



College of Health and Natural Sciences

## School of Nursing Student Handbook



## ***Vision***

*“To be known as a center for nursing education excellence preparing professional nurses who are leaders in practice, education, and administration in all health care settings in the local and global community.”*

*The information provided in this handbook is not intended to replace Franklin Pierce University policies and procedures and is intended as a guide for student use only. Whenever a question or concern is raised, students should seek information from their advisor.*

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## Welcome!

On behalf of the faculty and staff of the School of Nursing, welcome to Franklin Pierce University and the nursing program. We hope that you will have a gratifying, scholarly journey as a nursing student here at Franklin Pierce University.

This handbook contains valuable information to facilitate your achievement of academic and professional excellence as a nursing student. Please use this handbook as a reference throughout your nursing education. It is a supplement to the University's Academic Catalog. This handbook has been prepared to provide you with specific information related to our nursing programs. *All information contained in this handbook is subject to change. Students will be notified if changes occur.*

There are many sources for important information about schedules, policies, and events located on the Franklin Pierce University website and the School of Nursing websites. Please take the time to review the websites available to you.

The ***Franklin Pierce University Academic Catalog*** is available online. The catalog includes information about all academic programs, course descriptions, academic policies, information about financial aid and scholarships, and faculty and staff directories. The online catalog can be found at <http://www.franklinpierce.edu/academics/ugrad/catalog.htm>.

The nursing faculty value a supportive environment for learning which involves the notion of empowerment and enables each student to discover and fulfill his or her own unique potential. Our goal is to provide an environment in which you will be supported and encouraged to meet your educational goals and reach your full potential. Recognizing the life demands of our students, Franklin Pierce University faculty provide a flexible, collaborative learning environment that is conducive to the adult learner. Please take time to let us know what we can do to help you succeed.

The School of Nursing is located at the Franklin Pierce University campus in Manchester, NH. Students and prospective students are welcome to meet the department faculty and staff. The Manchester Center is located at 670 North Commercial St., Center Tower, 3rd floor, Suite 301, Manchester, NH 03101.

We hope you have a challenging and rewarding educational experience at Franklin Pierce University and look forward to working with you.

Respectfully,

### **School of Nursing**

Franklin Pierce University  
670 North Commercial St., Center Tower, 3rd floor  
Manchester, NH 03101

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## Section I: GENERAL INFORMATION

### **Franklin Pierce University**

The College at Rindge  
40 University Drive  
Rindge, New Hampshire 03461  
603-899-4000  
[www.franklinpierce.edu](http://www.franklinpierce.edu)

### **University President**

Kim Mooney, Ph.D.

### **Provost**

Catherine M. Paden, PhD

### **College of Health and Natural Sciences (School of Nursing)**

670 North Commercial Street  
Center Tower, Third Floor, Suite 301, Manchester, NH 03101  
Telephone: 603-626-3500

### **Dean, College of Health and Natural Sciences**

Priscilla S. Marsicovetere, JD, PA-C

### **Director of the School of Nursing**

Program Director, Paula McWilliam, Ed.D, MSN, RN, NNP

### **Full-Time Nursing Faculty**

Lisa Chicko, MSN, RN, OCN  
Catherine Cuchetti, PhD (c), MSN, BSN  
Joyce O'Reilly, Ed.D, MSN, RN  
Wendy Varnum, DNP, MSN, RN

### **Full-Time Staff**

Nancy Ferrer-Tatkowska, Program Coordinator II

### **Franklin Pierce University Accreditation**

Initial Accreditation:	1968, Full Accreditation
Accrediting Agency:	New England Commission of Higher Education.
Current Accreditation Status:	Full Accreditation
Next comprehensive review:	Fall 2028



### **School of Nursing Accreditation**

The RN to BSN program is accredited by the Accreditation Commission for Education in Nursing Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326  
Phone: (404) 975-5000.

The Master of Science in nursing (MSN) program is accredited by the Accreditation Commission for Education in Nursing Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326  
Phone: (404) 975-5000.

The MSN/MBA program is accredited by the Accreditation Commission for Education in Nursing Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326  
Phone: (404) 975-5000.

The Master Entry to Practice Nursing (MEPN) program is accredited by the Accreditation Commission for Education in Nursing Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326,  
Phone: (404) 975-5000. This program is approved by the New Hampshire Board of Nursing.

### **Mission – Franklin Pierce University**

Franklin Pierce University delivers programs and educational experiences that develop essential intellectual and professional skills; promotes close community connections; and empowers our students to realize their potential through the intersection of highly personalized liberal learning, innovative engagement, and professional programming.

### **Mission – College of Health and Natural Sciences**

The mission of Graduate Studies is to graduate leaders of conscience within its professional disciplines who display high-level skills in critical thinking, professional skills and community involvement and are prepared to assume roles of responsibility within organizations and the community. Through the integration of theory and practice, graduates bring a state-of-the art knowledge base to their professional lives along with skills in continuous learning which keeps them in the forefront of their professional discipline. Within the context of work, family and community, graduates promote character development and embody the character of a well-educated person.

### **School of Nursing Philosophy**

The nursing faculty believes the development of a caring, and holistic awareness of oneself and patients is integral to the experience of nursing and a fundamental quality of a leader. Adult learning involves the creation of understanding and appreciation for knowing within a context of value and meaning. The School of Nursing provides a supportive and respectful learning environment, which fosters life-long learning, discovery, reflective practice, and enables each student to fulfill his or her own potential.

### **Department Committees – Student Representation**

The School of Nursing seeks student representation on department committees. Students are solicited annually for the upcoming academic year and participation can be in person or remote. Terms are negotiable depending on where the student is in the curriculum. Participation can be renewed for an additional year.

Student representatives serve on the following committees:

- Nursing Advisory Board
- RN-BSN Curriculum Committee
- MSN Curriculum Committee
- Nursing Department Meetings

## Section II: ACADEMIC RESOURCES

### **Academic Catalog**

The Franklin Pierce University Academic Catalog is a resource for locating course descriptions, academic grievance and appeal policy, plagiarism policy, add/drop policy, and many other important policies. All students are expected to read and be familiar with University policies. To access the current academic catalog, go to <https://www.franklinpierce.edu/academics/catalog/index.htm>. It is the responsibility of students to be familiar with and comply with all policies and procedures identified in the academic catalog as well as in the Nursing Student Handbook.

### **Email Accounts**

Newly registered students will receive a letter from Franklin Pierce University with their University email address along with a username, password, and instructions on how to access their email account. The username and password are the same to access Campus Web, the DiPietro Library, and Canvas, the learning management system. **Student login information will be sent to students in the mail once they are accepted into their respective programs.**

It is the policy of Franklin Pierce University that all communication occurs through the student's Franklin Pierce University email address. It is the policy of the School of Nursing that students check their email address at least twice per week. Important information including communications regarding course registrations, changes in policies, changes in procedures, and program information is conveyed in emails and failing to check it could result in missing deadlines.

Students can access their Franklin Pierce University email account at <http://eraven.franklinpierce.edu/>

### **e-Raven**

Franklin Pierce University's portal can be found at <https://eraven.franklinpierce.edu>. From this webpage students and faculty can access email (Outlook), the learning management system (Canvas), the library, the Registrar, Campus Web, academic catalogs both current and archived, the University Bookstore, and numerous other resources. It is recommended to bookmark this webpage.

### **Course Access**

Franklin Pierce University uses the Canvas learning management system to access and participate in courses. Logging into courses is accomplished using the same username and password used for the FPU student email account. Canvas can be accessed from <https://eraven.franklinpierce.edu>

### **Canvas Support**

If a student experiences technical difficulty with any course, they are encouraged to contact the Canvas helpdesk via telephone at 866-443-0656, email, or live chat.

### **IT Helpdesk**

Questions pertaining to email access or other University services should be directed to the Franklin Pierce University IT Department. The IT Helpdesk can be accessed at [ITHelpdesk@franklinpierce.edu](mailto:ITHelpdesk@franklinpierce.edu) or by calling (866) 899-1110.

### **Campus Web**

Campus Web is the program students use to register for classes, access grades, tuition payments, and access unofficial transcripts. Campus Web is accessed using the same username and password used for Canvas and email. Campus Web can be accessed through <https://eraven.franklinpierce.edu>.

### **Wensberg Writing Center**

The Wensberg Writing Center is a resource available to online students for help with written assignments. They can be accessed from [eraven.franklinpierce.edu](https://eraven.franklinpierce.edu), by calling (603) 899-4172, or <https://eraven.franklinpierce.edu/writingcenter/index.htm>

### **Bookstore**

The DiPietro Bookstore is available to online students 24 hours per day, 7 days per week via <https://eraven.franklinpierce.edu>. Required and recommended texts can be found on this webpage. Any bookstore questions can be directed to (603) 899-4090 from 8:30 – 4:30 EST.

### **Academic Calendar**

The nursing program academic calendars can be accessed on the Franklin Pierce University website: [http://www.franklinpierce.edu/academics/academic\\_calendar.htm](http://www.franklinpierce.edu/academics/academic_calendar.htm)

### **Distance Education**

The School of Nursing attempts to be flexible and efficient in meeting the needs of the working professional nurse by offering different modes of delivery course content (e.g., video, lecture, PowerPoint and quizzes). This stems from an appreciation of the challenges that confront our adult learners every day as student, worker, and family member. The School of Nursing defines distance education as a formal process in which instruction occurs when students and instructors are not in the same place.

### **Library**

The Franklin Pierce University DiPietro Library is fully accessible to online students. It can be accessed on e-Raven or at <http://library.franklinpierce.edu>. The same username and password are used to log in to the library. There is a webpage specifically for nursing students with information related to accessing databases and borrowing materials. This webpage is located at: <http://libguides.franklinpierce.edu/nursing>

## **APA Style**

The School of Nursing requires all coursework to be formatted using the rules of APA Style©, detailed in the Publication Manual of the American Psychological Association, 7th Edition, unless otherwise directed by course faculty. Multiple resources are available including on the APA website at <http://www.apa.org>.

## **The Honor Society of Nursing: Sigma Theta Tau International**

Sigma Theta Tau International (STTI) is an organization that honors students' academic excellence, leadership, service, and scholarship. The mission of STTI is *"developing nurse leaders anywhere to improve healthcare everywhere"* and the vision is *"connected, empowered nurse leaders transforming global healthcare"*

<https://www.sigmanursing.org/why-sigma/about-sigma/sigma-organizational-fact-sheet>

In October 2019, Franklin Pierce University became a member of Eta Iota Chapter-at-Large along with the University of New Hampshire, Plymouth State University, Wentworth-Douglass Hospital, and Exeter Hospital, all located in New Hampshire. The chapter sponsors research conferences, scholarly programs, leadership awards, student scholarships, research grants, and offers multiple resources to its members.

Criteria for membership include:

RN to BSN Students

- Completed ½ of the nursing curriculum and 12 credits at FPU;
- Achieved academic excellence (GPA  $\geq$  3.0);
- Rank in the upper 35% of graduating class
- Meet the expectation of academic integrity/professionalism.

MSN and MEPN Students

- Completed ¼ of the nursing curriculum
- Achieved academic excellence (GPA  $\geq$  3.5)
- Meet the expectation of academic integrity/professionalism

## **Technology Requirements**

Students will need regular access to a computer while a student at Franklin Pierce University. To meet the minimum expectations of the program, the following technology recommendations have been identified and recommended for student success.

<b>PC or Laptop</b>	<b>Mac</b>
Windows 10 Pro or higher (Not RT)	OSX or higher
Intel Core i5 or higher	Intel Core i5 or higher
Webcam/microphone/speakers (can be external)	Webcam/microphone/speakers (can be external)
6GB memory or higher	4GB memory or higher
250 GB hard drive or larger	250 GB hard drive or larger

Wireless Network capability supporting 802.11 b/g	Wireless Network capability supporting 802.11 b/g
Adobe Acrobat Reader (free via internet)	Adobe Acrobat Reader (free via internet)
Microsoft Office (latest version)	Microsoft Office (latest version)
Antivirus software	Antivirus software

### **Section III: POLICIES AND PROCEDURES**

#### **Program Requirements Catalog Year**

The Franklin Pierce University School of Nursing periodically makes changes in their programs in response to changing healthcare trends. A student is obligated to adhere to the program requirements identified in the University Academic Catalog in effect the year the student matriculated into the program. The University reserves the right to make substitutions for courses that are no longer offered.

#### **Academic Grievance and Appeal Policy**

This policy can be found in the Academic Catalog. In summary, the policy states:

1. In the event of a grievance, the student should go to the respective faculty member and provide a written document pertaining to the grievance or in the event of concern over a grade, a request for a grade change.
2. If the student is dissatisfied with the faculty member's decision, they may petition the Program Director in writing at least two days prior to the date grades are due. The Program Director or designee will contact the student and faculty member to review all available evidence prior to issuing a written decision.
3. The Academic Standards Committee (ASC) will review appeals made after a grade has been posted and the grading period has closed. Students may appeal by submitting a written request that will list the specific course, instructor, and a description of the grievance or reason for the grade appeal. The petition should be submitted to the Office of the Dean of College of Health and Natural Sciences who will forward it to the Chair of the ASC. The petition must be submitted no later than two weeks into the following term after which the grade was submitted or the unresolved situation occurred.
4. The Chair of ASC will contact the faculty member and ask for a written explanation for the grade or the event that caused the grievance.
5. ASC will make a recommendation to the Dean of College of Health and Natural Sciences, who will notify the student of the final decision.

#### **Plagiarism or Other Forms of Academic Dishonesty**

Plagiarism is the act of stealing or passing as one's own the ideas or words of another. Diana Hacker identifies three specific acts that constitute plagiarism: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks and (3) failing to put summaries and paraphrases in your own words. Since plagiarism and other forms of cheating strike at the very heart of the academic enterprise, they are taken seriously at Franklin Pierce University.

### **First Offense**

The minimum penalty for a first offense for all forms of cheating, including plagiarism, should be subject to the instructor's discretion, with mandatory placement of a documented record on file in the office of the appropriate Dean.

### **Second Offense**

For a second offense of cheating, including plagiarism, the student will receive a non-deferrable suspension of one semester or term.

### **Third Offense**

For a third offense of cheating, including plagiarism, the student will be dismissed from Franklin Pierce University. In any case discussed above, the ultimate discretion lies with the appropriate Dean.

Policies for Plagiarism or Other Forms of Academic Dishonesty can be found in the Academic Catalog.

### **Academic Standing**

The policy regarding Academic Standing for both College of Health and Natural Sciences undergraduate and graduate students provide information regarding minimum grade point average to remain in good standing. A student with unsatisfactory academic progress will receive an academic sanction. Those sanctions include: **Warning, Probation, Suspension, and Dismissal**. The policy for Academic Standing can be found in the Academic Catalog.

### **Academic Accommodation for Students with Disabilities**

Students requesting accommodations based on specific disabilities should converse with the appropriate contact person early in the semester or term. In accordance with the Americans with Disabilities Act (A.D.A.), any student who presents appropriate documentation of a physical, learning or emotional disability in accordance with University policy will be provided with reasonable accommodations designed to meet his or her needs. Please refer to the Accommodation for Students with Disabilities policy found in the Academic Catalog.

### **Administrative Course Drop Policy**

Attendance in online courses is demonstrated by logging into the course. If the student is unable to participate in the course, they should contact their advisor or the School of Nursing as soon as possible. If the student has not logged into the course or contacted the University in the first week of the term, the staff will administratively drop the student from the course on the last day of the add/drop period. No tuition is charged, and the dropped course does not appear on the student's transcript. Refer to the Administrative Course Drop Policy found in the Academic Catalog.

### **Add/Drop Policy**

Courses may be added or dropped during the add/drop period without charge. Courses dropped during this period are not reflected on student transcripts nor is there a tuition charge. Tuition charges for the term are established based on the student's load at the end of the add/drop period. A course dropped after the end of the add/drop period becomes a withdrawal and has financial implications. Refer to the Course Withdrawal Policy found in the Academic Catalog.

### **Course Withdrawal**

Failure to attend class does not remove students of their financial obligation. Logging into a course is proof of attendance. Disappearing from a course once you have logged in does not create an automatic drop or withdrawal. Students who do not officially drop or withdraw from a course in Campus Web within the established time frames (the add/drop period) are financially responsible for the tuition. Please refer to the Class Attendance and Course Withdrawal policies located in the Academic Catalog.

### **University Class Attendance**

Online class attendance is determined by logging into the class. Failure to log in does not relieve students of their financial obligation. A student will be considered having attended for the week if they have completed assignments including discussion questions for that week and absent if he or she does not complete the weekly discussions and/or assignments. The University policy for Attendance Conflict Policy can be found in the Academic Catalog.

### **Class Attendance – School of Nursing**

The School of Nursing attendance policy states students are required to participate in online class discussions. If a student does not participate in the week's discussion board, five-points may be deducted each week from the student's final course grade for every week the student does not participate in the discussion board, at the discretion of the instructor.

### **Advisors/Advising**

Academic advising is an important dimension of each student's educational experience. Every student is assigned a full-time nurse faculty member as an advisor when they are admitted to the program. Advisors are located at the Manchester Campus and are available to answer questions about degree requirements, transfer credits, and suggest course registration. Students are encouraged to register for courses as soon as registration opens for all available terms each academic year.

### **College of Health and Natural Sciences Student Code of Conduct** -

The School of Nursing endorses the College of Health and Natural Sciences Student Code of Conduct. Franklin Pierce University requires all students to adhere to high standards of integrity in their academic work. The code of conduct can be found at:

[https://www.franklinpierce.edu/academics/gradstudies/programs\\_of\\_study/CGPS\\_Code\\_of\\_Student\\_Conduct.pdf](https://www.franklinpierce.edu/academics/gradstudies/programs_of_study/CGPS_Code_of_Student_Conduct.pdf)

### **Nursing Civility Statement**

In addition to the College of Health and Natural Sciences Student Code of Conduct, all nursing students are required to abide by the School of Nursing civility statement which states:

*"It is the goal of Franklin Pierce University to encourage a climate of respect and inclusiveness that seeks multiple perspectives and supports the open exchange of ideas and civil discourse. This is only possible when we interact with one another in a safe and supportive learning environment. To create a safe and respectful culture, we will not tolerate disrespectful or abusive speech and or disruptive behavior from individuals or groups. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations."*

### **Office of Student Financial Services**

All students who are admitted and matriculated into a degree program at Franklin Pierce University may apply for federal financial assistance. The Office of Student Financial Services oversees all matters pertaining to financial services including aid, scholarships, and tuition. Any questions pertaining to financial services should be directed to the Office of Student Financial Services. They can be contacted at [OSFS@franklinpierce.edu](mailto:OSFS@franklinpierce.edu) or (877)372-7347. Additional information pertaining to financial aid, sources of assistance, and available scholarships can be found in the Academic Catalog.

### **Grading**

Grading in the School of Nursing will adhere to the University Grading System noted below.

#### *University Grading System\**

<b>Grade</b>	<b>Quality Points</b>	<b>Score</b>
A	4.00	93-100
A-	3.67	90-92.99
B+	3.33	87-89.99
B	3.00	83-86.99
B-	2.67	80-82.99
C+	2.33	77-79.99
C	2.00	73-76.99
C-	1.67	70-72.99
D+	1.33	67-69.99
D	1.00	63-66.99
D-	0.67	60-62.99
F	0	<60

**\*Instructors are not required to ‘round’ final grades, rounding up or down is at the discretion of the individual instructor\***

### **Grade Change**

Once a grade has been submitted to the Office of the Registrar, that grade may only be changed under specific circumstances. Please refer to the Grade Change policy found in the Academic Catalog.

### **Incomplete Grades**

A grade of Incomplete (I) may be given at the instructor’s discretion when the student has been prevented from completing a course as a result of illness, family tragedy, or other extenuating circumstances. The policy for Incomplete Grades can be found in the Academic Catalog.

### **Commencement and Graduation Policy**

Requirements for eligibility for the annual Commencement Ceremony held at the Rindge Campus each spring can be found in the Commencement and Graduation Policy and the Commencement Policy both found in the Academic Catalog.

### **Notice of Candidacy**

All students must submit a completed Notice of Candidacy (NOC) form to the Registrar’s Office at least two months prior to anticipated program completion. Students who wish to participate in May commencement should submit the NOC no later than February 1<sup>st</sup> of the year they plan to participate, even if they are not



completing the program until mid-summer. The NOC form is available on the registrar's webpage found on <https://www.eraven.franklinpierce.edu>.

### **Health Insurance Portability and Accountability Act (HIPAA)**

All students must assume accountability and responsibility in all matters committed to their knowledge in the practice of nursing and must follow rules and regulations related to the HIPAA Act of 2003.

Additional information pertaining to HIPAA can be found at:

<https://www.hhs.gov/hipaa/for-professionals/faq/ferpa-and-hipaa/index.html>.

### **Outstanding Nursing Student Award**

The Outstanding Nursing Student award is granted to two graduating nursing students each academic year; one RN-BSN graduate and one MSN graduate. The award is granted to nurses who excel academically and professionally. Outstanding nursing student recipients will be honored at the annual College of Health and Natural Sciences graduation reception held in May at the Manchester Center of Franklin Pierce University. Faculty, students, and colleagues can nominate students. The Outstanding Nursing Student nomination form can be obtained from the School of Nursing.

### **Student Surveys**

Accreditation is an important benchmark of all nursing programs. It acknowledges the programs are based on best practices and nationally established standards. One of the criteria for continued accreditation, and a very important one, is student feedback. Franklin Pierce University and the School of Nursing's accreditors, the Accreditation Commission for Education in Nursing and the New England Commission of Higher Education, require the School of Nursing to obtain regular feedback from students. To meet this requirement, the School of Nursing requests student feedback in three different ways; first at the completion of every course, second during the capstone course, and finally at 6-12 months after program completion.

**End of Course Evaluation:** Near the end of every course students are prompted to complete a course evaluation. This evaluation asks students to comment on the books, course content, instructor preparedness, and additional items. The results from the evaluations are provided to the department and instructor **after** the term ends and grades are submitted. Instructors and the School of Nursing use the feedback from students to improve the courses and the program.

**Exit/Program Completion Form:** The Exit/Program Completion Form is made available in the capstone courses, NR 490 and NR 690. Because the School of Nursing values student input, students are awarded three points toward their final course grade for completing and submitting the form.

**Alumni Survey:** The third opportunity for students/graduates to provide feedback is with the Alumni Survey. Surveys are emailed to graduates of all programs at six to 12 months after program completion. Participation in the surveys is greatly appreciated. All information received on the surveys is anonymous. The information gathered is solely for the purpose of improving our nursing program. We request your honest feedback.

### **Memorandum of Understanding with Partner Facilities**

Franklin Pierce University has Memorandum of Understanding (MOU) agreements with multiple organizations which allow students, undergraduate and graduate, to obtain a 20% tuition discount based on their employment with that organization. Refer to the list of participating partner organizations found at

[https://www.franklinpierce.edu/admissions/finaid/forms/DiscountTuitionProg\\_15off.pdf](https://www.franklinpierce.edu/admissions/finaid/forms/DiscountTuitionProg_15off.pdf)

To receive the tuition discount, students must submit proof of employment each term for the discount to be applied to their account. Students cannot back track tuition discounts as partnering facilities are added to this agreement at different times during the academic year. It is the student's responsibility to review the partner list and submit the appropriate paperwork each term.

## **Section IV: BACHELOR OF SCIENCE IN NURSING**

### **RN to BSN Program**

The RN to BSN program is designed for students who hold a RN license and have earned an associate degree in nursing or a diploma in nursing. Curriculum requirements may be met through transfer credits from regionally accredited institutions, course enrollment, and/or challenge exams. Nursing students matriculated in an associate degree nursing pathway program may enroll in the RN to BSN program before graduating from the ADN program. Students may enroll for part-time or full-time study. The mission of the RN to BSN program is as follows:

### **RN to BSN Mission Statement**

The RN to BSN Program is committed to preparing registered nurses as ethical leaders in the 21st century delivering innovative, evidence-based patient-centered care. Graduates are competent and caring nurses who make sound clinical judgments, communicate effectively, and assume leadership and advocacy roles. We prepare graduates to promote the health and well-being of diverse individuals, families, communities, populations, and systems.

### **RN to BSN Degree Requirements**

Information regarding specific degree requirements and course information can be accessed at:

[https://www.franklinpierce.edu/images/program-sheets/2019\\_sheets/RN-to-BS-Nursing.pdf](https://www.franklinpierce.edu/images/program-sheets/2019_sheets/RN-to-BS-Nursing.pdf) The

degree requirements can also be accessed in the Academic Catalog

<https://www.franklinpierce.edu/academics/catalog/index.htm>.

### **RN to BSN Application**

- Complete online application. Admission is on a rolling basis so individuals can apply any time.
- Applicants must request official transcripts from all previously attended regionally accredited colleges and universities be sent electronically to [CGPS@franklinpierce.edu](mailto:CGPS@franklinpierce.edu) or by mail to Enrollment Management, Franklin Pierce University, 670 N. Commercial St., Suite 301, Manchester, NH 03101.
- Applicants must hold a current unencumbered license to practice as a Registered Nurse in New Hampshire or another state **or** be enrolled in an associate degree program and on track to graduate.

- For international applicants, all transcripts must be evaluated by the World Education Service, the Center for Educational Documentation, the Foundation for International Services, or the International Education Services. Refer to the Academic Catalog for additional information.

### **RN to BSN Program Student Learning Outcomes (SLOs) and the AACN Essentials**

Program Student Learning Outcomes (SLOs) are statements of what a student will know, understand, or be able to do at the end of a degree program. Students must demonstrate achievement of learning outcomes prior to graduation.

The American Association of Colleges of Nursing (AACN) have identified nine Essentials that “delineate the outcomes expected of graduates of baccalaureate nursing programs” (AACN, 2011, p. 3). These Essentials are one of the frameworks upon which the Franklin Pierce University School of Nursing programs are built. The following compares the RN to BSN program SLOs with the Baccalaureate Essentials.

<b>RN to BSN SLO</b>	<b>AACN Essentials</b>
1. Apply patient centered principles of holistic nursing care to individuals and populations across cultures and the lifespan.	Essentials IX
2. Integrate knowledge of nursing informatics and emerging technologies for contemporary nursing practice.	Essentials I
3. Function effectively within interprofessional healthcare teams fostering shared decision making to deliver high quality, safe, patient care with positive patient outcomes.	Essentials IX
4. Utilize quality improvement processes in the delivery and implementation of patient safety and quality initiatives.	Essentials II
5. Apply leadership skills within various healthcare systems to promote a culture of safety.	Essentials II
6. Integrate knowledge of nursing informatics and emerging technologies for contemporary nursing practice.	Essentials IV
7. Practice as accountable leaders of conscience demonstrating ethical and professional principles in the care of all individuals, families, and populations at risk in a variety of settings.	Essentials VII & VIII
8. Communicate effectively within a caring framework among healthcare professionals and clients to improve patient satisfaction and health outcomes.	Essentials VI
9. Analyze healthcare policy, financial, and regulatory processes, which directly influence healthcare systems globally.	Essentials V
10. Plan individualized care on best current evidence, patient values, and clinical expertise.	Essentials III

### **AACN Essentials**

**Essential I:** Liberal Education for Baccalaureate Generalist Nursing Practice:

A solid base in liberal education provides the cornerstone for the practice and education of nurses.

**Essential II:** Basic Organizational and Systems Leadership for Quality Care and Patient Safety:

Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

**Essential III:** Scholarship for Evidence Based Practice:

Professional nursing practice is grounded in the translation of current evidence into one's practice.

**Essential IV:** Information Management and Application of Patient Care Technology:

Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

**Essential V:** Health Care Policy, Finance, and Regulatory Environments:

Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

**Essential VI:** Interprofessional Communication and Collaboration for Improving Patient Health Outcomes:

Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

**Essential VII:** Clinical Prevention and Population Health:

Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

**Essential VIII:** Professionalism and Professional Values:

Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

**Essential IX:** Baccalaureate Generalist Nursing Practice:

The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments; The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

**Benchmark Assignments**

To assess achievement of the program's SLOs, assignments have been identified in each course referred to as benchmark assignments. It is the policy of the School of Nursing that all RN to BSN students must achieve a minimum of 80% on all benchmark assignments. Students who do not achieve an 80% will be provided a maximum of two additional attempts as needed to achieve the benchmark of 80%. If the minimum is not achieved, the student is considered not successful in the course and will not receive a passing grade.

**Course Scheduling**

Students will work with their advisor to develop an educational plan to successfully complete their BSN as mentioned. Below is a sample of a RN to BSN schedule based on transferring in the maximum number of credits (90) and pursuing part-time course work.

Education Year 1		
Term 1	NR 200	Introduction to Holistic Health
Term 2	NR 300	Transition to Baccalaureate Nursing
Term 3	NR 330	Clinical Decision Making
Term 4	NR 400	Health Policy

Summer Term 1	NR 420	Health Promotions
Summer Term 2	NR 445	Community Health Nursing: Individuals & Families

Education Year 2		
Term 1	NR 446	Community Health Nursing: Groups & Populations
Term 2	NR 320	Evidence Based Practice
Term 3	PA, SOC	Cultural Awareness Elective
Term 4	NR 490	Leadership / Seminar & Project

### Undergraduate Course Schedule (see below)

<b>Department of Nursing Education</b> WWW.FRANKLINPIERCE.EDU <b>RN to BSN SCHEDULE 2021-2022</b>							
<b>Online (.41)</b>	NR 300	NR 330	NR 200	NR 200	NR 300	NR 300	NR 400
	NR 320	NR 445	HU 211	NR 300	NR 400	NR 320	NR 445
	NR 420	HU 220	HU 220	NR 330	NR 490	NR 400	NR 446
	NR 446	HU 211		NR 446	NR 445	NR 420	HU 220
	NR 490	NR 200		HU 211	NR 200	NR 490	NR 200
	NR 200	NR 420		NR 0001	HU 220	NR 200	NR 0001
	HU 211			HU 220	NR 0001	HU 211	
<b>MCC</b>	MCC	MCC		MCC	MCC	MCC	MCC
<b>Arizona CEP</b>	per educational plan	per educational plan		per educational plan	per educational plan	per educational plan	per educational plan
NR 320 EBP in Nursing - 3 cr NR 330 Clinical Decision-Making - 3cr NR 400 Health Policy - 3 cr NR 420 Health Promotions / Lfspn.- 3cr NR 445 Comm. Hlth Nsg: Indiv. Families- 3cr NR 446 Comm. Hlth. Nsg: Grps & Pop.- 3cr NR 490 Leadership/Seminar & Proj.- 6cr NR 200 Holistic Health NR 300 Transition to Bacc Nsg NR 001 PreCourse for NR490 Electives HU 211 Death and Dying HU 220 Creating a Family							
<i>*Under enrolled courses are subject to cancellation. Under enrolled = Less than 8 students</i> <i>*Follow the Department of Nursing Education on Facebook, <a href="https://www.facebook.com/FranklinPierceNursing">www.facebook.com/FranklinPierceNursing</a></i>							
Revised: 03/16/2021							

### Course Load

RN to BSN students may enroll in up to two courses per term (6 credits). Students with a cumulative grade point average (CGPA) of 3.25 or higher are permitted to register for three courses (9 credits)

### **Non-Traditional Credit Guidelines**

Undergraduate students may receive college credit through use of non-traditional forms of credit. These include Prior Learning Assessment and the College Level Examination Program. The National League for Nursing offers proficiency exams for certain courses. For guidelines specific to non-traditional credit, refer to the Academic Catalog.

### **Reinstatement Policy**

Undergraduate students who remain inactive for twenty-four consecutive months or more must reapply to the University. Refer to the Reinstatement Policy in the Academic Catalog for additional information.

### **Transfer Credit**

RN-BSN students may receive credit for courses previously taken at other regionally accredited institutions, provided they earn a grade of 'C' or better as defined by Franklin Pierce University. The maximum allowable credit transfer is 90. There is a 30-credit hour residency requirement. 120 credits are required to earn a bachelor's degree.

### **NR 490 LEADERSHIP/SEMINAR AND PROJECT (CAPSTONE)**

The final course in the RN to BSN program is the capstone, NR 490. This is a six-credit course with three credits devoted to traditional online coursework and three credits devoted to an evidence-based quality improvement/change project. The quality improvement/change project will reflect synthesis and integration of course content, leadership, and professional practice and is guided by the baccalaureate program student learning outcomes. The course is the culmination of the learning experiences of the student in the RN to BSN program.

#### **A. Eligibility to Register for NR 490**

Students are eligible to register for NR 490 when they have successfully completed NR 320 Evidence Based Practice and have completed all prerequisite nursing courses or have the approval of the Academic Program Director.

#### **B. Evidence Based Practice (EBP) Quality Improvement/Change Project Criteria**

- Identify and describe a clinical practice problem.
- Review and analyze the current clinical literature pertinent to the key issues of the clinical practice problem including published standards.
- Identify the need for development of an Evidence Based Practice Protocol (EBPP), revision, or implementation of an existing EBPP to address the clinical practice problem identified.
- Describe/develop the EBPP and describe the process for future implementation in the practice setting.
- Demonstrate interprofessional collaboration in the development of the protocol/guideline project

#### **C. Selection of the Capstone Project**

It is the student's responsibility to select a capstone topic. In making the decision, students should consider the following:

- The relevance of the proposed project to professional nursing practice.
- The congruence of the capstone project with their academic and practice interests.

- The scope of the capstone project and the potential for engaging in some phases and steps of the project within an eight-week time frame.
- The student must receive approval from their course instructor to conduct the EBP collaborative project in a healthcare agency. It is the student's responsibility to assure that any such obligations related to the EBP proposal outline are met.

#### **D. Registration for Pre-course NR 001**

Students will be required to register for the NR 490 Pre-course NR 001 the term prior to taking NR 490. NR 001 is a non-credit free course that serves as a repository for the capstone documents discussed below. Students will be advised by their advisor when to register for NR 001. NR 001 will be available on the students' Canvas dashboard the first day of the term just as other courses. **It is the student's responsibility to login to NR 001 to read the instructor's introduction and due dates for documents.**

#### **E. Preceptor**

Preceptors are required for NR 490 capstone projects. It is recommended the preceptor be a licensed registered nurse with a bachelor's degree. If the student prefers a preceptor with other qualifications, approval must be obtained from the course instructor. The preceptor must be employed at the facility where the capstone is performed.

#### **F. Affiliation Agreements**

Affiliation agreements are required for most capstone projects. The course instructor will advise the student if an affiliation agreement is needed after the Project Proposal has been submitted. Franklin Pierce University has established many affiliation agreements but if the organization where the student plans to complete their project does not have an active agreement, one will need to be established. In this event, it is the student's responsibility to identify the appropriate individuals at the site of the capstone project and begin the process of establishing an affiliation agreement. Failure to establish an affiliation agreement prior to the beginning of the course could result in an alternate capstone project or possibly preventing the student from completing the capstone during the desired term.

#### **G. Evidence of Learning from the Capstone Project**

Evidence of learning will be a scholarly paper and a narrated poster presentation about the project, both due at the end of the course.

#### **H. NR 490 Documents in NR 001**

- NR 490 Project Proposal.** The NR 490 Project Proposal describes the project and goals. The course instructor will review the proposal and suggest any needed changes.
- NR 490/690 Capstone Requirement & Health Verification Form.** This form verifies the student has met all health requirement of the organizations where the capstone project will be taking place.
- Preceptor Responsibilities.** This document identifies the expectations of the preceptor and should be given to the preceptor prior to obtaining the NR 490 Capstone Project Preceptor Form.
- NR 490 Capstone Project Preceptor Form.** This form is signed by the preceptor which indicates their willingness to precept the student.

- e. **Preceptor Resume.** Preceptors are required to submit a resume to the course instructor prior to the beginning of the course.
- f. **NR 490 Midterm Student Evaluation Form.** At the end of the fourth week of NR 490, students will be asked to self-evaluate their capstone performance based on identified criteria. Students are asked to have their preceptor also evaluate the student's performance.
- g. **NR 490 Final Student Evaluation Form.** At the end of the course, the student and preceptor will evaluate the student's performance just as they did in week four.
- h. **NR 490 Student Evaluation of Preceptor Form.** At the end of the course, the student is asked to evaluate their preceptor.



## NR 490 Project Proposal

The capstone course is the culmination of your nursing studies at Franklin Pierce University. It is your opportunity to apply what you have learned to the development and implementation of an evidence-based practice protocol. To ensure the project is appropriate for the course, students are required to submit a project proposal **four weeks** prior to the start of the course. The project proposal is identified below. Please provide the requested information and send it to your NR 490 instructor by the date required. Late submissions may compromise your successful completion of the course.

NR 490 Project Proposal	
<b>Identifying Information</b>	
Student name: <a href="#">Click here to enter text.</a>	Term/year: <a href="#">Click here to enter text.</a>
Place of employment: <a href="#">Click here to enter text.</a>	
Place where project will take place: <a href="#">Click here to enter text.</a>	
Preceptor at place where project will take place: <a href="#">Click here to enter text.</a>	
Preceptor information (telephone and email): <a href="#">Click here to enter text.</a>	
<b>Project Information***</b>	
Project Title: <a href="#">Click here to enter text.</a>	
Describe the project in 2-3 sentences, that is, what do you hope to accomplish? <a href="#">Click here to enter text.</a>	
Project Goals: Identify four project goals, that is, what will you need to do to complete your project? <ol style="list-style-type: none"><li>1. Literature Review.</li><li>2. <a href="#">Click here to enter text.</a></li><li>3. <a href="#">Click here to enter text.</a></li><li>4. <a href="#">Click here to enter text.</a></li><li>5. <a href="#">Click here to enter text.</a></li></ol>	

**\*\*\*If you plan to survey staff or patients, your project will need approval of the Institutional Review Boards (IRB) of both the organization where your project takes place as well as that of Franklin Pierce University. The approval process can often take 1-2 months or longer so please plan accordingly.**

**Franklin Pierce University**  
**School of Nursing**  
**Capstone NR 490 Preceptor Expectations**

The expectation of a preceptor is to serve as a resource for the student. There are times when students encounter challenges or obstacles at their organization pertaining to their projects. A preceptor can be a valuable source of guidance to help the student problem solve. In general, the expectations of a preceptor are as follows:

1. Provide a current CV/ Resume to the NR 490 course instructor.
2. Review capstone project and goals with student.
3. Serve as a resource for the student throughout the capstone project.
4. Communicate as necessary with the student about the project.
5. Communicate any identified problems or concerns with course instructor.
6. Preceptor will meet at minimum with student at midterm and again at the end of the term to discuss progress of the project and student performance.

**Franklin Pierce University**  
**School of Nursing**  
**NR490 Capstone Project Preceptor Form**

**\*NOTE: Preceptors must submit a current resume or CV to the course instructor prior to the start of the course.**

Preceptors for NR490 are indicating by their signature below that they have completed their employer health care requirements as a condition of their employment. These requirements may include, but are not limited to CPR, HIPAA training, OSHA Blood Borne Pathogen training, current immunizations, tuberculin skin test (PPD) or chest X-Ray, current health insurance, and a criminal background check.

Preceptors are also indicating with their signature that they have reviewed the preceptor expectations and are confident they can comply.

The qualifications of an NR 490 preceptor are a licensed nurse and preferably a bachelor's degree. (Exceptions can be made on an individual basis with communication between the student and the course instructor.)

Student name:

Preceptor name:

Preceptor position/title:

Preceptor email, telephone number, and mailing address:

Date:

☐ By clicking this box I certify all the above information is true and accurate.

Please return this document and resume/CV by email or regular mail to the course instructor.

**Franklin Pierce University**  
**Department of Nursing**  
**Capstone NR 490/690 Health Verification Form**

By electronically signing this form, I confirm I have met all educational, health, and safety requirements of the location I will be performing my capstone project. The requirements may include the following:

1. CPR certification
2. HIPAA
3. Universal Precautions and Blood Borne Pathogens
4. Current vaccinations including influenza
5. Annual PPD testing
6. Background check

Return this form to your NR 490/690 course instructor prior to the beginning of the course.

☐

By clicking this box, I certify all the above information is true and accurate.

Student name:

Date:

**Franklin Pierce University**  
**School of Nursing**  
**Capstone NR 490 Midterm Student Evaluation**  
**(To be completed in Module 4 of course)**

**Student:** \_\_\_\_\_

**Preceptor:** \_\_\_\_\_

**Student** – please indicate in the table under Student Self-Evaluation how you believe you have met the identified criteria. Add additional comments at bottom of form.

**Preceptor** – please indicate in the table under Preceptor Evaluation of Student how you believe the student has met the identified criteria. Add additional comments at bottom of form.

Criteria	Student Self-Evaluation				Preceptor Evaluation of Student			
	Excellent	Good	Fair	Poor	Excellent	Good	Fair	Poor
<b>Leadership</b> – Demonstrated initiative throughout project to meet goals.								
<b>Collaboration and Teamwork</b> - Respectfully listens, discusses, asks questions, when interacting with preceptor, peers, patients, and others.								
<b>Problem Solving</b> – Demonstrated ability to identify problems, generate possible solutions, implement solutions, and evaluate effectiveness.								
<b>Application of Evidence Based Practice</b> – Understood, analyzed, and applied evidence from research and other credible sources as a basis of project.								

**Student Self-Evaluation:**

Student Strengths:

Student Opportunities for Growth:

**Preceptor Evaluation of Student:**

Student Strengths:

Student Opportunities for Growth:

Student name: [Click here to enter text.](#) Date: [Click here to enter text.](#)

☐By clicking this box I certify that I agree to the above and have signed the document electronically.

Preceptor name: [Click here to enter text.](#) Date: [Click here to enter text.](#)

**Franklin Pierce University**  
**School of Nursing**  
**Capstone NR 490 Final Student Evaluation**  
**(To be completed at end of course)**

**Student:** \_\_\_\_\_

**Preceptor:** \_\_\_\_\_

**Student** – please indicate in the table under Student Self-Evaluation how you believe you have met the identified criteria. Add additional comments at bottom of form.

**Preceptor** – please indicate in the table under Preceptor Evaluation of Student how you believe the student has met the identified criteria. Add additional comments at bottom of form.

Criteria	Student Self-Evaluation				Preceptor Evaluation of Student			
	Excellent	Good	Fair	Poor	Excellent	Good	Fair	Poor
<b>Leadership</b> – Demonstrated initiative throughout project to meet goals.								
<b>Collaboration and Teamwork</b> - Respectfully listens, discusses, asks questions, when interacting with preceptor, peers, patients, and others.								
<b>Problem Solving</b> – Demonstrated ability to identify problems, generate possible solutions, implement solutions, and evaluate effectiveness.								
<b>Application of Evidence Based Practice</b> – Understood, analyzed, and applied evidence from research and other credible sources as a basis of project.								

**Student Self-Evaluation:**

Student Strengths:

Student Opportunities for Growth:

**Preceptor Evaluation of Student:**

Student Strengths:

Student Opportunities for Growth:

Student name: [Click here to enter text.](#) Date: [Click here to enter text.](#)

☐ By clicking this box I certify that I agree to the above and have signed the document electronically. Preceptor name: [Click here to enter text.](#) Date: [Click here to enter text.](#)

☐ By clicking this box I certify that I agree to the above and have signed the document electronically.

**Franklin Pierce University**  
**School of Nursing**  
**Capstone NR 490 Student Evaluation of Preceptor**

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

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

Preceptor: \_\_\_\_\_

Criteria	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
My preceptor was available when I had questions.				
My preceptor provided me with enough guidance with my project.				
My preceptor provided me with helpful feedback about my project.				

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student name: [Click here to enter text.](#) Date: [Click here to enter text.](#)

☐By checking this box I certify that I agree to the above and have signed the document electronically.

## **Section V: MSN, RN TO MSN, AND MSN/MBA**

### **Master of Science in Nursing Program**

The Master of Science in Nursing (MSN) program is committed to preparing ethical “leaders of conscience” who demonstrate high level critical thinking, professional role skills in nursing education and nursing leadership, and who make significant contributions to the local and global communities. Graduates are leaders in diverse health care arenas who effect improvements in patient outcomes through education of health care workers and leadership in health care delivery systems. The curriculum is rooted in the generation, evaluation, and utilization of evidence to support practices in nursing education and leadership. Graduates are prepared to utilize scholarly inquiry to provide evidence-based health care.

### **MSN Mission Statement**

Master of Science in Nursing (MSN) program is designed to provide nurses from all clinical and academic backgrounds the opportunity to obtain a graduate degree in nursing. Students can obtain an MSN in either Nursing Leadership or Nursing Education, preparing themselves for roles as nurse educators and/or nurse administrators. The mission of the MSN program is as follows:

### **RN-MSN Program**

The RN-MSN program is designed for the registered nurse who knows they will pursue either a leadership or educational role in their career. The program includes two graduate courses offered at undergraduate tuition rate and confers a BSN.

### **RN to MSN Degree (Track III) Requirements**

Information regarding specific degree requirements and course information can be accessed at: [https://www.franklinpiercedu.edu/images/program-sheets/2019\\_sheets/MSN.pdf](https://www.franklinpiercedu.edu/images/program-sheets/2019_sheets/MSN.pdf)

### **RN to MSN Application**

- Complete online application. Admission is on a rolling basis so individuals can apply any time.
- Applicants must request official transcripts from all previously attended regionally accredited colleges and universities be sent electronically to [CGPS@franklinpiercedu.edu](mailto:CGPS@franklinpiercedu.edu) or by mail to Enrollment Management, Franklin Pierce University, 670 N. Commercial St., Suite 301, Manchester, NH 03101.
- Applicants must hold a current unencumbered license to practice as a Registered Nurse in New Hampshire or another state **or** be enrolled in an associate degree program and on track to graduate.
- For international applicants, all transcripts must be evaluated by the World Education Service, the Center for Educational Documentation, the Foundation for International Services, or the International Education Services. Refer to the Academic Catalog for additional information.

### **MSN Degree Requirements**

Information regarding specific degree requirements and course information can be accessed at



[https://www.franklinpierce.edu/images/program-sheets/2019\\_sheets/MSN.pdf](https://www.franklinpierce.edu/images/program-sheets/2019_sheets/MSN.pdf)

### **MSN Application**

- Complete online application. Admission is on a rolling basis, so individuals can apply any time.
- Applicants must request official transcripts from all previously attended regionally accredited colleges and universities be sent electronically to [CGPS@franklinpierce.edu](mailto:CGPS@franklinpierce.edu) or by mail to Enrollment Management, Franklin Pierce University, 670 N. Commercial St., Suite 301, Manchester, NH 03101.
- Applicants must have a minimum undergraduate cumulative grade point average (CGPA) of 2.8 or higher on a 4.0 scale.
- Applicants must submit a professional resume.
- Applicants must submit a statement of professional goals including reasons for pursuing graduate study.
- All applicants will have a telephone interview with a nurse faculty member.
- Applicants must have successfully completed an undergraduate statistics course with a “C” or higher (students may be provisionally admitted until this requirement has been met).

### **MSN/MBA Program**

The MSN/MBA program is designed for the registered nurse seeking to pursue a leadership role while expanding their expertise in business.

### **MSN/MBA Degree Requirements**

Information regarding specific degree requirements and course information can be accessed at:

<https://franklinpierce.edu/images/program-sheets/CGPS-MSN-MBA-Dual.pdf>

### **MSN/MBA Application**

- Meet admission requirements for MSN (above)
- Meet the additional MBA admission requirements as follows:
  - Competency in financial accounting (can be met with coursework or completing a program of self-study)
  - Competency in statistics (can be met with coursework or completing a program of self-study)

### **MSN Student Learning Outcomes (SLO) and Role Competencies (includes RN to MSN and MSN/MBA programs)**

Program Student Learning Outcomes (SLOs) are statements of what a student will know, understand, or be able to do at the end of a degree program. Students must demonstrate achievement of learning outcomes prior to graduation.

The American Association of Colleges of Nursing (AACN) have identified nine Essentials that “delineate the knowledge and skills that all nurses prepared in master’s nursing programs acquire”. (AACN, 2011, p. 4). These Essentials are one of the frameworks upon which the Franklin Pierce University School of Nursing programs are built. The following compares the MSN program SLOs with the Master’s Essentials.

<b>MSN SLO</b>	<b>AACN Essentials</b>
1.Demonstrate critical thinking and decision making based on biopsychosocial and organizational sciences to improve healthcare quality and outcomes in a variety of settings.	Essentials 1
2. Integrate organizational and systems leadership to guide and direct clinical decision making and evaluation of patient outcomes and safety.	Essentials II & IX
3. Advocate for ethical and culturally sensitive strategies in the design of high quality and cost-effective healthcare delivery.	Essentials III
4. Apply clinical scholarship and implementation of best practices for the improvement of healthcare delivery.	Essentials IV
5.Incorporate technology to support and coordinate delivery of high quality, safe patient care.	Essentials V
6. Demonstrate advocacy strategies to influence healthcare policy to improve health of the public.	Essentials VI
7. Collaborate with the interprofessional team to influence the shared goals of disease prevention, health promotion, and patient-centered care to diverse populations.	Essentials VII, VIII & IX

#### **Essential I: Background for Practice from Sciences and Humanities**

Recognizes that the master's-prepared nurse integrates scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.

#### **Essential II: Organizational and Systems Leadership**

Recognizes that organizational and systems leadership are critical to the promotion of high quality and safe patient care. Leadership skills are needed that emphasize ethical and critical decision making, effective working relationships, and a systems-perspective.

#### **Essential III: Quality Improvement and Safety**

Recognizes that a master's-prepared nurse must be articulate in the methods, tools, performance measures, and standards related to quality, as well as prepared to apply quality principles within an organization.

#### **Essential IV: Translating and Integrating Scholarship into Practice**

Recognizes that the master's-prepared nurse applies research outcomes within the practice setting, resolves practice problems, works as a change agent, and disseminates results.

#### **Essential V: Informatics and Healthcare Technologies**

Recognizes that the master's-prepared nurse uses patient-care technologies to deliver and enhance care and uses communication technologies to integrate and coordinate care.

#### **Essential VI: Health Policy and Advocacy.**

Recognizes that the master's-prepared nurse can intervene at the system level through the policy development process and to employ advocacy strategies to influence health and health care.

#### **Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes**

Recognizes that the master's-prepared nurse, as a member and leader of interprofessional teams, communicates, collaborates, and consults with other health professionals to manage and coordinate care.

#### **Essential VIII: Clinical Prevention and Population Health for Improving Health**

Recognizes that the master's-prepared nurse applies and integrates broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical prevention and population care and services to individuals, families, and aggregates/identified populations.

### **Essential IX: Master's-Level Nursing Practice**

Recognizes that nursing practice, at the master's level, is broadly defined as any form of nursing intervention that influences healthcare outcomes for individuals, populations, or systems. Master's-level nursing graduates must have an advanced level of understanding of nursing and relevant sciences as well as the ability to integrate this knowledge into practice. Nursing practice interventions include both direct and indirect care components.

### **Role Competencies – MSN**

In addition to SLO, the School of Nursing has identified the following Role Specific Professional Competencies that identify measurable levels of nursing performance that integrate the knowledge, skills, and behaviors in the specialty areas of Leadership and Education.

#### **Nursing Leadership (MSN – Leadership)**

1. Assume leadership roles in health care organizations.
2. Integrate leadership skills that facilitate collaborative relationships while functioning as a member of the interdisciplinary team.
3. Apply knowledge of health care payment systems to improve the utilization of clinical and fiscal resources.
4. Design and implement change projects in health care delivery systems and evaluate their impact.
5. Incorporate knowledge of evidence in clinical and organizational management to improve client outcomes.

#### **Nursing Education (MSN – Education)**

1. Practice as a nurse educator in an academic or health care delivery setting, applying principles consistent with evidence-based practice.
2. Apply teaching and learning theories, current research findings, and knowledge of educational trends and professional standards to curriculum and instructional design.
3. Utilize knowledge of continuous quality improvement methodology to evaluate all components of instructional design and delivery.
4. Design and implement change projects in health care delivery systems and evaluate their impact.
5. Incorporate knowledge of evidence in clinical and organizational management to improve client outcomes.

### **Benchmark Assignments**

To assess achievement of the program's SLOs and Role Specific Professional Competencies, assignments have been identified in each course referred to as benchmark assignments. It is the policy of the School of Nursing that all MSN students must achieve a minimum of 80% on all benchmark assignments. Students who do not achieve an 80% will be provided a maximum of two additional attempts as needed to achieve the benchmark of 80%. If the minimum is not achieved, the student is considered not successful in the course and will not receive a passing grade.

## **Course Scheduling**

Students will work with their advisor to develop an educational plan to successfully complete their MSN as mentioned. Below is a sample of an MSN schedule pursuing part-time course work.

### Sample Course Mapping (Part-time) Education Concentration

Education Year 1		
Term 1	NR 545	Clinical & Classroom Teaching Strategies
Term 2	NR 547	Evidence Based Practice Curriculum Design
Term 3	NR 549	Evaluating Learning & Assessing Competency
Term 4	NR 540	Evidence Based Practice

Education Year 2		
Term 1	NR 510	Nursing Science in Practice
Term 2	NR 580	Advanced Pathophysiology
Term 3	NR 585	Advanced Health Assessment
Term 4	NR 575	Advanced Pharmacology

Education Year 3		
Term 1	NR 530	Inferential Statistics
Term 2	NR 520	Health Policy & Population Health Issues
Term 3	NR 690	Nursing Capstone Seminar and Project


### Sample Course Mapping (Part time) Leadership Concentration

Leadership Year 1		
Term 1	NR 510	Nursing Science in Practice
Term 2	GM 596	Quality Improvement Models in Healthcare
Term 3	NR 530	Inferential Statistics
Term 4	NR 540	Evidence Based Practice

Leadership Year 2		
Term 1	NR 565	Strategic Planning I
Term 2	GM 510	Seminar in Leadership
Term 3	NR 570	Strategic Planning II
Term 4	GM 538	Organizational Development

Leadership Year 3		
Term 1	GM 594	Healthcare Payment Systems
Term 2	NR 520	Health Policy & Population Health Issues
Term 3	NR 690	Nursing Capstone Seminar and Project

## Course Schedule

			<b>FranklinPierce</b> UNIVERSITY		
<b>Department of Nursing Education</b>					
WWW.FRANKLINPIERCE.EDU					
<b>MSN SCHEDULE 2021-2022</b>					
Online	NR 510	NR 501	NR 530	NR 520	NR 501- RN-MSN Bridge- 3cr
	NR 520	NR 520	NR 549	NR 540	NR 510- Nursing Science - 3cr
	NR 530	NR 540	NR 575	NR 545	NR 520 - Hlth Policy & Pop. Hlth Issues-3cr
	NR 545	NR 547	NR 580	NR 570	NR 530 - Inferential Statistics- 3cr
	NR 580	NR 565	NR 690	NR 575	NR 540 - Evidence Based Practice - 3cr
	NR 690	NR 585	NR 510	NR 740	NR 545 - Clin & Class. Teach - 3 cr
	NR 700	NR 549	NR 720	NR 730	NR 547 - EBP Curriculum Design - 3 cr
	NR 701	NR 575	NR 721	NR 731	NR 549 - Eval Learn & Assess - 3 cr
	NR 750	NR 710	GM 510**	NR 0009	NR 565 -Strategic Plning I - 3 cr
	NR 751	NR 711	GM 594**	GM 510**	NR 570 - Strategic Plning II - 3 cr
	NR 752	NR 760	GM 540**	GM 596**	NR 690 - Capstone - 6 cr
	GM 510**	NR 790		GM 540**	NR 575 - Advanced Pharmacology- 3cr
	GM 594**	NR 0009			NR 580 - Advanced Pathophysiology-3cr
	GM 540**	GM 510**			NR 585 - Advanced Health Assessment- 3cr
		GM 596**			GM 510- Seminar in Leadership- 3cr
					GM 540 - Org. Development - 3 cr
					GM 594 - Healthcare Pymt. - 3cr
					NR 009 PreCourse for NR690
					GM 596 - Quality Improvement Models in healthcare-
					NR 700 Fundamental Concepts 3cr *MEPN
* Courses that are under					NR 701 Fundamentals Practicum/HLTH Assessment
					NR 710 NSG MGT Across the Lifespan 3cr *MEPN
					NR 711 NSG MGT Common HLTH lab 3cr MEPN
					NR 720 NSG MGT of Complex HLTH Alt
					NR 721 NSG MGT Complex HLTH Alt lab
					NR 730 Psych and Mental HLTH NSG
					NR 731 Psych Mental HLTH lab
					NR 740 Comm HLTH lecture/clinical
					NR 750 Maternal/Child Nursing
					NR 751 Women's HTLH Practicum
					NR 752 Peds Practicum
** Scheduled by MBA					
*Follow the Department					
Revised: 03/16/2021					

## Course Load

MSN students may enroll in up to two courses per term (6 credits). Requests to take more than two courses per term, an overload, must be made in writing to the Academic Director for approval per University policy. For any credit overload, the student should discuss the new tuition charges with Student Financial Services. Refer to the Academic Catalog for additional information.

## Time Limit

Graduate students are expected to complete all requirements for graduation within six years of enrolling in the graduate program.

**Reinstatement Policy**

Graduate students who remain inactive for twelve consecutive months or more must reapply to the University. Refer to the “Reinstatement” Policy, which can be found in the Academic Catalog.

**Transfer Credit**

MSN students may receive credit for graduate courses previously taken at other regionally accredited institutions, provided they earn a grade of ‘B’ or better as defined by Franklin Pierce University. The maximum allowable credit transfer is 12. The Transfer Credit policy can be found in the Academic Catalog.

## **NR 690 CAPSTONE**

The final course in the MSN program is the capstone NR 690. This is a six-credit course with three credits devoted to traditional online coursework and three credits devoted to an evidence-based quality improvement/change project. The quality improvement/change project will reflect synthesis and integration of course content, leadership, and professional practice and is guided by the MSN program student learning outcomes and respective role competencies. The course is the culmination of the learning experiences of the student in the MSN program.

### **A. Eligibility to Register for NR 690**

Students are eligible to register for NR 690 when they have successfully completed NR 540 Evidence Based Practice and have completed all prerequisite nursing courses or have the approval of the Academic Program Director.

### **B. Evidence Based Practice (EBP) Quality Improvement/Change Project Criteria**

- a. Identify the need and describe a quality improvement or process change in the student's practice setting.
- b. Review and analyze the current clinical literature pertinent to the key issues of the area to be investigated.
- c. Use agency databases to retrieve information for decision-making, planning, and evaluation of outcomes.
- d. Describe the change process and its implementation in the student's practice setting.
- e. Demonstrate interprofessional collaboration and communication in the development of the QI / Change project

### **C. Selection of the Capstone Project**

It is the student's responsibility to select a capstone topic. In making the decision, students should consider the following:

- The relevance of the proposed project to professional nursing practice.
- The congruence of the capstone project with their academic and practice interests.
- The scope of the capstone project and the potential for engaging in some phases and steps of the project within an eight-week time frame.
- The student must receive approval by their course instructor to conduct the EBP collaborative project in a healthcare agency. It is the student's responsibility to assure that any such obligations related to the EBP proposal outline are met.

### **D. Registration for Pre-course NR 009**

Students will be required to register for the NR 690 Pre-course NR 009 the term prior to taking NR 690. NR 009 is a non-credit free course that serves as a repository for the capstone documents discussed below. Students will be advised by their advisor when to register for NR 009. NR 009 will be available on the

students' Canvas dashboard the first day of the term just as other courses. **It is the student's responsibility to login to NR 009 to read the instructor's introduction and due dates for documents.**

#### **E. Preceptor**

Preceptors are required for NR 690 capstone projects. It is recommended the preceptor be a licensed registered nurse, practicing in a leadership position, have a BS in nursing or a health-related field, and preferably a graduate degree. If the student prefers a preceptor with other qualifications, approval must be obtained from the course instructor. The preceptor must be employed at the facility where the capstone is performed.

#### **F. Affiliation Agreements**

Affiliation agreements are required for most capstone projects. The course instructor will advise the student if an affiliation agreement is needed after the Project Proposal has been submitted. Franklin Pierce University has many agreements in place but if the organization where the student plans to complete their project does not have an active agreement, one will need to be established. In this event, it is the student's responsibility to identify the appropriate individuals at the site of the capstone project and begin the process of establishing an affiliation agreement. If an affiliation agreement is needed, it is the student's responsibility to keep the course instructor informed on the progress of the affiliation agreement. Failure to establish an affiliation agreement prior to the beginning of the course could result in an alternate capstone project or possibly preventing the student from completing the capstone during the desired term.

#### **G. Evidence of Learning from the Capstone Project**

Evidence of learning will be a scholarly paper and a narrated poster presentation about the project; both are due at the end of the course.

#### **H. NR 690 Documents**

- a. **NR 690 Project Proposal.** The NR 690 Project Proposal describes the project and goals. The course instructor will review the proposal and suggest any needed changes.
- b. **NR 490/690 Capstone Requirement & Health Verification Form.** This form verifies the student has met all health requirement of the organizations where the capstone project will be taking place.
- c. **NR 690 Preceptor Responsibilities.** This document identifies the expectations of the preceptor and should be given to the preceptor prior to obtaining the NR 490 Capstone Project Preceptor Form.
- c. **NR 690 Capstone Project Preceptor Form.** This form is signed by the preceptor which indicates their willingness to precept the student.
- d. **Preceptor Resume.** Preceptors are required to submit a resume to the course instructor prior to the beginning of the course.
- f. **NR 690 Midterm Student Evaluation Form.** At the end of the sixth week of NR 690, students will be asked to self-evaluate their capstone performance based on identified criteria. Students are asked to have their preceptor also evaluate the student's performance.
- g. **NR 690 Final Student Evaluation Form.** At the end of the course, the student and preceptor will evaluate the student's performance just as they did in week six.



- h. NR 690 Student Evaluation of Preceptor Form.** At the end of the course, the student is asked to evaluate their preceptor.

## NR 690 Project Proposal

The capstone course is the culmination of your nursing studies at Franklin Pierce University. To ensure the project is appropriate for the course, students are required to submit a project proposal **four weeks** prior to the start of the course. The project proposal is identified below. Please provide the requested information and send it to your NR 690 instructor by the date required. Late submissions may compromise your successful completion of the course.

NR 690 Project Proposal	
<b>Identifying Information</b>	
Student name: <a href="#">Click here to enter text.</a>	Term/year: <a href="#">Click here to enter text.</a>
Place of employment: <a href="#">Click here to enter text.</a>	
Place where project will take place: <a href="#">Click here to enter text.</a>	
Preceptor at place where project will take place: <a href="#">Click here to enter text.</a>	
Preceptor information (telephone and email): <a href="#">Click here to enter text.</a>	
<b>Project Information***</b>	
Project Title: <a href="#">Click here to enter text.</a>	
Describe the project in 2-3 sentences, that is, what do you hope to accomplish? <a href="#">Click here to enter text.</a>	
Project Goals: Identify four project goals, that is, what will you need to do to complete your project? <ol style="list-style-type: none"><li>6. Literature Review.</li><li>7. <a href="#">Click here to enter text.</a></li><li>8. <a href="#">Click here to enter text.</a></li><li>9. <a href="#">Click here to enter text.</a></li><li>10. <a href="#">Click here to enter text.</a></li></ol>	

**\*\*\*If you plan to survey staff or patients, your project will need approval of the Institutional Review Boards (IRB) of both the organization where your project takes place as well as that of Franklin Pierce University. The approval process can often take 1-2 months or longer so please plan accordingly.**

**Franklin Pierce University**  
**School of Nursing**  
**NR690 Capstone Preceptor Responsibilities**

The role of the preceptor is to support the student with the goal of optimizing their success. The capstone project is predicated on creating a personalized learning environment that supports the professional needs of the student. Thus, the capstone preceptor should cultivate an interactive student mentoring relationship in support of the academic and professional development of the student.

**Preceptors Roles:**

1. Provide a current CV/ Resume to the NR 690 course instructor (instructor contact information available from student).
2. Review capstone project and goals with student.
3. Serve as a role model throughout the capstone experience.
4. Communicate regularly with the student as the student is completing their project.
5. Meet with the student to discuss midterm and final evaluations.
6. Complete the Preceptor Evaluations of the student's project and experience at midterm (6-weeks) and the final week (12-week).
7. Communicate with course instructor any identified problems or concerns

**Franklin Pierce University  
School of Nursing  
NR690 Capstone Project Preceptor Form**

**\*NOTE: Preceptors must submit a current resume or CV to the course instructor prior to the start of the course.**

Preceptors for NR690 are indicating by their signature below that they have completed their employer health care requirements as a condition of their employment. These requirements may include, but are not limited to CPR, HIPAA training, OSHA Blood Borne Pathogen training, current immunizations, tuberculin skin test (PPD) or chest X-Ray, current health insurance, and a criminal background check.

Preceptors are also indicating with their signature that they have reviewed the preceptor expectations and are confident they can comply.

The qualifications of an NR 690 preceptor are a licensed nurse and preferably masters prepared. (Exceptions can be made on an individual basis with communication between the student and the course instructor.)

Student name:

Preceptor name:

Preceptor position /title:

Preceptor email, telephone number, and mailing address:

Date:

☐ By clicking this box I certify all the above information is true and accurate.

**Franklin Pierce University**  
**Department of Nursing**  
**Capstone NR 490/690 Health Verification Form**

By electronically signing this form, I confirm I have met all educational, health, and safety requirements of the location I will be performing my capstone project. The requirements may include the following:

1. CPR certification
2. HIPAA
3. Universal Precautions and Blood Borne Pathogens
4. Current vaccinations including influenza
5. Annual PPD testing
6. Background check

Return this form to your NR 490/690 course instructor prior to the beginning of the course.

☐

By clicking this box, I certify all of the above information is true and accurate.

Student name:

Date:

**Franklin Pierce University**  
**School of Nursing**  
**NR 690 Capstone Midterm Evaluation**

Student:

Preceptor:

**Student complete**

**Preceptor complete**

Category	Excellent	Good	Fair	Poor	Excellent	Good	Fair	Poor
<b>Contributions</b> – Provides useful ideas, communicated often, and showed a lot of commitment towards the project								
<b>Time management</b> – Uses time wisely throughout the project to ensure that things get done. Does not have to adjust deadlines due to student's procrastination.								
<b>Preparedness and Work habits</b> – Completes all assigned tasks and goals.								
<b>Attitude</b> – Never is publicly critical of the project or the work of others. Always has a positive attitude about the tasks.								
<b>Working with Preceptor</b> – Respectfully listens, discusses, asks questions, and works on solving problems.								

<b>Quality of Work –</b> Provides work of the highest quality. Work is always complete and thorough.								
<b>Problem Solving –</b> Defines the problem, generates alternatives, evaluates and selects alternatives, and then implements solutions.								
<b>Application of Evidence Based Practice –</b> Analyzed and applied evidence from research and other credible information sources as a basis of project.								

Student observations:

Student Strengths:

Student Areas to Improve:

---

Preceptor observations:

Student Strengths:

Student Areas to Improve:

---

Student name:                      Date:

☐By clicking this box I certify that I agree to the above and have signed the document electronically.

Preceptor name:                      Date:

☐By clicking this box I certify that I agree to the above and have signed the document electronically.

**Franklin Pierce  
University School of  
Nursing  
NR 690 Capstone Final**

**Evaluation** Student:

Preceptor:

**Student complete**

**Preceptor complete**

Category	Excellent	Good	Fair	Poor	Excellent	Good	Fair	Poor
<b>Contributions –</b> Provides useful ideas, communicated often, and showed a lot of commitment towards the project								
<b>Time management –</b> Uses time wisely throughout the project to ensure that things get done. Does not have to adjust deadlines due to student's procrastination.								
<b>Preparedness and Work habits –</b> Completes all assigned tasks and goals.								
<b>Attitude –</b> Never is publicly critical of the project or the work of others. Always has a positive attitude about the tasks.								
<b>Working with Preceptor –</b> Respectfully listens, discusses, asks questions, and works on solving problems.								



<b>Quality of Work –</b> Provides work of the highest quality. Work is always complete and thorough.								
<b>Problem Solving –</b> Defines the problem, generates alternatives, evaluates and selects alternatives, and then implements solutions.								
<b>Application of Evidence Based Practice –</b> Analyzed and applied evidence from research and other credible information sources as a basis of project.								

Student observations:

Student Strengths:

Student Areas to Improve:

---

Preceptor observations:

Student Strengths:

Student Areas to Improve:

---

Student name:                      Date:

☐By clicking this box I certify that I agree to the above and have signed the document electronically.

Preceptor name:                      Date:

☐By clicking this box I certify that I agree to the above and have signed the document electronically.

**Franklin Pierce University**  
**School of Nursing**  
**NR 690 Capstone Student Evaluation of Preceptor**

Student:

Date:

Preceptor:

<u>Category</u>	<u>Very Satisfied</u>	<u>Satisfied</u>	<u>Dissatisfied</u>	<u>Very Dissatisfied</u>
<u>My preceptor provided me with opportunities to meet my outcomes.</u>				
<u>My preceptor had the expertise to support me in reaching my outcomes.</u>				
<u>My preceptor displayed expert coaching and guidance.</u>				
<u>My preceptor displayed excellent collaboration.</u>				
<u>My preceptor displayed excellent knowledge in research</u>				
<u>My preceptor provided me with sufficient guidance during the Capstone experience.</u>				
<u>My preceptor provided me with helpful feedback during the Capstone experience.</u>				

Comments:

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Student name:

☐ By checking this box I certify that I agree to the above and have signed the document electronically.

Do we need to include NR 690 Evaluation forms in the Handbook?

## **Section VI: MASTER'S ENTRY PROGRAM IN NURSING**

### **MEPN Mission Statement**

The Master Entry Program in Nursing (MEPN) is committed to preparing, ethical “leaders of conscience” who demonstrate high-level critical thinking, clinical judgment, promotion of health and healing, and who make significant contributions to the local and global communities. Graduates are leaders in diverse health care arenas who effect improvements in patient outcomes through education of health care workers and leadership in health care delivery systems. The curriculum is rooted in the generation, evaluation, and utilization of evidence to support practices in nursing education and leadership. Graduates are prepared to utilize scholarly inquiry to provide evidence-based health care.

### **A. Admissions**

#### **MEPN Degree Requirements**

Information regarding specific degree requirements and course information can be accessed at: [https://www.franklinpierce.edu/images/program-sheets/2020\\_sheets/MEPN\\_Major.pdf](https://www.franklinpierce.edu/images/program-sheets/2020_sheets/MEPN_Major.pdf)

#### **MEPN Application**

MEPN applicants will meet the following criteria:

- Prerequisite Grade Point Average (GPA) 3.0 or greater.
- Have completed a non-nursing bachelor-level (or higher) degree
- ATI Test of Essential Academic Skills (TEAS) admission exam with a score of 80\*
- Interview with nursing faculty
- 3 letters of recommendation with a minimum of one being a current professional work reference
- Essay stating goals and objectives for applying to the MEPN program
- Complete online application to FPU
- Official transcripts from all regionally accredited secondary institutions attended
- Completion of pre-requisite courses with “B” or better\*\*
- International students must submit Test of English as a Foreign Language (TOEFL) score
- Completed blemish-free background check (one for each state the applicant has lived in the past 3 years)

#### **\*TEAS Entrance Examination**

The TEAS is comprised of four sections: Reading, Mathematics, Science, and English. Please visit the Assessment Technologies Institute (ATI) web site at [www.atitesting.com](http://www.atitesting.com) for additional information including test taking locations.

#### **\*\*Prerequisite Courses:**

Students must complete the following college level courses with a letter grade of B or better prior to starting the MEPN program:

- General Chemistry lecture with a laboratory component (4 credits)
- Human Anatomy and Physiology I and II (4 credits each)
- Microbiology with a laboratory component (4 credits)
- Statistics (3 credits)
- Human/Lifespan Development (3 credits)

- Nutrition (3 credits)

### **Student Responsibilities**

The student is responsible for:

- Keeping informed about dates and processes for registration.
- Maintaining a current address and phone number on file with the University Registrar's Office and with the School of Nursing.
- Checking University email at least twice per week.
- Reviewing schedules with one's advisor prior to registration each semester.
- Keeping advisor informed about changes and/or decisions relating to pursuit of the degree.
- Maintaining requirements for laboratory and clinical courses.
- Informing advisor of any difficulties meeting clinical, lab, or classroom criteria or benchmarks.
- Remaining informed of and adhering to nursing department policies as articulated in the Nursing Student Handbook.

### **MEPN End of Program Student Learning Outcomes and AACN MSN Essentials**

Program Student Learning Outcomes (SLOs) are statements of what a student will know, understand, or be able to do at the end of a degree program. Students must demonstrate achievement of learning outcomes prior to graduation.

The American Association of Colleges of Nursing (AACN) have identified nine Essentials that "delineate the knowledge and skills that all nurses prepared in master's nursing programs acquire" (AACN, 2011, p. 4). These Essentials are one of the frameworks upon which the Franklin Pierce University School of Nursing programs are built. The following compares the MSN program's SLOs with the Master's Essentials.

MEPN SLO	Essential
1. Utilize professional codes and standards of professional nursing practice	Essentials I
2. Demonstrate autonomy in critical thinking and clinical decision-making based on biopsychosocial and organizational sciences to improve healthcare quality and outcomes in a variety of settings.	Essentials I
3. Integrate organizational and systems leadership to guide and direct clinical decision-making and evaluation of patient outcomes and safety.	Essentials II
4. Advocate for socially just, ethical and culturally sensitive strategies in the design of high quality and cost effective healthcare delivery.	Essentials II,III

5. Contribute clinical scholarship for excellence in patient care utilizing theories and advances in nursing knowledge across the lifespan through advanced health assessment, evidence-based practice systematic inquiry, and dissemination of information to individuals, families, communities, and healthcare professionals.	Essentials I, IV, VIII, IX
6. Incorporate technology to support and coordinate delivery of high-quality, safe patient care.	Essentials V
7. Demonstrate advocacy strategies to influence healthcare policy to improve public health.	Essentials VI
8. Collaborate with the inter-professional team to influence the shared goals of disease prevention, health promotion, and patient-centered care to diverse populations.	Essentials VII

### **MSN Essentials**

#### **Essential I: Background for Practice from Sciences and Humanities**

Recognizes that the master's-prepared nurse integrates scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.

#### **Essential II: Organizational and Systems Leadership**

Recognizes that organizational and systems leadership are critical to the promotion of high quality and safe patient care. Leadership skills are needed that emphasize ethical and critical decision making, effective working relationships, and a systems-perspective.

#### **Essential III: Quality Improvement and Safety**

Recognizes that a master's-prepared nurse must be articulate in the methods, tools, performance measures, and standards related to quality, as well as prepared to apply quality principles within an organization.

#### **Essential IV: Translating and Integrating Scholarship into Practice**

Recognizes that the master's-prepared nurse applies research outcomes within the practice setting, resolves practice problems, works as a change agent, and disseminates results.

#### **Essential V: Informatics and Healthcare Technologies**

Recognizes that the master's-prepared nurse uses patient-care technologies to deliver and enhance care and uses communication technologies to integrate and coordinate care.

#### **Essential VI: Health Policy and Advocacy.**

Recognizes that the master's-prepared nurse can intervene at the system level through the policy development process and to employ advocacy strategies to influence health and health care.

#### **Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes**

Recognizes that the master's-prepared nurse, as a member and leader of interprofessional teams, communicates, collaborates, and consults with other health professionals to manage and coordinate care.

#### **Essential VIII: Clinical Prevention and Population Health for Improving Health**

Recognizes that the master's-prepared nurse applies and integrates broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical prevention and population care and services to individuals, families, and aggregates/identified populations.

#### **Essential IX: Master's-Level Nursing Practice**

Recognizes that nursing practice, at the master's level, is broadly defined as any form of nursing intervention that influences healthcare outcomes for individuals, populations, or systems. Master's-level nursing graduates must have an advanced level of understanding of nursing and relevant sciences as well as the ability to integrate this knowledge into practice. Nursing practice interventions include both direct and indirect care components.

#### **Role Specific Competencies – MEPN**

In addition to SLO, the School of Nursing has identified the following role specific professional competencies that identify measurable levels of nursing performance that integrate the knowledge, skills, and behaviors in the specialty areas of Leadership and Education. The MEPN Program will prepare the graduate to:

1. Utilize professional codes and standards of professional nursing practice.
2. Demonstrate autonomy in critical thinking and decision making to guide care to patient across the lifespan.
3. Function effectively within Interprofessional healthcare teams, utilizing evidence-based practice to deliver high quality safe patient care and promote positive patient outcomes.
4. Apply leadership skills as a change agent within the healthcare system to promote equity and culturally sensitive care.

#### **Benchmark Assignments (Assessments/Exams/Course Grades)**

To assess achievement of the program's SLOs, assignments have been identified in each nursing course referred to as benchmark assignments. It is the policy of the School of Nursing that all MSN students must achieve a minimum of 83% on all benchmark assignments. If the minimum is not achieved, the student is considered not successful in the course and will not receive a passing grade.

### **B. Curriculum and Program Progression Requirements**

The MEPN is an 18-month accelerated MSN program taking place over six consecutive terms. The program is a combination of traditional face-to-face lecture format and online (O) modalities with a clinical/lab component (C/L). Face-to-Face (F2F) didactic course teaching includes lectures, power points, student interaction with case studies and videos. Online (O) didactic courses teaching includes lecture notes, power points, videos, discussion board questions, papers, case studies, reflection, and group projects. Clinical and laboratory (C/L) learning includes clinical skills performed in a clinical healthcare setting and simulation laboratory setting under the direction

of a clinical faculty member. Learning will include demonstration, lecture, discussion, videos, and hands on skill development. Students are admitted as a cohort to the MEPN and will progress through the program with the following schedule:

<b>Term 1 (First Year)</b>	<b>Credits</b>	<b>Clinical/Lab</b>
NR 501 RN MSN Bridge	3	None
NR 580 Pathophysiology for the Advanced Generalist	3	None
NR700 Foundational Concepts of Professional Nursing	3	None
NR 701 Foundation: Introduction to Nursing	2	C/L
<b>Total Credits 12</b>		<b>Clinical/Lab = 216</b>
<b>Term 2</b>		
NR575 Advanced Pharmacology	3	None
GM 592 Health Policy	3	None
NR710 NSG MGT Complex HLTH Management	3	None
NR711 NSG MGT Complex HLTH ALT Practicum	3	C/L
<b>Total Credits 12</b>		<b>Clinical/Lab 216</b>
<b>Term 3</b>		
GM 510 Seminar in Leadership	3	None
NR720 Nursing Management of Complex Health Alterations Across the Lifespan	3	None
NR721 Nursing Management of Complex Health Alterations Across the Lifespan Practical	3	C/L
<b>Total Credits 9</b>		<b>Clinical/Lab 216</b>
<b>Term 4</b>		



GM 596 Quality Improvement Models in Healthcare	3	None
NR730 Psychiatric and Mental Health Nursing	3	None
NR731 Psychiatric and Mental Health Nursing Practical	1	C/L
NR740 Community Health Promotion Practical	1	C/L
<b>Total Credits 8</b>		<b>Clinical/Lab 128</b>
NR 520 Health Policy & Population Health Issues	3	None
GM 540 Organizational Development	3	None
Maternal/Child Nursing	2	None
Women's Health Practical	1	C/L
Pediatrics Practicum	1	C/L
<b>Total Credits 10</b>		<b>Clinical/Lab 72</b>
NR 790 Capstone: Clinical Project Development and Implementation	6	None
Immersion Advanced Generalist Practical	3	C/L
<b>Total Credits 9</b>		<b>Clinical/Lab 216</b>

### **Program Progression Requirements**

<b>Admission</b>	<b>Progression</b>	<b>Graduation</b>
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<ul style="list-style-type: none"> <li>• Minimum GPA 3.0</li> <li>• Minimum of “B” in all prerequisite courses</li> <li>• Evidence of written communication in goals and objectives letter</li> <li>• Three letters of recommendation</li> <li>• TEAS exam</li> <li>• Clear background check</li> </ul>	<ul style="list-style-type: none"> <li>• Achieves minimum of 83% in all NR 700 level nursing courses</li> <li>• “Passes” all clinical courses</li> <li>• Level 2 or higher proficiency on ATI exams</li> <li>• Achieves proficiency on dosage calculation exam</li> <li>• Continues to achieve clinical competence</li> <li>• Adherence to attendance policy</li> <li>• Avoidance of behaviors identified under criteria for dismissal</li> <li>• Signed HIPAA form</li> <li>• Consistently models professional behavior</li> <li>• Recent physical exam</li> <li>• Color vision test</li> <li>• Up-to-date immunizations</li> <li>• Health Insurance</li> <li>• Healthcare Provider CPR</li> <li>• Random drug testing</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum grade of 83% in all NR 700 nursing courses</li> <li>• Completion of 60 program credit hours</li> <li>• Completion of 1064 clinical/laboratory hours</li> <li>• Notice of Candidacy form submitted to Registrar</li> <li>• Participation in FPU Commencement Exercise in May (optional)</li> </ul>
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### **ATI Testing Policy**

The Assessment Technologies Institute (ATI) exam evaluates student’s ability to critically think and apply nursing concepts. The student performance or success on the ATI exam equates to student success on NCLEX exam. To ensure success of MEPN students, ATI exams will be administered at specific intervals throughout the program.

The MEPN ATI Assessment / Examination Policy states:

ATI is a proctored computerized exam.

- Students that do not achieve a Level 2 proficiency will be required to complete the ATI remediation. This remediation will be completed by hand, submitted and reviewed with the instructor. A second attempt will be allowed, and reexamination may occur in order to obtain a Level 2 proficiency.
- During NR760 at mid-term students will be required to take the ATI Core Comprehensive Exam, and

pass with a Level 2 proficiency. Remediation will be required for students who do not receive a Level 2 proficiency. This remediation will be completed by hand, submitted and reviewed with the instructor. A second attempt will be allowed, and reexamination may occur in order to obtain a Level 2 proficiency.

### **Professional Liability Insurance**

Students are required to have professional liability insurance while students in the MEPN Program. Refer to Documents required for the MEPN Program later in this document.

### **Dosage Calculation Policy**

Dosage and calculation examination will be given prior to each clinical rotation. Students must pass the exam with a 100% or higher in order to progress to the clinical area. A maximum of two exams will be given in each course. If a student does not pass the second examination, they will be dismissed from the program.

### **Evaluation Policy**

Students will be evaluated on their performance both in classes (online and face-to-face) and in clinical settings.

#### **Face-to-Face and Online**

- Attendance is mandatory for all lecture/didactic learning experiences.
- Attendance in online courses is demonstrated by logging into the course and submitting discussion posts and assignments by the required due dates.
- A course average of 83%, or B, or higher is maintained. If a student falls below 83%, they will receive a written notice from the faculty member teaching the course.
- Achievement of a minimum Level 2 proficiency on each ATI exam administered.
- All assignments submitted on or before the due date.

#### **Clinical**

- Clinical and laboratory performance is pass/fail and independent of classroom performance.
- Students are required to provide clinical documentation (immunizations, titers, PPD, annual physical exam, annual influenza vaccine, COVID vaccine) by assigned due date.
- Attendance is mandatory for the entire clinical learning experience. For any excused absence, the student will be responsible for making up missed clinical time at the convenience and discretion of the clinical instructor.
- Clinical course work / assignments are due on or before the due date. If an assignment is submitted after the scheduled due date, a grade reduction of 10% for each day it is late could be imposed at the discretion of the instructor.
- HIPAA is strictly enforced. Any violation may result in dismissal.
- Students will receive feedback on their clinical performance two times during the clinical rotation- one at mid-term (6 weeks) and one at the end of the term (12 weeks).
- Students not meeting satisfactory performance in the clinical rotation will receive a clinical warning from the faculty member along with a plan for improvement. Students who receive a clinical

warning must show improvement in clinical performance prior to the end of the clinical rotation.

Students who receive more than two clinical warnings will be dismissed from the program.

- Students deemed unsafe in clinical practice risk dismissal from the program.

The NR 700 level courses contain a didactic/classroom and co-requisite clinical component. Students must pass BOTH components in order to continue in the MEPN program. A failure in one component is considered a failure in both, since the two components are co-requisite. For example, if a student earns 83% in the classroom and passes the classroom course, but fails the clinical component, the student will fail both courses.

### **ATI Examination Policy / School of Nursing Exam Policy**

Course exams will be given throughout each nursing course. Nursing profession specific standardized examinations (ATI) will be administered at the completion of each term offering face-to-face courses. The exams will mirror the NCLEX-RN exam with the following practices:

- Students will be seated in the exam room and logged into the exam within fifteen (15) minutes prior to the start of the exam time. Students who are late to a scheduled examination will not be permitted to enter the classroom as it is disruptive to students. Any exams that will be pencil-and-paper tests will be distributed to students at the designated time and when all students are seated.
- A proctor will be present during the exam.
- Students will be permitted only those items provided to them during the exam. All other items will be left at a designated safe location.
- No food or drink is allowed in the exam room, unless medically indicated.
- Students will only have access to the exam. All other computer programs, applications and web browsers must be closed before and during the exam.
- Students are prohibited from taking photos or screen captures of any portion of an exam; students may not copy any exam questions or make notes about any questions.
- Talking is not permitted during the exams.
- No assistance will be provided to students regarding exam content.
- Unless otherwise specified, given the relatively short duration of exams, there will be no breaks scheduled during the exam times.
- If a student requests a break (e.g., bathroom use), they must raise their hand and receive permission from the proctor. Students will not have access to anything other than medication, food, or drink.
- Proctors will obey the time duration for the test and will collect all materials given to students at the end of the exam. Refusal of a student to turn in the materials immediately when directed by the proctor shall be documented in writing by the proctor and shall result in failure of the exam.
- There is no rounding of grades.
- Students are responsible to attend all scheduled exams.
- If a student is absent for an exam, it is their responsibility to arrange for a makeup. Makeup exams must be within 48 hours and may be a different format than the original exam.
- An exam review will be scheduled after each exam.

### **Exam Question Inquiry**

Any student that disagrees with an answer to a test question must provide supportive evidence from the assigned textbook or PowerPoint presentations when asking for test clarification within 48 hours after exam grades are posted.

### **Exam Review Policy**

The opportunity to review exam performance may be provided after the examination. Students are encouraged to use this time to identify areas of weakness in the content being tested. Students are not allowed to make

handwritten notes during these review sessions. Electronic copying of any portion of an exam is strictly prohibited and considered violation of the honor code.

### C. Academic Policies and Procedures

#### **Full-Time Status**

Due to the rigor of the MEPN Program, all students are considered full-time students. In addition, it is highly recommended that students do not work during the program due to the intensity and level of commitment required to be successful.

#### **Completion Requirement**

The MEPN is a consecutive 6-term program. Successful students will achieve the established benchmarks for each course in program.

#### **Attendance Policy**

The MEPN program is accelerated and rigorous. Because of this, attendance and participation in all nursing program activities is required. Consistent attendance in lectures and clinical is associated with increased mastery of necessary content and material, higher grades, and a greater chance of success. Additionally, all course and clinical hours are designed to meet the number of learning hours required before a student can sit for the NCLEX exam. Regular attendance fosters professional behaviors required for optimal benefit in supervised clinical practice experiences (also commonly referred to as “clinical rotations”) and eventual nursing practice. Engaged learners and active participation in the classroom build a collaborative spirit and positive learning environment. In addition, attendance helps faculty identify students having academic difficulties or challenges, and can guide the student to identify learning goals and offer resources for support. Attendance and punctuality is both a measure of professional commitment and is essential for successful learning.

#### **Lecture Policy:**

- Attendance and punctuality are both a measure of professional commitment and is essential for successful learning.
- Student attendance is mandatory for the entire lecture/didactic learning experience of the MEPN program.
- A student who will be absent from lecture or a scheduled examination must notify the instructor prior to the absence.
- A student who has **two or more absences** will receive a written warning and will need to meet with the program director and develop a remediation plan.
- A student will be responsible for contacting the instructor to obtain lecture content missed.

#### **Clinical Policy:**

- Attendance at all simulation laboratories and off campus clinical experiences is **mandatory**. In extraordinary circumstances an absence may be granted at the discretion of the course instructor and/or clinical coordinator. Permission for absence is not under any circumstance, to be considered guaranteed.

- Clinical faculty will maintain a record of clinical attendance on all students.
- The instructor must be notified of any absences and tardiness prior to the start time of clinical. Make up time and assignments for absences are at the discretion of the course instructor and/or clinical coordinator.
- Students are responsible for notifying the clinical faculty member and appropriate agency personnel a minimum of one hour prior to the scheduled clinical experience if illness or emergency prevents them from attending the clinical experience.
- Any absence that requires a student to seek medical attention or hospitalization must provide a healthcare provider's release to participate in clinical without restriction prior to returning.
- Students will be responsible for making up missed clinical time at the convenience and discretion of the clinical instructor and clinical coordinator.
- **Two or more clinical absences** will result in failure the clinical rotation.
- All students are responsible for arranging their own transportation to the various clinical facilities. Carpools are encouraged when possible; however, transportation issues are not part of the decision-making process when clinical assignments are made. Each student is encouraged to plan accordingly for their transportation in order to avoid being late for classes and/or clinical experiences. Absence from class or scheduled clinical experiences due to transportation problems is considered an unexcused absence.

### **Illness/Absent Policy:**

Class, Clinical Rotations and Simulation Laboratories: Occasional, unforeseen, uncontrollable extenuating circumstances can cause absence or tardiness for class, clinical and simulation experiences; however, a pattern of tardiness shows a lack of respect for others, irresponsibility, and is unacceptable. Below are listed some circumstances which might lead to an isolated incident of absence or tardiness. When making a request for an exception to policy, students must attach the required documentation to the letter of request.

- Unforeseen illness or medical treatment of student or immediate family member requiring the student's care. Documentation will consist of medical statement with the date, letterhead, and signature of care provider.
- Unforeseen emergencies preventing the student from attending class, clinical or simulation laboratory might include but are not limited to house fire, vehicle collision, and jury duty. Documentation will consist of an official record from the appropriate agency or office.
- Death of a family member. Students will communicate with faculty.
- As stated above, any absence that requires a student to seek medical attention or hospitalization must provide a healthcare provider's release to participate in clinical without restriction prior to returning.
- Students who develop "flu like" illness that is unrelated to COVID-19, should not attend class, clinical or simulation lab. However, any student who develop a fever must see their healthcare provider until the CDC guidelines for Covid-19 have change.
- Students who develop a fever or gastrointestinal illness or any COVID-19 like symptoms (please see link below) are to stay at home and contact their faculty and healthcare provider.

- Should students suspect they have been exposed to COVID-19 they are to contact their faculty immediately and then see their healthcare provider. Students will follow the CDC guidelines and will be expected to quarantine themselves for 14 days after an exposure.
- Should a student does become ill with COVID-19, faculty will work with the student to make up missed course, clinical and simulation laboratory work.

### **COVID Preparedness and Response:**

Franklin Pierce School of Nursing will be adhere to the recommendations of the American Association of Colleges of Nursing's recommendations for COVID Preparedness and Responses in the U.S.: All students who develop a fever or any Covid-19 symptoms as defined by the CDC

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> need to stay home from school, clinical placements, and work. They should contact their primary healthcare providers and follow the advice provided pertaining to testing. Contact recent clinical settings if indicated.

### **Personal Leave**

The SCHOOL OF NURSING expects that students enrolled in a graduate program will work diligently to complete the requirements of the degree. However, the School of Nursing understands there may be extenuating circumstances resulting in a student's request for a Leave of Absence (LOA). Any student seeking a LOA must notify the program director in writing of the request. Only students in good academic and financial standings are eligible to request a leave, which must be recommended by their Academic Director and approved by the applicable Dean. Due to the program length and course sequencing, the LOA is at the discretion of the director. Any student requesting a short-term LOA will need to make individual arrangements with the program director and faculty member. A student who takes LOA is subject to the Re-entry to MEPN policy below.

### **Re-entry to the MEPN**

Re-entry into the MEPN program will be dependent on space availability and previous academic standing. Students returning from medical leave will need to provide written documentation from the health care provider stating the student may return and will be able to perform all clinical requirements without restriction. This documentation will be provided to the program director. Upon return the student will be required to demonstrate required nursing competencies. If the student has been absent for twelve or more consecutive months, they must meet the current Catalog requirements in effect at the time of reinstatement. Should we also add language that the student can only re-enter when the course is offered again? For example, if someone fails NR 700 they have to wait until the next year to apply for re-entry?

### **Inclement Weather**

The MEPN program clinical rotation assignments in the School of Nursing will follow Franklin Pierce University's Storm Alert Closures for inclement weather conditions

<https://www.franklinpierce.edu/stormalerts.htm> inclement weather conditions. If the University closes due to inclement weather the announcement will apply to all A.M., P.M., and weekend rotations. On clinical days, faculty and students are responsible for reviewing updates to operational status on a regular basis. University students are urged to use their own discretion in deciding whether they can safely commute to class or clinical.

If personal health or safety is at issue in that decision, responsible judgment should be used. In the event there is a delayed opening the University, students will be required to make up the clinical day or have skills laboratory on Manchester campus.

### **Student Conduct**

MEPN students are expected to uphold standards of integrity and behavior that will reflect positively upon themselves, the University, and the nursing profession. Students are expected to respect the rights and privileges of others and to abide by the policies of the University and all clinical and laboratory settings. Students are also expected to abide by the laws of the city, state, and nation. Failure to do so may result in dismissal from the MEPN program. In addition, students are expected to abide by the [CHNS Code of Conduct](#) and the School of Nursing Civility Statement which states:

It is the goal of Franklin Pierce University to encourage a climate of respect and inclusiveness that seeks multiple perspectives and supports the open exchange of ideas and civil discourse. This is only possible when we interact with one another in a safe and supportive learning environment. To create a safe and respectful culture, we will not tolerate disrespectful or abusive speech and or disruptive behavior from individuals or groups. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

### **Dismissal and Termination**

The MEPN Program at Franklin Pierce University is a master's level professional education program. Students enrolled in the program must demonstrate achievement in academic and clinical competencies necessary for professional practice as a registered nurse and meet academic criteria consistent with degree programs at the graduate level. Students are held to both the MEPN Academic Standards Policies as well as the College of Health and Natural Sciences Academic Standing Policy—whichever is more stringent applies. Students in the MEPN program are expected to earn grades of a B (83%) or better in all NR700 courses to remain in good academic standing. Final course grades of less than a B will result in program dismissal. In accordance with the current academic standing policy graduate students cannot have more than two grades below a B- in other courses at the time of graduation. Registered nursing students in the MEPN program must abide by all policies in the College of Graduate & Professional Studies Student Code of Conduct and all University policies regarding academic standing, academic integrity, honesty, plagiarism and dishonesty as defined in the current FPU Academic Catalog and noted in each course syllabus. Students should refer to those documents for policies related to academic standards. Additionally, MEPN students must abide by the Code of Ethics set forth by the American Nurses Association.

The FPU School of Nursing has established behaviors and standards that are commensurate with those expected of a healthcare professional. For any behavior deemed in violation of the established standards, the School of Nursing will take action. The following are behaviors or conduct that may be deemed noncompliant.

1. Performing acts that violate the NH Nurse Practice Act, including but not limited to those acts that go beyond the scope of nursing practice, or fall below the standard of care, as specified by the NH Nurse Practice Act Section 326-B:12 Scope of Practice; Registered Nurse.
2. Performing duties and/or assuming responsibilities without adequate preparation, competency, and/or supervision.



3. Diverting supplies, equipment, or medications for personal or other unauthorized use. Ignorance will not be accepted as justification.
4. Falsifying or otherwise altering client, clinical agency, or University records or documents.
5. Misrepresenting his/her clinical hours or providing any false documentation or other written or verbal inaccuracy related to clinical rotations and/or clinical hours.
6. Abusing, neglecting, or abandoning clients and/or families, or violating privacy regulations, laws or rules.
7. Displaying conduct that is unbecoming to a FPU nursing student, or which may be detrimental or dangerous to the health or welfare of the client, family, public, self, or the University.
8. Being charged with or convicted of the commission of any act that is classified as a relevant misdemeanor or any felony under NH law.
9. Failure to abide by and/or commission of acts or behaviors that violate University and/or School of Nursing requirements, policies, and procedures as identified in the MEPN Clinical Handbook or the NH BON Nurse Practice Act.
10. Inability to perform required essential skills and functions due to chemical, mental, physical or medical impairment.
11. Positive result on any drug test.

### **Withdrawal**

The MEPN program follows the University withdrawal policy, which is in the current FPU Academic Catalog. Any graduate student wishing to withdraw from the University during a term must complete the Withdrawal and Separation Process. A student in this situation should contact their advisor, and the Academic Director to begin the process. A student who merely stops attending classes without completing the necessary steps for official withdrawal will receive grades as assigned by their instructor for all courses in which the student is enrolled. Withdrawing from the University after the add/drop period and before the term is 60% complete (week 7 of a 12-week term) will result in a W grade on the transcript for each course in which the student is enrolled. The W will not affect the student's grade point average. All withdrawn courses count as attempted credits.

Any student who withdraws from the University during the final 30% of a term will receive grades as assigned by their instructors for all courses in which they are currently enrolled. These grades will be recorded on the student's official academic record and will be included in the student's grade point average. If a student wishes to return to the University after withdrawing, he/she is required to apply for reinstatement through the Academic Director. Reinstatement is not guaranteed.

When faced with an extreme non-disciplinary situation, the administration may require a student to withdraw from the University. In these rare instances, the student will receive AW or a letter grade in accordance with the current FPU Academic Catalog.

### **Withdrawal Policy**

Due to the rigor of the MEPN program and sequencing of courses, any student that withdraws from a course is withdrawing from the MEPN program. It is recognized that unforeseen, extenuating circumstances may occur. In this circumstance, refer to Illness and Personal Leave and the Re-entry to the MEPN policies.

### **Drug-Free University and Workplace**

The University and School of Nursing is committed to providing an environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. No student is to attend class, lab or clinical practicum or any University activity while under the influence of illegal drugs or alcohol. As future nurses, it is the responsibility of MEPN students to report suspected or actual concerns pertaining to impaired practice and/or drug diversion as identified in a joint statement by the Emergency Nurses Association and the International Nurses Society on Addictions (2016).

### **Americans with Disabilities Act**

The School of Nursing complies with the American Disabilities Act as does Franklin Pierce University and reasonable accommodations will be available to students who request them. However, due to the physical requirements of a professional nurse, MEPN students are expected to possess the following basic skills and abilities:

**Observation.** Students must have adequate vision and other sensory modalities, including the senses of hearing and smell. A student must be able to observe a patient accurately at a distance and close proximity. Glasses and contacts are fine.

**Communication.** Students must be able to speak intelligibly and to hear sufficiently. Student must also be able to read and write English to be successful in the MEPN program.

**Motor.** Students are required to possess sufficient motor skills to enable palpation, auscultation, percussion and other manually based diagnostic procedures. Students should be able to provide basic nursing care and coordinate fine and gross muscular movements to treat patients in normal and emergency situations.

**Intellectual-Conceptual, Integrative and Quantitative Abilities.** Students will be expected to problem solve and exercise good judgment in patient assessment while constantly incorporating new information. This skill will evolve during the MEPN program.

**Behavioral and Social Attributes.** Students must be able to function effectively under physically taxing workloads and in times of physical and mental stress. Students must display compassion, sensitivity and concern for others, while maintaining a professional demeanor.

### **Student Notification**

If a student has been identified as having performed an unacceptable conduct or performance, the incident will be documented in detail. A conference will be scheduled to include the student, the faculty member initiating the “complaint”, and the School of Nursing Director. After the conference, the student will be notified in writing of the findings from the meeting. Students wishing to appeal the decision are directed to the appeals process identified in the FPU Academic Catalog.

### **D. Laboratory, Clinical, and Practicum Guidelines**

In addition to the previously identified policies on attendance, benchmark, and ATI proficiencies, the following guidelines are applicable to the clinical setting.

## **Criteria Required Prior to Clinical Experience**

Students accepted into the MEPN program are required to submit the following documents prior to beginning program:

- Department of nursing health form with titers for mumps, measles, rubella and chicken pox •  
Proof of immunization for Tdap within the last five years

Hepatitis B titer

Proof of 2-step PPD results yearly and if positive PPD, one chest X-ray with written documentation of no active disease subsequent yearly written documentation of no active disease

Proof of flu vaccine yearly each October.

Proof of full COVID vaccination series.

Proof of health assessment within 12 months of first day of class and yearly thereafter

Color vision test

Proof of personal health insurance coverage

Healthcare Provider CPR certification (the CPR course must have a hands-on demonstration component)

Criminal background report via approved, online agency yearly and New Hampshire State Police yearly, regardless of residency

Drug and alcohol testing by approved vendor on assigned date and time; random testing thereafter; and further testing if there is reasonable suspicion or if unable to supply testable sample at the student's expense

Proof of positive immunity titer results for MMR, Varicella and Hepatitis B. If MMR or Varicella titers are negative, the student must submit documentation of boosters; if Hepatitis B titer is negative, student must submit documentation of repeated Hepatitis B series

Signed document that student has read, understands, and will comply with the MEPN Clinical Handbook, Nursing Student Handbook, and applicable University policies

Professional Liability Insurance (will be required annually)

## **General Policies Associated with Clinical Experiences and Labs**

Students are required to maintain a professional appearance and demeanor in both face-to-face classes and in the clinical and laboratory setting. Uniforms will be required in the clinical and laboratory settings. Clinical settings may have different policies; it is incumbent upon the student to be aware of the policies. MEPN student expectations include:

### **Uniform**

- Must be clean and pressed
- Pants hemmed and not touching the floor

- Uniform in accordance with PFU dress

code

#### Hair

- Hair clean and well groomed
- Hair must be in the natural color spectrum
- Long hair must be tied back and secured off the shoulders
- Males are expected to be clean shaven or have facial hair neatly

groomed

#### Hygiene

- Students must maintain good basic bodily and dental hygiene.
- Make up, if worn, must be subtle
- No false eyelashes
- No perfumes, colognes, or aftershave
- Fingernails must be short and groomed, no artificial nails or nail

polish

#### Tattoos

- No visible tattoos.
- Visible tattoos must be covered with flesh-colored

bandages

#### Jewelry

- Acceptable jewelry includes watch, smooth wedding band, small stud earrings (one earring per ear).
- No cartilage, facial, or tongue piercings allowed

#### Behavior

- No gum chewing, no food/drink on clinical unit except in designated areas and break times
- No use of personal electronic devices / phones
- Students are expected to always wear their name badge or facility issued ID
- Wear the University lab coat when picking up clinical assignments
- Students are not permitted to bring children or family when picking up clinical assignments
- Students are only permitted in the clinical setting during the term they are assigned
- Students are expected to comply with HIPAA (includes not taking information that could identify patients out of the facility), maintaining confidentiality of client and agency information
- Students and faculty abide by the agency's policies and procedures and the provisions of the clinical affiliation agreement
- Students are responsible for arranging their own transportation to clinical sites
- Cell phones and other electronic devices must be turned off and may not be used while in the clinical area. Smart phones may be used for medical referencing and clinical faculty contact at the discretion of the clinical faculty, but not for personal internet/email access
- Smoking (including e cigarettes, vaping) is highly discouraged and is not allowed at most healthcare facilities unless a designated area is permitted by the facility.

The skills lab/simulation area is to be treated as a healthcare clinical area. Students must be respectful of the equipment, personnel, and each other, and follow all established policies. As a future professional nurse, it is

expected if a student sees a peer in violation of any known policies, the student should bring the incident/behavior to the peer's attention. If the behavior persists, it is expected the student will report the behavior to the appropriate clinical/lab faculty instructor. If the incident/behavior is potentially harmful, it should be brought to the attention of the appropriate clinical/lab faculty instructor immediately.

### **E. Capstone: Clinical Project Development and Implementation**

The final course in the MEPN Program is composed of clinical immersion face-to-face and a Capstone online course. The Capstone course will focus on theoretical and practical components of the advanced nursing role in nursing education, leadership, and practice. The clinical immersion portion will provide students with a clinical platform to apply main theories, professional leadership, critical thinking, health promotion and risk reduction, illness and disease management, ethical practice, evidence-based practice and global cultural competencies in clinical practice. This is a precepted clinical experience involving a 1:1 relationship with an experienced Master's prepared nurse and the MEPN student. This experience will allow the student to gradually assume more responsibility for planning, implementation, and evaluation of an assigned cohort of patients. It is expected the student will maintain regular communication with their advisor as well as their preceptor and submit any required documents during the immersion.

**Franklin Pierce  
University School of  
Nursing  
Capstone NR 790 Project Proposal**

The capstone course is the culmination of the nursing studies at Franklin Pierce University. It is the student's opportunity to apply what they have learned to the development and implementation of an evidence-based practice protocol.

To ensure the project is appropriate for the course, the student is required to submit a project proposal prior to the start of the course. The project proposal is identified below. Please provide the requested information and send it to your NR 790 instructor by the date required. Late submissions may compromise your successful completion of the course.

**\*\*\*If you plan to survey staff or patients, your project will need approval of the Institutional Review Boards (IRB) of both the organization where your project takes place as well as that of Franklin Pierce University. The approval process can often take 1-2 months or longer so please plan accordingly.**

<b>NR 790 Project Proposal</b>	
<b>Identifying Information</b>	
Student name: <a href="#">Click here to enter text.</a>	Term/year: <a href="#">Click here to enter text.</a>
Place of employment: <a href="#">Click here to enter text.</a>	
Place where project will take place: <a href="#">Click here to enter text.</a>	
Preceptor at place where project will take place: <a href="#">Click here to enter text.</a>	
Preceptor information (telephone and email): <a href="#">Click here to enter text.</a>	
<b>Project Information***</b>	
Project Title: <a href="#">Click here to enter text.</a>	
Describe the project in 2-3 sentences, that is, what do you hope to accomplish? <a href="#">Click here to enter text.</a>	
Project Goals: Identify four project goals, that is, what will you need to do to complete your project?	
<div style="border-top: 1px dashed black; margin-top: 10px;">6. Literature Review.</div> <div>7. <a href="#">Click here to enter text.</a></div> <div>8. <a href="#">Click here to enter text.</a></div> <div>9. <a href="#">Click here to enter text.</a></div> <div>10. <a href="#">Click here to enter text.</a></div>	

**Franklin Pierce  
University School of  
Nursing  
Capstone NR 790 Midterm Student  
Evaluation (To be completed in Module 6  
of course)**

**Student:** \_\_\_\_\_

**Preceptor:** \_\_\_\_\_

***Student** – please indicate in the table under Student Self-Evaluation how you believe you have met the identified criteria. Add additional comments at bottom of form.*

***Preceptor** – please indicate in the table under Preceptor Evaluation of Student how you believe the student has met the identified criteria. Add additional comments at bottom of form.*

Criteria	Student Self-Evaluation				Preceptor Evaluation of Student			
	Excellent	Good	Fair	Poor	Excellent	Good	Fair	Poor
<b>Leadership</b> – Demonstrated initiative throughout project to meet goals.								
<b>Collaboration and Teamwork</b> - Respectfully listens, discusses, asks questions, when interacting with preceptor, peers, patients, and others.								
<b>Problem Solving</b> – Demonstrated ability to identify problems, generate possible solutions, implement solutions, and evaluate effectiveness.								
<b>Application of Evidence Based Practice</b> – Understood, analyzed, and applied evidence from research and other credible sources as a basis of project.								

**Student Self-Evaluation:**

Student Strengths:

Student Opportunities for Growth:

**Preceptor Evaluation of**

**Student:** Student Strengths:

Student Opportunities for Growth:

Student name: [Click here to enter text.](#) Date: [Click here to enter text.](#)

☐ By clicking this box I certify that I agree to the above and have signed the document

electronically. Preceptor name: [Click here to enter text.](#) Date: [Click here to enter text.](#)

☐ By clicking this box I certify that I agree to the above and have signed the document electronically.

**Franklin Pierce University  
Department of Nursing  
Education  
Capstone NR 790 Final Student  
Evaluation (To be completed at end of  
course)**

**Student:** \_\_\_\_\_

**Preceptor:** \_\_\_\_\_

***Student** – please indicate in the table under Student Self-Evaluation how you believe you have met the identified criteria. Add additional comments at bottom of form.*

***Preceptor** – please indicate in the table under Preceptor Evaluation of Student how you believe the student has met the identified criteria. Add additional comments at bottom of form.*

Criteria	Student Self-Evaluation				Preceptor Evaluation of Student			
	Excellent	Good	Fair	Poor	Excellent	Good	Fair	Poor
<b>Leadership</b> – Demonstrated initiative throughout project to meet goals.								
<b>Collaboration and Teamwork</b> - Respectfully listens, discusses, asks questions, when interacting with preceptor, peers, patients, and others.								
<b>Problem Solving</b> – Demonstrated ability to identify problems, generate possible solutions, implement solutions, and evaluate effectiveness.								
<b>Application of Evidence Based Practice</b> – Understood, analyzed, and applied evidence from research and other credible sources as a basis of project.								

**Student Self-Evaluation:**

-----Student Strengths:-----

Student Opportunities for Growth:

**Preceptor Evaluation of**

**Student:** Student Strengths:

Student Opportunities for Growth:

Student name: [Click here to enter text.](#) Date: [Click here to enter text.](#)

☐By clicking this box I certify that I agree to the above and have signed the document electronically.

Preceptor name: [Click here to enter text.](#) Date: [Click here to enter text.](#)



**Franklin Pierce University**  
**Department of Nursing Education**  
**Capstone NR 790 Student Evaluation of**  
**Preceptor**

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

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

Preceptor: \_\_\_\_\_

Criteria	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
My preceptor was available when I had questions.				
My preceptor provided me with enough guidance with my project.				
My preceptor provided me with helpful feedback about my project.				

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student name: [Click here to enter text.](#) Date: [Click here to enter text.](#)

☐ By checking this box I certify that I agree to the above and have signed the document electronically.

**DOCUMENTS REQUIRED FOR THE MEPN PROGRAM**

Copies of these documents are required to be on file *prior to the start of the Fall August 27, 2020: Term 1:*

- **Official transcripts of any remaining pre-requisite coursework** sent ASAP to Enrollment Management at

Franklin Pierce University.

- **Medical Clearance and Immunization Form** was provided to you as part of your acceptance package\*
- **Student nurse liability insurance** (This is an ongoing annual requirement). Examples of providers are NSO (<https://www.nso.com/malpractice-insurance/individual?refID=iiWW2PPi>) and Proliability (<https://www.proliability.com/>) Student malpractice insurance runs about \$50.00 per year.
- **A current PPD TB skin test** (can be found in the Medical Clearance and Immunization Form).
- **A current BLS (Basic Life Support for the Health Care Professional) Certification** (adult and child) from an American Heart Association approved course for health care providers. (*Online courses are NOT acceptable*) (This is an ongoing annual requirement)\*
- **A current seasonal influenza vaccine (This is an ongoing annual requirement).\***
- **Urine Drug Screen must be completed 20 days before clinical/simulation rotations starts.** Instructions will be emailed to you prior to orientation and discussed during orientation. (This may be an annual requirement dependent on hospital/facility requirement)\*\*
- **Criminal Background Check must be completed no later 20 days before clinical/simulation rotations.** Instructions will be emailed to you and will be discussed during orientation. (This may be an annual requirement dependent on hospital/facility requirement)\*\*
- **Uniform fitting/ordering will take place on-campus in TBD 2020.** You are required to purchase 2 uniform sets and lab coat.

*\*These documents must be uploaded to your CastleBranch account prior to hospital orientation. **Information regarding how to access your CastleBranch site will be emailed to you and discussed during orientation.***

*\*\*Criminal Background check and Drug Screen are done through CastleBranch. Instructions will be emailed to you in prior to hospital orientation.*

**MORE INFORMATION WILL BE PROVIDED AT ORIENTATION**

## References

- American Association of Colleges of Nursing. (2011). *The Essentials of Master's Education in Nursing*.  
<http://www.aacnnursing.org/portals/42/publications/mastersessentials11.pdf>
- American Association of Colleges of Nursing. (2011). *The Essentials of Baccalaureate Education for Professional Nursing Practice*. <http://www.aacnnursing.org/portals/42/publications/baccessential08.pdf>
- Emergency Nurses Association & International Nurses Society on Addictions. (2016). *Substance use among nurses and nursing students*. <https://www.nursingworld.org/practice-policy/nursing-excellence/official-po>
- Sigma Theta Tau International. (n.d.). *Sigma organizational fact sheet*.  
<https://www.sigmanursing.org/why-sigma/about-sigma/sigma-organizational-fact-sheet>

# **School of Nursing**

## **Student Handbook Acknowledgement Form**

**I acknowledge that I have read the entire School of Nursing Handbook**

**Student Handbook**

\_\_\_\_\_  
**Initial here**

**I understand that I am responsible for the policies and procedures stipulated in this handbook.**

**If I have questions, I will contact the appropriate School of Nursing representative.**

**Student Name (Print):**\_\_\_\_\_

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

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