

**GRACELAND UNIVERSITY**  
**School of Nursing**  
**Graduate Student Handbook**

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***Master of Science in Nursing***  
***Doctor of Nursing Practice***  
***Postgraduate Certificates***



***May 2016***

## Welcome Letter



Dear Graduate Student:

Welcome to the Graduate Nursing Program at Graceland University! Building on a 100 year tradition of academic excellence, Graceland University's graduate programs are on the leading edge of health care education.

Graduate studies by design are demanding, invigorating, challenging, and, hopefully, extremely rewarding. Our objective is to provide stimulating educational opportunities that support the development of clinical reasoning, communication, and autonomous evidence-based decision-making skills required for advanced nursing practice by nurse educators, leaders and practitioners.

The policies, procedures, and information contained in this handbook are provided to facilitate successful progression through a selected graduate nursing program of study. Selected academic policies and procedures are **summarized** in this handbook. Links to additional academic resources (library, writing center), comprehensive SON academic policies and procedures, the Graduate Catalog (university & graduate policies & procedures; admission, progression and graduation requirements; graduate programs of study; course descriptions), and SON graduate course syllabi, are available to faculty and enrolled students via hyperlinks on the myGraceland SON Resources page at [https://my.graceland.edu/ICS/Resources/School\\_of\\_Nursing/](https://my.graceland.edu/ICS/Resources/School_of_Nursing/). Your potential for success will be greatly enhanced by your reading and following these policies. This handbook is updated at least annually and more frequently as needed. For the most current updated information please refer to the online version of the [Graduate Student Handbook](#). Students are notified when major revisions are posted in addition to annual updates.

Your Graceland Sting email account is the official means of communication between GU-SON and students. It is imperative that you check your Graceland email frequently and regularly for important updates and official communications from the School of Nursing. If you need additional assistance, don't hesitate to contact us. We're here to help you. Best regards,



**Jan Rice, PhD, MSN, RN**

Professor & Associate Dean for Graduate Programs

[jarice@graceland.edu](mailto:jarice@graceland.edu)

816.423.4671

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## ACCREDITATIONS and APPROVALS

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**Graceland University is a member of the North Central Association and is accredited by the Higher Learning Commission**

30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602-2504  
800-621-7440

**Nursing Graduate Degree Programs are *Accredited* by:**

(CCNE) Commission on Collegiate Nursing Education  
One DuPont Circle, NW, Suite 530  
Washington D.C. 20036-1120  
(202) 887-6791

**Nursing Graduate Degree Programs are *Approved* by:**

Iowa State Board of Nursing  
River Point Business Park  
400 SW 8<sup>th</sup> Street, Suite B  
Des Moines, IA 50309-4685  
(515-281-3255)

## IMPORTANT CONTACT INFORMATION

### **Requesting Assistance**

Contact Graceland whenever you have a question or need assistance.

#### **SON Staff** Office Hours:

8:00 a.m. – 5:00 p.m. CT Monday-Friday

#### **SON Faculty** Office Hours:

Virtual Office online (48-72 hour response time)

Live conferencing by appointment

Refer to course syllabi for individual faculty availability

**Phone Number:** 800-833-0524 (toll free)

**Fax Numbers** (816) 833-2990  
(816) 423-4723

#### **Mailing Address:**

Graceland University  
School of Nursing  
1401 West Truman Road  
Independence, MO 64050-3434

### **For Questions Regarding:**

SON Program Coordinators & Special Faculty Academic Advisors	<b>Family Nurse Practitioner (FNP):</b> Dr. Susan Vogelsmeier; <a href="mailto:vogelsme@graceland.edu">vogelsme@graceland.edu</a> <b>Nurse Educator (NE):</b> Dr. Carol Green; <a href="mailto:greenig@graceland.edu">greenig@graceland.edu</a> <b>Doctor of Nursing Practice (DNP):</b> Dr. Jan Rice; <a href="mailto:jarice@graceland.edu">jarice@graceland.edu</a>
Course Requirements/Workload	Course Lead Faculty (see faculty listing in each course syllabi via link on myGraceland SON Resources page at <a href="https://my.graceland.edu/ICS/Resources/School_of_Nursing/">https://my.graceland.edu/ICS/Resources/School_of_Nursing/</a> )
Course delivery issues; technology	eCollege Help Desk: 1-866-893-6963
Student Financial Services; Tuition balances, requests for receipts, payment options/questions	A-L – Student Financial Advisor: Logan Glaser 816-423-4713 <a href="mailto:lglasser1@graceland.edu">lglasser1@graceland.edu</a> M-Z - Student Financial Advisor: Stephanie Hunt 816-423-4719 <a href="mailto:sthunt@graceland.edu">sthunt@graceland.edu</a>
Independence Campus Library	Director, Grabske Library: Lee Williams 816-423-4705 <a href="mailto:leawilli@graceland.edu">leawilli@graceland.edu</a>
Bookstore	Bookstore Manager: Nancy White 816-423-4721 <a href="mailto:nwhite@graceland.edu">nwhite@graceland.edu</a>

SON Graduate Programs Office	Graduate Programs Administrative Assistant 816-423-4677 <a href="mailto:songraduateprograms@graceland.edu">songraduateprograms@graceland.edu</a>
Clinical Practicums & Agency/Preceptor Contracts	Clinical Contracts Coordinator 816-423-4678 <a href="mailto:soncontracts@graceland.edu">soncontracts@graceland.edu</a>
Registration & Enrollment Course Withdrawals Completion Plans	Program Consultants: <a href="mailto:programadvising@graceland.edu">programadvising@graceland.edu</a> Jill Whitworth (MSN, DNP & Postgraduate Cert), 816-423-4712 Mark Robison, 816-423-4711
Transcripts	Rhonda Reed, Asst. Registrar, Lamoni Campus 648-784-5220 <a href="mailto:reed@graceland.edu">reed@graceland.edu</a>  Alison Choate, Assoc. Registrar, Independence Campus 816-423-4720 <a href="mailto:choate@graceland.edu">choate@graceland.edu</a>
Petitions for Exception to Academic Policy, Final Course Grade Appeals, Grievances	Graduate Student Affairs Committee (GSAC) <a href="mailto:songraduateprograms@graceland.edu">songraduateprograms @graceland.edu</a>



## SCHOOL OF NURSING HISTORY

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Graceland College admitted its first students to the Lamoni, Iowa campus on September 17, 1895. Frederick M. Smith, for whom the college library on the Lamoni campus is named, was the first graduate. On June 1, 2000, Graceland officially became Graceland University (GU). The University, sponsored by the Community of Christ formerly known as the Reorganized Church of Jesus Christ of Latter Day Saints (RLDS), now has alumni all over the world. The university was initially accredited by the North Central Association in 1920 and has maintained full continuous accreditation since that time.

The Division of Nursing became the sixth academic area of GU in 1969 when administrators of the diploma nursing program at the Independence Sanitarium and Hospital in Independence, Missouri, collaborated with Graceland to move its educational base into the four-year collegiate setting. The university established the Independence, Missouri, campus, located in the Greater Kansas City area, for upper division nursing courses. In 1997 approval was obtained to change the name of the Division of Nursing to Division of Health Care Professions. In 2001, it was renamed the School of Nursing.

Since its inception, the Graceland nursing program has provided opportunities for registered nurses to obtain their bachelor's degree. In 1987, the distance learning component was added providing additional flexibility for nurses who preferred to work at their own pace in their home setting. Enthusiastically received by Registered Nurses coast-to-coast, students from all 50 states and from global locations are among our diverse alumni.

In 1994 a Master of Science in Nursing degree program was approved by the North Central Association and became Graceland University's first graduate program. The graduate program was patterned after the RN-BSN Distance Learning Program, allowing nurses the opportunity to combine directed independent study at home with on-campus Focus Session courses as a means of earning a graduate degree in advanced practice nursing.

Baccalaureate and graduate distance learning programs have gradually been converted to an online delivery format within the last two years. As of June 2007, all courses have completed the conversion to online. The interactive online format offers valuable opportunities for interaction among student groups and between students and faculty.

The GU School of Nursing graduate faculty, responding to societal need and to a strong commitment to nursing education excellence, accepted the first class of students to a terminal degree program for nursing in August, 2011. Students who complete the curriculum receive a doctorate of nursing practice (DNP).

In 2013, the U.S. News & World Report ranked Graceland University's online nursing programs #5 in the nation! Since that time GU's online nursing programs have remained in the top 20.

## **SCHOOL OF NURSING**

### **PHILOSOPHY STATEMENT (2012)**

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As an integral part of Graceland University, the School of Nursing was framed by Christian beliefs as set forth in the Value Statements of the University that further enhance the achievement of University General Education Goals by nursing students.

The goal of the School of Nursing is to enable students to become professional nurses who respect and care about the worth of all individuals, who are capable of thinking critically, and who can provide quality nursing care in diverse settings to individuals, families, communities and societies within the global health environment. Consequently, the School of Nursing educates students to become professional nurses who synthesize and apply concepts from the liberal arts, nursing curricula, and nursing practice.

As reflective practitioners, professional nurses apply the nursing process in a holistic and caring way to promote the optimal health of individuals, families, and communities. The roles of the professional nurse include Learner, Clinician, and Leader. Development within each role occurs along a novice-to-expert level continuum.

Learning is life-long. Learners possess intellectual curiosity fostered by the incorporation of current research findings (evidence) in their nursing practice. Clinicians provide competent, holistic care across the lifespan. Nurse Leaders collaborate with other health disciplines to develop policies and institute changes in healthcare.

Professional Nursing Standards, the AACN Essentials for BSN and MSN Education, and the missions, goals, and philosophies of the University and School of Nursing guide curricular development and delineation of expected student learning outcomes. Curricula are developed to instill professional nursing values and a commitment to Evidence-Based practice. Effective learning is best facilitated by employment of active learning and self-reflective strategies.

Central to the mission, goals, and curricular design of Graceland University's School of Nursing programs is the development and achievement of student learning outcomes necessary for practice as baccalaureate generalist nurses, nurse practitioners, and nurse educators. All graduates are expected to achieve student learning outcomes related to higher level thinking, communication, and nursing role performance.

Entry into professional nursing begins with education at the baccalaureate level. At all levels the educational process is a shared endeavor between students and faculty. Opportunities for theoretical and experiential learning are provided in an atmosphere that stimulates each learner. The faculty support learning communities for traditional as well as nontraditional students. Each student has the right and responsibility to develop his/her highest personal and professional potential.

## **SCHOOL OF NURSING**

### **MISSION, GOALS, AND ORGANIZING FRAMEWORK**

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#### **Mission**

The mission of the School of Nursing is to create learning communities where professional nursing students develop their potential for meaningful and productive lives as generalists and advanced practice specialists.

#### **Goals**

The School of Nursing strives to:

- Promote the achievement of the mission of the University and the School of Nursing.
- Provide curricula that prepare students according to professional nursing standards, including The Essentials of Baccalaureate and Master's Nursing Education, and that meets the needs of communities of interest.
- Utilize teaching learning practices implemented by faculty who are academically and experientially qualified and who are effective teachers engaged in scholarship and service.
- Provide a foundation for advanced study in nursing.
- Prepare a graduate who has met the expected student outcomes of a program, including licensure/certification.
- Prepare a graduate who is satisfied with the educational preparation provided within the learning community.
- Prepare a graduate who elicits satisfaction from communities of interest, including employers of graduates.

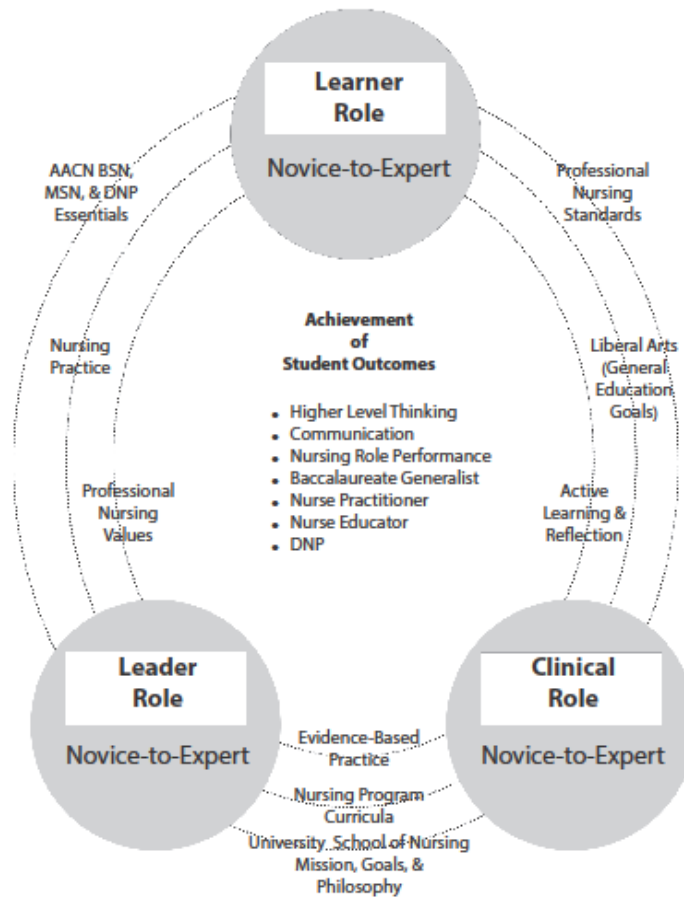
#### **Professional Standards**

The School of Nursing adheres to:

- Iowa and Missouri State Board of Nursing regulations regarding programs of professional nursing (All programs)
- Other State Board of Nursing regulations as appropriate for our online nursing programs (RN-BSN and MSN)
- [AACN Essentials of Baccalaureate Nursing Education \(2008\)](#)
- [AACN Essentials of Doctoral Education for Advanced Nursing Practice \(2006\)](#)
- [AACN Essentials of Masters Education in Nursing \(2011\)](#)
- [CCNE Accreditation Standards for Accreditation of Baccalaureate and Graduate Degree Nursing Programs \(2009\)](#)
- [Criteria for Evaluation of Nurse Practitioner Programs \(NTF, 2012\)](#)
- [Iowa Board of Nursing Educational Program Survey Information](#)
- [Nurse Practitioner Core Competencies \(NONPF, 2012\)](#)
- [QSEN Competencies, Graduate \(20120\)](#)

## ORGANIZING FRAMEWORK

### Organizing Framework



Benner, P. (1984). From novice to expert: Excellence and power in clinical nursing practice. Menlo Park, CA: Addison-Wesley.

## GRADUATE STUDENT LEARNING OUTCOMES (SLO)

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### **MSN Student Learning Outcomes (2013)**

1. Synthesizes research, theory and principles of scientific inquiry to support evidence-based practice.
2. Demonstrates advanced knowledge and skills in selected functional role.
3. Provides ethical, culturally sensitive care collaboratively with professionals from multiple disciplines.
4. Advocates for access to affordable, cost-effective, quality healthcare community resources within scope of practice.
5. Communicates effectively and uses information systems/technology to evaluate programs of care and/or facilitate learning.

### **DNP Student Learning Outcomes (2015)**

1. Use relevant information systems/technology to advance research, education and health outcomes.
2. Synthesize, interpret, and apply knowledge from nursing practice, research and theory to create, implement and evaluate practice interventions, health delivery systems and clinical teaching.
3. Assume complex leadership roles at the organizational and systems level to improve health outcomes of individuals and populations.
4. Advocate for social justice, equality, and ethical policies in health care.
5. Evaluate policy, care delivery and organizational systems for current and future health care for individuals, families, and populations.

## GRACELAND UNIVERSITY POLICIES & PROCEDURES

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### **Technology Ethics and Use Policy**

Users of Graceland's technological tools will respect the human dignity, privacy, and sensitivity of each other and the general public while using the tools made available by Graceland. Graceland reserves the right to routinely monitor technology resources. The privilege of privacy of personal files or messages on Graceland-owned computers and voice mail systems will be respected subject to the right of Graceland to access any files to officially investigate or to accomplish necessary system maintenance.

All technology provided by Graceland is covered by this policy, including computers, networks, Internet services, telephones, voice mail, fax machines, photocopiers, cable TV and all associated software and data. Such technology is provided for use by students and employees to accomplish Graceland's educational mission in accordance with Internal Revenue Code Section 501(c)(3), under which Graceland receives its tax-exempt status.

Graceland's network enables access to external facilities, systems, and other networks over which Graceland has no control, including related capabilities which are incidental to providing such access. Certain of these resources may not support Graceland's goals and objectives. Although Graceland does not exercise editorial or censorship control of such external resources, Graceland expects that the technology will not be used for purposes which are illegal, immoral, or inconsistent with Graceland's mission.

Academic and professional work pertaining to Graceland's goals and objectives take precedence over the use of resources for entertainment.

Graceland may establish additional standards of conduct with designated technology or in specific areas

(e.g. Micro labs, classrooms, etc.)

Inappropriate uses of technology include, but are not limited to those specifically prohibited by local, state or federal law. Without limitation, examples of inappropriate uses of technology include:

- harassment - sending of harassing, threatening or obscene material to minors and/or non-consenting adults or any attempts to confuse or frustrate another user in achieving their objectives.;
- random or unauthorized bulk sending or mailing of messages;
- inappropriate use of access;
- unauthorized release of information and viewing of Graceland's data outside of institutional objectives;
- any disregard for the security mechanisms that are in place or other attempts to gain unauthorized access to Graceland's technical resources. This includes possession of or attempts to acquire another user's password or allowing others access to technology resources that are not allocated for their use;
- failure to comply with software license restrictions - All licenses for software that are licensed by Graceland will be filed by ITS.
- disruption of service - damaging any resource in such a way that it creates a disruption of the normally expected service from that resource;
- cheating - use of technology resources to achieve academic credit by dishonest or deceitful means;
- copyright infringement; forgery;
- malicious transmission of a computer virus;
- malicious alteration of system files or configuration;
- abuse of established storage space limitations;
- use of any resource to inure benefit for private or political gain in violation of Graceland's tax-exempt status under IRC Section 501(c)(3).

Content shared by "peer-to-peer" (p2p) applications may be violation of the Digital Millennium Copyright Act (DMCA), and violates Graceland University policy by generating excessive network traffic and interfering with the normal functioning of the network. These applications are prohibited on the Graceland University network. This means that:

- Peer-to-peer file sharing applications including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers owned or managed by Graceland University.
- Peer-to-peer file sharing applications including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers attached to the Graceland University network, regardless of their ownership.
- The Graceland University Information Technology staff may, in order to ensure compliance with Graceland policies and Federal or State Law, inspect and remove any of the prohibited software from any equipment currently or previously attached to the Graceland University network.

## **Consequences**

Graceland reserves the right to take corrective/disciplinary action in the event of inappropriate use of technology, which may include but not be limited to the following:

Cases involving suspicion of inappropriate use of technology by students will be investigated by the Information Services Department. If violations are confirmed, a referral for disciplinary action will be made to the Dean of Students. A determination of serious misuse may result in suspension from the university. In cases involving misuse of resources allocated for a particular course, the course instructor may assign a failing grade.

Cases involving inappropriate use of technology by employees, including student workers, will be handled in accordance with existing personnel policies. Serious misuse may result in termination of university employment.

Cases involving violation of local, state or federal laws will be referred to external authorities as directed by the Vice President of Business Services of Graceland University.

Cases involving non-students or non-employees will be referred to the area supervisor who will take action appropriate to the incident. This may include contact with Graceland security and/or referral to other external authorities for action. Serious misuse may result in expulsion from all Graceland facilities for an indefinite period of time.

### **Code of Conduct**

As a Christian institution, Graceland University seeks to foster relationships that reflect mutual concern, dignity, and individual worth. Consistent with its religious heritage and commitment to a healthful life-style, Graceland values and promotes:

- An alcohol-free environment.
- A tobacco-free environment.
- An environment free of substance abuse.
- An environment free of harassment and exploitation in sexual relationships.

Our social regulations reflect these values. All members of the Graceland community are expected to abide by all federal, state, and local laws. All members of the Graceland community will refrain from:

- Acts that humiliate, harass, and/or abuse;
- Theft or damage of property;
- Disruptive behavior (including but not limited to actions resulting from the influence of alcohol and other drugs);
- Substance abuse, including illegal manufacture, distribution, possession, or use of a controlled substance;
- Sexual behavior, which is offensive or fails to respect others' rights.

In addition, all members of the Graceland community, while on campus or in attendance at University sponsored activities, will refrain from:

- Use or possession of firearms, ammunition, fireworks, explosives, incendiary devices, weapons, dangerous substances, drug paraphernalia and/or materials prohibited by law;
- Possession of or use of alcoholic beverages or their containers;
- Use, or evidence of use, of tobacco in any form and electronic cigarettes;
- Illegal gambling;
- Premarital or extramarital intercourse.

We believe that violation of these regulations impinges directly on the rights of others. Cases are referred to either the Vice President for Student Life or the Associate Dean of Students for appropriate disciplinary action and/or referral to the Residence Life Council or the Council on Student Welfare.

Lack of mention of any regulation with regard to objectionable actions does not imply approval, and may result in disciplinary action.

The University official Code of Conduct may be viewed at the following link:

<http://www.graceland.edu/catalog/student-rights-code-of-conduct.cfm>

### **Turnitin Plagiarism Detection Service - Submission Statement**

Graceland University's School of Nursing highly values academic integrity and is committed to the fundamental value and obligation of preserving academic honesty among our faculty, students and

graduates. Students agree that by taking this course all required papers may be subject to submission, at the discretion of the faculty member, for text comparison by Turnitin, a plagiarism detection service, and other means of detecting plagiarism. All papers submitted to Turnitin will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of future papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on [www.Turnitin.com](http://www.Turnitin.com)

## **Discrimination**

Graceland University does not discriminate against any student or prospective student on the basis of race, color, religion, age, sex, national origin, sexual orientation or disability. We are a caring community dedicated to the physical, intellectual and spiritual well-being of each individual. Gracelanders join together to create an atmosphere of openness, mutual respect and diversity. Any discrimination concerns should be directed to Graceland University's designated Title IX compliance officer and Section 504 coordinator: Executive Director of Human Resources, Graceland University, 1 University Place, Lamoni, IA 50140, 641.784.5447.

## **Harassment Policy**

Sexual and other harassment of student, faculty, or staff is not tolerated at Graceland University. Sexual and other harassment diminishes the university in achieving its mission through its insidious and detrimental impact on individual students, faculty, staff and the university community as a whole. All harassment stifles the realization of the victim's full potential as a student, faculty or staff member. Harassment is especially serious when it threatens relations between faculty and student or supervisor and subordinate by unfairly exploiting the power differential between the parties in the relationship. Likewise, Graceland University does not tolerate harassment between people of equal university status. The full policy and procedure for reporting any harassment concerns can be reviewed at: <http://www.graceland.edu/Academics/Catalog/Student-Rights--Code-of-Conduct/index#HARPO>

## **Grievance Procedure**

The School of Nursing follows the University Grievance Procedure as outlined in University Catalog for resolution of formal student complaints or concerns that are not addressed by another University of School of Nursing Policy/Procedure. The formal grievance procedure outlines an informal and a formal procedure. Students with a complaint or concern can initiate either procedure. Formal complaints must be made in writing to the Dean of Students (Lamoni) or the respective School Dean (Independence) and include specific information, including nature of complaint and evidence supportive of complaint. An investigation is initiated within 7 days of receipt. See the following link for the full policy: <http://www.graceland.edu/Academics/Catalog/Student-Rights--Code-of-Conduct/index#GRIE>

## **HIPAA Regulations Policy (2010)**

- I. Policy:  
Graceland University School of Nursing faculty and students will comply with the HIPAA Privacy and Security Regulations, the Health Information Technology for Economic and Clinical Health Act (HITECH) and corresponding regulations in clinical, research, and institutional areas by implementing, maintaining and using appropriate administrative, technical and physical safeguards to prevent the improper use or disclosure of all PHI, including Electronic Health Information (EHI).
- II. Procedure
  - A. Students and instructors will comply with current HIPAA and corresponding HITECH Regulations to ensure the confidentiality of health or health-related



- Information.
  - B. HIPAA and corresponding HITECH regulations will be followed in all areas that involve PHI and EHI.
  - C. All students will be familiar with HIPAA Privacy Rule and Security Regulations, and HITECH policies and procedures in each of their clinical settings.
  - D. Current guidelines will be available to students and instructors at all times in the School of Nursing.
- III. Reporting of Unauthorized Disclosures or Misuse of PHI
- A. The student is responsible for immediately reporting to his/her preceptor, and instructor any violation of HIPAA and HITECH regulations.
  - B. The instructor shall report to the Facility any use or disclosure of PHI or EHI other than what is provided for by the facility agreement on the first day or no later than 3 business days. The School of Nursing will document such disclosures and will take prompt action to correct any unauthorized disclosures as required by applicable federal and state laws and regulations.

### Student Disabilities Services

Graceland University is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). As part of the implementation of this law, the university will continue to provide reasonable accommodations for students with disabilities so that they can participate fully in the university's educational programs and activities. Although Graceland is not required by law to change the fundamental nature or essential curricular components of its programs in order to accommodate the needs of disabled students, the university will provide reasonable academic accommodations.

Students with physical disabilities are expected to contact their instructor at least 24 hours in advance to request approved accommodation(s). Students may also contact the director of Student Disability Services at (641) 784-5207. The office will work with the course instructor to arrange for reasonable accommodations. Students are required at their own expense to provide documentation verifying disability. The general definition of a student with a disability is any person who has a physical or mental impairment which substantially limits one or more of such person's activities, and any person who has a history of, or is regarded as having, such an impairment.

### GRADUATE PROGRAMS OF STUDY (POS)

All graduate nursing POS are offered primarily online via the internet using a learning management system (LMS) that includes a variety of technologies for interaction among students and faculty. Courses are completed within a **sixteen (16) week trimester schedule** that includes a 1-2 week break between each trimester. The trimester academic calendar is available online at [https://my.graceland.edu/ICS/Faculty/Academic\\_Calendar\\_%28Trimesters%29.jnz](https://my.graceland.edu/ICS/Faculty/Academic_Calendar_%28Trimesters%29.jnz). Full-time and part-time completion plan (CP) options are available for all programs. A completion plan option contract is completed by each student during program orientation and submitted to program consultants at [programadvising@graceland.edu](mailto:programadvising@graceland.edu) who build a POS completion schedule for each student.

**MSN degree and Post-Graduate certificate (PGCT)** programs include at least one 2 or 3 day on-ground focus session, field experiences in selected courses and direct care clinical practicum experiences arranged by the student and completed in the student's home community. For the MSN degree, completion of a comprehensive Evidence-Based Practice (EBP) Synthesis Project is also required. See POS below for more information related to program requirements, practice hours, focus session schedules & field experiences.

The **Nurse Educator certificate POS** may be incorporated into and/or added at the end of the to the MSN-FNP program of study. Addition of the PGCT-NE courses does not delay completion or graduation from the MSN-FNP program. Review program Completion Plans (CP) via hyperlinks on the myGraceland SON Resources page at [https://my.graceland.edu/ICS/Resources/School\\_of\\_Nursing/](https://my.graceland.edu/ICS/Resources/School_of_Nursing/). Contact [programadvising@graceland.edu](mailto:programadvising@graceland.edu) for questions or assistance.

The **DNP degree** program requires documented completion of a minimum of 1,000 post-BSN supervised practice hours. DNP practice hours include verified practice hours from the Master's POS, field experiences in selected DNP courses, individualized advanced practice experiences completed in the student's home community, and the completion of a faculty supervised and peer-reviewed Practice Improvement Project.

**Specialty concentrations may be incorporated into and/or added to the end** of the DNP-OL degree POS and will be noted on the official transcript. Review program Completion Plans (CP) via hyperlinks on the myGraceland SON Resources page at [https://my.graceland.edu/ICS/Resources/School\\_of\\_Nursing/](https://my.graceland.edu/ICS/Resources/School_of_Nursing/). Contact [programadvising@graceland.edu](mailto:programadvising@graceland.edu) for questions or assistance. See POS below for more information related to program & specialty concentration requirements, practice hours & field experiences.

The following graduate nursing POS are currently available. Refer to the [GU Graduate Catalog](#) for more information, including course descriptions, transfer credit, and academic progression.

**Post Master DNP Program of study**

Post-Master's DNP-OL Program of Study (Includes 636 practice hours)				
Course Number	Course Name	Credit Hours	Term	Pre Requisites
DNP-OL Core Courses				
NURS8010	Introduction to Doctoral Study In Nursing	0	FA	pass/fail
NURS8100	Professionalism, Ethics & Issues (12 practice hours)	3	FA	
NURS8120	Healthcare Policy & Regulation (8 practice hours)	3		
NURS8130	Biostatistics	3	SP	
NURS8140	Epidemiology & Population Health (16 practice hours)	3	SP	
NURS8200	Evaluation of Research for EBP	3	SP	8130
NURS8210	Project Management (100 practice hours)	3	SU	8200
NURS8220	Healthcare Informatics	3	SU	
NURS8260	Collaboration & Organizational Leadership	3		
NURS9710	DNP Practice Project Proposal (200 practice hours)	3	ALL	8130, 8200, 8210; 500 post-BSN practice hours
NURS9711	DNP Practice Project Implementation (100 practice hours)	1	ALL	9710
NURS9712	DNP Practice Project Analysis & Dissemination (200 practice hours)	3	ALL	9720
NURS8950	Advanced Practice in Organizational Leadership	1-4	ALL	Required for students with less than 400 post-BSN practice hours
DNP-OL Core TOTAL		31-35	Specialty concentrations may be added to the DNP-OL degree POS (see below)	
Nurse Educator (NE) Concentration				
NURSxxxx	Testing and Measurement	3		
NURSxxxx	Curriculum Development	3		
NURSxxxx	Program Evaluation	3		
NE Concentration Total		9		
DNP-OL + NE Concentration TOTAL		31-35 sh core + 9 sh NE = 40-44 sh		

**MSN-FNP Program of Study**

<b>MSN-FNP Program of Study (Includes 720 practice hours)</b>				
<b>Course Number</b>	<b>Course Name (*PGCT-FNP requirements)</b>	<b>Credit Hours</b>	<b>Term</b>	<b>Pre Requisites</b>
<b>MSN Core Courses</b>				
NURS5010	*Program Orientation	0	All	
NURS5170	Research Methods & EBP	4	All	
NURS5121	Theory in Nursing	3	All	
NURS5440	*Advanced Pathophysiology (possible transfer credit)	4	All	
NURS5100	*Pharmacotherapeutics (possible transfer credit)	4	All	5440
NURS5143	*AHA and Diagnostic Reasoning (possible transfer credit)	4	All	
NURS5194	*Advanced Practice Competency Lab (on-campus focus session)	1	All	5143; co-req 5193 APN-PC; FOCUS week 6 (Mon-Tue or Wed-Thurs)
NURS6930	EBP Synthesis Project	3	All	5170, 5121
	<b>MSN Core Total</b>	<b>23</b>		
<b>FNP Concentration Courses</b>				
NURS5193	*Advanced Practice Nursing for Primary Care (APN-PC)	2	All	
NURS5200	*Primary Care: Pediatrics	3	All	pre-req: 5100
NURS 6200	*Primary Care: Adults	3	All	pre-req: 5100
NURS 6740	*FNP Practicum: Pediatrics	4	All	pre-req: 5200
NURS 6760	*FNP Practicum: Adults	4	All	pre-req: 6200; 6740
NURS6800	*Roles and Issues for APN (possible transfer credit)	4	All	
NURS 6830	*FNP Practicum: Families	4	All	pre-req: 5100; 6760
	<b>FNP Concentration Total</b>	<b>24</b>		
	<b>MSN Program TOTAL</b>	<b>23 sh core + 24 sh FNP = 47 sh</b>		
	<b>Certificate Program TOTAL</b>	<b>17 sh core + 24 sh FNP = 41 sh</b>		

**MSN-NE Program of study**

<b>MSN-NE Program of Study</b> <b>(Includes 240 practice hours)</b>				
<b>Course Number</b>	<b>Course Name (*PGCT-NE requirements)</b>	<b>Credit Hours</b>	<b>Term</b>	<b>Pre Requisites</b>
<b>NURS</b>	<b>MSN Core Courses</b>			
5010	Program Orientation	0	All	
5170	Research Methods & EBP	4	All	
5121	Theory in Nursing	3	All	
5440	Advanced Pathophysiology (possible transfer credit)	4	All	
5100	Pharmacotherapeutics (possible transfer credit)	4	All	5440
5143	AHA and Diagnostic Reasoning (possible transfer credit)	4	All	
5193	Advanced Practice Competency Lab (on-site focus session)	1	All	5143; co-req new course APP-AC; FOCUS week 6 (Mon-Tue or Wed-Thurs)
6930	EBP Synthesis Project	3	All	5170, 5121
	<b>MSN Core Total</b>	<b>23</b>		
<b>NURS</b>	<b>NE Concentration Courses</b>			
5210	*Role Socialization for NE (PGCT only)	2	SP	
5650	*Teaching Strategies	3	FA	
5660	Roles & Issues for NE (MSN only)	3	SU	
6600	*Assessment of Learning	3	FA	
xxxx	*Course Development	4	SP	
6720	Teaching Practicum (120 practice hours)	2	FA, SP	pre-req: 5650, 6600, 6620
6810	Clinical Practicum (120 practice hours)	2	SU	
	<b>NE Concentration Total</b>	<b>17</b>		
	<b>MSN Program TOTAL</b>	<b>23 sh core + 17 sh NE = 40 sh</b>		
	<b>Certificate Program TOTAL</b>	<b>0 sh core + 12 sh NE = 12 sh</b>		

## ON-CAMPUS FOCUS SESSIONS

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Focus Sessions are scheduled at various times throughout the year based on course rotation schedules. These sessions provide an on-campus experience with opportunities to meet faculty and staff and become acquainted with cohort classmates while engaging in learning activities and completing competency requirements.

Focus sessions extend over a period of 2 full days (8am-5pm). Focus sessions are noted on the POS tables above for each program of study. Failure to satisfactorily complete a required focus session may result in a delay of progression.

All graduate students are emailed complete Focus Session details well in advance of each session. Students are responsible for making their own housing and transportation arrangements. Hotel recommendations are provided by the Graduate Programs Administrative Assistant at [songraduateprograms@graceland.edu](mailto:songraduateprograms@graceland.edu). Most students rent a car for personal use during their focus stay. There are NO housing facilities on campus. Lunches are provided each day during focus for a small fee.

All university facilities are available to students during the focus sessions. The computer lab is open and free for student use during weekdays at the Independence Campus. Wireless access is also available throughout the SON building. Word processing software in the computer lab is Office 2000 (Microsoft Word) for Windows. Contact the information technology specialist (ext. 4167) for clarification.

## DEGREE COMPLETION PLANS

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Program completion plan options have been developed by School of Nursing faculty. Courses are grouped and sequenced to optimize student success. Prerequisite and core courses are foundational to enhance the probability of success in the program. Upon acceptance, all students are admitted to the full-time completion plan. Changes to course schedules and sequencing that do not affect student progression through the POS to which they are admitted are subject to change without notice. Students will be notified of any changes as they occur via their Graceland Outlook email account.

Full-time and part-time completion plan (CP) options are available for all programs and may be requested in advance from [programadvising@graceland.edu](mailto:programadvising@graceland.edu). CP options are available for review and discussion in the online Program Orientation course completed during the first term of enrollment. Every student accepted to the graduate program within the SON is required to submit a CP Contract committing to one of the completion plan options (full time/part time) as part of the online Orientation. A completion schedule based on the student's desired option will be created by a GU Program Consultant and sent to the student for personal consideration.

Requests for changes to the previously agreed upon Completion Plan Contract must be submitted in writing to the Program Consultant who will develop a revised plan reflecting the student's request. A Completion Plan Change Request form that includes a copy of the original contract and the proposed change(s) will be sent to the appropriate program administrator for review. The Program Coordinator is available to discuss revisions with the student and make a recommendation in writing on the Change Request form. A copy of this form will be sent to the student and the Program Consultant for processing. Changes in a Completion Plan may result in the student being re-assigned to a different cohort and/or delay anticipated graduation date. Students with revised completion plans will be allowed to enroll in courses on a space available basis only. **A re-sequencing fee will be assessed to the student each time a revision or change is made.**

## ONLINE PROGRAM PROCEDURES and SUPPORT

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### Course Registration

Students are responsible for contacting their program consultant each term to register and enroll in courses according to their completion plan. Enrollment deadlines for each trimester are shown below.

<b>Registration Deadlines:</b>	<b>Spring (Jan-Apr)</b>	<b>December 1st</b>
	<b>Summer (May-Aug)</b>	<b>April 1st</b>
	<b>Fall (Sept-Dec)</b>	<b>August 1st</b>

**Late enrollment may be permitted on a space available basis only. A late enrollment fee will be assessed.**

### Shipment of Study Materials

Students should order books through their program consultant when they register for courses. Students wishing to purchase their books elsewhere should let the Program Consultant know at the time of registration.

Course materials will be shipped to all U.S. Zip Codes by FedEx Ground, except for Hawaii and Alaska. All Post Office Boxes will be shipped by Priority Mail.

Students residing overseas are reminded that surface mail may take several weeks. **If your address does not have a U.S. Zip Code designation, you must order and pay for Air Mail delivery of course materials.**

Shipper delays, slow shipments from publishers or temporary text shortages may cause a delay in shipment of study materials.

### Advisory Services

Graceland provides multi-layers of advisory services.

Students are supported in their program by:

**Program Consultants** guide students through course registration & enrollment, completion schedules, facilitate communications with financial aid and student accounts offices, etc.

**Specialty Track Coordinators** are available to assist students with questions and concerns related to course work load issues, requests for changes in completion plans, petitions for exception to academic policy and progression issues. Specialty track coordinators also serve as special faculty advisors for students on academic probation.

### Library Services

An orientation to the library and its services is provided during the Online Program Orientation.

Electronic article databases can be accessed at the Grabske Library homepage:

[www.graceland.edu/grabske](http://www.graceland.edu/grabske).

To log into the databases, please use your MyGraceland log-in. This should be the part of your email address before the @ symbol and the password is the same as your MyGraceland password.

Databases Graceland makes available to GU nursing students include:  
CINAHL with full-text

Health Source Nursing Academic with full-text

Ovid Nursing Essentials with full-text

Ovid Total Access

Cochrane Database of Systematic Reviews

Science Direct College Edition

PubMed with some full text

*\*Searching in PubMed will yield the most comprehensive results. Even though PubMed is a free resource, it should be accessed through our homepage so you can utilize the links to our full-text. There are tutorial links on our homepage to assist you in searching PubMed. To make ordering articles a seamless process, you can sign up for a Loansome Doc account, which will route requests directly to us. (See instructions below).*

Please check these databases and our online journals link in the left navigation for free full text before requesting articles from the library. Also, the [Full Text Finder](#) will tell you whether the university has online access to a particular journal title. Type the name of title in the search box and follow the links. Some journals will offer free full text after a year. Using Google to check for the journal title and articles will assist in this process.

The library will try to obtain your requested articles/items at no charge. Some journals may be difficult if not impossible to find, especially foreign ones.

If the number of articles you need is large, the library will process seven (7) requests per student per day.

Article requests will be handled as quickly as possible, but speed of delivery may be affected by the interlibrary loan workload. Please ask as far in advance as possible. Some articles may be delivered in as little as 24 hours, but some may take up to a week.

Students are allowed to receive 50 inter-library loan articles in a calendar year due to copyright restrictions. The number of articles that can be obtained from the library's collection is unlimited.

If you have questions about how and where to search or reference questions contact Lee Williams ([leawilli@graceland.edu](mailto:leawilli@graceland.edu)). For article and document delivery questions, contact Jill Schmidt ([jschmidt@graceland.edu](mailto:jschmidt@graceland.edu)). A library orientation primarily about using PubMed will be part of the Orientation Focus Session.



### **Setting up a Loansome Doc account:**

Step 1: Go to the LOANSOME DOC ordering system at <https://docline.gov/loansome/login.cfm>

Step 2: Click Sign-Up! At the bottom of the page, and on the next page click the Get Started button.

Step 3: Under the heading “Do you already know the library you wish to use?” Click the **Enter your Library Identifier** link.

Step 4: in the LIBID text box, enter “MOUISM” and click the Continue button.

Step 5: In the Graceland ID# text box, enter your six-digit Graceland ID.

Step 6: Click “I am affiliated with this institution” and click the Continue button.

Step 7: On the “Terms of Use” page, click the “I have read ....” checkbox after reading about it, then click the Accept button.

Step 8: Enter your e-mail address and create and confirm a password. Your login name (User ID) will be your e-mail address. Your password is whatever you choose.

Step 9: Fill out the “My Info” fields.

Step 10: Our default delivery method is to email articles as PDFs

Note: Occasionally an article cannot be obtained. We will alert you if this is the case.

Step 11: In the Comments to Library box, you can enter any additional information about your request. Please tell us your deadline for the article. Click the Continue button.

Step 12: Check the information on the “Verify Information” screen to make sure it is accurate, then click the Complete Registration button.

## BASIC TECHNOLOGY SKILL COMPETENCIES

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Students enrolled in online courses will quickly recognize the need for basic technology skills. Faculty design assignments with the expectation that students will be able use the basic skills required.

**Students who cannot perform these functions are advised to enroll in refresher courses at a local community college or seek a tutor.** Graduate faculty will not make concessions or provide instruction for students who do not have the skill sets required for online coursework.

*Please check the basic computer skills listed below and make sure you can perform them.*

1. Create a new folder on the hard drive/desktop
2. Save a file to the desktop
3. Change a file and folder name
4. Attach a file to an email
5. Access your email from a web browser such as Internet Explorer or Mozilla Firefox
6. Add a bookmark or a favorite to your Internet browser
7. Use spell check in a word processing document
8. Select a few paragraphs on a website and print them, not the entire page
9. Cut and paste info from the Internet into a word processing document
10. Make a screenshot and paste it into a word processing document
11. Insert a page break into a word processing document
12. Log in and search a library database
13. Find an article in a database and download a .pdf (the entire article) to your hard drive
14. Download program updates from the Internet and install them

### TECHNICAL SUPPORT

In the event of an occasional need for technical support, Graceland provides the following assistance

1. Graceland Lamoni Help Desk –
  - a. can assist with computer related issues: email, passwords, My Info, Advise
  - b. 1-641-784-5167; [helptech@graceland.edu](mailto:helptech@graceland.edu)
2. eCollege Help Desk
  - a. can assist with issues inside courses: dropboxes, doc sharing, gradebooks, etc.
  - b. 1-866-893-6963; [gracelandonline.com](http://gracelandonline.com)
3. GU Personnel
  - a. Are available upon referral by either of the Help Desks.

## STUDENT RESPONSIBILITIES

### Student Conduct

As practicing professionals, students are responsible participants in their educational experience at Graceland University. Students are expected to display professionalism, respect and kindness in all aspects of their work and study. This includes, but is not limited to, email conversations, discussion board posts, phone calls and face to face encounters with fellow students, faculty, staff, preceptors, clinical agencies and patients. Incidences of student incivility will be reported to the GSAC for appropriate action which may include:

- A. Written warning
- B. Probation
- C. Dismissal

### Licensure

All graduate students must maintain current registered nurse licensure in their state of residence to practice nursing as a registered nurse throughout their educational program at Graceland University. In addition, students must hold licensure as a registered nurse in any state where the practicum/practice requirements are completed. The student is required to provide verification of licensure from the appropriate state board. A copy of the RN license is no longer accepted as proof.

Graceland University's undergraduate residential campus is located in the state of Iowa, therefore, our students and faculty must abide by the regulations of the Iowa State Board of Nursing. 2.5(5) from the Iowa Administrative Code, chapter 2, nursing educational programs: Nursing courses with a clinical component may not be taken by a person:

- a. who has been denied licensure by the board,
- b. whose license is currently suspended, surrendered or revoked in any United States jurisdiction,
- c. whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

### Liability Insurance

All graduate students enrolled in practicum courses must participate in the Graceland University Nursing Student Liability Insurance Program. Graceland provides liability insurance only during scheduled practicum experiences. Fees related to liability coverage are assessed as part of the practicum enrollment fee.

### Safe Practice

In order to ensure safe practices students are expected to:

1. Assume responsibility for own actions,
2. Demonstrate self-discipline in meeting commitments and obligations; e.g., keeping appointments, submitting written assignments on time, etc.
3. Prepare in advance for practicum experience,
4. Report unsafe practices,
5. Apply safety measures to nursing interventions,
6. Function within the guidelines and policies of the institution in which they are practicing, and within the Scope of Practice of the state,

7. Maintain personal physical and emotional stability,
8. Communicate appropriately, adequately, truthfully, verbally and in writing,
9. Recognize own limitations and the need for appropriate supervision,
10. Provide appropriate care for all individuals regardless of age, sex, race, or diagnosis,
11. Judiciously protect information of a confidential matter, and
12. Obtain preceptor signature on all patient documentation (including office charting and Prescriptions.
13. Notify the Deans office of any change in licensure status, i.e. probation, revocation, and/or suspension.

## **Ethical Practice**

The philosophical basis for safe practice by students and faculty is the ANA Code of Ethics (2001), which follows:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

## ACADEMIC PROGRESS

Refer to the [GU Graduate Catalog](#) for the following university Academic Policies and Procedures. These policies originate within the GU Graduate Council and apply to all GU graduate students.

[Academic Integrity Policy](#)  
[Academic Appeal Policy](#)  
[Exception to Academic Policy](#)  
[Advising & Registration](#)  
[Administration Withdrawal from Online Courses](#)  
[Withdrawal from the University](#)  
[Student Stop Out](#)  
[Center for Graduate and Continuing Studies \(CGCS\)](#)  
[Release of Information](#)  
[Satisfactory Academic Progress](#)  
[System of Grading](#)  
[Changing a Course Grade](#)  
[Courses Repeated](#)  
[Graduate-Level Topics Course](#)  
[Incomplete Grades](#)  
[Grade Reports](#)  
[Transcripts](#)

Refer to the [SON myGraceland Resources page](#) for links to the following SON Academic Policies and Procedures. These policies originate within the SON and apply to students enrolled in SON graduate degree and post-graduate certificate programs. They are approved by the SON-GSAC, SON-FGA, and GU Graduate Council.

- Application and Admission
- Change or Addition of Concentration/Specialty Track
- Faculty Concern Policy & Form
- Program Completion Plan Change Request & Form
- Progression, Probation, Dismissal
- Reactivation Following Stop-Out, Withdrawal, Dismissal
- Readmission Following Stop-out, Withdrawal, Dismissal
- Transfer Credit, Graduate Nursing Programs
- Visiting Students

**Selected academic policies and procedures are summarized below. Comprehensive academic policies & procedures and forms are available to faculty and enrolled students as noted above. You will need to download forms to your desktop and open them from your computer to complete and submit.**

### Grading

Grades are earned through completion of course requirements. Points are awarded based on the level of achievement of expected outcomes. The amount of time and effort required to satisfactorily achieve expected outcomes will vary among students. Earned points for each graded learning activity are posted in the eCollege Gradebook throughout the term. Students are responsible for tracking their own progress.

**Questions or concerns regarding points awarded for any graded learning activity should be addressed to faculty within one week of the grade posting.**

**Final grades will not be rounded up or down**, i.e., 89.99% will be assigned a grade of B. Assessment scores will not be curved and extra credit opportunities are not available at the graduate level.

### **Grading Scale**

A grade of B (80%) or better (above average work) is required to pass graduate level nursing courses. Final grades are computed according to the following standard based on a total of 100%.

A = 90-100%  
B = 80-89.9%  
C = 70-79.9%  
D = 60-69.9%  
F = 0-59.9%

Grade point average (GPA) is calculated by the registrar's office as follows:

A = 4 points  
B = 3 points  
C = 2 points  
D = 1 point  
F = 0 points

The academic year (AY) is divided into three 16 week trimesters; Summer (May-Aug), Fall (Sept-Dec) & Spring (Jan-Apr). There is a 1-2 week break between each trimester. Faculty are out of office and unavailable during break weeks. Refer to the [trimester academic calendar](#) for specific dates.

### **Incomplete Grade Policy**

A written request for a grade of incomplete ("I") is initiated by the student at least two weeks prior to the course end date. Faculty may assign a grade of "I" in cases when students are unable to complete the work for a course due to reasons beyond their control, or in cases when the faculty deems an "I" the most appropriate grade to give. The grade of "I" should not be abused and should be used only in cases where the incomplete is unavoidable and legitimate. Students may be required to provide formal documentation to support an incomplete grade request.

An electronic "Incomplete Grade Contract" that includes the reason for the incomplete, work that must be completed to earn a final course grade and the required completion date is generated when an "I" is submitted as a course grade. The completion date must be no later than the last day of the next scheduled term. For example, an Incomplete Grade Contract for a course in the A session of a 16 week trimester will have a completion date of the last day of the B session in that same 16 week trimester, and a contract for a course scheduled during the Spring trimester will have a completion date of the last day of the Summer trimester. The "I" is a temporary grade and will be automatically converted to an "F" if the course has not been completed by the end of the next scheduled term. Extensions beyond one scheduled term are not allowed for graduate courses.

An extended access fee is required for the use of the eCollege course site.

### **Assignment Guidelines**

1. Due dates for graded learning activities (participation, written assignments, quizzes/exams, etc.) are clearly posted by faculty on the course **schedule** within each course and.
2. The time stamp in eCollege officially documents date and time of submission. Most graded assignments are due by **midnight Central Standard Time (CST)** of the posted due date. Due dates for discussion posts (initial, peer-response, final) may vary depending on the length and structure of the discussion period. See course schedule and individual guidelines for each learning activity. Students are expected to adjust the time for their zone to avoid late submission. For example, if students in Mountain Time Zone, must submit, post, etc. by 11pm MT to meet the midnight CST deadline. The date and time that faculty see for your submissions is in CST.
3. Submission of assignments for faculty to review prior to grading or for re-grading is not permitted unless otherwise specified in the assignment guidelines.
4. Rubrics for evaluation are posted for each graded assignment. Feedback is provided for any deduction of points.
5. Students should expect feedback within 7 days of the posted due date. Faculty will notify students of any expected delays in response time.
6. Students are expected to review feedback on graded assignments and seek clarification of any questions within 1 week of the grade posting.
7. **Ten percent (10%) per day will be deducted from the earned score for all graded learning activities submitted past the posted due date.**

### Due Date Extensions

1. Students should submit requests for due date extensions to faculty in writing at least **24 hours in advance** of the specified due date. Extensions are usually only granted for a maximum of one week.
2. Extensions are granted at the discretion of course faculty in **emergency or extraordinary** circumstances such as the following:
  - **Medical illness:** a medical certificate may be requested by faculty.
  - **Compassionate grounds:** those situations for which compassionate leave is normally granted in employment.
  - **Unexpected** misadventure, hardship or trauma: documentation may be requested by faculty
3. **Work or other study commitments, computer crashes or printer failures are NOT valid reasons for an extension.**
4. No penalty will apply if an extension is sought and granted by the responsible person or delegate. If the assignment is handed in after the extension period then established penalties will apply.
5. Students whose circumstances require extensions longer than one week are advised to meet with faculty to discuss available options including course withdrawal or incomplete grade assignment.

### Satisfactory Academic Progress

A graduate student enrolled in at least 15 semester hours per academic year will be considered full-time.

### Financial Aid

*Financial Aid Eligibility:* To maintain eligibility for federal financial aid, graduate students must:

1. Maintain at least a 3.00 cumulative grade point average.
2. Be enrolled in a minimum of 3 credit hours of graduate courses each trimester.

*Academic Progression within the School of Nursing:* Students must fulfill the requirements for theoretical/didactic and clinical practicum components of the graduate curriculum, demonstrate academic integrity and ethical conduct, and maintain a level of health which contributes to their meeting course objectives. The Graduate Student Affairs Committee (GSAC) is empowered by the faculty within the School of Nursing to impose academic probation or dismiss students from the graduate nursing program as deemed appropriate. Progression occurs when a student successfully passes all courses taken each

term. Academic probation may be imposed to monitor and support the student's progression through the graduate program of study.

### **Progression, Probation, & Dismissal**

Within the School of Nursing, students must fulfill the requirements for theoretical/didactic and clinical practicum components of the graduate curriculum, demonstrate academic integrity and ethical conduct, and maintain a level of health which contributes to their meeting course objectives. The Graduate Student Affairs Committee (GSAC) is empowered by the faculty within the School of Nursing to impose academic probation or dismiss students from the graduate nursing program as deemed appropriate. Progression occurs when a student successfully passes all courses taken each term. Academic probation may be imposed to monitor and support the student's progression through the graduate program of study.

- A. Progression criteria:  
A grade of "B" or better in all graduate nursing courses.
- B. Letter of Warning criteria:
  - 1. First course grade of "C" or below in any graduate nursing course.
  - 2. Second documented "W" after the 20% withdrawal date from any graduate nursing course.
- C. Letter of Warning procedure:
  - 1. Academic progress reports will be reviewed by the Graduate Programs Associate Dean's Office following the posting of course grades for each term and semester.
  - 2. *Letters of Warning* will be sent from the Associate Dean's Office to students meeting the above criteria.
- D. Probation criteria
  - 1. Faculty recommendation for any reason that places the student "at risk" of failure or dismissal.
  - 2. Readmission following dismissal.
- E. Probation procedure:
  - 1. Faculty recommendations for probation are submitted to the GSAC via the Concern Form (see related policy & procedure *Faculty Concern Forms*).
  - 2. Students may file a petition for readmission to the graduate program following dismissal one time only (see related policy & procedure *Student Petition for Exception to Academic Policy*).
  - 3. The GSAC reviews concern forms submitted by faculty & student petitions for readmission on a monthly basis at regularly scheduled meetings.
  - 4. Students and program administrators are notified, in writing, of GSAC decisions regarding probation within one week.
  - 5. Written notification of probation will include information regarding the terms of probation and the assignment of a Faculty Advisor.
  - 6. Students on probation are required to establish and maintain regular communication with the assigned Faculty Advisor throughout the term of probation.
- F. Dismissal criteria:
  - 1. Two final course grades of "C" or below in any graduate nursing course
  - 2. Three documented withdrawals after the 20% withdrawal date from any graduate nursing course.
  - 3. Failure to meet terms of probation.



4. Faculty recommendation, via submission of a Concern Form, to the Graduate Student Affairs Committee (GSAC) for any reason deemed appropriate by the GSAC including, but not limited to:
    - a. unprofessional or inappropriate behavior in the classroom, clinical setting, discussion boards, or email communications;
    - b. violation of the academic integrity policy;
    - c. unsafe clinical practice.
- G. Dismissal procedure:
1. Academic progress reports will be reviewed by the Graduate Programs Associate Dean's Office following the posting of course grades for each term and semester.
  2. *Letters of Dismissal* will be sent from the Associate Dean's Office to students meeting the following criteria:
    - a. Two final course grades of "C" or below in any graduate nursing course
    - b. Three documented withdrawals after the 20% withdrawal date from any graduate nursing course.
  3. Faculty recommendations for dismissal are submitted to the GSAC via the Concern Form (see related policy & procedure *Faculty Concern Forms*).
  4. The GSAC reviews concern forms submitted by faculty on a monthly basis at regularly scheduled meetings.
  5. Students and program administrators are notified, in writing, of GSAC decisions regarding dismissal within one week.
  6. Written notification of dismissal will include information regarding appeal and petition processes.
  7. Students may petition for readmission one time, however, the student must complete a mandatory one semester "stop-out" prior to being readmitted and enrolling in a class.

### **Readmission, Stop-out**

Students who have been dismissed, administratively withdrawn from the university, or on "stop-out" for less than 3 consecutive trimesters may submit a [Petition for Exception to Academic Policy](#) to the GSAC demonstrating evidence that the circumstances have substantially improved. Petitions for readmission are reviewed and acted upon during the next schedule GSAC meeting.

Students who have not been enrolled in a course for more than 3 consecutive trimesters (one year) must re-apply for admission. Applications for readmission are reviewed during the next scheduled admission cycle. Application for readmission will only be considered one time during a student's program of study. Readmission is based on current criteria used for admission to the program and space availability. Students who are readmitted must complete all program requirements within six years of their initial admission date.

Students approved for readmission may be placed on probationary status at the discretion of the Graduate Student Affairs Committee (refer to probationary policy).

### **Student Initiated Course Withdrawal**

Students send a written request to withdraw to the appropriate Program Consultant. Students may withdraw from a course through twenty percent (refer to [trimester academic calendar](#) for specific dates) of the session without a "W". A grade of "W" is recorded in any course from which the student withdraws after twenty and through sixty percent of the session. After sixty percent of the session is complete, the student is not allowed to withdraw from the course and will be awarded the appropriate grade in the course.

Two documented course withdrawals will generate a *Letter of Warning* from the SON Graduate Programs Office. Three documented withdrawals from SON graduate courses after the 20% withdrawal date will result in dismissal from the MSN program.

### **Administrative Withdrawal**

Students not returning to Graceland for the next semester, term, or session are required to be placed on a “stop out”. Students not enrolling for the next semester, term or session following a stop out will be administratively withdrawn from Graceland University. Students must petition the GSAC for reactivation or readmission following administrative withdrawal from the university.

### **Reactivation to the Graduate Nursing Program**

Students who have not been enrolled in a course for one year or less (3 consecutive trimesters or less) due to voluntary withdrawal or administrative withdrawal from the graduate nursing program shall petition the GSAC in writing for reactivation of active status. Student petitions for reactivation will be considered only one time during their program. Students who have not been enrolled for longer than 12 months must reapply for admission. Reactivated students may be placed on probation by the GSAC.

### **Change or Addition of MSN Specialty Track**

Students apply and are admitted into a designated specialty tract according to the Graduate Nursing application & Admission Policy and Procedure. The MSN-NE specialty-track or post-graduate certificate (PGCT) courses may be added to a graduate nursing program of study (POS) at any time. Students wishing to add NE courses to a current POS should contact the program consultant to revise their completion plan schedule. No re-sequencing fee is assessed for the addition of NE courses to a current POS.

Currently enrolled MSN or PGCT students wishing to change to the FNP specialty track must submit a written request to the graduate Programs Office ([songraduateprograms@graceland.edu](mailto:songraduateprograms@graceland.edu)) to be considered in the next pool of applicants. Applications to a different specialty track will be considered according to the current Application & Admission Policy and Procedure. Students will be admitted to new or additional specialty tracks under the program requirements published in the catalog at the time of transfer. A re-sequencing fee will be assessed to the student upon admission to a new specialty track.

Currently enrolled MSN students may submit a written request to the Graduate Programs Office ([songraduateprograms@graceland.edu](mailto:songraduateprograms@graceland.edu)) for unimpeded matriculation into the PGCT-FNP program of study within one calendar year of completion of the MSN degree. Graduates of longer than one calendar year must apply for admission according to the current Graduate Application & Admission Policy and Procedure.

### **Faculty Concern Policy**

Within the School of Nursing, faculty and students are expected to promote and maintain an environment that is supportive of academic integrity & professional behavior. Faculty are encouraged to complete and submit a *Graduate Faculty Concern Form* for any reason they deem appropriate, including, but not limited to the following:

### **Academic Appeal Policy**

- A. Violations of the academic integrity policy
  - 1. Cheating: giving or receiving unauthorized assistance in any assignment.

2. Plagiarism: the use of ideas, language or work of another without sufficient acknowledgment that the material is not one's own or submission of the work of another, whether altered or unaltered, as one's own. Students are to be guided by the latest edition of the Publication Manual of the American Psychological Association.
  3. Manipulation or alteration of another student's or faculties academic work.
  4. Unauthorized use, removal, concealment or defacement of library, skills lab or faculty resources, e.g., books, equipment, files, papers, tests.
  5. Submitting the same work or portions of work for more than one class without prior written approval of faculty.
  6. Collusion: assisting another student in an act of dishonesty.
  7. Lying: conveying any untruth either verbal or written.
- B. Unprofessional behavior (verbal or written, virtual or live)
1. Disrespectful to faculty, staff, or peers
  2. Persistently negative and/or inflammatory behavior
  3. Use of inappropriate language
  4. Lack of accountability or responsibility for actions
  5. Disregarding the well-being and needs of patients: acts of commission or omission that could adversely affect the patient, e.g., medication errors, failure to provide safe appropriate care, failure to follow supervisor/faculty instructions for care, breach of client confidentiality.
  6. Discriminatory or culturally insensitive behavior
- C. Academic Performance: Any reason that may place the student at risk for dismissal or failure to complete program requirements, such as
1. Insufficient or lack of academic skills to support successful completion of graduate program of study.
  2. Insufficient or lack of technology competencies to support successful completion of an online graduate program of study.
  3. Persistent borderline performance in coursework.
  4. Inconsistent or minimal participation in coursework.
  5. Poor writing or verbal communication skills.
  6. Frequent requests for exceptions or special accommodation not related to a documented disability.

## **Academic Integrity Policy**

### **Graduate Student Academic Integrity Policy**

Honesty and integrity are prerequisites to academic life and professional practice. The standards of academic conduct address meeting established academic criteria and behavioral integrity in performing the academic work of the School. Faculty is required to investigate and report any concerns regarding student violations of academic policy. Faculty concerns are submitted in writing to the appropriate school committee for review and action. The student is informed when a concern has been submitted and may respond in writing to the concern prior to committee review. Academic integrity violations are reviewed and acted upon by school academic committees at regularly scheduled monthly meetings.

Committee decisions for dismissal may be appealed to the Dean of the School. Refer to the Academic Appeals Policy & Procedure. In the case of all other sanctions, the decision of the school committee is considered final. **Failure to comply with committee imposed sanctions may result in immediate dismissal without option for readmission.**

#### **1. Academic Misconduct**

2. Academic misconduct is a breach of honesty or integrity and standards. Examples of academic misconduct include but are not limited to the following:
3. Cheating: giving or receiving unauthorized assistance in any assignment.
4. Plagiarism: the use of ideas, language or work of another without sufficient acknowledgment that the material is not one's own or submission of the work of another, whether altered or unaltered, as one's own. Students are to be guided by the latest edition of the Publication Manual of the American Psychological Association (APA).
5. Manipulation or alteration of another student's or faculty's academic work.
6. Unauthorized use, removal, concealment or defacement of library, skills lab or faculty resources (e.g., books, equipment, files, papers, tests).
7. Submitting the same work or portions of work for more than one class without prior written approval of faculty.
8. Collusion: assisting another student in an act of dishonesty.
9. Lying: conveying any untruth either verbal or written.
10. Disregarding the well-being and needs of individuals or populations in professional practice (e.g., failure to provide safe appropriate care, breach of confidentiality, failure to follow supervisor/faculty instructions).
11. Fraud

Sanctions imposed by school committees for academic misconduct may include, but are not limited to:

1. Written notification of the student's act of academic misconduct and potential consequences placed in the student's file.
2. Assigning a zero (no points) for a test, assignment or paper.
3. Assigning a failing course grade.
4. Placing the student on probation.
5. Dismissal from the program.

### Plagiarism

GU values the level of integrity and professionalism of our students throughout their education and as they continue on in their professional careers. Therefore, it holds students to a high standard of competence and recognition where plagiarism is involved. GU policy requires the reporting of all incidences of plagiarism to the *School Dean & the Vice President for Academic Affairs (VPAA)* and outlines the following actions for each occurrence.

#### 1<sup>st</sup> occurrence:

- Written Warning placed in student file.
- A grade of "0" to be recorded by course faculty for the offending assignment(s) with no opportunity to remediate that paper or assignment.
- The plagiarism tutorial (<http://www.lib.usm.edu/legacy/plag/plagiarismtutorial.php>) is to be repeated and the final score submitted within 1 week of the date on this letter.

#### 2<sup>nd</sup> occurrence:

- A grade of "0" will be recorded by course faculty for the offending assignment(s) with no opportunity to remediate that paper or assignment.
- Academic probation for the remainder of the current term and the next. During this time, the student must submit any referenced work to a plagiarism detection program. Revisions must be made as needed to demonstrate original work and to achieve a non-originality score of 35% or less, before submitting the assignment. Reports are to be submitted to course faculty with each assignment. Reports will be permanently filed within each eCollege course site by course faculty and/or placed in the student's file.

#### 3<sup>rd</sup> occurrence:

- Assignment of a grade of "F" for the course in which the student is enrolled at the time of the infraction.
- Academic probation for the remainder of the program. During this time, the assigned faculty advisor will randomly check submitted assignments for plagiarism.

4<sup>th</sup> occurrence:

- Immediate dismissal from the program without the option for readmission.

## Appeal Policy & Procedure

([https://my.graceland.edu/ics/\\_portletview\\_/GU\\_Groups/Group\\_Management/School\\_of\\_Nursing/Academic\\_Policies.jnz](https://my.graceland.edu/ics/_portletview_/GU_Groups/Group_Management/School_of_Nursing/Academic_Policies.jnz))

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are responsibilities of the course faculty. Grade appeal is available only for the review of allegedly capricious grading and not for the review of the faculty's evaluation of the student's academic performance. A student may appeal either of the following:

1. Failing final course grade
2. Program dismissal

Capricious grading, as the term is used here consists only of the assignment of a grade to a particular student:

1. on some basis other than the performance in the course,
2. by resorting to more exacting or demanding standards than were applied to other students in the course, and/or
3. by a substantial departure from the instructor's previously announced standards.

## Graduate Student Petition for Exception to Academic Policy

Within the graduate programs, student requests for exceptions to academic policies are reviewed and acted upon by the appropriate committees within the school. Decisions by the school committee are final. Examples of issues appropriate for student petitions for exception to academic policy may include, but are not limited to:

1. Reactivation following a "stop-out" or inactive status of less than one calendar year.
2. Readmission following dismissal or inactive status of longer than one calendar year.
3. Exceptions to graduate program or specialty track requirements due to extraordinary circumstances.
4. Change in, or addition of a specialty track or emphasis.

Students should contact their Program Consultant for assistance with filing a petition for exception to academic policy.

## Graduation Requirements

1. Completed sufficient credit to meet the total required graduate semester hours. All requirements degree must be completed within **six years** of initial start date.
2. Completed for each degree:
  - a. MSN Family Nurse Practitioner: 47 total semester hours with a minimum of 37 at GU.
  - b. MSN Nurse Educator: 40 total semester hours with a minimum of 30 at GU.

- c. DNP Organizational Leadership: 31 total semester hours with a minimum of 31 at GU.
3. Earned a grade of B or better on all course work.
4. Fulfilled all financial obligations to Graceland University.
5. Filed an Application for Graduation with the Office of the Registrar at least six months prior to the anticipated graduation date.

### **Application for Graduation or Postgraduate Certificate**

In order for the registrar to perform a graduation audit and to verify that students have completed their program, students are asked to file an Application for Graduation or the Application for Certificate **six months** prior to their anticipated completion date. *Degree seeking students must complete an Application for Graduation. Certificate students file an Application for Certificate.* These processes are completed online at [www.graceland.edu/registrar](http://www.graceland.edu/registrar) -Online Forms.

### **Commencement**

Degree-seeking graduate students are expected to complete all requirements for graduation in order to participate in commencement. Post-Graduate Certificate students are not eligible for a degree or participation in commencement exercises.

Students who have completed graduate programs and who choose to attend Commencement Ceremonies will receive the **Master's or Doctoral Hood**. The Dean of the School of Nursing and the Associate Dean of Graduate Programs "Hood" graduates as part of the conferring of their degree. The hood is the most important and distinctive feature of attire for formal academic ceremonies in American colleges today. The inside of the hood is lined with silk in the official academic colors of the institution, which for Graceland are blue and gold.

## RECOGNITION OF NURSING STUDENTS AND GRADUATES

### The Nursing Recognition Ceremony

It has been a long-standing tradition at Graceland University to celebrate the achievements of each group of graduating nursing students during an annual Nursing Recognition Ceremony. This ceremony is held in Independence, Missouri in mid-December.

Graduating students from each major nursing discipline are recognized during the ceremony for their achievements. Graduates are encouraged to wear professional business attire (dresses, suits). Scrubs, lab coats, caps and gowns, and informal casual attire are not appropriate.

### The Nursing Pin

The Nursing Pin, unique to Graceland University, was designed by Professor Lola Tordoff in consultation with the first Chairperson of the Division of Nursing, Margaret McKevit.

The Graceland Tower is centered on the pin and has the appearance of reaching upward. This symbolizes the growth experienced by students in the nursing program. Laurel leaves, which form a half-circle beneath the tower, were first used by the ancient Greeks to crown the victor and later came to be associated with academic honor. The colors of the pin are also symbolic. The pin itself is gold which symbolizes worthiness. A band of blue enamel surrounds the tower; the color stands for truth and loyalty and the unbroken circle for constancy. The two colors together complete the University colors of blue and gold.

A bar which attaches to the Graceland Nursing Pin may be ordered to signify the MSN graduation.

### MSN Student Awards

Graduating MSN & DNP students are eligible for the following awards as noted in the criteria. These are presented annually at the Nursing Recognition Ceremony held in May in Independence, Missouri. Faculty recommendations are subject to approval by SON administration.

- **Dean's Social Political Award**
- **Evelyn Berryman Barritt Creativity Award**  
The SON Coordinating Council, and/or appropriate body including a Graceland faculty/representative from the Lamoni campus, will make a selection based on creative accomplishments of nursing alumni, graduating students or faculty. Examples include, but are not limited to the following:
  1. Make a unique contribution to others or community,
  2. Revitalize a traditional theme in a creative manner,
  3. Demonstrate originality in the area of the arts such as literature, visual arts, music or performing arts or other creative entrepreneurial actions showing aesthetic or altruistic accomplishment.
- **Higdon Award for Excellence in Advanced Practice Nursing**  
Faculty will rate graduating students for overall scholarship, clinical expertise, professionalism and community leadership. One graduate from each MSN specialty track (FNP & NE) may be identified and recommended for this award.
- **Sigma Theta Tau (Pi Eta chapter) Outstanding Graduate Student Award**  
In the Spring term of each AY a call for abstracts will be sent to graduating students who are

members of Sigma Theta Tau. Students interested in being considered for this award will submit an abstract of their scholarly project and an essay of 200 words or less explaining how their scholarly project demonstrates potential for contributing to nursing's body of knowledge and/or application to nursing practice. Recipient will be determined by selected members of the STTI Pi Eta chapter.

- ***Gerald Jeschke Perseverance Award***

This annual award is given to a graduating MSN student who has demonstrated perseverance in the face of significant obstacles to completing his/her education. Nominations for this award may come from faculty, the student or student peers and are due by April 30 to the MSN Administrative Assistant, [songgraduateprograms@graceland.edu](mailto:songgraduateprograms@graceland.edu).

### **Pi Eta Chapter - Sigma Theta Tau (ΣΘΤ)**

International Honor Society of Nursing

The Pi Eta Chapter of STTI was chartered in March, 2000. There are a total of 451 chapters in STTI and over 405,000 members who live in more than 92 different countries. It is a prestigious organization and provides many exciting opportunities for nurses around the world. Students are invited into the honor society based on academic achievement and academic integrity. MSN students and graduates must achieve a GPA of 3.5 to earn an invitation to join. Explore f <http://pieta.nursingsociety.org/home> for more information.



## IMPORTANT FORMS

You will need to download forms to your desktop and open them from your computer to complete and submit.

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[Change or Addition of MSN Specialty Track](#)

[Faculty Concern Form](#)

[Student Petition for Exception to Academic Policy](#)

**GRACELAND UNIVERSITY  
SCHOOL OF NURSING  
FAMILY NURSE PRACTITIONER (FNP)  
PRACTICUM GUIDELINES**

## FNP PRACTICUM GUIDELINES

### Introduction

The following is intended to serve as a guide for preparing and successfully completing the clinical practicum components of the FNP program. These guidelines provide direction for students, preceptors and clinical agencies by outlining expectations for each. Please review the information carefully well in advance of your practicum experiences and direct any questions that you have to the FNP Specialty Track Coordinator, Dr. Susan Vogelsmeier at [vogelsme@graceland.edu](mailto:vogelsme@graceland.edu) or the Contract Coordinator, Lisa Winch at [soncontracts@graceland.edu](mailto:soncontracts@graceland.edu)

FNP Practicum courses are as follows:

1. NURS6740 FNP Practicum: Pediatrics (240 hrs.)  
*Prerequisite: NURS5200*
2. NURS6760 FNP Practicum: Adults (240 hrs.)  
*Prerequisite: NURS6200*
3. NURS6830 FNP Practicum: Families (240 hrs.)  
*Prerequisite: NURS6740, NURS6760*

*You can change the order of Pediatrics and Adult practicums but Family practicum must be last or final practicum.*

All clinical practicum hours must be completed in the United States and its territories. Clinical practicum hours may not be completed at the student's place of employment.

### Health Screening and Licensing Requirements

Graceland University has contracted with *Certified Background/Profile* to gather and maintain student health records. [www.certifiedprofile.com](http://www.certifiedprofile.com) No paper documents are to be sent to Graceland. Students have access to these records while a student and after program completion. There are a variety of services that Certified Profile can assist you with – including background checks, drug tests, and medical documents. (Guidelines can be found on “General Procedure page.”)

Practicum students will select option “**GD25im**” – Medical Document Manager Package ONLY. It can take a few weeks to get all items done and approved so plan accordingly. This must be completed before you can be registered for your first practicum. (See website for Full instructions.)

### Practicum Hour Requirements

There are three separate practicum courses (12 s.h.) that include a total of 720 hours of practicum experience – 240 hrs each in Pediatrics, Adult and Family. Students enrolled in practicum courses should expect to spend a **minimum of 16-24 hours per week** in the clinic setting. The rationale for planning on this number of hours per week is that often the preceptor may take a day off for a CME, vacation, illness, the clinic might close early, the student might become ill and miss a day(s) or clinic closure due to holidays such as Thanksgiving, Christmas, July 4<sup>th</sup> etc. Practicum hours must be **completed** within the 16 week trimester and only 1 practicum can be taken per term. If the student does not complete within the 16 week trimester, an incomplete grade may be given. The student must complete the course in the next semester and will not be allowed to progress in the program until the incomplete work has been fulfilled.

## Patient Contact Time

Clinical experiences are to include only direct patient contact that provides learning opportunities. Clinical experiences are for learning; therefore time spent with each patient will necessarily be lengthier than a regular office visit. As the student develops expertise, the time spent with each patient will shorten. It is expected that students see 1-2 patients per hour. *It is never expected that students see the same number of patients as their preceptors. Clinical time does not include drug luncheons, observing during hospital rounds, or seeing patients outside of the assigned patient population for the assigned course.*

## Progression of Practicum Student Role

The first 8 hours of each practicum will most likely be observation. The next clinic day the student should begin functioning in the beginning role of the health care provider. It is expected that by the second clinical day the student will begin performing the HPI, focused physical exam and present the case to the preceptor. The student should progress to functioning in the provider role, which includes analyzing differential diagnoses, selecting the most likely diagnosis and recommending an evidence-based treatment plan to the preceptor.

## Preceptor Agreements & Agency Affiliation Agreements

Students are required to locate and solicit faculty approval of preceptors and practicum sites (agencies) for their clinical practicum experiences. The lead faculty of each practicum is responsible for approving the preceptors and the practicum sites (agencies). Students may utilize currently approved preceptors and agencies in their local area or submit new preceptors and agencies for review and approval by faculty. Contact information for currently approved preceptors and practicum sites is available in the school selected online database. A detailed orientation for use of the online database is provided during the Advanced Practice Competencies focus session. Contact Lisa Winch, the Contract Coordinator, for questions or assistance in utilizing this resource as needed.

**Contracting with preceptors and sites can take a considerable amount of time to complete. You may need to start up to a year before your first practicum but you must begin at least 4 months prior** to enrollment in the practicum. **An Agency Affiliation Agreement** must be in place for each practicum site where hands-on care is provided no matter how many hours will be done at the site. **A Preceptor Agreement** is required for all preceptors with whom you will spend 40 or more practicum hours. Less than 40 hours does not require Appendix B if they are hours worked at your primary clinic where you have a primary preceptor. Agreements with preceptors are valid for one year. Agency Affiliation Agreements have a **two year timeframe when our Affiliation Agreement is used**, but are reviewed annually. Often it is the agency agreement that may take several months for approval. If your preceptor has an unexpected or expected absence, you must adjust your schedule accordingly or obtain an additional preceptor agreement. Please contact the Contract Coordinator for questions regarding agreements that are not answered in the practicum guidelines.

All agreements must be signed and on file at Graceland University prior to any clinical activity.

All students representing Graceland University are required to have a photo ID name tag. These are created and distributed during the Adv. Competencies Lab Focus Session and are to be used as student identification during the remainder of the program.

The dress code for practicum students is business casual dress, with a white lab coat that has the Graceland University School of Nursing logo embroidered on the front and a photo ID are to be worn. Lab coat can be purchased through the Graceland University Independence Campus Bookstore. It is also

wise to ask your preceptor what is appropriate attire for their agency. Jeans and athletic wear are not acceptable during practicum hours.

*The lead faculty* for each practicum course are responsible for reviewing and approving practicum sites and preceptors. If you are having difficulty finding a preceptor in your area, please contact the appropriate lead faculty and/or the Contract Coordinator well in advance of your scheduled practicum course.

- NURS6740 Pediatrics: Ginger Vaughn MSN, FNP-BC, [ginger1@graceland.edu](mailto:ginger1@graceland.edu)
- NURS6760 Adults: Dustin Williams, DNP, FNP-BC, [dwwillia@graceland.edu](mailto:dwwillia@graceland.edu)
- NURS6830 Families: Susan Vogelsmeier, DNP, FNP-BC; [vogelsme@graceland.edu](mailto:vogelsme@graceland.edu)

The following are considered carefully during review for approval of practicum experiences:

- preceptor qualifications, including Board Certification or eligibility , **which is required of all preceptors.**
- the number and type of patients seen per scheduled clinic day, and
- the composition of the patient population (sick, well, chronic visits).

In general, you are expected to see **one to two patients an hour**. That patient population must correlate directly to the practicum experience in which you are enrolled. For example, you need to be sure to see at least one to two pediatric patients an hour in your pediatric practicum, one to two adult patients an hour in your adult practicum, and one to two patients an hour (either pediatrics or adult) in your final practicum.

**The focus of each practicum course is population-focused (pediatric, adult & family) primary care.**

Therefore, the following sites are **not recommended** as primary practicum sites:

- Minute clinics
- Acute care settings
- Emergency Departments
- Diagnostic Specialty Clinics, i.e. Women's Health, Cardiac, OB, Diabetic/Wound Centers, etc.
- Hospitalists

These types of sites, however, may be used for specialist hours that are the correct population focus. Allowed hours are 60 specialist hours of your Pediatrics or Adult Practicums and for 120 specialist hours of your final Family Practicum, with the remaining hours to be done in a primary practice clinic with your primary preceptor. All specialty hours are subject to faculty approval.

**Each of the three practicums will be a minimum of 240 hours with you seeing a minimum of 180 patients appropriate for the practicum specific patient population ( i.e. Pediatrics , adult, family).**

#### **NURS6740: Pediatrics (240 hrs.)**

It is **highly** recommended that you do your pediatric experience in a pediatric office. This can be with a Pediatrician or a Pediatric Nurse Practitioner (PNP). If you find a pediatric office, generally, you will have all 240 hours approved for your pediatric practicum.

Given that pediatric sites can be difficult to procure, you are allowed up to a maximum 60 clock hours of direct patient care in urgent care/pediatric ER venues, well-baby nursery, and WIC programs at local health departments. A Preceptor Agreement and Agency Affiliation Agreement approved by practicum course lead faculty are required for each preceptor and practice site. Extra documentation may be needed.

If you choose to complete your pediatric practicum hours in a family practice setting, more documentation will be needed in order for this contract to be approved. Your preceptor will need to document the percentage of the patient population that is pediatric and/or the average number of pediatric patients seen per scheduled clinic day. If the number of pediatric patients seen per clinical day is  $\geq 8$ , then you may be approved for 120 hours or more. If that number is  $< 8$  pediatric patients per clinic day, you will have no

more than 80-100 hours approved at that site and you will need to make additional arrangements for your pediatric practicum experience. If, while in your practicum course, the clinical logs which you submit on a regular basis show less than the desired number of pediatric patients seen, you may be required to complete further pediatric experiences above the 240 hours until you reach a minimum of 180 patients.

#### **NURS6760: Adults (240 hrs.)**

Your adult practicum experience may be completed in family practice or internal medicine (if it is not a specialty clinic).

You are allowed up to a maximum 60 clock hours of direct patient care at a specialty clinic which must be approved by lead faculty. A Preceptor Agreement and Agency Affiliation Agreement approved by practicum course lead faculty are required for each preceptor and practice site. Extra documentation may be needed.

#### **NURS6830: Families (240 hrs.)**

It is expected that 120 hours of the final practicum will be spent in a primary care office that provides care to both pediatrics and adults. The additional 120 hours may be at a specialty clinic, approved by the lead faculty.

### **Evaluations**

**Primary preceptors** ( $\geq 40$  hrs.) are expected to validate student clinical logs at hourly intervals every 40 hours as well as completing a midterm and final performance evaluation of the student. Midterm and Final evaluations of student achievement of expected learning outcomes are to be documented in the school selected online case logging electronic database for review and access by the student and faculty. It is the student's responsibility to facilitate completion by the preceptor at the required intervals. Links to the evaluation are sent to the preceptor at week 5 for midterm evaluation and week 11 for final evaluation. All evaluations are done online. **If your preceptor is having trouble accessing the evaluations, it is your responsibility to assist the preceptor or to contact the Contract Coordinator immediately.** Course work within the practicum courses is progressive, requiring weekly submission before moving forward within the course. **If evaluations by preceptors are not completed by the 120 and 240 hour marks, students will not be allowed to progress within the course and will be administratively blocked within the course. This administrative block will stop all assignment submissions and acceptance of further clinical practicum hours and case logs.**

Validation of logs and student performance evaluations are recorded by faculty and preceptors in the school selected online electronic database. Students receive detailed orientation to this program during the Online MSN Program Orientation and on campus Advanced Competencies Lab Focus Session and are expected to assist preceptors with accessing and navigating the system. Contact the Contract Coordinator if you have questions or need assistance.

GU-SON faculty will be in communication with your primary preceptor throughout your practicum experience. Preceptors are advised to notify your Graceland faculty, should there be any concerns.

## IMPORTANT DATES

### Paperwork Deadlines

Since the contracting process can be lengthy we have established deadlines for submitting practicum paperwork and forms. **This includes Appendix A for the practicum site, and Appendix B for the preceptor(s) and all required documentation listed with CertifedProfile – see below.**

**NOTE:** Deadlines have moved back by one term starting Fall 2016. **(Fall 2016 will be the only term we are flexible on the deadlines.)** The change will have each practicum setup over a full term before they are due to start. This will help all students and staff to have things in place with less stress at the last minute. It will also make it where we are closer to the time lines of site.

The deadlines are as follows:

Term	Range of term	Paperwork Due Date
Spring	January - April	August 1st of previous calendar year
Summer	May – August	December 1st of previous calendar year
Fall	Sept. - December	April 1 of same calendar year

If you cannot get the required paperwork in by the due date, the practicum courses may have to be delayed and you will either need to re-arrange your completion plan to take another course or take a “STOP-OUT” for the term which will extend your completion date.

## GENERAL PROCEDURE

\_\_\_\_ 1<sup>st</sup> Practicum Only -- Go to [www.certifiedprofile.com](http://www.certifiedprofile.com) and submit required health information. Documentation must be submitted to **Certified Background** by the paperwork deadline date of your 1<sup>st</sup> Practicum (See next page for deadlines)

- Copy of your current R.N. license
- Current BLS/CPR card
- Proof of personal Health Insurance
- Signed Confidentiality Form
- Provide all required immunizations listed with Certified Background (See instruction on following page)

**NOTE: Graceland has provided a list of all required documents to Certified Background. They will manage and validate the needed information. You cannot be registered for any practicums until all of these items are completed.**

\*\*Students must carry appropriate personal health insurance coverage while enrolled in clinical practicum courses. Graceland University provides professional liability on each student during clinicals.

\_\_\_\_ Review information on selecting an agency and a preceptor.

\_\_\_\_ Give information to agency.

\_\_\_\_ Students MUST complete, sign and submit the online **Clinical Agency and Preceptor Records Form (Appendix A)** to the Contract Coordinator, at Graceland University. **Every site you record hours from MUST have a signed Affiliation Agreement.**

\_\_\_\_ **Affiliation Agreements will be sent to Agencies by the Contract Coordinator using the information that you (the student) have provided on Appendix A.** This form is needed before the site can be contacted for any requirement they have and before any Affiliation Agreement can be started. Registration for practicum courses will be delayed by incomplete or incorrect information.

\_\_\_\_ Give application and information to potential preceptor (**Appendix B- Part 2**).

\_\_\_\_ **Preceptor are to Completes, Signs and Returns Appendix B** to the Contract Coordinator. Students are to provide preceptor with the link to the online Appendix B. Preceptor must complete the form and submit the form online as this is GU-SON preferred method for submission. If preceptor prefers, the form may be downloaded/printed for completion and submitted by Email to Lisa Winch, Contract Coordinator  
Email: [soncontracts@graceland.edu](mailto:soncontracts@graceland.edu)

\_\_\_\_ You must have a primary preceptor for each practicum. An **Appendix B** must be received for every preceptor unless they are working at your primary preceptor's site and will collaborate with you for less than 40 hours. Faculty will approve each preceptor listed on an **Appendix B** before you can use that preceptor.

\_\_\_\_ (Only preceptors who collaborate with you for 40 or more hours will be required to complete a student competency evaluation. These must be submitted online through school selected electronic database. No paper.)

\_\_\_\_ Contract Coordinator will forward preceptor information to assigned faculty member as needed for approval. Faculty will review and approve preceptor, the agency, and the number of hours allowed with the preceptor.

\_\_\_\_ Faculty and students will be notified by the Contract Coordinator when all contracts & agreements are in place.



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**You cannot start your practicum until:**

- 1) All agreements are in place,
- 2) Your enrollment has been processed
- 3) You and your preceptor have been notified that you are cleared to start clinical hours.
- 4) Your site and preceptor are listed in the school selected online electronic database.

**No clinical hours will be counted until all contracts are in place.**

### **Instructions For Castel Branch / Certified Profile**

**\*\*For Practicums you will select “GD25im”. Other options can be used if a site or workplace requests a current background check or a drug test.**

When you place your initial order, you will be prompted to create your secure CertifiedProfile account.

From within your Certified Profile, you will be able to

- ✓ View your order results
- ✓ Manage the requirements specific to your program
- ✓ Complete tasks as directed to meet deadlines
- ✓ Upload and store important documents and records
- ✓ Place additional orders as needed

**To place your order**, go to [www.certifiedprofile.com](http://www.certifiedprofile.com)

You will start by putting in your Graceland Sting email as the user. Then enter a password you will remember for future use. In the “Place Order” field, enter the package code specific to your school and program: **GD25im – Medical Document Manager Package ONLY**

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your CertifiedProfile and will be the primary form of communication for alerts and messages.

### **STUDENT LICENSURE**

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Students and prospective students in nursing courses with a clinical component will not be allowed to take courses if:

- a. Licensure has been denied by the state board.
- b. Licensure is currently suspended, surrendered or revoked in any United States jurisdiction.
- c. License/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

## STUDENT GUIDE TO SELECTION OF CLINICAL PRECEPTOR

Nurse practitioner programs rely heavily on clinical preceptors for the practicum experience. Primary preceptors include practicing **nurse practitioners and physicians**. These practicing professionals are the clinical experts who guide student nurse practitioners through day-to-day experiential learning; role model the most appropriate ways to approach individual needs for health promotion, disease prevention, and treatment of illnesses and provide feedback in a variety of clinical settings.

Serving as a clinical preceptor is an important, challenging and rewarding activity that requires time, attention and consistent availability to students. Because the contribution of preceptors is so critical to the student nurse practitioner's learning experience, it is essential that the faculty-student-preceptor relationship be built on mutual respect, professional concurrence and clear communication.

Clinical instructors work cooperatively with approved preceptors to facilitate quality educational experiences. Preceptors provide direct supervision, instruction and feedback to students and faculty regarding the student's performance. The assigned faculty is responsible for evaluation and grading of students.

Students are encouraged to select one primary preceptor per practicum. It is strongly advised that the student have at least two preceptors for the 720 hours so that different styles and approaches can be analyzed and utilized. For example, Nurse Practitioner Smith is willing to take you for the entire 720 hours and owns a family practice clinic where all ages and conditions are managed. While an excellent experience may be obtained, your own education will be enhanced through exposure to different prescriptive and diagnostic approaches. Often there are several "correct" approaches to managing different patient health issues.

It is recommended that you work at **one but no more than three practicum sites per practicum course. A maximum of 3 preceptors will be approved.** This provides continuity with your preceptor and gives you some variety in practice settings. Please note that **you must have one primary preceptor who will be required to precept for at least 120 of the required 240 hours each term.** The preceptor guidelines allows the primary preceptor to oversee your experience if you complete some hours with a colleague of your primary preceptor, as long as this colleague is in the same practicum site.

## PRECEPTOR QUALIFICATIONS

1. Must hold a current license to practice in the state where the practicum site is located.
2. Nurse practitioner preceptors should hold a Master of Science in Nursing from an NLNAC or CCNE accredited program and have at least one year experience. Nurse practitioners who are not master's prepared but are certified by ANCC or AANP and have a minimum of 2-5 years of full-time clinical experience may also be considered.
3. As stated in the NTF (2008) Criteria for Evaluation of Nurse Practitioner Programs, criterion IV.B3 **"Over the course of the program the student MUST have clinical experiences with an APRN preceptor and preferably an NP with expertise in the population-focused area of practice."** You must have **at least one documented experience with an APRN** during your practicum experiences to be eligible for certification by ANCC or AANP. We recommend a minimum of 120 hours during you 3 practicums. More hours with an NP will prepare you to be a better FNP.
4. Physician preceptors should hold a medical or osteopathic degree from an accredited program and **must be board certified or board eligible** in a primary care area of practice.
5. The use of physician assistants is discouraged due to their dependence on physicians for legal authority and a difference in curricular preparation. If the faculty member determines with the student that use of a physician's assistant in a particular component of the clinical program is acceptable, the PA must be master's prepared, certified by a nationally recognized certifying body and have a minimum of 2-5 years of full-time clinical experience in the area of preceptorship. The total amount of time spent with a physician's assistant may not exceed 240 hours.
6. The student's immediate supervisor at his/her place of employment may not serve as the student's preceptor. It is recommended that the experience not be in a site where the student has functioned in an RN or LPN role.

### **The following are considerations for the student selecting a clinical preceptor:**

1. Consider the practice setting in terms of geographical location and case mix (including age, proportion of acute episodic illnesses to chronic diseases, mental health, health screening, and ambulatory or inpatient services).
2. Observe the practice setting in terms of the professional disciplines represented and how they interface. If nurse practitioners are included, review a copy of a position description.
3. Note past/present experience with nurse practitioners and the preceptor-candidate's understanding of nurse practitioner scope of practice in the state where the practice is located.
4. What are some of the environmental risk factors in the community where the practice is located (e.g., pollutants, endemic disease states, interpersonal violence, weather extremes, etc.)
5. Does the practice include public health, long term care, acute care hospital practice, and if so, what proportion of time is allocated to these settings? How consistent is this with your interest and course requirements?
6. What has been the preceptor-candidate's experience with teaching or functioning as a preceptor for students?
7. How much time would the preceptor-candidate be available to work with you on a daily and weekly basis?
8. Would you work with another practitioner when the preceptor is out of the office?
9. Will there be reference materials available and quiet space you can use to document and prepare cases for presentation?
10. Will you be able to attend team meetings or conference discussions?
11. Is the preceptor-candidate active in professional or community groups, which may allow you to accompany her/him to meetings or other activities? Ask for examples.
12. How would you be perceived in the practice by other clinicians, personnel, patients, families, and the community in general? How will you be introduced to the overall setting?
13. Would the preceptor-candidate be willing to review your cases and clinical log weekly, and provide

verbal feedback, as well as document evaluations of your progress at the completion of the clinical?

14. Consider the experiences you could expect to have in the practice that would prepare you for practice in the current health care arena (e.g., practice management, billing and third party reimbursement, risk management, quality assessment, personnel management, etc.).
15. Would you be involved in selection of patients/clients according to your needs?
16. Are all records, including laboratory, radiology, and other reports accessible for you? Will these be reviewed in case presentations?
17. Are instructional and educational materials available for patients/clients to supplement their learning? Are there formal classes or groups conducted by the preceptor-candidate or others in the practice in which you may participate?
18. What opportunities will there be to follow up or provide continuity of care for patients/clients?

## INSTRUCTIONS and LINKS FOR APPENDIX A and B

**Appendix A:** Is the request for Agency Affiliation Agreement and for site approval. It is to be completed and submitted online **by the student** for every term and every site or address the student will be working at during each practicum. We will use this to verify an Agency Affiliation Agreement is in place or if we need to establish Agency Affiliation Agreement with the site. This is a legal document which must be accurate. .

**(YOU MUST BE SIGN ON TO MyGRACELAND IN ORDER TO ASSESS APPENDIX A)**

[https://my.graceland.edu/ICS/Links/Forms/School\\_of\\_Nursing/Student\\_Forms.jnz?portlet=Jenzabar\\_Contained\\_Form&screen=FormView&screenType=change&form=07295da1-2a74-4203-adfc-45bd1798f411](https://my.graceland.edu/ICS/Links/Forms/School_of_Nursing/Student_Forms.jnz?portlet=Jenzabar_Contained_Form&screen=FormView&screenType=change&form=07295da1-2a74-4203-adfc-45bd1798f411)

**Only ONLINE Appendix A will be accepted from students as of 1/20/16. No paper forms will be accepted after this date!**

**Appendix B:** Is the Preceptor Application and Agreement which is used to approve the preceptor for each practicum. A new one is needed each term or practicum that a preceptor is used. Students are to provide preceptor with the link below. Preceptor must complete the form and submit the form online as this is GU-SON preferred method for submission. If preceptor prefers, the form may be downloaded/printed for completion and submitted.

*(You **cannot** be sign on to MyGraceland to submit this form.)*

[https://my.graceland.edu/ICS/Links/Forms/School\\_of\\_Nursing/External\\_Facing\\_Forms.jnz?portlet=Jenzabar\\_Contained\\_Form&screen=FormView&screenType=change&form=7de3e3bb-d9b4-44d3-adff-e5dbd77a1781](https://my.graceland.edu/ICS/Links/Forms/School_of_Nursing/External_Facing_Forms.jnz?portlet=Jenzabar_Contained_Form&screen=FormView&screenType=change&form=7de3e3bb-d9b4-44d3-adff-e5dbd77a1781)

Since these forms are coming to us online, it is essential that you and the preceptors include your name, student id number and the course (Pediatrics, Adult, Family) that are associated with the information. Failure to include your name and course will result in delays.

You will get an email when Appendix A is successfully submitted. We are trying to get this to work with Appendix B.

## **TO BE GIVEN TO PRECEPTOR**

### **GRACELAND UNIVERSITY SON Preceptor Information and Responsibilities MSN/Postgraduate FNP Practicum**

Nurse practitioner programs rely heavily on clinical preceptors for the practicum experiences. Preceptors include nurse practitioners and physicians. These practicing professionals are the clinical experts who guide student nurse practitioners through day to day experiential learning; role model the most appropriate ways to approach individual needs for health promotion, disease prevention, and treatment of illnesses and provide feedback in a variety of clinical settings.

Serving as a clinical preceptor is an important, challenging, and rewarding activity, which requires time, attention, and consistent availability to students. Because the contribution of clinical faculty is so critical to the quality of the student nurse practitioner's learning experience, it is essential that the faculty-student-preceptor relationship be built on mutual respect, professional concurrence, and clear communication. The faculty and students at Graceland appreciate your interest in serving as a clinical preceptor for the Nurse Practitioner Program.

#### **Preceptor Responsibilities**

1. Demonstrate understanding of the FNP role in a primary care setting.
2. Orient the student:
  - a. Site and staff
  - b. Preceptor expectations
  - c. General plans for the experience
  - d. Expectations related to patient care management
  - e. Evaluation of student performance
3. Serve as a professional role model.
4. Direct student learning experience while encouraging increasing student responsibility.
5. Provide immediate and adequate feedback.
6. Assume an informal teaching role related to standards of care.
7. Lead student through decision making rather than giving own impressions.
8. Review and sign clinical notes weekly.
9. Review differential diagnosis, recommended treatments and patient care management with student.
10. Recommend alternative learning experiences when needed.
11. Complete mid-term and final evaluation within the online school selected electronic database and provide immediate and constructive feedback to the student. The link for all evaluations will be sent to the email provided by the preceptor on the following page.
12. Collaborate and communicate with Graceland faculty as needed.

**GRACELAND UNIVERSITY  
SCHOOL OF NURSING**

**NURSE EDUCATOR (NE) PRACTICUM  
GUIDELINES**

## NE PRACTICUM GUIDELINES

### Introduction

This handbook is intended to serve as a guide for preparing for the NURS6720 Nurse Educator Teaching practicum and NURS6810 Nurse Clinical practicum components of the Nurse Educator program. Please review the handbook carefully before proceeding.

At the time of admission to the Nurse Educator specialty track, most students will have begun a dialogue with potential preceptors and agencies. These Practicum Guidelines may be used as a handbook to provide direction for students and potential preceptors by outlining the expectations for them as well as clinical agencies. It is highly recommended that preceptor candidates complete the application process as soon as possible, because the process may take up to **8 weeks** for the NE Teaching practicum and **12 weeks** for the Nurse Clinical practicum and must be completed prior to any clinical activity.

### Frequently Asked Questions about Practicums

**1. How many hours of clinical experience do I need?**

There are two practicums required for Nurse Educators, - NURS6720 Nurse Educator Teaching Practicum and NURS6810 Nurse Educator Clinical Practicum. You must complete 120 direct clinical hours (meaning on-site time) for each of these practicum courses.

**2. How many contracts are there?**

You will need an agreement with all preceptors and a contract with each preceptor's employing agency. Typically, one preceptor is arranged for supervision of each of the 120 clock hours for each of the practicum courses. Contracts are not required for observation experiences (e.g., Committee Meeting Experience, Clinical Laboratory Simulation Experience) if it is observational only. Your NE clinical practicum (6810) preceptor should be a clinical nurse specialist (CNS), specialty or acute care nurse practitioner (ACNP), or physician. Your nurse educator practicum (6720) preceptor should, preferably, be a BSN educator, although other educators may be permissible with NE specialty track coordinator approval.

**3. Why is a contract needed?**

The contracts make sure that you are covered by the liability insurance that Graceland provides for you. Additionally, contracts are required by State Boards of Nursing Regulations.

**4. How much time does it take to get contracts done?**

This depends upon the agency and preceptors, but usually about eight weeks. Expect longer if you are trying to contract with a larger agency or a military affiliated institution. It is to your advantage to start this process early to ensure contracts are in place by the time your practicum term begins.

**5. What type of a setting should I do my clinical experiences in?**

Preferably, the nurse educator experience (NURS 6720) should be in a School/Department of Nursing within a university or a community college. Some practicum experiences may be completed within a Nursing Education or Staff Development Department within a health care facility. For specific questions, please contact the NE specialty track coordinator. You should select a teaching area outside your current area of nursing expertise. Teaching flexibility is highly valued in academia and this is your opportunity to add a second area of expertise.

The NE clinical practicum experience (NURS 6820) must be in a specialty area of practice, e.g. medical-surgical, maternal/women's health, mental health, pediatrics, community health, gerontology, or an area in which future teaching is likely to be emphasized (diabetes education,



infection control, wound care). An outpatient or family practice clinic is not appropriate for this NE specialty practicum because it is not a specialized area of practice. . Your preceptor can be an advanced practice nurse (ACNP, Specialty NP), clinical nurse specialist (CNS) or physician. Keep in mind, the purpose of this practicum is to develop an area of clinical expertise for future teaching.

This clinical experience is not the same as an FNP practicum. It is an advanced clinical experience but you will not learn to diagnose or prescribe for patients. If you have completed the advanced physical assessment course and focus session, you may assist with patient history taking and physical examinations at the discretion of your preceptor.

**6. Who should I contact if I have questions about the appropriateness of my teaching or clinical agencies or preceptors?**

You may contact Dr. Carol Green, NE Specialty Track Coordinator, at 1-816-423-4682 or email [greening@graceland.edu](mailto:greening@graceland.edu). Do not assume agencies outside above stated teaching or clinical agency parameters are acceptable unless you receive specific approval for completing your practicums at those agencies.

**7. Are preceptors reimbursed for their time?**

No, preceptors for the NE and FNP programs volunteer their time. They are not reimbursed.

**8. When can I start?**

You may not participate in any practicum experiences, teaching or clinical experiences or count any hours prior to the start date for the NURS6720 or NURS6820 courses in which you are enrolled. In addition, all contracts must be signed and on file prior to starting your practicum experiences.

**9. Who do I contact about clinical contracts?**

You can contact Sharon Ward, at 1-800-833-0524 ext. 4676 or e-mail at [ward@graceland.edu](mailto:ward@graceland.edu). She processes both agency contracts and preceptor agreements. She can answer any questions

## (NE) GENERAL PROCEDURE

### Students:

- \_\_\_\_ Review information on selecting an agency and a preceptor provided in this handbook and the NURS6720 Teaching Practicum or NURS6810 NE Clinical Practicum syllabus on the [eCollege Community page](#). Scroll down to the “SON Graduate Course Syllabi” text box and click on the NURS6720 or NURS6820 link. Keep in mind that the syllabi posted at this site are for purposes of providing general information and are not the official course syllabi for a specific term. **DO NOT PURCHASE BOOKS OR FOLLOW POLICIES INCLUDED IN ONLINE, GENERIC COURSE SYLLABI.**
- \_\_\_\_ Select a potential preceptor and agency. Provide stamped envelope. Please be advised that **all preceptors who supervise your clinical practicum activities must complete an Agreement form.**
  - **Give information to agency.**
    - NURS6720 NE Teaching Practicum: Appendix C
    - NURS6810 NE Clinical Practicum: Appendix H.
  - **Give Applicant Information and Responsibilities information:**
    - NURS6720 NE Teaching Appendix D
    - NURS6810 NE Clinical Practicum: Appendix I
  - **Preceptor Application and Agreement form**
    - NURS6720 NE Teaching Practicum: Appendix E
    - NURS6810 NE Clinical Practicum: Appendix J
- \_\_\_\_ Send completed Clinical Agency and Preceptor Request Form (**Appendix A**) to the Contract Coordinator at Graceland University **at least 12 weeks for the NURS6810 NE Clinical practicum and 8 weeks for NURS6720 NE Teaching practicum prior to the registration deadline: April 1-Summer, August 1-Fall, December 1-Spring.** Include the following:
  - a copy of your current RN license for the state in which your clinical experience will occur.
  - signed and dated Statement Regarding Confidentiality (Appendix B)
  - a brief description of the physical facilities available, the opportunities present that will aid you in meeting the course objectives at this agency, and the library facilities that will be available in the area.
- \_\_\_\_ Provide the agency with all documentation required for your engagement in practicum activities (e.g., classroom instruction, clinical instruction, laboratory instruction, and committee meeting observation, patient assessment, care planning, etc.). Required documentation will probably include:
  - Copy of current RN license to practice in the state where the Agency is located
  - Current immunization and other related information
  - Current Basic Cardiac Life Support (BCLS)
  - Standard Precautions education
- \_\_\_\_ Enroll in the appropriate practicum course. All prerequisites must be completed prior to enrollment. Order your texts for the practicum course as applicable.
- \_\_\_\_ Carry appropriate health insurance coverage while enrolled in clinical practicum courses.
- \_\_\_\_ Do not start your practicum until notified by Contract Coordinator that all agreements & contracts are in place. **No** clinical hours will be counted prior to start date of course.

### Preceptor-Candidates:

- \_\_\_\_ Mail completed Preceptor Application and Agreement form to Sharon Ward at Graceland University at least 8 weeks in advance of registration deadline (April 1-Summer, August 1-Fall, December 1-Spring) for NURS6720 NE Practicum and 12 weeks in advance of registration for

NURS6810 Clinical Practicum.

- \_\_\_\_\_ Assist student with identification of documentation (e.g., current license, immunization record, BCLS card, Standard Precautions education) required by the agency for the student's engagement in practicum activities.
- \_\_\_\_\_ Collaborate with student in the development of a tentative schedule of practicum activities to meet course objectives (120 direct hours (on-site), at least 60 hours to be completed by course midterm).

**Graceland University School of Nursing Faculty and Staff:**

- \_\_\_\_\_ NE Specialty Track Coordinator will:
  - review & approve preceptor application, and
  - sign and return the Preceptor Application and Agreement form to the Contract Coordinator.
- \_\_\_\_\_ Graceland will:
  - send a contract to the Agency,
  - send a welcome letter and preceptor packet to the preceptor,
  - notify faculty and student when all agreements (agency, preceptor) are in place, and
  - enroll student in NURS6720 or NURS6810.

**Agency:**

- \_\_\_\_\_ Sign appropriate contract and return to Graceland University, Sharon Ward, ASAP

**STUDENT GUIDE TO SELECTION OF THE CLINICAL PRECEPTOR  
NURSE EDUCATOR PRACTICUM**

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The Nurse Educator program relies on clinical preceptors for direct supervision of the practicum experience. Primary preceptors for NURS6720 include practicing nurse educators or educational administrators in the clinical or academic setting. Primary preceptors for NURS6810 include practicing clinical nurse specialists (CNS), acute care/specialty nurse practitioners (ACNP), or physicians. Serving as a clinical preceptor is an important, challenging and rewarding activity that requires time, attention and consistent availability to students. Because the contribution of preceptors is so critical to the Nurse Educator student's learning experience, it is essential that the faculty-student-preceptor relationship be built on mutual respect, professional concurrence and clear communication.

**Preceptor Qualifications**

1. Must hold a current license to practice in the state where the practicum site is located.
2. Nurse Educator preceptors should hold a Master of Science in Nursing from an NLNAC or CCNE accredited program, or hold a license as a practicing physician.
3. The student's immediate supervisor at his/her place of employment may not serve as the student's preceptor.

The following are additional considerations for the student selecting a clinical preceptor:

- the preceptor candidate's practice setting in terms of its geographical location and academic mission.
- the preceptor-candidate's teaching and preceptor experience

- the preceptor-candidate's time availability for student interaction (e.g., daily, weekly)
- the preceptor-candidate's ability to facilitate (and availability to supervise) your engagement in required practicum experiences (classroom instruction experience, clinical instruction experience, clinical laboratory simulation experience, committee meeting experience, activity of choice, clinical practice experience in the NE practicum) OR (clinical supervision and teaching in the Nurse Focused practicum)
- availability of another educator /clinician when the preceptor-candidate is out of the office
- availability of instructional materials to supplement student learning
- availability of references/resources/space for your use in preparing for student instruction
- willingness to let you attend accompany her/him to meetings or other activities
- availability of the preceptor-candidate for one or more teleconferences with the student and Graceland faculty

### **CRITERIA FOR SELECTION OF THE CLINICAL AGENCY**

Each agency used for clinical experience by students in nursing programs of the School of Nursing will meet the following general criteria:

The Agency will:

1. Have a philosophy and goals, which are in harmony with the philosophy and student learning outcomes of the nursing program.
2. Be sound in organization and administration and approved by either the Joint Commission for Accreditation of Health Care Organizations, the State Department of Health, CCNE, or NLNAC.
3. Demonstrate an attitude supportive of higher education in nursing.
4. Agree that the educational/staff development program is under the control of qualified nursing educators that have ultimate responsibility for all theoretical and clinical instruction. Or clinicians that have control or input into the care of patients in the clinical setting.
5. Provide opportunities to meet practicum objectives.
6. Provide adequate orientation to the agency.
7. Provide appropriate physical facilities for the faculty, preceptors and students.
8. Permit use of the agency library facilities if available.

## Appendix A

### GRACELAND UNIVERSITY MSN and Post-Graduate Nurse Educator Programs

#### Clinical Agency and Preceptor Request Form

(To be completed by the Student)

Please print or type

Clinical Course: NURS6720 Nurse Educator Practicum

Name of Student \_\_\_\_\_ Student ID # \_\_\_\_\_

**For the Nurse Educator Practicum course you must submit this completed form and all appropriate documentation as listed below:**

- \_\_\_\_\_ A copy of your current RN license for the state in which your clinical experience will occur.
- \_\_\_\_\_ A signed copy of the Statement Regarding Confidentiality.
- \_\_\_\_\_ A brief description of the physical facilities available, the opportunities present that will aid you in meeting the course objectives at this agency, and the library facilities that will be available in the area. If available, a copy of the Philosophy or Mission Statement of the Agency.

Name of Clinical Agency \_\_\_\_\_

Address \_\_\_\_\_

*Street*

*City*

*State*

*Zip Code*

Phone Number (\_\_\_\_) \_\_\_\_\_

Agency Administrator \_\_\_\_\_ Title \_\_\_\_\_  
(Person who actually signs the contract and their title)

Name of Preceptor \_\_\_\_\_ Title \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_ Home/Cell Phone (\_\_\_\_) \_\_\_\_\_

I attest to the fact that I am not an employee or supervisor of the agency selected for practicum clinical experience, and that my immediate supervisor does not have administrative responsibility for the agency selected for practicum clinical experience. If I am an employee of the agency selected, I have received permission from \_\_\_\_\_ (course instructor) to use this agency. I also attest to the fact that the proposed preceptor is not related to me, is not my immediate supervisor and is not my employee or subordinate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Appendix B**

GRACELAND UNIVERSITY  
School of Nursing  
Master of Science in Nursing

Nurse Educator Practicum

### **Statement Regarding Confidentiality**

I understand that information regarding students, patients, and clinical/educational facilities is confidential and is not to be disclosed without written authorization. I will discuss confidential information only within my practice and never in open areas such as hallways, cafeterias, etc. where it might be overheard by visitors or other students.

I understand also that information in some students' records may be governed by federal regulations (see <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) and that unauthorized disclosure of such information is punishable by fine or imprisonment, even after I leave the clinical/educational area.

Any unauthorized release of student information by me may be grounds for immediate termination of my clinical affiliation and course work at Graceland University.

---

DATE

---

SIGNATURE

---

STUDENT ID #

## **Appendix C**

### **AGENCY CONTRACT For Nurse Educator Practicum NURS6720**

#### ***Agreement Between Graceland University And Agency***

**SAMPLE AVAILABLE ON REQUEST FROM CONTRACT COORDINATOR  
[soncontracts@graceland.edu](mailto:soncontracts@graceland.edu)**

**Graceland University will send the legal contract directly to the  
Agency Site/Administrator once Appendix A has been received**

## **Appendix D**

GRACELAND UNIVERSITY  
School of Nursing  
Master of Science in Nursing

### **Nurse Educator Practicum NURS6720**

#### **Preceptor Applicant Information and Responsibilities**

The Nurse Educator program relies on clinical preceptors for direct supervision of the practicum experience. Preceptors include nurse educators and educational administrators. These practicing professionals are the experts who guide the Nurse Educator student through day-to-day experiential learning; role model the most appropriate ways to approach students and colleagues in an educational setting and provide feedback in a variety of clinical settings.

Serving as a clinical preceptor is an important, challenging, and rewarding activity, which requires time, attention, and consistent availability to students. Because the contribution of clinical faculty is so critical to the quality of the student nurse educator's learning experience, it is essential that the faculty-student-preceptor relationship be built on mutual respect, professional concurrence, and clear communication. The faculty and students at Graceland University appreciate your interest in serving as a clinical preceptor for the Nurse Educator Program.

#### **Preceptor Responsibilities**

1. Serve as a professional Nurse Educator role model in an academic and/or health care setting.
2. Collaborate with the student in the development of practicum objectives and tentative schedule of practicum activities (120 hours, at least 60 hours to be completed by course midterm).
3. Facilitate opportunities for the student to meet practicum objectives and to engage in the required practicum activities (e.g., classroom instruction, clinical instruction, laboratory instruction, and committee meeting observation).
4. Recommend and supervise teaching assignments, which will promote the student's socialization to the role of nurse educator and nursing education standards of practice.
5. Orient the student to:
  - a. Site and staff
  - b. Preceptor expectations
  - c. Available teaching opportunities
  - d. Expectations related to student instruction and evaluation of student performance
  - e. Documentation required by agency for the student's engagement in practicum activities (e.g., classroom instruction, clinical instruction, laboratory instruction, and committee meeting observation) such as a copy of current RN license, immunization and other related information, proof of Basic Cardiac Life Support, and Standard Precautions education.
  - f. Agency Policies and Procedures as appropriate.
6. Provide the student with immediate and constructive feedback.
7. Validate the presence of student at agreed upon clinical dates and times.
8. Collaborate and communicate with Graceland faculty as needed.



## Appendix E

### GRACELAND UNIVERSITY School of Nursing

#### Nurse Educator Practicum NURS6720 Preceptor Application and Agreement

**Student Name:** \_\_\_\_\_ **ID #** \_\_\_\_\_ **Course #** NURS 6720

#### Part I

**Thank you for your willingness to precept a Graceland University student.**

Name:		Title:	
Work Phone:		Home/Cell Phone:	
Email Address:			

*Please fill out this brief form and attach the following items.*

\_\_\_\_\_ Current curriculum vitae or résumé in lieu of Part II

\_\_\_\_\_ Photocopies of license(s) and certifications(s)

Please take a few minutes to reflect on and respond to the following questions by circling the appropriate response (please feel free to use back of sheet for additional information).

1. Have you precepted students before? ☐ YES ☐ NO
2. Are you willing to review the student's assignments and provide verbal feedback?
3. ☐ YES ☐ NO
4. Are you willing to complete evaluations of the student's progress during and at the end of the practicum? ☐ YES ☐ NO
5. Will you be available for a phone conference and/or for a site visit when appropriate with the student and Graceland faculty? ☐ YES ☐ NO
6. Will the student be involved in selection of teaching experiences according to her/his needs? ☐ YES ☐ NO
7. Will the student have access to appropriate references/resources? ☐ YES ☐ NO
8. Will the student work with another faculty member when you are out of the office? ☐ YES ☐ NO
- If yes, other educator must have separate application.**
9. When is the best time to contact you? \_\_\_\_\_
10. How would you like to be contacted? Phone \_\_\_\_\_ E-mail \_\_\_\_\_
11. Describe your current nurse educator responsibilities (e.g., theory/clinical/continuing education/staff development teaching responsibilities, committee responsibilities):

**Part II:** Please list the following information **OR** submit a current CV or résumé.

Nursing Licenses (State)	Exp. Date

Years of Teaching Experience:

Educational Preparation		
Institution	Major	Degree Earned

Specialty Certification	Date

## PRECEPTOR AGREEMENT

### Part III

**Student Name:**

**ID#:**

**Course #:** NURS 6720

I agree to participate as a preceptor for the above named student.

I have provided a copy of my current professional licensure in the state in which the agency is located to the following to the above named agency and the School.

I accept the following Preceptor responsibilities. I will:

1. Serve as a resource person and consultant to the assigned student.
2. Coordinate the clinical experience with the university faculty person.
3. Recommend and supervise teaching assignments, which will promote the student's socialization to the role of nurse educator.
4. Validate the presence of student at agreed upon clinical dates and times.
5. Assist in determining the degree to which the student has met the learning objectives in the clinical setting.
6. Notify the school and student at least two weeks in advance if unable to complete this contract.
7. Notify the instructor as well as the agency of any incident requiring a formal report.

Graceland University faculty will be responsible for coordinating, monitoring and evaluating clinical experience.

The faculty member will:

1. Orient the preceptor to the philosophy, goals and objectives of the curriculum and the course.
2. Coordinate clinical teaching methodology.
3. Provide student supervision through telephone conversations and regularly scheduled conferences with student and preceptor.
3. Notify the preceptor at least two weeks in advance if a decision is made to terminate the agreement.

I certify that the information in this agreement is true to the best of my knowledge and ability. I understand that the student's clinical experience is not to begin until I have received notification from the instructor that Graceland University has approved this agreement.

\_\_\_\_\_  
Signature of Primary Preceptor

\_\_\_\_\_  
Signature of Graceland University Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

## **Appendix F**

### **GRACELAND UNIVERSITY School of Nursing**

#### **NE Practicum Course Specific Information**

NURS 6720: Nurse Educator Practicum Course Specific Information can be reviewed by clicking on the syllabus link posted on the [eCollege Community page](#). Scroll down to the “SON Graduate Course Syllabi” text box and click on the NURS6720 link. Keep in mind that the syllabi posted at this site for purposes of providing general information and are not the official course syllabi for a specific term.

## Appendix G

### GRACELAND UNIVERSITY MSN Program Nurse Focused Practicum NURS 6810 Clinical Agency and Clinical Preceptor Records Form

(To be Completed by the Student)  
Please print or type

Clinical Course(s) \_\_\_\_\_

Name of Student \_\_\_\_\_ Student ID # \_\_\_\_\_

**For each clinical course you must submit this form and appropriate documentation as listed below:**

\_\_\_\_\_ A brief description of the physical facilities available, the opportunities present that will aid you in meeting the course objectives at this agency, and the library facilities that will be available in the area. If available, a copy of the Philosophy or Mission Statement of the Agency.

#### AGENCY:

Name of Agency \_\_\_\_\_

(If agency is a private practice you must indicate its legal name, i.e., Dr. Smith's Healthcare, PA)

Address \_\_\_\_\_

\_\_\_\_\_ *street* \_\_\_\_\_ *city*

*state* \_\_\_\_\_ *zip* \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ FAX # \_\_\_\_\_

Agency Administrator \_\_\_\_\_ Title \_\_\_\_\_

(Person who actually signs the contract and their title)

Agency or Administrator Email Address \_\_\_\_\_

#### STUDENT:

I attest to the fact that I am not an employee or supervisor of the Unit of clinical experience, and that my immediate supervisor does not have responsibility for the unit of clinical experience in which the educational experience will occur. I also attest to the fact that the proposed preceptor is not related to me, is not my immediate supervisor and is not my employee or subordinate.

Name of Student (please print) \_\_\_\_\_

\_\_\_\_\_  
*Signature of Student*

**Please sign your name above before submitting this form**

**Appendix H  
Sample Contract**

**NOTE:**

**A SAMPLE CONTRACT IS AVAILABLE ON REQUEST FROM THE CONTRACT  
COORDINATOR: [ward@graceland.edu](mailto:ward@graceland.edu)**

**GRACELAND WILL SEND THE LEGAL CONTRACT DIRECTLY TO THE AGENCY SITE  
/ADMINISTRATOR ONCE APPENDIX A HAS BEEN RECEIVED.**

## Appendix I

### GRACELAND UNIVERSITY SCHOOL OF NURSING Preceptor Applicant Information and Responsibilities MSN/ NE Nursing Focused Practicum

Advanced Practice Nurse educator programs rely heavily on clinical preceptors for practicum experiences. Preceptors include clinical nurse specialists, nurse practitioners, and physicians. These practicing professionals are the clinical experts who guide advanced practice nurse educator students through day to day experiential learning; role model the most appropriate ways to approach individual needs for health promotion, disease prevention, and treatment of illnesses and provide feedback in a variety of clinical settings.

Serving as a clinical preceptor is an important, challenging, and rewarding activity, which requires time, attention, and consistent availability to students. Because the contribution of clinical faculty is so critical to the quality of the nurse educator student's learning experience, it is essential that the faculty-student-preceptor relationship be built on mutual respect, professional concurrence, and clear communication. The faculty and students at Graceland appreciate your interest in serving as a clinical preceptor for the MSN/Nurse Educator Program.

#### Preceptor Responsibilities

1. Demonstrate understanding of the advanced practice role of the nurse educator in a primary care setting.
2. Orient the student:
  - a. Site and staff
  - b. Preceptor expectations
  - c. General plans for the experience
  - d. Expectations related to patient care management
  - e. Evaluation of student performance
3. Serve as a professional role model.
4. Direct student learning experience while encouraging increasing student responsibility.
5. Provide immediate and adequate feedback.
6. Assume an informal teaching role related to standards of care.
7. Lead student through decision making as it applies to the advanced practice role rather than giving own impressions.
8. Review and sign each clinical note.
9. Recommend alternative learning experiences when needed.
10. Review evaluation with student and provide immediate and constructive feedback.
11. Collaborate and communicate with Graceland faculty as needed.

Student Name \_\_\_\_\_  
ID# \_\_\_\_\_  
Course \_\_\_\_\_

## Appendix J

**GRACELAND UNIVERSITY**  
**School of Nursing**  
**Preceptor Application and Agreement**  
**MSN NE Nurse Focused Practicum NURS6810**

### Part I

**Thank you for your willingness to precept a Graceland University student.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

E-Mail: \_\_\_\_\_

*Please fill out this form briefly and attach the following items.*

- \_\_\_\_\_ Current curriculum vitae or résumé or complete Part II
- \_\_\_\_\_ Photocopies of license(s) and certifications(s)
- \_\_\_\_\_ Evidence of professional liability insurance

What was your first year of practice? \_\_\_\_\_ Age range of patients \_\_\_\_\_

Type of practice: \_\_\_\_\_ Number of Patients per day \_\_\_\_\_

Are you Board certified? \_\_\_\_\_ Which Board?

\_\_\_\_\_

Please take a few minutes to reflect on and respond to the following questions by checking the appropriate response

1. Have you precepted students before? ☐ YES ☐ NO
2. Are you willing to complete evaluations of the student's progress at the end of the practicum?  
☐ YES ☐ NO
4. Will you be available for a phone conference, if needed, and for a site visit when appropriate with the student and Graceland faculty? ☐ YES ☐ NO
5. Are all records, including laboratory, radiology, and other reports accessible for the student?  
☐ YES ☐ NO
7. Will the student have references available? ☐ YES ☐ NO
8. Will the student work with another CNS/practitioner/physician when you are out of the office/facility?  
☐ YES ☐ NO
9. When is the best time to contact you? \_\_\_\_\_
10. How would you like to be contacted? Phone \_\_\_\_\_  
E-mail \_\_\_\_\_



## Part II

Please list the following information **or submit a current CV or résumé.**

1. Educational Preparation  
Institution Major Degree  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
2. First year of practice \_\_\_\_\_
3. Specialty Board/Certification Date  
  
\_\_\_\_\_  
  
\_\_\_\_\_
4. State(s) where licensed \_\_\_\_\_ Exp. Date \_\_\_\_\_  
\_\_\_\_\_  
Exp. Date \_\_\_\_\_
5. Clinical privileges and agency \_\_\_\_\_  
  
\_\_\_\_\_
6. Professional experience \_\_\_\_\_  
  
\_\_\_\_\_

### Part III

Student Name \_\_\_\_\_  
ID# \_\_\_\_\_  
Course \_\_\_\_\_

#### PRECEPTOR AGREEMENT

I agree to participate as a preceptor for the above named student.

I have provided a copy of the following to the above named agency and the School.

1. Current professional licensure in the state in which the agency is located and board certification.
2. Verification of current liability insurance. (Photocopy of certificate attached)

I accept the following as responsibilities for the duration of the preceptorship.

I will:

1. Serve as a resource person, advanced practice nurse role model, and consultant to the assigned student.
2. Coordinate the clinical experience with the faculty person.
3. Recommend patient assignments, which will help the student, integrate theory and research from didactic course work.
4. Precept the student in the clinical setting.
5. Validate the presence of student at agreed upon clinical dates and times.
6. Assist in determining the degree to which the student has met the learning objectives in the clinical setting.
7. Notify the school and student at least two weeks in advance if unable to complete this contract.
8. Notify the instructor as well as the agency of any incident requiring a formal report.

Graceland University faculty will be responsible for coordinating, monitoring and evaluating clinical experience. The faculty member will:

1. Orient the preceptor to the philosophy, goals and objectives of the curriculum and the course.
2. Coordinate clinical teaching methodology.
3. Provide student supervision through telephone conversations, on-site visits, and regularly scheduled conferences with student and preceptor.
4. Notify the preceptor at least two weeks in advance if a decision is made to terminate the agreement.

I certify that the information in this agreement is true to the best of my knowledge and ability. I understand that the student's clinicals are not to begin until I have received notification from the instructor that Graceland University has approved this agreement.

\_\_\_\_\_  
Signature of Primary Preceptor

\_\_\_\_\_  
Signature of Graceland University Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date