Neurology, Cardiology, Endocrinology, Pulmonology, ~~Dermatology~~, Gastroenterology, Mental Health, Orthopedics, Nephrology, Rheumatology, ENT, Urology.
  - ~~No more than one specialty rotation may be completed during the clinical practicum.~~
  - Students must be able to achieve the following learning objectives for a specialty rotation to be approved:
    - Can provide direct care to the patient; includes history, physical exam, diagnosis, and development of the plan of care.
    - Demonstrate relevance of specialty rotation and its relationship to primary care provider for ongoing patient care.

#### Telehealth: FNP and AGNP Students

The student may participate in telehealth visits and must meet all board of nursing licensure requirements in the state where the patient resides.

- No more than 20% of program clinic hours may be telehealth visits.
- AGNP students may participate in any telehealth visits performed by the preceptor.
- No more than 20% of each population focused visits can be performed via telehealth.

The telehealth hours will be documented on the Time Log

## Proposing Initial Practicum: Nurse Practitioner Students

Each NPU graduate nursing track includes a practicum component. Students must **apply for and receive approval** for each semester of practicum. The protocol below is employed to guide a student through the process of proposing and securing practicum placement.

### Planning and Proposing Practicum

1. Attend a Practicum Orientation Session during NURS 5515 Advanced Physical Assessment. This is a mandatory session to learn the protocol and procedures for planning, proposing, and engaging in a practicum. This must be attended in the semester prior to the anticipated start of practicum.
2. Review the MSN and Post-Master's Handbook and Practicum Guide carefully. Please pay particular attention to the guidelines outlined under "Proposing Initial Practicum" vs. "Proposing Successive Practica."
3. Gather and complete the following documents:
  - a. List of program classes completed.
  - b. Name of proposed preceptor (if you have one)
  - c. Health & Safety Compliance documents to be submitted to Certified Background (See Appendix for directions)

- d. Updated resume
4. Attend Practicum Planning Day. At this session the list of classes completed, and resume will be reviewed.
5. Eligibility for practicum and suitability of proposed practicum site & preceptor will be determined by the NP Coordinator, L&M Track Coordinator, or the faculty course instructor. Prior to initiating contact with the proposed site and preceptor, the student needs approval.

### Securing Approval to Engage in Practicum

After securing approval to engage in practicum from the NP or L&M Track Coordinator (or course instructor), the student needs to make appointments with personnel at the proposed practicum site. At this meeting students share their request for practicum, negotiate for a practicum site & preceptor, and review the proposed practicum activities. If there is mutual interest in the practicum with minimal changes to the proposed learning activities, the student needs to secure consents for the practicum from the preceptor and the person designated to authorize participation for the agency. Also, the student will negotiate a tentative starting date and schedule for practicum at times mutually agreeable to the preceptor, student, and faculty.

- The maximum number of hours allowed per day is 10\* hours. Four to eight hours per day are desirable. The student is not permitted to work 8 hours before the scheduled practicum.
- Finally, the student is responsible for securing the preceptor's resume, certification, and license as an APN in the state of Illinois and business card. Note that each site must have a completed Interagency Agreement.
  1. The student must submit the completed Interagency Agreement to the School of Nursing Operations Coordinator by the announced deadline. A student who submits a contract after the targeted deadline will experience a delayed practicum start. **Any student who has not submitted a signed contract by the end of the first week of the semester will be dropped from the practicum and didactic courses.**
  2. The student must scan the following documents and submit to [practicum@northpark.edu](mailto:practicum@northpark.edu). Photograph copies are not acceptable.
    - a. Completed Interagency Practicum Agreement
    - b. Copy of the preceptor's certification
    - c. CV/Resume
  3. The Interagency Agreement will be processed by the SoN. This step may take up to two business weeks or more. A copy of the completed document will be emailed to the clinical agency as the official contract for the practicum. The entire process must be completed **prior** to engaging in the practicum.
  4. Prior to beginning the practicum, the student will contact the program coordinator to discuss clinical site preparation and requirements.
  5. Any student who has not submitted a signed Interagency Practicum Agreement by the end of the first week of the semester will be dropped from the practicum and didactic courses. If, during the semester, an NP student wishes to add a practicum site, he/she must seek written approval from both the course instructor and the Practicum Coordinator.
  6. \*Please meet with your course instructor to discuss any proposed exception

If, during the semester, an NP student wishes to add a practicum site, he/she must seek written approval from both the course instructor and the NP Coordinator.

The process is repeated each semester for NP students; see the "Proposing Successive Practica" section. L&M students continue at the same site for both semesters.

### Pertinent Data

Deadlines

Order of Practicum Materials

## MSN and Post-Master's Student Handbook

NP Practicum Planning Day: Will be announced in classes each spring and fall semester.

email to [practicum@northpark.edu](mailto:practicum@northpark.edu) in this order:

Submission of Contracts: Fall: July 1 annually

- Interagency Agreement
- Preceptor's resume/CV
- Copy of National Certification

Submission of Contracts: Spring: December 1 annually  
(for NP students only)

Submission of Contracts: Summer: April 1 annually

### Proposing Successive Practica

The protocol for successive practica for NP students will require repetition of many steps listed. Gather and/or complete the following documents:

- Updated student resume if there is a change in employment or position.
  - List of program classes completed to date.
  - Updated Health & Safety Compliance Document will be submitted to CastleBranch.
    - Registered Professional Nurse Licensure in Illinois (if re-issued)
    - Professional Nursing Liability Insurance (upon renewal)
    - Proof of immunity if re-vaccination was required in the previous semester.
    - AHA CPR for Healthcare Providers Recognition (upon renewal)
    - TB-free state (per requirements)
    - Annual flu shot.
    - Change in personal health insurance.
- MSN students must contact course faculty for practicum planning and approval of clinical sites.
    - NURS 5531 Adult Health I: Terri McCreedy [tmccreedy@northpark.edu](mailto:tmccreedy@northpark.edu)
    - NURS 5545 Adult Health II Practicum: Christine Smith [casmith@northpark.edu](mailto:casmith@northpark.edu)
    - NURS 5621 Advanced Gerontology: Dr. Trudy DeWaters [tdewaters@northpark.edu](mailto:tdewaters@northpark.edu)
    - NURS 5571 Women's Health: Dr, Christine Smith. [Casmith@northpark.edu](mailto:Casmith@northpark.edu)
    - NURS 5561 Pediatrics: Dr. Christine Smith [casmith@northpark.edu](mailto:casmith@northpark.edu)
    - NURS 5781 AGNP Residency: Dr. Trudy DeWaters [tedwaters@northpark.edu](mailto:tedwaters@northpark.edu)
    - NURS 5791 FNP Residency: Dr. Christine Smith [casmith@northpark.edu](mailto:casmith@northpark.edu)
  - Any student who has not submitted a signed Interagency Practicum Agreement by the end of the first week of the semester will be dropped from the practicum and didactic courses. If, during the semester, an NP student wishes to add a practicum site, he/she must seek written approval from both the course instructor and the Practicum Coordinator.  
\*Please meet with your course instructor to discuss any proposed exception.
  - The student cannot begin clinicals until after the first day of class. If your class meets on Thursday, you cannot begin clinicals until after Thursday.

### Proposing Initial Practicum: Leadership and Management Students

Each NPU graduate nursing track includes a practicum component. Leadership and Management Students will apply for approval of a Three Semester Practicum, to be facilitated at the same clinical site over the three semesters (Summer, Fall, Spring).

### Planning and Proposing Practicum

1. Attend a Practicum Orientation Session the semester (spring) before the first of three clinical semesters. This is a mandatory session to learn the protocol and procedures for planning, proposing, and engaging in a practicum. This must be attended in the semester prior to the anticipated start of practicum.
2. Review the MSN and Post-Master's Handbook and Practicum Guide carefully.
3. Gather and complete the following documents:
  - List of program classes completed.
  - Name of proposed preceptor (if you have one)
  - Health & Safety Compliance documents to be submitted to Certified Background (See Appendix for directions)
4. Eligibility for practicum and suitability of proposed practicum site & preceptor will be determined by the L&M Track Coordinator, or the faculty course instructor. Prior to initiating contact with the proposed site and preceptor, the student needs faculty approval.  
NURS 5421, 5431, and 5441 Strategic Nursing: Mary Shehan mashehan@northpark.edu

### Securing Approval to Engage in Practicum

After securing approval to engage in practicum from the L&M Track Coordinator (or course instructor), the student needs to make appointments with personnel at the proposed practicum site. At this meeting students share their request for practicum, negotiate for a practicum site & preceptor, and review the proposed practicum activities. If there is mutual interest in the practicum with minimal changes to the proposed learning activities, the student needs to secure consents for the practicum from the preceptor and the person designated to authorize participation for the agency. Also, the student will negotiate a tentative starting date and schedule for practicum at times mutually agreeable to the preceptor, student, and faculty.

- The maximum number of hours allowed per day is 10\* hours. Four to eight hours per day are desirable. The student is not permitted to work 8 hours before the scheduled practicum.
  - Finally, the student is responsible for securing the preceptor's resume, certification, and license in the state of Illinois.
5. The student must submit the completed Interagency Agreement to the School of Nursing Operations Coordinator by the announced deadline. A student who submits a contract after the targeted deadline will experience a delayed practicum start. **Any student who has not submitted a signed contract by the end of the first week of the semester will be dropped from the practicum and didactic courses.**
  6. The student must scan the following documents and submit to practicum@northpark.edu. Photograph copies are not acceptable.
    - A. Completed Interagency Practicum Agreement
    - B. Copy of the preceptor's license and resume
    - C. CV/Resume
  7. The Interagency Agreement will be processed by the SoN. This step may take up to two business weeks or more. A copy of the completed document will be emailed to the clinical agency as the official contract for the practicum. The entire process must be completed **prior** to engaging in the practicum.
  8. Prior to beginning the practicum, the student will contact the program coordinator to discuss clinical site preparation and requirements.
  9. Any student who has not submitted a signed Interagency Practicum Agreement by the end of the first week of the semester will be dropped from the practicum and didactic courses. If, during the semester, an NP student wishes to add a practicum site, he/she must seek written approval from both the course instructor and the Practicum Coordinator.
  10. \*Please meet with your course instructor to discuss any proposed exception

## **How to Complete the Interagency Practicum Agreement**

1. Complete the Interagency Practicum Agreement. **All** information must be provided. A sample can be found in Appendix E.

2. Specifics of practicum: enter the preceptor's name, Degree, Specialty. **Enter specific dates in the practicum.** Use the first day and last day of the semester dates. (See the Academic Calendar for dates.)
3. On the line "in addition," if the agency requires other health and safety compliance items, the agency should enter that in, i.e., occasionally, agencies ask for fingerprint analysis or specific immunity evidence not listed. If an additional item is required, the student must fulfill it. Please contact your track coordinator or NP coordinator for information on how to fulfill this requirement.
4. Agency signature-. This can be signed by the site manager, student placement coordinator, or if private practice, the practice owner. If it is a private practice, the office manager or physician may sign it. There are exceptions, NorthShore and Northwestern signature not required. In these cases, the student should fill in the name of the agency across the agency line.
5. Preceptor digital signature. If you have more than preceptor.
6. All preceptors must sign. If this is a NorthShore or Northwestern Memorial site, signature not required, write name of preceptor.
7. Student Signature: The student must digitally sign the agreement.
8. Once completed, email the practicum agreement to [Practicum@northpark.edu](mailto:Practicum@northpark.edu) for practicum coordinator review. Once reviewed and accepted, the agreement will be signed by SoN. The preceptor will be sent a preceptor packet that includes the signed Interagency Agreement, a welcome and introductory letter, evaluation tool, syllabus and preceptor orientation manual. The student will be included in the Cc on the documents sent.
9. If your preceptor is not an employee of the clinical site (e.g., preceptor provides on-site care to patients in long-term care but is employed by another agency). The student will need to complete Interagency Agreements for both the preceptor and the clinical site.

## Where to Find the Interagency Agreement

The Interagency Agreements will be found on the Canvas course that precedes the practicum. The Interagency Agreement for the first practicum, NURS 5531 will be found in the NURS 5515 canvas course. Leadership and Management students will obtain the practicum agreement during Practicum Orientation. **You must have the correct interagency agreement for each individual practicum course.** [Link to Agency Agreement samples](#)

## Health and Safety Compliance

All students engaging in practica must comply with the standard eligibility requirements for interactions within health care agencies. Health and safety documents will be submitted online to CastleBranch Inc. (CB). CB is a secure platform that allows students to store medical documents online. CB will remind a student when documents such as CPR are about to expire. However, it is the student's responsibility to renew annual requirements with CB. Students who are NOT compliant with annual requirements (e.g., TB), will not be allowed to return to practica until the requirements have been completed. The directions for CB are in Appendix D. *Students must submit the following documentation to CB prior to beginning the practicum:*

- 1) Measles, Mumps, & Rubella. Evidence of immunity can include any of the following:
  - a) Documentation of 2 vaccinations OR
  - b) Positive antibody titers for all 3 components (lab reports are required as evidence)

If a titer is negative or equivocal for any of the components, two doses of MMR vaccine will be required, separated by at least 28 days.

- 2) Varicella. Evidence of immunity can include any of the following:
  - a) Documentation of 2 vaccinations OR
  - b) Positive antibody titers (lab report is required as evidence)

If a titer is negative or equivocal for any of the components, a booster shot will be required.

- 3) Hepatitis B. Documentation of Hepatitis B antibody status may be provided in one of the following ways:

- a) Documentation of a completed 3 immunization series OR

Positive antibody titers (lab report is required as evidence) OR if the titer is negative or equivocal, the student will repeat the series or submit a declination waiver. *(There is a new two vaccine series for Hepatitis B, known as Hepislay, that has recently been approved by the FDA and CDC and is acceptable as hepatitis immunization.)*

- b) A signed waiver declining the immunizations. Students may decline, but they must sign a declination waiver. The waiver may be obtained in the School of Nursing and Health Sciences (SNHS) office.

- 4) TB-free state. Documentation of being disease free may be demonstrated by:

- a) Annual skin test OR

- b) Annual blood test such as QuantiFERON Gold OR

- c) Persons with a documented prior positive TB test, a clear Chest X-Ray (with lab report) is required one time (from any date) PLUS documentation of any treatment you have received if applicable. An annual TB checklist of signs and symptoms will be used to screen for TB disease- upload to Castlebranch. A checklist from employer/provider will be acceptable.

- d) The renewal date for the annual blood test will be set for 1 year for negative results.

- 5) Tetanus, diphtheria & pertussis (TDAP). Documentation of a TD booster or Tdap vaccination within the past 10 years.

**CPR certification** is required and must be maintained. Certification following The AHA (American Heart Association) guidelines for Healthcare Providers is required. A copy of both the front and the back of the card is needed. The card must be signed.

**Personal health insurance.** Provide a copy of your health insurance card or proof of coverage. If you are covered by a spouse/parent and your name is not on the insurance card, you must obtain a letter from the insurance company stating you are covered. It is the student's responsibility to update this information if there are any changes, e.g., new job, changes in insurance providers, etc. If a student is sick or injured during their enrollment at North Park University, the student should be seen in the nearest health care clinic or emergency room as appropriate. This would include Bloodborne Pathogen Exposure.

**Seasonal Influenza:** Annual requirement from October 1<sup>st</sup> – March 31<sup>st</sup>. One of the following is required:

- a) Documentation of flu shot which must include vaccine lot # OR

- b) Signed declination waiver **and** a note from a healthcare provider. The student must submit a note signed by a healthcare provider, stating that he/she is not able to receive the influenza vaccination. Declination waivers are available through the SNHS office.

**Covid vaccination.** To meet the requirement of partnering clinical agencies covid vaccines are required. Documentation of primary vaccination series: two doses for Pfizer and Moderna or one dose for J&J. Include Lot number, vaccine manufacturer and the administration dates for each dose.

**Infection Control (OSHA).** Compliance with OSHA training can be demonstrated by:

- c) Documentation of having successfully completed OSHA/Infection control training is required. You may provide documentation from your employer. The SNHS will facilitate meeting this requirement if necessary.

**HIPPA.** Compliance with HIPAA training can be demonstrated by:

- d) Documentation of having successfully completed HIPAA training is required. You may provide a certificate or letter from your employer stating completion of training. The SNHS can facilitate meeting this requirement if necessary. (Please see Appendix M) for SNHS

HIPAA Policy). Students are expected to maintain and handle patient records in accordance with legal and privacy standards. Students are not to copy, transcribe, transport, or share any protected health information. This includes taking notes from a medical record or keeping a log with patient names. Clinical logs and other records of clinical information must be fully de-identified.

Registered Professional Nurse Licensure in Illinois. All students must provide a copy of their current license as an RN in the state of Illinois. **APRNs (e.g., NP, CNS, nurse midwives) must provide additional information:** If you are licensed and certified as an advanced practice registered nurse (APRN), you must also provide:

- i) A copy of your Illinois license as an APRN AND
- ii) A copy of your certification by a national certifying body, e.g., ANCC or AANP.

**Professional liability insurance for all students is required.** Documentation of a policy with a minimum of \$1 million/\$6 million coverage is required for each semester of practicum. Students licensed and certified as APRNs must carry malpractice insurance as an APRN. Students in the nurse practitioner program must carry malpractice insurance as a nurse practitioner student. Students in the leadership and management program must carry malpractice insurance as a registered nurse.

**A fingerprint background check** must be completed prior to the first practicum through CastleBranch. A recent change in Illinois law requires students to sign a release form for the Illinois Statewide Criminal Search to ensure compliance with the Illinois State Police release requirement. The downloadable Illinois State Police release form will be provided online during the ordering process. The student must sign the release form and return it to CastleBranch before a background check is completed. A fingerprint background check must be completed prior to the first practicum through CastleBranch.

**A 10 panel (urine) drug screen** must be completed prior to the first practicum through CastleBranch. Students will go to a CastleBranch designated location to give their drug screening sample.

**Please Note:**

If student results on either the *background check* or 10 panel *drug screening* raises concerns related to the nursing program, the student will be contacted by the Program Coordinator. For a mandatory meeting. If the concern is related to the *drug screening*, if the student is allowed to continue in the program the student will be asked to complete random 10 panel drug screening for the duration of the program. If a student tests positive on any follow-up random 10 panel drug screening, the student may be asked to leave the program. The SoN reserves the right to require additional drug screening of any student when indicated. Students with past convictions will be reviewed by the Selection and Progression committee to determine eligibility to continue in the program.

## Pre-clinical Orientation Meeting with Preceptor

Before beginning the practicum, the student will schedule a pre-clinical orientation meeting with the preceptor. During this meeting, the student should discuss the following:

1. The student must be directly always supervised by the preceptor or clinically appropriate designee while the student is on site.
2. The student should share with the preceptor the name of the north park faculty with contact with email for future reference.
3. The student's background, skills and areas identified as needing special attention. The student should review with the preceptor the practicum level (See Appendix D), the tool that will be used for student evaluation and the time log used to document time spent on site.
4. The need for an orientation on the first day of clinical. Students need to observe the clinic and other appropriate clinical areas to become oriented to the clinical setting.

5. Dress requirements in this practice. Students are required to wear their NPU picture IDs.
6. The mechanism by which the student should communicate with the preceptor should illness or emergency require a missed clinical day.
7. The practice guidelines/protocols. The student should share with the preceptor the practice guidelines recommended from the course.
8. The student's clinical schedule and the needs of the site. The preceptor should review the student's clinical practicum timeline at this meeting and clinical objectives and goals for this practicum. Clinicals will start after the first day of the corresponding didactic course.
9. The preceptor should clarify the expectations regarding physician and other consultations.
10. Any concerns that either the student or preceptor may have regarding the clinical experience.
11. Student should discuss with the preceptor the information that will be collected for the daily typhon log and determine the best way to collect that information. The student will not utilize Typhon during the workday unless it during the lunch or breaktime.
12. The student will remind the preceptor that the clinical faculty will contact the preceptor once or twice during the semester either by a site visit or phone call. In addition, the faculty, the preceptor, or the student may request a site visit if felt needed.

## Dress Code

All students are expected to adhere to professional attire standards while in any practicum site.

- Students are required to wear the NPU Graduate Nursing Student picture ID while in the practicum site.
- NP students are required to wear a white lab coat in the practicum area. There may be no writing or any logos from any other institution on your lab coat (i.e., another school or hospital logo on it). You may not wear a lab coat from another organization when you are in the practicum as a North Park student.
- Conservative hairstyles and accessories are preferred. Hair may be died in natural colors (hair dyed in unnatural colors such as pink, blue or purple is not allowed.)
- Artificial nails are not to be worn by students providing direct patient care.
- Temporary or permanent tattoos may not be visible.
- Perfumes and colognes should be used conservatively.
- Jewelry should be conservative and professional. Large rings, necklaces, dangling bracelets, large dangling earrings are not permitted. Ear gauges must be covered.
- Visible body jewelry (eyebrow, tongue, nose etc.) other than earlobes is not allowed.
- Good hygiene is always expected.
- Business attire is expected on the practica sites.

## Required NP Equipment for Practicum.

- Stethoscope: A cardiac level stethoscope (considered gold standard for advanced practice nurses)
- Tuning forks x 2, both required (512 Hz) and (256 Hz)
- Reflex Hammer- a Tromner reflex hammer is the best.
- Penlight
- Measuring tape (in both inches and centimeters)

## Practicum Behaviors & Expectations

The student will:



Design the optimal practicum experience.

- Review expectations of preceptor, site, self, and course
- Review with the preceptor the course learning objectives & activities
- Request an orientation to the site, protocols at the site, documentation system & related paperwork, routine at the site, and expectations for documentation & billing.
- Negotiate a mutually acceptable schedule for practicum (preferably plan the whole semester but a minimum of one month is required).

Engage in pre-clinical preparation for each day.

- Review practicum objectives
- Set objectives for each practicum day; articulate them to the practicum faculty.
- Engage in pre-clinical review of resources for specific rotation (i.e., if doing cardiac rotation, review cardiac assessment and common alterations).

Practicum performance demonstrates the level of education and level within the program.

- Performance matches that of the APRN or Leadership & Management student.
- Students are expected to support management plans with current evidence from professional literature. Utilize your clinic resources including UpToDate, Epocrates or other pharm book, Cash Guidelines, etc.
- Performance shows consistent progression through the semester & from one semester to the next.
- NP student's case presentation to the preceptor occurs with each patient. This should demonstrate increasing sophistication as the semester progresses.
- Time Logs should be signed off by the preceptor at the end of each clinical day (Appendix F)
- Demonstrate a professional persona.
- Conduct self as an advanced professional.
  - Students are expected to provide care without discrimination regarding age, gender, race, ethnicity, religion, lifestyle, socioeconomic status, sexual orientation, disability or nature of health problem.
- Communication should reflect advanced professional standards (written, verbal, non-verbal)
- Fulfill commitments.
- Business time orientation must be followed (be on time to practice setting, review daily timeline with preceptor, manage direct and indirect time with patients)
- Adhere to practicum schedule. If changes are necessary, they must be communicated in writing to the practicum faculty member within 24 hours of the change. Practicum hours are accumulated only during authentic direct & indirect patient encounter times, plus a meal break if more than 4 hours are spent on practicum. Time waiting for the preceptor or carrying out a library review is not "counted".

Complete post-practicum activities

- NP students should enter data into the NP Data Tracking System (typhon) preferably on a daily basis but at a minimum on a weekly basis.
- NP and L&M students should track time in the Practicum Time Log on a weekly basis.
- Students are to engage in reflection about the practicum experience and identify self-development which must occur before the next practicum day. Reflect on the day's objectives and course objectives as well. Report this self-development to the practicum faculty through the practicum journal as required by your course faculty member.

- Complete & submit a practicum journal log per course schedule.
- Communicate immediately with the practicum faculty member about any unusual concerns or issues while at practicum, difficulty in communicating or working with the preceptor or within the setting, or inappropriate contact with patients.
- Engage in episodic performance reviews with preceptor and practicum faculty. Using the feedback, create a self-development plan for own growth.

## **Problem Identification**

If a student experiences a specific problem in either a didactic or clinical course, the student may be asked by the Course Coordinator, or Course Faculty, or Preceptor to complete a Problem Identification Sheet (Appendix G). This student generated plan will identify the problem, the resources needed to resolve the issue, and a time frame for resolution. Examples of situations where plans may be initiated include delayed academic progress, problems with clinical skills, delayed submission of academic work, examination failures, or issues regarding communication. This problem identification sheet is written by the student in consultation with the Course Coordinator, Course Faculty, Regional Clinical Faculty, or Program Director.

In the event the Problem Identification was not able to be resolved through discussion, a PIP will be developed by the student, with the approval of their Clinical Faculty, Course Faculty, and/or Preceptor. Such a plan may include the following: (Appendix H). In the event this PIP is not resolved in a timely manner, this issue will be brought to the attention of the Selection and Progression Committee.

If the preceptor or the clinical faculty determines that appropriate student progress is not occurring or that appropriate supervision cannot take place within the current site, a student may be required to relocate to a site designated by the course faculty or practicum coordinator. To graduate, the student must be able to fulfill the clinical requirements and demonstrate safe and competent care.

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## Part 2: Appendix A: NPU SoN HIPAA Policy

### HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT COMPLIANCE

School of Nursing faculty and students are committed to the protection of patients' health-related information in accordance with the Health Information Portability and Accountability Act (HIPAA). Therefore, the School of Nursing (SoN) has adopted the privacy practices outlined by HIPAA law and institutional/accreditation standards regarding protected health information (PHI). PHI means any health information that could be used to identify a specific individual.

Each SoN-affiliated person accessing PHI will make every reasonable effort to limit the use and disclosure of that information as necessary to accomplish the intended purpose or job. A "minimum necessary" standard will be employed. Students and faculty may share PHI with other health care providers to provide, coordinate or manage a patient's healthcare and related services. In the course of treatment, a patient's PHI may be disclosed to indirect healthcare providers (e.g., radiologists, pathologists, consulting Primary Care Providers). Similarly, PHI may be used as an educational activity related to assessment, diagnosis, management and evaluation of high-quality, cost-effective care. When PHI is used, information that identifies an individual must be removed.

This policy was drawn from the following Health Information Privacy and Accountability documents:

- Public Law #104-941 (also known as the Kennedy-Kasselbaum Act) dated Aug. 26, 1996
- Transaction Rule dated Aug. 17, 2000
- Privacy Rules dated Dec. 28, 2000

**Adopted 8/2003**

## Part 2: Appendix B: Cover Letter / Email Requesting Practicum

Florence Nightingale  
1234 Reminisce Drive  
Chicago, IL 60000  
(773) 123-4567

April 10, 2050

April Lombart, MS, RN, NP

Imagination Medical Center  
123 Dream Highway  
Dreamland, IL 60111

Dear Ms. Lombart:

I am a graduate nursing student at North Park University enrolled in the Leadership and Management track. The Leadership and Management program requires two semesters of practicum experiences. I am hoping to do the practicum at Imagination Medical Center because it is a full-service acute care agency offering a wide variety of services. More importantly, the commitment to high quality health care and support of learners in their educational quest is well known. I am confident that a practicum at Imagination Medical Center will enhance my academic, personal and professional growth.

I have enclosed a practicum proposal packet for your review. Included is a biographical sketch, tentative time frame (it may be amended as needed), and practicum objectives and learning activities being proposed. North Park University's Practicum Contract is also included for your review. The multi-page document consists of the Interagency Agreement and a description of the roles of the principle parties.

Thank you for your consideration of my request. I can be reached at (773) 123-4567 if you have any questions. My practicum advisor, \_\_\_\_\_, is willing to facilitate my placement in any way possible. She can be reached at (773) 244-\_\_\_\_\_.

Sincerely,

Florence Nightingale, BSN, RN

## Part 2: Appendix C: CastleBranch

### Instructions for Graduate Students

#### About CastleBranch

CastleBranch is a secure platform that allows you to order your background check online, order any drug test, and keep track of your documents.

Go -<https://portal.castlebranch.com/ND82/package-selection> and you need to order and pay for the following package codes.

OR53 - Background Check and Fingerprint package cost \$82

OR53dt – 10 panel Drug Test Package Cost \$38

OR53im - Document Tracker Package Cost \$24 annually

You will be directed to set up your CastleBranch Account. At the end of the order process, you will be prompted to enter your payment information.

Your results will be posted directly to your CastleBranch account. You will be notified if there is any missing information. Your school's administrator can also securely view your results. When any of your clinical requirements are about to expire, you will receive reminders from CastleBranch

#### Clinical Requirements:

**Professional Liability Insurance** - There must be documentation of current liability insurance coverage from NSO with limits of \$1 million/ \$6 million. You may also purchase it at Mercer Liability Insurance, but once you receive your certificate, you must request a letter that says that you are covered as a nurse practitioner student. You will find both companies on the web.

- **Rubella Titer** - There must be a lab report of a positive Rubella titer done within the past 5 years.
- **Measles (Rubeola) Titer** - There must be a lab report of a positive Measles (Rubeola) titer done within the past 5 years.
- **Mumps Titer** - There must be a lab report of a positive Measles (Rubeola) titer done within the past 5 years.
- **Varicella Titer** - There must be a lab report of a positive Varicella titer done within the past 5 years.
- **Hepatitis B Surface Antibody Titer** - There must be documentation of one of the following:
  - Lab report of a positive Hepatitis B surface antibody titer done within the past 5 years.
  - Signed declination waiver.
- **Tetanus, Diphtheria, & Pertussis (Tdap)** - There must be documentation of a Td booster or Tdap vaccination within the past 10 years.
- **TB Skin Test** - There must be documentation of one of the following:
  - Negative TB/PPD skin test (must be 0mm) within the past 12 months.
  - Negative QuantiFERON TB Gold Blood Test.
  - Clear Chest x ray lab report from any date plus documentation of treatment you have received and annual TB checklist of signs and symptoms

**CPR Certification** - Certification must include both sides the American Heart Association Healthcare Provider course card.

**HIPAA** - There must be documentation of your HIPAA certificate.

**OSHA** - There must be documentation of one of the following:

- OSHA certificate.

- Computer printout that includes infection control & blood-borne pathogens (or may be called "safety").
- Letter of completion from your supervisor.

**Personal Health Insurance** - There must be documentation of your current health insurance card or proof of coverage.

**Annual Flu Shot** - There must be documentation of one of the following:

- Flu shot administered during the current flu season.
- Signed declination waiver.

**Covid Vaccination** – Primary COVID Vaccination series

**RN License** - There must be documentation of your current Illinois state RN license

**Background check: Must be clear of felony and other findings will be reviewed by the Director and Dean.**

**10 panel Urine Drug Screening- must be negative.**

If you are having trouble uploading your documents. Please contact CastleBranch support on their website [www.CastleBranch.com](http://www.CastleBranch.com). Or call (888) 723-4263

**Please Note:**

If student results on either the *background check* or *drug screening* raise concerns related to the nursing program, the student will be contacted by the Director of Graduate Nursing Programs for a mandatory meeting. If the concern is related to the *drug screening*, the student may be asked to complete random urine drug screening for the duration of the program. If a student tests positive on any follow-up random urine drug screening, the student may be asked to leave the program. The SNHS reserves the right to require additional drug screening of any student when indicated.

## **PART 2: APPENDIX D: STUDENT, PRECEPTOR AND FACULTY RESPONSIBILITIES**

### **The student**

The student will:

- Arrange meeting dates and time
- Adhere to agency protocols and standards
- Employ professional standards of care
- Assume responsibility for own professional actions
- Work with the preceptor and faculty member to identify an appropriate agency- based project
- Demonstrate initiative in identifying, planning, implementing and evaluating practicum learning experiences and objectives fulfillment
- Plan and implement the identified agency-based project
- Assume responsibility for professional growth and development which includes self-assessment, integration of feedback from preceptor and faculty, and self-directed development.

### **The Preceptor**

The preceptor is a qualified health care related professional who has expertise in the area in which the graduate student wishes to focus and is, therefore, essential to the student's learning. The preceptor possesses a leadership position within a healthcare organization and a minimum of master's level education in Nursing to precept the student in the management and leadership track.

The preceptor will:

- Assist with orientation to the agency.
- Facilitate the implementation of the practicum.
- Assist the student in identifying, planning, implementing, and evaluating practicum activities.
- Assist the student in arranging contact with resources outside the agency when appropriate.
- Communicate with the student on a regular basis to discuss practicum performance and progress toward meeting the learning objectives.
- Communicate with practicum faculty regarding concerns during the practicum and student's progress in professional development.
- Complete the practicum evaluation (if serving as the primary preceptor).

### **The Faculty Member**

The faculty member will:

- Review the focus of the practicum experiences with the student and preceptor.
- Assist the student and the preceptor as needed in identifying, planning, implementing and evaluating practicum activities and project development.
- Act as a resource person to both the student and preceptor
- Arrange for methods of ongoing feedback of the student's developing competence.
- Provide feedback to the preceptor and student concerning the practicum experience.
- Facilitate student's knowledge synthesis and completion of the practicum project.
- Review all evaluative data, including practicum site observations, and determine the grade for the student's practicum experience.

## Part 2: Appendix E: Nurse Practitioner Student Clinical Expectations Levels of Progression

### **NURS 5531 Adult Health Management Practicum I**

#### **Level One Student: The First Clinical Course**

This is an adult health practicum. The student has successfully completed Pharmacology, Pathophysiology and Physical Assessment. Along with this practicum the student's course work focuses on acute and chronic illnesses of adults related to Respiratory, Cardiovascular, Endocrine, GI, Hematological, Musculoskeletal, and Neurologic.

During this rotation, the student will spend 225 clinical hours at your site. A North Park faculty will evaluate the student twice on site. The student should perform at the following level:

The expectation for this rotation includes the following:

- The student will become proficient in obtaining a history and performing a physical exam
- The student will improve diagnostic skills that include developing a list of differential diagnosis.
- The student will develop evidence-based treatment plans that include medication, lifestyle modifications, referrals and a plan for follow up.
- The student should consult with clinical reference material and seek appropriate preceptor consultation to help with assessment, diagnosis and treatment plan.

At the beginning of this rotation, the student should perform at the following level:

- A. Obtains a history both comprehensive and problem focused
  - a. The history of present illness is generally complete.
  - b. Review of Systems includes some pertinent positives and negatives
  - c. Past Medical History/Family Medical History/Psychosocial History is generally complete
- B. Physical exam
  - a. This is generally complete but may requires coaching from the preceptor regarding identifying normal versus abnormal findings
- C. Diagnostic Reasoning
  - a. With coaching the student is able to integrate basic science and clinical knowledge into the clinical setting. This is demonstrated by the integration of the HPI, ROS, Physical findings and the development of differential diagnosis.
- D. Treatment plan
  - a. With coaching the student is able to create an evidence-based treatment plan that includes medication, lifestyle modifications, referrals and a plan for follow up.
- E. Presentation
  - a. Able to present clinical findings to the preceptor but may lack organization and may miss some significant abnormal findings.

### **NURS 5621 Gerontologic Health Practicum Level Two Student: The Second Clinical Course**



This is a Geriatric health practicum. Prior to this rotation, the student has successfully completed 225 clinical hours. The course work associated with this practicum is Advanced Practice in Gerontologic Nursing II. During this rotation, the student will spend 90 clinical hours at your site. A North Park Faculty will evaluate the student once on site.

The expectation for this period is the following:

- The student will become proficient in obtaining a history that includes comorbidities and geriatric syndromes when obtaining pertinent history and assessing for complications of chronic illness.
- The student will become proficient in obtaining a geriatric physical exam.
- The student will develop evidence-based treatment plans that include medication, consider polypharmacy concerns, cognitive issues, lifestyle modifications, safety, referrals and a plan for follow up.
- The student should function correctly and accurately most of the time using clinical reference materials and seeking appropriate preceptor consultation.

The student should be performing at the following level:

- A. Obtaining a history both comprehensive and problem focused.
  - a. The history of present illness is generally complete.
  - b. Includes most pertinent positives and negatives in the Review of systems
  - c. Past medical history/Family Medical history/Psychosocial history/nutritional assessment
- B. Physical exam
  - a. Generally complete. Continues to require some coaching from the preceptor regarding identifying normal versus abnormal findings.
- C. Diagnostic Reasoning
  - a. With some coaching, the student can integrate basic science and clinical knowledge into the clinical setting as demonstrated by an understanding of diagnostic reasoning. Diagnostic reasoning includes the integration of the HPI, past medical history, ROS, Physical findings in order to obtain a differential diagnosis.
- D. Treatment Plan
  - a. With some coaching, the student is able to develop a treatment plan utilizing evidence-based practice and document the treatment plan
  - b. Includes specific screening tests and diagnostic tests that are appropriate for the patient as well as health promotion and risk reduction education, referrals and follow up plan.
  - c. Distinguish variations in assessment related to age
  - d. The student can distinguish variations in assessment related to age group but may need coaching.
- E. Presentation
  - a. The student can present clinical findings to the preceptor that are thorough, concise and organized but may need some coaching.

*Note: 5621 will retire and be replaced by 5622 with an increased clinical hour of 180.*

**NURS 5571 Women's Health Practicum  
Level Two Student: The Second Clinical Course**

This is a Women's Health Practicum. Prior to this rotation, the student has successfully completed 225 hours. The course work associated with this practicum is Women's Health. During this rotation, the student will spend 90 clinical hours at your site. A North Park faculty will evaluate the student once on site.

The expectation for this period is the following:

- The student will become proficient in obtaining a history that includes obtaining a comprehensive gynecologic and obstetric history and performing a physical exam
- The student will increase diagnostic skills, developing differentials of at least 3 diagnoses for most patients.
- The student will develop evidence-based treatment plans that include medication, lifestyle modifications, referrals and a plan for follow up.
- The student should function correctly and accurately most of the time using clinical reference materials and seeking appropriate preceptor consultation.

The student should be performing at the following level:

- A. Obtaining a history both comprehensive and problem focused includes obtaining a comprehensive gynecologic and obstetric history.
  - a. The history of present illness is generally complete.
  - b. Review of systems includes most pertinent positives and negatives
  - c. Past medical history/Family Medical history/Psychosocial history/nutritional assessment is generally complete.
- B. Physical exam
  - a. Generally complete. Continues to require some coaching from the preceptor regarding identifying normal versus abnormal findings.
- C. Diagnostic Reasoning
  - a. With some coaching, the student can integrate basic science and clinical knowledge into the clinical setting as demonstrated by an understanding of diagnostic reasoning. Diagnostic reasoning includes the integration of the HPI, past medical history, ROS, Physical findings to obtain a differential diagnosis.
- D. Treatment Plan
  - a. With some coaching, the student can develop a treatment plan utilizing evidence-based practice and document the treatment plan.
  - b. Includes specific screening tests and diagnostic tests that are appropriate for the patient as well as health promotion and risk reduction education, referrals and follow up plan.
- E. Distinguish variations in assessment related to age
  - a. The student can distinguish variations in assessment related to age group but may need coaching.
- F. Presentation
  - a. The student can present clinical findings to the preceptor that are thorough, concise, and organized but may need some coaching.

**NURS 5561 Pediatric Primary Care Practicum  
Level Two Student: The Second Clinical Course**

This is a pediatric practicum. Prior to this rotation, the student has successfully completed 225 hours of clinical experience in adult health. The course work associated with this practicum is Pediatric health. During this rotation, the student will spend 90 clinical hours at your site. A North Park faculty will evaluate the student once on site. The expectation for this period includes the following:

- The student will become proficient in obtaining a history and performing a physical exam seeking only confirmation of findings with preceptor.
- The student will increase diagnostic skills, developing differentials of at least 3 diagnoses for most patients seeking guidance from the preceptor.
- The student will incorporate knowledge of growth and development in communication with the child, formulating the plan of care and providing appropriate anticipatory guidance seeking confirmation from the preceptor.
- The student will develop evidence-based treatment plans that include medication, lifestyle modifications, referrals and a plan for follow up seeking guidance from the preceptor.
- The student should function correctly and accurately most of the time using clinical reference materials and seeking appropriate preceptor consultation and guidance.

The student should perform at the following level:

- A. Obtaining a history both comprehensive and problem focused
  - a. The history of present illness is generally complete.
  - b. Review of systems includes most pertinent positives and negatives
  - c. Past medical history/family medical history/psychosocial history is generally complete
  - d. Development assessment/Functional assessment is generally complete
- B. Physical exam
  - a. Generally complete. Continues to require some coaching from the preceptor regarding identifying normal versus abnormal findings
- C. Diagnostic Reasoning
  - a. With some coaching, the student can integrate basic science and clinical knowledge into the clinical setting as demonstrated by an understanding of diagnostic reasoning. Diagnostic reasoning includes the integration of the HPI, past medical history, ROS, Physical findings to obtain a differential diagnosis.
- D. Treatment Plan
  - a. With some coaching, the student can develop a treatment plan utilizing evidence-based practice and document the treatment plan.
  - b. Includes specific screening tests and diagnostic tests that are appropriate for the patient as well as medication, lifestyle modification, health promotion and risk reduction education, anticipatory guidance, referrals, and a plan for follow up.
- E. Distinguish variations in assessment related to age
  - a. The student can distinguish variations in assessment related to age group but may need coaching.
- F. Presentation
  - a. The student can present clinical findings to the preceptor that are thorough, concise, and organized but may need some coaching.

**The Family Nurse Practitioner Residency**  
**NURS 5791**  
**Level Three Student: Final Course for the FNP Student**

This is the final practicum, the residency. The patient population for this residency includes the entire Family Practice patient population including infants, children, adolescents, young adults, adults, and older adults. Prior to this rotation, the student has successfully completed 225 hours of clinical experience in adult health, 90 hours in pediatrics and 90 hours in women's health.

During this rotation, the student will spend 270 clinical hours in the residency. A North Park faculty will evaluate the student once on site. The expectation for this period is that the student should function

correctly, accurately and think independently most of the time, with appropriate preceptor consultation. The preceptor will be utilized as a consultant, validating management plans, and serving as a resource when needed. During this practicum, the student will increase diagnostic and management skills; health maintenance and patient education should be incorporated into all patient encounters.

The student should perform at the following level:

- A. Obtaining a history that is comprehensive, problem focused, relevant and complete
- B. Physical exam
  - a. Accurately performs and documents relevant comprehensive and problem focused physical examination.
- C. Diagnostic Reasoning
  - a. With the minimal coaching the student can integrate basic science and clinical knowledge into the clinical setting as demonstrated by an understanding of diagnostic reasoning. Diagnostic reasoning includes the integration of the HPI, past medical history, ROS, Physical findings to obtain a differential diagnosis.
- D. Treatment Plan
  - a. With minimal coaching the student can develop a treatment plan according to evidenced based practice that includes specific screening tests and diagnostic tests that are appropriate for the patient as well as pharmacology, health promotion, risk reduction education, anticipatory guidance, referrals and follow up plan.
  - b. The student can distinguish variations in assessment related to age group
  - c. The student can document findings that reflect the history, physical exam, and treatment plan that is congruent, organized, and complete.
- E. Presentation to preceptor is thorough, concise, and organized
- F. The student demonstrates knowledge of health financing system
  - a. Accurate coding
  - b. Seeking preapproval for tests and referrals
  - c. Considers cost when prescribing medication

By the end of this rotation, the expectation is that the student can function safely, competently, and independently as a beginning nurse practitioner. This advanced practice nurse will be competent at collecting information, managing care according to evidence based practice, providing education and determining when to refer to a physician or other health care provider.

**The Adult Gerontology Primary Care Residency  
NURS 5781**

**Level Three Student: Final Clinic Course for the Adult/Gerontology Nurse Practitioner Student**

This is the final practicum, the residency. The patient population for this residency includes the entire range of adults including young adults, adults and older adults. Prior to this rotation, the student has successfully completed 225 hours of clinical experience in adult health and 90 hours geriatric medicine.

During this rotation, the student will spend 270 clinical hours in the residency. A North Park faculty will evaluate the student once on site. The expectation for this period is that the student should function correctly, accurately and think independently most of the time, with appropriate preceptor consultation. The preceptor will be utilized as a consultant, validating management plans, and serving as a resource

when needed. During this practicum, the student will increase diagnostic and management skills; health maintenance and patient education should be incorporated into all patient encounters.

The student should perform at the following level:

- A. Obtaining a history both comprehensive, problem focused, relevant and complete.
- B. Physical exam
  - a. Accurately performs and documents relevant comprehensive and problem focused physical examination.
- C. Diagnostic Reasoning
  - a. With minimal coaching the student can integrate basic science and clinical knowledge into the clinical setting as demonstrated by an understanding of diagnostic reasoning. Diagnostic reasoning includes the integration of the HPI, past medical history, ROS, Physical findings to obtain a differential diagnosis.
- D. Treatment plan
  - a. The student can develop a treatment plan according to evidenced based practice that includes specific screening tests and diagnostic tests that are appropriate for the patient as well as pharmacology, health promotion, risk reduction education, consideration of cognitive function, referrals and follow up plan.
- E. The student can distinguish variations in assessment related to age group.
- F. The student can consider and delineates polypharmacy concerns when formulating a treatment plan.
- G. The student demonstrates knowledge of health financing system.
  - a. Accurate coding
  - b. Seeking preapproval for tests and referrals
  - c. Considers cost when prescribing medication.
- H. Presentation to preceptor is thorough, concise, and organized.
- I. By the end of this rotation, the expectation is that the student can function safely and competently as a beginning nurse practitioner. This advanced practice nurse will be competent at collecting information, managing care according to evidence based practice, providing education, and determining when to refer to a physician or other health care provider.

## Part 2: Appendix F: Leadership and Management Student Clinical Progression

### **NURS 5421: Introduction to Strategic Nursing Leadership.**

#### **New Course with 23/S3**

This course is a foundation for the health care leader and manager shaping change across the continuum of care. It builds upon the knowledge base, tools, and abilities essential to function as an effective nurse leader and manager in a variety of health care systems. Students will synthesize management skills related to systems analysis, human resources, outcomes management, financial management, micro and macroeconomics, organizational development, business planning, conflict resolution, and change management. The clinical practicum is focused upon the application of nursing research, theory, and the essential principles of management to a practice setting. The student will advance knowledge and skill through participation in an agency-based project. Students will complete an agency assessment to identify an opportunity (problem) to focus on an agency specific project. These healthcare settings may include acute care agencies, community settings, not-for-profit corporations, congregations, government agencies or education facilities in the Chicago metropolitan area. Practicum site selection and project planning and approval are done between the student, faculty, and preceptor with the goal of improving outcomes for individuals or populations. The student develops objectives specific to advancing knowledge and management skills and begins work on a capstone practicum project. **Practicum hours total 140.**

### **NURS 5431 Strategic Nursing Leadership I Practicum**

Students in this practicum are Bachelor prepared registered nurses with at least two years clinical nursing experience. The clinical practicum is focused upon the application of nursing research, theory and the essential principles of management to a practice setting. The student has the opportunity to advance knowledge and skill through participation in an agency-based project. Course projects relate to developing a business plan, analyzing a financial plan, and human resource management approaches in a healthcare setting. These healthcare settings may include acute care agencies, community settings, not-for-profit corporations, congregations, government agencies, or education facilities in the Chicago metropolitan area. Practicum site selection and project planning and approval are done between the student faculty and preceptor with the goal of improving outcomes for individuals or populations. The student develops objectives specific to advancing knowledge and management as skills and begins work on a capstone practicum project.

During this rotation, the student will spend 150 clinical hours at the site. North Park faculty will meet with the student and or preceptor on site. Expectations for this rotation include the following: Note: Clinical Hours will advance **24/S2 to 180.**

- The student will utilize management tools in a nursing practice setting.
- The student will analyze organization and governance in a health care organization.
- The student will evaluate human resource management in a clinical agency.
- The student will analyze financial management in an organization.
- The student will contribute to organizational development in an organization.
- The student will develop a specific project focus area in health care management.
- The student will participate in an agency-based project(s).
- The student will develop course specific objectives related to the agency-based project in collaboration with the preceptor and NPU faculty after the start of the practicum.
- The student should consult with course reference material and seek appropriate preceptor consultation during practicum activities.

### **NURS 5441 Strategic Nursing Leadership II**

This course builds on NURS 5431 and provides an opportunity for students to cultivate and synthesize transformational leadership principles and capabilities in the health care environment across the continuum of care. The practicum experience provides the opportunity to develop advanced leadership competencies in interdisciplinary team building, evaluation of quality improvement initiatives, change management, and strategic decision-making. The student develops objectives that are consistent with advanced leadership knowledge and skills as well as continues to expand expertise related to the integration of research, theory, and practice as the final phase of the practicum project is completed.

During this rotation, the student will spend **180 hours** on practicum activities. A North Park faculty will meet with the student and or preceptor on site.

Expectations for this practicum include the following:

- The student will participate in an agency-based project(s) intentionally designed to analyze a complex management and leadership situation and develop strategies for change in nursing practice.
- The student will complete the agency-based project during this practicum.
- The student will apply advanced leadership skills to a complex nursing issue within the context of a health care system.
- The student will synthesize the knowledge and skills required of a nursing leader practicing in a contemporary health care system.
- The student will implement team-building strategies that explore partnerships across health care disciplines.

In addition, during this semester, the student will negotiate with their preceptor to spend additional time in 1-2 departments outside of their ongoing practicum assignment. Examples include: Another inpatient or outpatient care department, Risk Management, Quality Improvement, Infection Prevention, Patient Advocacy, Scheduling, Finance, Clinical Education, Utilization Review, Transition of Care, or other departments within the organization. Students will meet with an individual from the alternative department to discuss responsibilities, goals, ongoing projects, and reporting structures. Students should discuss ongoing data collection as well as the purpose and findings. Students may attend meetings and assist in any data collection, or other activities within the department if feasible.

## **Part 2: APPENDIX G: Problem Identification Sheet**

## Problem Identification Sheet

This sheet will help you with the basics of problem identification. The student and the preceptor should each fill one out, then meet to discuss. Sometimes simply identifying the problem, the student's level and your style will key you into effective strategies.

Date: \_\_\_\_\_

Preceptor's Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

### Briefly identify the problem:

*Student:*

*Preceptor:*

### Do you agree that this is a problem?

*Preceptor:*    Yes                  No                                  *Student:*    Yes                  No

### If NO, briefly comment:

*Preceptor:* [OBJ]                                  *Student:*

**If you can identify the area in which the problem exists, please indicate below. Problem may be related to critical thinking, theory based, hand skills, communication skills, professional behavior, or person.**

Please be specific in regard to performance/behavior observed:

**How long has this been a problem?**

**Currently, what is the student's skill level (beginning, intermediate, or advanced)?**



**Currently what is the student's commitment level? Confidence? (High, variable, low).**

**What sort of progress has the student been making until now? (Rapid to moderate/slow to no progress/regressing).**

**The Preceptor's current style is** Supervision/ Directing, instruction/ Coaching, Encouragement/ Support, or Entrustment/Delegation?

**The problems until now have been frequent, occasional, almost none.**

**Date for meeting to discuss Problem ID Sheet:** \_\_\_\_\_

**Did you reach a mutually agreed statement of the problem? If so, state here:**

What steps will resolve this problem moving forward:

**Student Signature:** \_\_\_\_\_ **Date:**

**Preceptor Signature:** \_\_\_\_\_ **Date:**

**Clinical Faculty Signature :** \_\_\_\_\_ **Date :**

## Part 2: Appendix H: Performance Improvement Plan

In the event the Problem Identification was not able to be resolved through discussion, a PIP will be developed by the student, with the approval of their Clinical Faculty, Course Faculty, and/or Preceptor. Such a plan may include the following: (see attached). In the event this PIP is not resolved in a timely manner, this issue will be brought to the attention of the Selection and Progression Committee.

### Performance Improvement Plan

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_ Clinical Faculty: \_\_\_\_\_

Skills/Behaviors to Improve.	Actions to be Taken: What steps or actions need to be taken to ensure improvement.	Development Opportunities/Resources: What training, resources or support are needed to improve?	Date to be Completed	Success Measure What does improvement look like?
List skills, behaviors or actions that need to be improved. Be specific.				

Next review date: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Clinical Faculty/Preceptor Signature: \_\_\_\_\_

## Appendix I: Interagency Practicum Agreements

[NURS 5531 Interagency Practicum Agreement](#)

[NURS 5421 Interagency Practicum Agreement](#)

# I have received the Practicum Planning Manual for

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Academic year dates

This is a resource for policies and procedures governing my practicum experiences as part of my education in the School of Nursing. These apply to the processes associated with planning for, applying for, and engagement in the practicum.

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Signature

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Date

Printed Name