

W. CARY EDWARDS SCHOOL OF NURSING

PRACTICUM PACKET

MSN degree and Graduate Nursing Certificate Students

This packet must be used for Practicums beginning in January 2019

NUR-740: Nurse Educator: Seminar and Practicum I

NUR-750: Nurse Educator: Seminar and Practicum II

NUR-721: Nursing Informatics: Seminar and Practicum I

NUR-731: Nursing Informatics: Seminar and Practicum II

NUR-722: Nursing Administration: Seminar and Role Practicum

NUR-732: Nursing Administration: Seminar and Process Practicum

THOMAS EDISON
STATE UNIVERSITY

THOMAS EDISON STATE UNIVERSITY

301 W. State St.
Trenton, NJ 08618
www.tesu.edu

Dear Student:

Congratulations on your readiness to start the MSN Practicum courses. The enclosed Practicum Packet contains the information, procedures, and forms you will need to submit in order to be eligible to start the Practicum.

Components of the Practicum experience include identifying your academic goals for your Practicum, setting personal objectives for the educational experience, and ensuring an up to date electronic portfolio (e-Portfolio). Take time now to determine what your learning experience will accomplish, and begin to search out the Practicum experience that will help you to meet your goals. Now is also the time to review your e-Portfolio, accessible at www.tesu.edu/nursing/programs/MSN-e-Portfolio to ensure that documents from all completed courses have been uploaded. The timelines that have been established in this packet are to ensure your success and can be accessed at: www.tesu.edu/nursing/programs/Practicum-Preparation.

The criminal background requirements must be completed using the vendor selected by the University. Please follow the application directions at www.tesu.edu/nursing/programs/Practicum-Preparation. Health requirements, malpractice insurance and other requirements must be submitted by the student to the vendor site in accordance with policies that are included in this packet. You must hold a valid RN license in the state in which your Practicum will occur. Fees apply for use of the vendor site.

Clinical affiliation agreements must be in place for all students, at all sites, prior to registering for the Practicum course. The timelines established reflect the time that it takes to obtain clinical affiliation agreements with facilities. Please follow the directions and submit all requested forms and documents in the time frame requested in order to process the application packet, obtain institutional and individual agreements and finalize all paperwork. You should begin working on your Practicum placement three (3) terms prior to the term you expect to register for your first Practicum course. If you need clarification regarding the enclosed information, please email msnpracticum@tesu.edu, and we will be happy to assist you in the successful completion of this program.

Sincerely,

Ana Maria Catanzaro, PhD, RN
Associate Dean, Graduate Nursing Programs
W. Cary Edwards School of Nursing
Thomas Edison State University

TABLE OF CONTENTS

| | |
|---|----|
| Practicum Timeline | 2 |
| Intent To Register Form – Part A Checklist | 3 |
| Intent To Register Form: Direct Care Experience – Part C Checklist | 3 |
| Project Proposal Form – Part B Checklist | 4 |
| Complio and e-Portfolio Requirements | 4 |
| Complio and FBI Fingerprinting Information | 5 |
| Guidelines for Nurse Educator Practicum | 6 |
| Guidelines for Nurse Educator Practicum Hours for NUR-740 and NUR-750 | 7 |
| Guidelines for Meeting Direct Care Experience Hours for NUR-740 and NUR-750 | 8 |
| Guidelines for Nursing Administration Practicum | 9 |
| Guidelines for Meeting Nurse Administration Practicum Hours for NUR-722 and NUR-732 | 10 |
| Guidelines for Nursing Informatics Practicum | 11 |
| Guidelines for Meeting Nursing Informatics Practicum Hours for NUR-721 and NUR-731 | 13 |

PRACTICUM TIMELINE

Use the following charts below to plan your Practicum timeline.

Questions about this timeline can be forwarded to msnpracticum@tesu.edu.

Practicum Timeline

| Intend to take the Practicum in | July | October | January | April |
|---|-----------|-----------|-------------|------------|
| Schedule Practicum Appointment and Attend webinar (9 months before start of Practicum) | October 1 | January 1 | April 1 | July 1 |
| Submit Form A and resumes (6 months before start of Practicum) | January 1 | April 1 | July 1 | October 1 |
| NURSE EDUCATOR STUDENTS ONLY: Submit Form C, resumes and Delineation of Responsibilities (Direct Care) Form (6 months before start of Practicum) | January 1 | April 1 | July 1 | October 1 |
| Complete all Complio requirements by (4 months before start of Practicum) | March 1 | June 1 | September 1 | December 1 |
| Complete update of e-Portfolio with most current documents (4 months before start of Practicum) | March 1 | June 1 | September 1 | December 1 |
| Submit Form B (Project Proposal) and Delineation of Reponsibilities Form (3 months before start of Practicum) | April 1 | July 1 | October 1 | January 1 |

Schedule of Practicum Courses

| | July 2018 | Oct. 2018 | Jan. 2019 | Apr. 2019 | July 2019 | Oct. 2019 | Jan. 2020 | Apr. 2020 |
|-------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Nursing Administration | | | | | | | | |
| NUR-722 | X | | X | | X | | X | |
| NUR-732 | | X | | X | | X | | X |
| Nurse Educator | | | | | | | | |
| NUR-740 | | X | * | | | X | * | |
| NUR-750 | | | X | * | | | X | * |
| Nursing Informatics | | | | | | | | |
| NUR-721 | | X | | X | | X | | X |
| NUR-731 | X | | X | | X | | X | |

* NUR-740 and NUR-750 will not be available during these terms unless the School of Nursing determines there is significant interest for these courses to be offered. Please speak with your nursing advisor.

PART A: INTENT TO REGISTER FORM

Intent to Register Form is located at: www.tesu.edu/nursing/programs/Intent-to-Register

Checklist

- Complete an academic advisement appointment before the start of speciality courses
- Attend School of Nursing Pre-Practicum webinar (required)
- Complete Part A Form (6 months prior to Practicum)
- Submit student's current resume/CV
- Submit preceptor's current resume/CV
- Verify that nursing licensure for student and preceptor is active and current in state in which Practicum will occur
- Update e-Portfolio with most current documents from all MSN courses to date (see e-Portfolio guidelines)

PART C: INTENT TO REGISTER FORM DIRECT CARE EXPERIENCE

*For Nurse Educator Students Only

Intent to Register Form is located at:

www.tesu.edu/nursing/programs/Intent-to-Register-Part-C

Checklist

- Complete Part C Form (6 months prior to Practicum)
- Submit direct care preceptor's current resume/CV as an attachment to the Part C Form
- Submit the Delineation of Responsibilities Form (Direct Care Hours) as an attachment to the Part C Form (6 months prior to Practicum)
- Verify that nursing licensure for student and preceptor is active and current in state in which Practicum will occur

PART B: PROJECT PROPOSAL FORM

Project Proposal Form is located at: www.tesu.edu/nursing/programs/Project-Proposal

Checklist

- Complete Part B Form (no later than 3 months prior to the Practicum)
- Submit both pages of the signed Delineation of Responsibilities Form as an attachment to the Part B Form

COMPLIO AND E-PORTFOLIO REQUIREMENTS

The Complio tracking system is accessed at: www.tesunursingbackground.com

The e-Portfolio guidelines are located at: www.tesu.edu/eportfolio/

***FBI fingerprinting and Health History & Physical Exam must not be completed more than six (6) months prior to the Practicum start date**

Checklist

- Complete all Health and Safety Requirements four (4) months prior to Practicum.
- Update e-Portfolio with most current documents from MSN courses (see e-Portfolio guidelines). E-Portfolio must contain updated About Me Page with resume and photo (see guidelines) and all appropriate graded coursework through most recent MSN course.

All requirements must be completed by deadline or the Practicum will be delayed.

COMPLIO AND FBI FINGERPRINTING INFORMATION

The Complio tracking system is accessed at: www.tesunursingbackground.com

A visit to your healthcare provider is needed to complete the forms required for verification of your health and immunization status. These records are required by the practicum agency and are not negotiable. Failure to submit documents that allow your health and immunization status to be verified will impact your ability to progress in the program.

Health and Criminal Background Requirements

- Health History & Physical Exam (Completed using Complio Form)
- CPR Certification
- Health Insurance
- Professional Liability Insurance
- Criminal Background Check
- Drug Screening
- RN License
- FBI Fingerprinting*

Immunizations**

- Tdap
- MMR (titer required within the past 12 months)
- Hepatitis B (titer required within the past 12 months)
- Varicella (titer required within the past 12 months)
- Tuberculosis
- Influenza

**FBI Fingerprinting can be completed through either Complio (ink prints) or Fieldprint (livescan): www.fieldprint.com/*

Regardless of vendor, FBI Fingerprinting results are to be uploaded to Complio account.

***Detailed explanations of immunizations/titers and clearance form requirements can be found within Complio accounts*

GUIDELINES FOR NURSE EDUCATOR PRACTICUM

Course Description NUR-740

In this course, the role of the nurse educator is operationalized. Students engage in reflective analyses of nursing education practices and clinical experiences. Theoretical concepts and best available evidence are applied in academic or practice environments. Course requirements include completion of 150 Practicum hours, of which 30 are completed in direct care activities* and submission of the Capstone Project-Phase 1.

Course Description for NUR-750

In this course, students perform in the role of an advanced nurse educator, apply complex knowledge and skill in academic and practice learning environments, evaluate strategies to advance nursing education, and explore the current and future educational challenges for the advancement of nursing education. Course requirements include completion of 150 Practicum hours, of which 30 are completed in direct care activities*, submission of the Capstone Project-Phase 2, and the finalized e-Portfolio.

Selecting the Facility, the Nurse Educator Preceptor, and the Direct Care Preceptor

Choosing an appropriate facility and preceptor for all components of the Practicums is an important aspect of this Practicum experience. Interview your preceptors and make sure that you are comfortable with the preceptors and the setting. Try to find a site which will accommodate both in-class and clinical teaching, simulation, direct care, and clinical practice. Choose a site that will enhance your learning and will meet your educational goals. Your nursing advisor can provide additional guidance. As you consider the site and preceptors keep the following in mind:

Qualifications of the Nurse Educator Preceptor:

- ▶ Master's prepared in nursing
- ▶ Willingness to work with a student
- ▶ A minimum of two (2) years teaching experience
- ▶ Certification in area of specialty preferred
- ▶ Prior experience precepting a graduate level student preferred
- ▶ Please note that the preceptor may identify and assign other individuals to provide specific learning activities for the student. These individuals do not have to meet the qualifications of the primary preceptor.

Qualifications of the facility where the Education Practicum will be held:

- ▶ CCNE accredited school of nursing, including associate degree, diploma, or baccalaureate or higher degree program. A school which primarily provides education to LPN's or nursing assistants is not appropriate.
- ▶ Education or staff development department of an accredited hospital, homecare agency or healthcare institution.
- ▶ **To avoid any conflict or role confusion for the student and/or employer, students are not to complete the Practicum in their own place of employment. Students currently employed in an academic setting must seek out another facility.**

*Please review the Direct Patient Care Guidelines for additional information and requirements (pg. 8).

GUIDELINES FOR NURSE EDUCATOR PRACTICUM HOURS FOR NUR-740 AND NUR-750

Students select their learning environment based on the Practicum's objectives and their professional goals, needs, and interests. Students will be required to a) reflectively discuss their experiences weekly through discussion boards, b) complete assignments as posted, c) complete readings and d) complete a series of journals and log entries during the 12 week session. One hundred and fifty (150) Practicum hours are required for this course.

1) Preceptor and student interaction: a minimum of 110 hours are expected on site (a maximum of 10 hours can be used for project development on site)

- ▶ Discussions with preceptor
- ▶ Actual teaching and interaction with students
- ▶ Creation of PowerPoint, review of texts, and other literature with faculty, librarians
- ▶ Preparation of tests, test reviews or student study sessions
- ▶ Other activities discussed with mentor
- ▶ Interactions and meetings with other faculty
- ▶ Other project related activities

2) Project Development/Meetings or Educational Forums: up to 10 hours

- ▶ Attending meetings with preceptor
- ▶ Attending a conference on a topic related to nursing education
- ▶ Other meetings which are approved by preceptor or mentor
- ▶ Professional meetings, advising councils

3) Direct Care: a minimum of 30 supervised hours (please refer to specific guidelines, pg. 8)

Students are required to complete thirty (30) supervised hours in a direct patient care role during each practicum. Hours are met by interacting with clients, patients, or residents. Hours are not met by teaching nurses or nursing students.

GUIDELINES FOR MEETING DIRECT CARE EXPERIENCE HOURS FOR NUR-740 AND NUR-750

Students select their site and preceptor for the direct care hours based on the direct care objectives and their professional goals, needs, and interests. The student should identify an area of advanced nursing practice that will provide the opportunity to develop in-depth knowledge and expertise in a particular area of nursing. Students will be required to complete a direct care log, a direct care evaluation tool, and a narrative reflection. **Students are required to complete thirty (30) supervised hours in a direct patient care role during each practicum. Hours are met by interacting with clients, patients, or residents. Hours are not met by teaching nurses or nursing students.** The purpose of the direct care experience is for the student to develop mastery of patient care delivery skills, as well as system assessment and intervention skills. (AACN, Master's Essentials)..

Qualifications of the Direct Care Preceptor:

- ▶ MSN prepared (or higher) RN who practices in an Advanced capacity in one of the clinical Specialities (CNL, CNS, NP, or other MSN prepared RN)
- ▶ Willingness to work with a student
- ▶ Minimum of 2 years in an advanced practice role

Qualifications of the facility where the Direct Care hours will be held:

- ▶ Actual Accredited hospital, outpatient clinic, subacute agency, long-term care facility, primary care or public health agency.
- ▶ To avoid any conflict or role confusion for the student and/or employer, students are not to complete the Practicum in their own place of employment. Students currently employed in an academic setting must seek out another facility.

Examples of Direct Care Activities/Experiences

- ▶ Attending Individual, Family, Population Assessments
- ▶ Individual, Family, Population Care Planning
- ▶ Discharge Planning
- ▶ Quality Improvement
- ▶ Leading Group Therapy
- ▶ Direct Care

Examples of Direct Care Specialty Areas

- ▶ Oncology Unit
- ▶ Wound Care Department
- ▶ Infection Control Department
- ▶ Transplant Unit
- ▶ Cardiac Rehab Outpatient Unit
- ▶ Sub-Acute Agency
- ▶ Public Health Agency
- ▶ Nurse-Managed Center
- ▶ Trauma Unit/OR
- ▶ PACU Unit
- ▶ Critical Care Unit
- ▶ Hospice or Palliative Care Unit or Agency
- ▶ Psychiatric Unity or Agency
- ▶ Outpatient Clinic or Urgent Care
- ▶ Primary Care

Selection of other specialty sites, preceptors, or experiences must be approved in advance by your nursing advisor.

GUIDELINES FOR NURSING ADMINISTRATION PRACTICUM

Course Description NUR-722

This course provides the student with the opportunity to experience the role of nurse administrator/executive. An individualized nursing administration practicum in a specific area of clinical emphasis is chosen by the student and monitored by the mentor and on-ground preceptor. Competencies that govern the role of the nurse administrator/executive are explored in depth. Students focus on the context for enacting the role of nurse administrator/executive in a healthcare delivery system. Students engage in a reflective discussion of nursing administration issues and experiences in the online seminar. This course requires completion of 150 practicum hours, and submission of the Capstone Project-Phase 1.

Course Description NUR-732

This capstone course provides the student with the opportunity to integrate management theory into the role of nurse administrator/executive. Student focus is on nursing management processes in healthcare systems. Students continue in their selected area of clinical practice monitored by the mentor and onground preceptor. Students engage in a reflective discussion of nursing administration issues and experiences in the online seminar. This course requires completion of 150 practicum hours, submission of the Capstone Project-Phase 2, and the finalized e-Portfolio.

Selecting the Facility and Preceptor

The Practicums of NUR-722 and NUR-732 will occur over two terms, but are held in the same facility or organization. Choosing an appropriate facility and preceptor for NUR-722 and NUR-732 is an important aspect of this Practicum experience. Interview your preceptor and make sure that you are comfortable with the preceptor and the setting. Try to find a

site which will accommodate multiple aspects of the nurse administrator role and opportunities to interact with an interdisciplinary team. Choose a site that will enhance your learning and will meet your educational goals over two terms, or a six month period of time.

As you consider the site and preceptor keep the following in mind:

Preceptor

- ▶ Master's prepared in nursing
- ▶ Willingness to work with a student
- ▶ A minimum of two (2) years administrative experience
- ▶ Certification in area of specialty preferred
- ▶ Prior experience precepting a graduate level student preferred
- ▶ Please note that the preceptor may identify and assign other individuals to provide specific learning activities for the student. These individuals do not have to meet the qualifications of the primary preceptor.

Facility

- ▶ Accredited and licensed facility
- ▶ Facilities such as hospitals, home care agencies, long term care facilities, and departments of health are examples of acceptable sites
- ▶ To avoid any conflict or role confusion for the student and/or employer, students are not to complete the Practicum in their own place of employment.

GUIDELINES FOR MEETING NURSING ADMINISTRATION PRACTICUM HOURS FOR NUR-722 AND NUR-732

Students continue in their Practicum site initiated in the first Practicum course. They may select their learning opportunities based on the Practicum's objectives and their professional goals, needs, and interests. Students will be required to a) reflectively discuss their experiences weekly through discussion boards, b) complete assignments as posted, c) complete readings and d) complete a series of journals and log entries during the 12 week session.

Preceptor and student interaction: a minimum of 110 hours are expected on site (a maximum of 10 hours can be used for project development on site)

- ▶ Discussions with preceptor
- ▶ Other activities discussed with mentor
- ▶ Synthesis of data, research, interviews, and other activities related to the development, execution, implementation, and evaluation of a nursing administration project. Examples of a project: developing, executing or evaluating project plans for the opening of new units, including developing staffing matrices, budgets, program plans, and unit standards.
- ▶ Other project related activities
- ▶ Interactions/activities with other staff
- ▶ Other meetings which are approved by preceptor or mentor

Project Development/Educational meetings and programs: up to 40 hours

- ▶ Attending a conference or educational offering on a topic related to nursing administration or the project selected ie. AONE conference
- ▶ Participation in professional meetings, advisory councils, or other professional events related to nursing administration
- ▶ Attending meetings with preceptor

GUIDELINES FOR NURSING INFORMATICS PRACTICUM

Course Description NUR-721: Nursing Informatics: Seminar and Practicum I

The Nursing Informatics Seminar and Practicum I and II are closely aligned. The two practicums provide a capstone experience for applying knowledge and skills acquired during the nursing informatics program. Practicum I and II are scheduled in the same healthcare setting. Students select their learning environment based on course objectives and their professional goals, needs, and interests. In Nursing Informatics Seminar and Practicum I, students, working with the online mentor and on-ground preceptor, develop a plan for practicum activities and select, initiate, and implement informatics related projects that may continue into the second practicum. Students reflectively discuss their experiences, projects, and related learning in the online seminar. This course requires completion of 150 practicum hours and submission of the Capstone Project–Phase 1.

Course Description NUR-731: Nursing Informatics: Seminar and Practicum II

NUR-731 builds on student learning and achievements from NUR-721, Nursing Informatics Seminar and Practicum I. Depending on the learning opportunities available and the student's evolving professional goals, the student, in consultation with the course mentor and onground preceptor, may continue and/or modify the selected practicum activities and project(s) developed in the first practicum course. Students reflectively discuss their experiences, projects, and related learning in the online discussion/seminar. This course requires completion of 150 practicum hours, submission of the Capstone Project–Phase 2, finalized e-Portfolio.

Selecting the Facility and the Preceptor

This course requires students to actively participate within a healthcare organization that is or will be addressing an initiative that centers on the nursing process and health information technology. The student will be responsible for actively planning the deployment of new technology that impacts nursing process or patient care; or the revision of an existing process that involves new technology. The student will have the responsibility for actively participating and assisting with the strategic planning of the initiative using stage I and II of a systems life cycle. This activity requires the identification of preimplementation measures, the assessment of current state, and planning for deployment, education and communication. The two Practicums provide a capstone experience for applying knowledge and skills acquired throughout the Nursing Informatics Program while completing the various nursing informatics courses. Practicum I and II must be scheduled within the same healthcare setting. Practicum II is a continuation of Practicum I where the student actually deploys/implements the strategic planning that occurs in Practicum I. As you consider the site and preceptor keep the following in mind:

Preceptor

- ▶ The student will work closely with a preceptor who is under the direction of the nursing department but is actively involved with the IT department and/or vendor
- ▶ The preceptor must have a master's degree in nursing, preferably in Nursing Informatics

GUIDELINES FOR NURSING INFORMATICS PRACTICUM *(continued)*

- ▶ Willingness to work with a student
- ▶ A minimum of two (2) years nursing informatics experience
- ▶ Certification in area of specialty preferred
- ▶ Prior experience precepting a graduate level student preferred
- ▶ Please note that the preceptor may identify and assign other individuals to provide specific learning activities for the student. These individuals do not have to meet the qualifications of the primary preceptor

Facility

- ▶ Accredited and licensed facility
- ▶ Facilities such as hospitals, home care agencies, long term care facilities, and departments of health are examples of acceptable sites
- ▶ To avoid any conflict or role confusion for the student and/or employer, students are not to complete the Practicum in their own place of employment.

GUIDELINES FOR MEETING NURSING INFORMATICS PRACTICUM HOURS FOR NUR-721 AND NUR-731

Students select their learning environment based on the Practicum's objectives and their professional goals, needs, and interests. Students will be required to a) reflectively discuss their experiences weekly through discussion boards, b) complete assignments as posted, c) complete readings and d) complete a series of journals and log entries during the 12 week session. One hundred and fifty (150) Practicum hours are required for this course.

Preceptor and student interaction: a minimum of 110 hours are expected on site (a maximum of 10 hours can be used for project development on site)

- ▶ Discussions with preceptor
- ▶ Project Development
- ▶ Attending meetings with preceptor or other activities approved by preceptor
- ▶ All phases of work related to the live implementation of the project. This may include: research, data collection, interviewing, working with analysts and IT, writing reports, testing, training, and managing the Go Live. Examples of possible projects may include but are not limited to: Electronic Medical Record (EMR) implementations, analyses or revisions, creation of new logic - clinical decision support tools within existing EMRs, development of electronic forms for documentation to further support the clinical process for a variety of clinicians, development of electronic order sets or reports to meet quality measures, or implementing new technology (such as IV smart pumps or meters) that interface into an EMR. Additional projects may include the implementation of software such as PICIS, single sign on systems, medication administration and barcoding systems.

Educational Meetings and Program / Forums: up to 40 hours

- ▶ Attending a conference or educational offering on a topic related to nursing informatics or the project selected
- ▶ Participation in professional meetings, advisory councils, or other professional events related to nursing informatics