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/. 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
816.423.4671
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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 & APN Certificate 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 8th 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 | Family Nurse Practitioner (FNP):
Dr. Susan Vogelsmeier; vogelsme@graceland.edu |
|---------------|--------------------------------------------------|
|               | Nurse Educator (NE):
Dr. Carol Green; greenig@graceland.edu |
|               | Adult & Gerontology Acute Care Nurse Practitioner (AGACNP)
Dr. Dustin Williams; dwwilia@graceland.edu |
|               | Doctor of Nursing Practice (DNP):
Dr. Jan Rice; jarice@graceland.edu |

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<td>D2L Technical Support at 1-877-325-7778 or click here to submit an issue via email.</td>
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<td>A-G – Student Financial Advisor: Logan Glaser</td>
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| Tuition balances, requests for receipts, payment options/questions | 816-423-4713; lglaser1@graceland.edu  
H-O - Student Financial Advisor: Sariah Martinko  
816-423-4715; sariahm1@graceland.edu  
P-Z - Student Financial Advisor: Stephanie Hunt  
816-423-4719; sthunt@graceland.edu  
Note: who handle each letter may change due to student counts. |
| Independence Campus Library                  | Director, Grabske Library: Lee Williams  
816-423-4705  
leawilli@graceland.edu |
| Bookstore                                    | Bookstore Manager: Nancy White  
816-423-4721  
nwhite@graceland.edu |
| SON Graduate Programs Office                 | Graduate Programs Office  
816-423-4676; songraduateprograms@graceland.edu |
| Clinical Practicums & Agency/Preceptor Contracts | Clinical Contracts Coordinator  
816-423-4678; soncontracts@graceland.edu |
| Registration & Enrollment Course Withdrawals Completion Plans | Program Consultants: programadvising@graceland.edu  
Jill Whitworth (MSN, DNP & Postgraduate Cert), 816-423-4712  
Mark Robison, 816-423-4711 |
| Transcripts                                  | Rhonda Reed, Asst. Registrar, Lamoni Campus  
648-784-5220; reed@graceland.edu  
Alison Choate, Assoc. Registrar, Independence Campus  
816-423-4720; choate@graceland.edu |
| Petitions for Exception to Academic Policy, Final Course Grade Appeals, Grievances | Graduate Student Affairs Committee (GSAC)  
songraduateprograms@graceland.edu |
SCHOOL OF NURSING HISTORY

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 were fully converted to online delivery in June 2007. 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.
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

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:
1. Promote the achievement of the mission of the University and the School of Nursing.
2. 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.
3. Utilize teaching learning practices implemented by faculty who are academically and experientially qualified and who are effective teachers engaged in scholarship and service.
4. Provide a foundation for advanced study in nursing.
5. Prepare a graduate who has met the expected student outcomes of a program, including licensure/certification.
6. Prepare a graduate who is satisfied with the educational preparation provided within the learning community.
7. 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 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 (2012)
GRADUATE STUDENT LEARNING OUTCOMES (SLO)

**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.
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:

1. Acts that humiliate, harass, and/or abuse;
2. Theft or damage of property;
3. Disruptive behavior (including but not limited to actions resulting from the influence of alcohol and other drugs);
4. Substance abuse, including illegal manufacture, distribution, possession, or use of a controlled substance;
5. 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:

1. Use or possession of firearms, ammunition, fireworks, explosives, incendiary devices, weapons, dangerous substances, drug paraphernalia and/or materials prohibited by law;
2. Possession of or use of alcoholic beverages or their containers;
3. Use, or evidence of use, of tobacco in any form and electronic cigarettes;
4. Illegal gambling;
5. 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

Discrimination

Graceland University does not discriminate against any student or prospective student on the basis of race, color, religion, age, sex, national origin, disability or sexual orientation. 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. 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

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) 784-5083. 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.
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_(Trimesters).jnz](https://my.graceland.edu/ICS/Faculty/Academic_Calendar_(Trimesters).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 who build a POS completion schedule for each student.

The following programs are currently offered by GU-SON:

- **Doctor of Nursing Practice** (DNP)
  - Organizational Leadership

- **Master of Science in Nursing** (MSN)
  - Family Nurse Practitioner (FNP)
  - Adult & Gerontology Acute Care Nurse Practitioner (AGACNP)
  - Nurse Educator (NE)

- **Post-graduate Certificate** (PGCT)
  - Family Nurse Practitioner (FNP)
  - Adult & Gerontology Acute Care Nurse Practitioner (AGACNP)
  - Nurse Educator (NE)

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.

The **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 post-graduate certificate (PGCT)** courses (12 sh; 4 courses) may be incorporated into and/or added at the end of the MSN & DNP degree programs of study. Addition of the PGCT-NE courses does not delay completion or graduation from the degree program.

Review degree & post-graduate certificate Programs of Study (POS), admission & graduation

DEGREE COMPLETION PLANS

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. 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.

Completion Plans (CP), master course syllabi, DNP Project Guidelines, and academic policies & procedures are accessible via hyperlinks on the myGraceland SON Resources page at https://my.graceland.edu/ICS/Resources/School_of_Nursing/. Contact programadvising@graceland.edu for questions or assistance.
ON-CAMPUS FOCUS SESSION

An on-campus Focus Session is scheduled each trimester (usually during week 6 of the 16-week trimester) in conjunction with the Advanced Practice Competencies Lab course (NURS5194). These sessions provide a hands-on learning 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 2-3 full days (8am-5pm). 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. 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.

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.
ONLINE PROGRAM PROCEDURES and SUPPORT

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.

<table>
<thead>
<tr>
<th>Registration Deadlines:</th>
<th>Spring (Jan-Apr)</th>
<th>December 1st</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Summer (May-Aug)</td>
<td>April 1st</td>
</tr>
<tr>
<td></td>
<td>Fall (Sept-Dec)</td>
<td>August 1st</td>
</tr>
</tbody>
</table>

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: 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). For article and document delivery questions, contact Jill Schmidt (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

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@gracedland.edu

2) BrightSpace D2L Help Desk
   a. can assist with issues inside courses: dropboxes, doc sharing, gradebooks, etc.
   b. contact D2L Technical Support at 1-877-325-7778 or click here to submit an issue via email.

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 Graduate Catalog at http://www.graceland.edu/grad-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
  - Mobilization of Students to Active Duty in the Military
- Center for Graduate and Continuing Studies (CGCS)
- Release of Information
- Satisfactory Academic Progress
- System of Grading
  - Credit Hour Definition
  - 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. 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 online 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.
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 generally expect feedback within 7 days of the posted due date. Feedback may be delayed for up to 14 days from the posted due date in certain circumstances, such as extended due dates (see below). Graded assignments will not be
returned to any student until all assignments have been submitted. 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 5-9 semester hours per trimester 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 semester hours of graduate courses each trimester.
**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. Petition for readmission will only be considered one time during a student’s program of study.

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 the required time-frame from the initial date of admission (see graduation requirements posted in the graduate catalog).

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 graduate nursing 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 track according to the Graduate Nursing application & Admission Policy and Procedure. The MSN-NE specialty-track or postgraduate 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 a different specialty track must submit a written request to the graduate Programs Office (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 & DNP degree students may submit a written request to the Graduate Programs Office (songraduateprograms@graceland.edu) for unimpeded matriculation into a PGCT 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.
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.

1st 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.

2nd 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.

3rd 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.

4th occurrence:
- Immediate dismissal from the program without the option for
  readmission.
Appeal Policy & Procedure

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.

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 on line 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 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.
Graduate Student Awards

Graduating MSN & DNP students are eligible for the following awards as noted in the criteria. These are awarded annually in December. Students are notified and sent the award in the mail. Award recipients are noted in the Graduation Program. 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 graduate specialty track may be identified and recommended for this award.

- **Sigma Theta Tau (Pi Eta chapter) Special Recognition Graduate Student Award**
  Sponsored by: Pi Eta Chapter of Sigma Theta Tau International Society of Nursing Chapter board members and faculty will honor a graduate student for this award in recognition of the student’s scholarship, clinical excellence, professionalism, and/or leadership. Students may request a nomination by speaking with a faculty member. Candidates for the award must be members of Pi Eta chapter of STTI and will be nominated by Graceland faculty and reviewed by the Pi Eta board members. Clinical excellence, leadership, professionalism, and academic excellence (including scholarly project) and projects associated with Graceland or STTI (that may or may not be part of the curriculum) will be considered during the selection process. The final award will be selected by Pi Eta board members from the faculty nominations.

- **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, songraduateprograms@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 & DNP graduates must achieve a GPA of 3.5 to earn an invitation to join. Explore [http://pieta.nursingsociety.org/home](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.

Change or Addition of MSN Specialty Track

Faculty Concern Form

Student Petition for Exception to Academic Policy
Family Nurse Practitioner
(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 or a Contract Coordinator, Lisa Winch or Susan Inestroza at 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 is always taken last.

Specialty hours are limited to 60 hours for Pediatrics and Adult Practicums and to 120 hours for the Family Practicum. These hours are approved by faculty if deemed appropriate for each practicum demographic along with if it is considered to match with the learning objectives. Not all Specialties will be approved.

All clinical practicum hours must be completed in the United States and its territories.

Students may not complete their clinical experience in the same unit where they are employed. They may not work under the direction of their supervisor, employee, or subordinate. If the student is employed by a large healthcare system, the practicum experiences can be completed at a separate clinical area. Approved preceptors must have no direct personal or professional relationship to the student.

Health Screening and Licensing Requirements

Graceland University has contracted with Castle Branch to gather and maintain student health records, licenses, training along with other required documentation. 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 Castle Branch can assist you with – including
background checks, drug tests, and medical documents. (Guidelines can be found on “General Procedure” page.)

NOTE: Students must have a validate license in the state that practicum sites are located.

Practicum students will select option “GD25im:Medical Document Manager ONLY (MSN - FNP GD25)”. Link to: https://portal.castlebranch.com/GD23 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 and must be kept current during all practicums. (See website for Full instructions or request instructional handout from a Contract Coordinator)

**Practicum Hour Requirements**

There are three separate practicum courses (12 s.h.) that include a total of 720 hours of practicum experience – 240 hours 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. Often, the preceptor may take a day off for a CME, vacation, illness, early closures, or holidays. Please plan accordingly.

**Practicum hours must be completed within the 16-week trimester, and only 1 practicum can be taken per trimester.** We request that all hours be completed by the end of week 14, in order to allow time for evaluation and grading. Student should contact their instructor as early as possible in the term if this will be an issue. If the student does not complete the practicum within the 16-week trimester, an incomplete grade may be granted, if approved by instructor. The student must complete the course in the following semester, and will not be allowed to progress in the program until the incomplete work has been fulfilled.

**Patient Contact Time**

Students will be required to have a minimum of 180 patient encounters per practicum course. Clinical experiences are to include only direct patient contacts which provide learning opportunities. Clinical experiences are for learning. Therefore, time spent with each patient should 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**

In each practicum course, the first 8 hours of each practicum will mostly be observation. The 2nd clinic day, the student should begin functioning as a beginning health care provider. It is
expected that the student will begin performing the HPI, focused physical exams, and present the cases to the preceptor. Eventually, 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 Assurance & Agency Affiliation Agreements

Students are required to locate preceptors and practicum sites for their clinical practicum experiences. The contract coordinator and/or lead faculty of each practicum is responsible for approving the preceptors and the practicum sites. Students may utilize currently approved preceptors and agencies in their local area, or submit new preceptors and agencies for review and approval. Contact information for currently approved preceptors and practicum sites is available in the school selected online database. Contact Lisa Winch or Susan Inestroza, the Contract Coordinators, for questions or assistance in utilizing this resource as needed.

Contracting with preceptors and sites can take a considerable amount of time to complete. Students may need to start up to a year or more before their first practicum, but they must have the required paperwork completed by the listed deadlines in order to enroll in the practicum. (See section on Important Dates for deadlines for each term.) An Affiliation Agreement must be signed, and on file at Graceland University prior to any clinical activity. This 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 Assurance is required for all preceptors. Students may have a substitute preceptor at their primary site for up to 40 hours before additional paperwork is required.

All students representing Graceland University are required to have a photo ID name badge during practicum hours, or when functioning in the student role. These are created, and distributed, during the Advanced Competencies Lab Focus Session. They are to be used as student identification during the remainder of the program.

The dress code for practicum students is business casual. This includes a white lab coat with the Graceland University School of Nursing logo embroidered on the front, and photo ID name badge. Lab coats can be purchased through the Graceland University Independence Campus Bookstore. Students should ask their preceptor what the appropriate attire is for their agency. Jeans and athletic wear are not acceptable during practicum hours.

The lead faculty for each practicum course and/or the contract coordinator 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 a Contract Coordinator well in advance of your scheduled practicum course deadlines.

- NURS6740 Pediatrics: Ginger Vaughn MSN, FNP-BC, ginger1@graceland.edu
- NURS6760 Adults: Kathleen Lenz, FNP-BC, lenz@graceland.edu
• NURS6830 Families: Susan Vogelsmeier, DNP, FNP-BC; 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
• the demographic of the patient population
• type of visit (well, sick, and chronic)

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 the student enrolled. For Pediatrics, students need to see at least one to two pediatric patients an hour. For Adult, students need to see one to two adult patients an hour. For Family, students need to see one to two patients an hour, either pediatrics or adult.

The focus of each practicum course is population-focused (pediatric, adult & family) primary care. Therefore, the following sites are not recommended as primary care practicum sites:
• Minute clinics
• Acute care settings
• Emergency Departments and Urgent Care
• Diagnostic Specialty Clinics, i.e. Women’s Health, Cardiac, OB, Diabetic/Wound Centers, etc.
• Hospitalists

These types of sites, however, may be used for specialty hours with the correct practicum population. Students are allowed 60 specialist hours of their Pediatric or Adult Practicums and 120 specialist hours of their final Family Practicum. All specialty hours are subject to approval.

Each of the three practicums require a minimum of 240 hours with the student seeing a minimum of 180 patients appropriate for the practicum specific patient population.

NURS6740: Pediatrics (240 hrs.)
It is highly recommended that the student complete their pediatric experience in a pediatric office. This can be with a Pediatrician or a Pediatric Nurse Practitioner (PNP). If the student finds a pediatric office, generally, they will have all 240 hours approved for their pediatric practicum.

Students are allowed up to a maximum 60 specialty hours at an approved clinic. Extra documentation may be needed.

If a student chooses to complete pediatric practicum hours in a family practice setting, the preceptor must see a minimum of 8 pediatric patients per day. Students may be required to complete further pediatric experiences above the 240 hours until they reach a minimum of 180 patients.
**NURS6760: Adults (240 hrs.)**
Adult practicum experience may be completed in family practice or internal medicine that is not a specialty clinic.

Students are allowed up to a maximum 60 specialty hours at an approved clinic. Extra documentation may be needed.

**NURS6830: Families (240 hrs.)**
The final practicum will be spent in a primary care office that provides care to both pediatrics and adults. (Note: About 30% could be pediatric patients to meet the 180 patient count. Exact numbers of each can be discuss with the instructor, if needed.)

Students are allowed up to a maximum 120 specialty hours at an approved clinic. Extra documentation may be needed.

**Evaluations**

*Primary preceptors* are expected to validate student clinical time 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. DO NOT wait to check if the preceptor has the evaluation link. Ask by the end of week it is sent! Resending takes time and there is a higher demand at deadline times which slows the resending down.

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 could 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 in the school selected online electronic database. Contact a 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 and highly competitive, we have established deadlines for submitting practicum paperwork and forms. This includes Appendix A Clinical Site Request Form for the practicum site, and Appendix B Preceptor Assurance for the preceptor(s) and all required documentation listed with Castle Branch – see below. The deadlines are as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Range of term</th>
<th>Paperwork Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>January - April</td>
<td>August 1st of previous calendar year</td>
</tr>
<tr>
<td>Summer</td>
<td>May – August</td>
<td>December 1st of previous calendar year</td>
</tr>
<tr>
<td>Fall</td>
<td>Sept. - December</td>
<td>April 1</td>
</tr>
</tbody>
</table>

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

Where to send paperwork

Note: Student are assigned to a Contract Coordinator who will following them along during all their practicums. Students are divide by last names. If your last name changes then your assigned person might change.

   All student with last names beginning with A-M will be assigned to Susan Inestroza
   All student with last names beginning with N-Z will be assigned to Lisa Winch

Everything is to be sent to soncontracts@graceland.edu which is an email address that is checked by both coordinators.
GENERAL PROCEDURE

Before your 1st Practicum -- Go to https://portal.castlebranch.com/GD23 and submit required health information. Documentation must be submitted to Certified Background by the paperwork deadline date of your 1st Practicum (See “Important Date” section for deadlines.) These requirements must be kept current during all three practicums.

- 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 for them to manage and validate the information. You cannot be registered for any practicums until all of these items are completed. We will not change the requirements.

**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 “Student Guide to Selection of Clinical Preceptor” section of this manual.

Once a student has found a site - students MUST complete, sign and submit the online Clinical Site Request Form (Appendix A). You must submit one for every site and for every practicum even if use the same site from previous term. Every site you record hours from MUST have a signed Affiliation Agreement. Note: Just because we have an agreement with one clinic does not guarantee we have one with every clinic in a network.

Affiliation Agreements will be sent to Agencies by a Contract Coordinator using the information that you (the student) have provided on Appendix A. This form is needed before the site can be contacted and before an Affiliation Agreement is sent to the site. This is what is used for creation of the Affiliation Agreement which is a legal document so the information MUST be correct. Registration for practicum courses will be delayed by incomplete or incorrect information.

You will give the potential preceptor the section on this manual titled “Preceptor Information and Responsibilities”.

Preceptor are to completes, signs and submit Appendix B – Preceptor Application and Assurance to a Contract Coordinator. Students are to provide preceptor with the link to the online form. Preceptor should complete and submit the form online as this is GUS-SON preferred method for submission. If preceptor prefers, the form may be
You must have a primary preceptor for each practicum.

An Appendix B - Preceptor Application and Assurance must be received for every preceptor use unless they are working at your primary preceptor’s site and will only be collaborate with you for less than 40 hours. Each Appendix B - Preceptor Application and Assurance must be approved before you can use that preceptor.

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

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.
5) Your Castle Branch documentation is current and completed.

No clinical hours will be counted until all is in place.
INSTRUCTIONS FOR CASTLE BRANCH

**For Practicums you will select “GD25im: Medical Document Manager ONLY (MSN-FNP GD25)”. Other options can be used if a site or workplace requests a current background check, Varicella documentation or a drug test.

To place order:

- Go to https://portal.castlebranch.com/GD23
- Select “Place Order”
- Click “Please Select”
- Click “Graduate Nursing”
- Select GD25im: Medical Document Manager ONLY (MSN-FNP GD25) (See below screen shot. Select the fourth from the top):

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 processed and completed.

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

You must keep all requirements current during all practicums!

From within your Castle Branch, 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 by clinics
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.

**Students must have a validate license in the state that practicum sites are located.**
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.

**Student need to be aware of the fact that they are guest at the site and that the preceptor is volunteering valuable time to assist the student. Please be considerate and not be overly demanding of the site or preceptor.**

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 GU faculty is responsible for 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 per practicum.** 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 allow 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 and is limited by each practicum depending on what the lead faculty decides is appropriate number of hours to approve.
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.
7. The preceptor may not be related to student or be the husband, wife, partner or significate other of the student.

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,
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 as needed, and provide verbal feedback, as well as document evaluations of your progress at the midpoint and 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

In order to maintain mutual respect and professional relationships of all preceptors and their sites, student should not cancel a preceptor once the preceptor has agreed to the preceptorship and submitted paperwork. Changing preceptors causes additional work and slows the approval process for all students. Last minute withdrawal of preceptors gives that preceptor a negative impression of Graceland University, the student, preceptorship, and future students. The preceptor relationship is vital to the success of every FNP student. All preceptor changes are monitored by Contract Coordinators.

Appendix A Clinical Site Request Form:
This 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 to establish the Agency Affiliation Agreement with the site. This is a legal document which must be accurate. Please make sure everything is correctly spelled, both first and last names for each person included and all requested email addresses are correct.

(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

Only ONLINE Appendix A are accepted! No paper forms are accepted!

Appendix B - Preceptor Application and Assurance
This is the Preceptor Application and Assurance which is used to approve the preceptor for each practicum. A new one is needed each term or practicum that a preceptor is used. (You may contact a Contract Coordinator for an addendum of the previously used Preceptor Application for returning preceptor. If possible one will be provided.) Students are to provide preceptor with the link below. (An instruction sheet is available for emailing to the preceptor. Students may request a copy from a Contract Coordinator.) 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 soncontracts@graceland.edu.

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

(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

You will get an email when Appendix A is successfully submitted. You will **not** get an automatic email for the Appendix B but the preceptor should get a confirmation on successful submission. Contract Coordinator will email you when they receive the Appendix B from the preceptor.
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 differential diagnosis, recommended treatments and patient care management with student.

9. Recommend alternative learning experiences when needed.

10. Complete mid-term and final evaluation within the online school selected electronic database and provide immediate and constructive feedback to the student.

11. Collaborate and communicate with Graceland faculty as needed.
Adult Gerontology Acute Care Nurse Practitioner  
(AGACNP) Practicum Guidelines

Introduction

The following is intended to serve as a guide for preparing and successfully completing the clinical practicum components of the AGACNP 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 AGACNP Specialty Track Coordinator, Dustin Williams at dwwillia@graceland.edu or a Contract Coordinator, Lisa Winch or Susan Inestroza at soncontracts@graceland.edu

AGACNP Practicum courses are as follows:
1. NURS5450 AGACNP Practicum: Chronic Care (180 hrs.) Prerequisite: NURS5270, NURS5280, NURS5290
2. NURS5460 AGACNP Practicum: Acute Care (180 hrs.) Prerequisite: NURS5450
3. NURS5470 AGACNP Practicum: Final (180 hrs.) Prerequisite: NURS5460, NURS6760

All clinical practicum hours must be completed in the United States and its territories.

Students may not complete their clinical experience in the same unit where they are employed. They may not work under the direction of their supervisor, employee, or subordinate. If the student is employed by a large healthcare system, the practicum experiences can be completed at a separate clinical area. Approved preceptors must have no direct personal or professional relationship to the student.

Health Screening and Licensing Requirements

Graceland University has contracted with Castle Branch to gather and maintain student health records, licenses, training along with other required documentation. 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 Castle Branch can assist you with— including background checks, drug tests, and medical documents. (Guidelines can be found on “General Procedure” page.)

NOTE: Students must have a validate license in the state that practicum sites are located.

Practicum students will select option “GD25im: Medical Document Manager ONLY (MSN - FNP GD25 FA15)”. Link to: https://portal.castlebranch.com/GD23 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 and must be kept current during all practicums. (See website for Full instructions or request instructional handout from a Contract Coordinator.)
Practicum Hour Requirements

There are three separate practicum courses (9 s.h.) which include a minimum of 540 hours of practicum experience. There are 180 hours each in each of the following areas: Chronic, Acute, and Final cumulative. Students enrolled in practicum courses should expect to spend a minimum of 12-16 hours per week in the clinic setting. Often, the preceptor may take a day off for a CME, vacation, illness, early closures, or holidays. Please plan accordingly.

Practicum hours must be **completed** within the 16-week trimester, and only 1 practicum can be taken per trimester. We request that all hours be completed by the end of week 14, in order to allow time for evaluation and grading. Student should contact their instructor as early as possible in the term if this will be an issue. If the student does not complete the practicum within the 16-week trimester, an incomplete grade may be granted, if approved by instructor. The student must complete the course in the following semester, and will not be allowed to progress in the program until the incomplete work has been fulfilled.

**Patient Contact Time**

Students will be required to have a minimum of 120 patient encounters per practicum course. Clinical experiences are to include only direct patient contacts which provide learning opportunities. Clinical experiences are for learning. Therefore, time spent with each patient should 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**

In each practicum course, the first 8 hours of each practicum will mostly be observation. The 2nd clinic day, the student should begin functioning as a beginning health care provider. It is expected that the student will begin performing the HPI, focused physical exams, and present the cases to the preceptor. Eventually, 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 Assurances & Agency Affiliation Agreements**

Students are required to locate preceptors and practicum sites for their clinical practicum experiences. The contract coordinator and/or lead faculty of each practicum is responsible for approving the preceptors and the practicum sites. Students may utilize currently approved preceptors and agencies in their local area, or submit new preceptors and agencies for review.
and approval. Contact information for currently approved preceptors and practicum sites is available in the school selected online database. Contact Lisa Winch or Susan Inestroza, the Contract Coordinators, for questions or assistance in utilizing this resource as needed.

Contracting with preceptors and sites can take a considerable amount of time to complete. Students may need to start up to a year or more before their first practicum, but they must have the required paperwork completed by the listed deadlines in order to enroll in the practicum. (See section on Important Dates for deadlines for each term.) An Affiliation Agreement must be signed, and on file at Graceland University prior to any clinical activity. This 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 Assurance is required for all preceptors. Students may have a substitute preceptor at their primary site for up to 40 hours before additional paperwork is required.

All students representing Graceland University are required to have a photo ID name badge during practicum hours, or when functioning in the student role. These are created, and distributed, during the Advanced Competencies Lab Focus Session. They are to be used as student identification during the remainder of the program.

The dress code for practicum students is business casual. This includes a white lab coat with the Graceland University School of Nursing logo embroidered on the front, and photo ID name badge. Lab coats can be purchased through the Graceland University Independence Campus Bookstore. Students should ask their preceptor what the appropriate attire is for their agency. Jeans and athletic wear are not acceptable during practicum hours.

The lead faculty for each practicum course and/or the contract coordinator 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 a Contract Coordinator well in advance of your scheduled practicum course deadlines.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Faculty Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS5450: AGACNP Practicum: Chronic Care</td>
<td>Dr. Dustin Williams</td>
</tr>
<tr>
<td><a href="mailto:dwwillia@graceland.edu">dwwillia@graceland.edu</a></td>
<td></td>
</tr>
<tr>
<td>NURS5460: AGACNP Practicum: Acute Care</td>
<td>Dr. Dustin Williams</td>
</tr>
<tr>
<td><a href="mailto:dwwillia@graceland.edu">dwwillia@graceland.edu</a></td>
<td></td>
</tr>
<tr>
<td>NURS5470: AGACNP Practicum: Final</td>
<td>Dr. Dustin Williams</td>
</tr>
<tr>
<td><a href="mailto:dwwillia@graceland.edu">dwwillia@graceland.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

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;
- 3 years of experience in APN role & verification of license;
• the number and type of patients seen per scheduled clinic day, and the composition of the patient population (sick, well, chronic visits).

In general, students are expected to see one to two patients an hour. The patient population must correlate directly to the practicum experience in which student is enrolled. For Chronic Care students need to see at least one to two chronic patients an hour. For Acute Care students need to see one to two acute patients an hour. For the Final practicum students need to one to two patients an hour that are either chronic or acute patients.

Additionally, each practicum course is specialty-focused including internal medicine, hospitalist medicine, pulmonology, neurology, cardiology, orthopedics, endocrinology, cardiology, emergency medicine and ICU. Practicum sites should be within the hospital setting, specialists office or a combination of these. Therefore, the following sites are not recommended and will not be approved as practicum sites: Minute clinics and primary care offices.

Each of the three practicums require be a minimum of 180 hours with the student seeing a minimum of 120 patients appropriate for the practicum specialty.

**NURS5450: AGACNP Practicum: Chronic Care (180 hrs.)**
This practicum focuses on the development and application of knowledge and skill in the advanced practice role under the direct supervision of an approved preceptor in a practice setting. Management of chronic health problems of AG populations is emphasized. In this practicum course students will spend a minimum of 120 hours (80 patient encounters) with either an internist or hospitalist seeing patient in the hospital and/or clinic setting. Additionally, students will spend a minimum of 60 hours (40 patient encounters) with a pulmonologist, seeing patients in the hospital and/or clinic settings. Between the practicum experiences, the student will need to see a minimum of 120 patients.

**NURS5460: AGACNP Practicum: Acute Care (180 hrs.)**
This practicum focuses on the development and application of knowledge and skill in the advanced practice role under the direct supervision of an approved preceptor in a practice setting. Practicum experiences should be in both the inpatient and clinic settings. Management of acute health problems of AG populations is emphasized. In this practicum course students will divide time between three-four specialties. Students will be required to spend a minimum of 60 hours (40 patient encounters) with Neurology, a minimum of 60 hours (40 patient encounters) with Cardiology and a minimum of 60 hours divided between 2 specialties from the following list:

- Hematology/Oncology
- Orthopedics
- Endocrinology
- Rheumatology

**NURS5470: AGACNP Practicum: Final (180 hrs.)**
This practicum focuses on integration, application and development in the advanced practice
role under the direct supervision of an approved preceptor in a practice setting with an
Intensivist and/or Emergency Department practitioner. Students may choose to complete all
practicum hours with either an intensivist or ED practitioner or divide hours between both types of
provider as needed to meet their learning requirements and they will need a minimum of 120
patient encounters. Students are encouraged to spend most or all of the practicum hours in the
specialty area outside their current area of practice/expertise.

Evaluations

Primary preceptors are expected to validate student clinical time logs at regular intervals of every 45
hours completed/logged (45, 90, 135,180) 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. DO NOT wait to check if the preceptor has the evaluation link. Ask by the end of
week it is sent! Resending takes time and there is a higher demand at deadline times which
slows the resending down.

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 90
hour marks, students will not be allowed to progress within the course and could 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 in the school selected
online electronic database. Contact a Contract Coordinator if you have questions or need
assistance.

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

Paperwork Deadlines

Since the contracting process can be lengthy and highly competitive, we have established deadlines for submitting practicum paperwork and forms. This includes Appendix A Clinical Site Request Form for the practicum site, and Appendix B Preceptor Assurance for the preceptor(s) and all required documentation listed with Castle Branch – see below. The deadlines are as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Range of term</th>
<th>Paperwork Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>January - April</td>
<td>August 1st of previous calendar year</td>
</tr>
<tr>
<td>Summer</td>
<td>May – August</td>
<td>December 1st of previous calendar year</td>
</tr>
<tr>
<td>Fall</td>
<td>Sept. - December</td>
<td>April 1</td>
</tr>
</tbody>
</table>

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.

Where to send paperwork

Note: Student are assigned to a Contract Coordinator who will following them along during all their practicums. Students are divide by last names. If your last name changes then your assigned person might change.

All student with last names beginning with A-M will be assigned to Susan Inestroza
All student with last names beginning with N-Z will be assigned to Lisa Winch

Everything is to be sent to soncontracts@graceland.edu which is an email address that is checked by both coordinators.
GENERAL PROCEDURE

Before your 1st Practicum -- Go to https://portal.castlebranch.com/GD23 and submit required health information. Documentation must be submitted to Certified Background by the paperwork deadline date of your 1st Practicum (See “Important Date” section for deadlines.) These requirements must be kept current during all three practicums.

- 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 for them to manage and validate the information. You cannot be registered for any practicums until all of these items are completed. We will not change the requirements.

**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 “Student Guide to Selection of Clinical Preceptor” section of this manual.

Once a student has found a site - students MUST complete, sign and submit the online Clinical Site Request Form (Appendix A). You must submit one for every site and for every practicum even if use the same site from previous term. Every site you record hours from MUST have a signed Affiliation Agreement. Note: Just because we have an agreement with one clinic does not guarantee we have one with every clinic in a network.

Affiliation Agreements will be sent to Agencies by a Contract Coordinator using the information that you (the student) have provided on Appendix A. This form is needed before the site can be contacted and before an Affiliation Agreement is sent to the site. This is what is used for creation of the Affiliation Agreement which is a legal document so the information MUST be correct. Registration for practicum courses will be delayed by incomplete or incorrect information.

You will give the potential preceptor the section on this manual titled “Preceptor Information and Responsibilities”.

Preceptor are to completes, signs and submit Appendix B – Preceptor Application and Assurance to a Contract Coordinator. Students are to provide preceptor with the link to the online form. Preceptor should complete and submit the form online as this is GU-SON preferred method for submission. If preceptor prefers, the form may be
You must have a primary preceptor for each practicum.

An Appendix B - Preceptor Application and Assurance must be received for every preceptor use unless they are working at your primary preceptor’s site and will only be collaborate with you for less than 40 hours. Each Appendix B - Preceptor Application and Assurance must be approved before you can use that preceptor.

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

You cannot start your practicum until:

6) All agreements are in place,
7) Your enrollment has been processed
8) You and your preceptor have been notified that you are cleared to start clinical hours.
9) Your site and preceptor are listed in the school selected online electronic database.
10) Your Castle Branch documentation is current and completed.

No clinical hours will be counted until all is in place.
INSTRUCTIONS FOR CASTLE BRANCH

**For Practicums you will select “GD25im: Medical Document Manager ONLY (MSN-FNP GD25)”**. Other options can be used if a site or workplace requests a current background check, Varicella documentation or a drug test.

To place order:

- Go to https://portal.castlebranch.com/GD23
- Select “Place Order”
- Click “Please Select”
- Click “Graduate Nursing”
- Select GD25im: Medical Document Manager ONLY (MSN….) (See below screen shot. Select the fourth one from the top):

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 processed and completed.

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

You must keep all requirements current during all practicums!

From within your Castle Branch, 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 by clinics
STUDENT LICENSURE

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.

Students must have a validate license in the state that practicum sites are located.
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.

**Student need to be aware of the fact that they are guest at the site and that the preceptor is volunteering valuable time to assist the student. Please be considerate and not be overly demanding of the site or preceptor.**

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 grading of students.

Please see each practicum’s description for number of preceptors and number of sites needed per practicum.
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.
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 180 hours and is limited by each practicum depending on what the lead faculty decides is appropriate number of hours to approve.
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.
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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,
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?

10. Would you work with another practitioner when the preceptor is out of the office?

11. 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 as needed, and provide verbal feedback, as well as document evaluations of your progress at the midpoint and 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 Clinical Site Request Form:
This 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 to establish the Agency Affiliation Agreement with the site. This is a legal document which must be accurate. Please make sure everything is correctly spelled, both first and last names for each person included and all requested email addresses are correct.

(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

Only ONLINE Appendix A are accepted! No paper forms are accepted!

Appendix B - Preceptor Application and Assurance
This is the Preceptor Application and Assurance which is used to approve the preceptor for each practicum. A new one is needed each term or practicum that a preceptor is used. (You may contact a Contract Coordinator for an addendum of the previously used Preceptor Application for returning preceptor. If possible one will be provided.) Students are to provide preceptor with the link below. (An instruction sheet is available for emailing to the preceptor. Students may request a copy from a Contract Coordinator.) 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.

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

(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

You will get an email when Appendix A is successfully submitted. You will not get an
automatic email for the Appendix B but the preceptor should get a confirmation on successful submission. Contract Coordinator will email you when they receive the Appendix B from the preceptor.
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 differential diagnosis, recommended treatments and patient care management with student.
9. Recommend alternative learning experiences when needed.
10. Complete mid-term and final evaluation within the online school selected electronic database and provide immediate and constructive feedback to the student.
11. Collaborate and communicate with Graceland faculty as needed.
GRACELAND UNIVERSITY
SCHOOL OF NURSING

NURSE EDUCATOR PRACTICUM GUIDELINES
NURSE EDUCATOR
(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 NE 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. 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. She processes both agency contracts and Preceptor Assurances. 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 - Preceptor Application and Agreement)
- 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
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 __________
Name of Preceptor __________________________

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

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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

ward@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.

<table>
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<tr>
<th>Name:</th>
<th>Title:</th>
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<tr>
<td>Work Phone:</td>
<td>Home/Cell Phone:</td>
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<td>Email Address:</td>
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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?  YES  NO
3. Are you willing to complete evaluations of the student’s progress during and at the end of the practicum?  YES  NO
4. Will you be available for a phone conference and/or for a site visit when appropriate with the student and Graceland faculty?  YES  NO
5. Will the student be involved in selection of teaching experiences according to her/his needs?  YES  NO
6. Will the student have access to appropriate references/resources?  YES  NO
7. 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.

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<th>Nursing Licenses (State)</th>
<th>Exp. Date</th>
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Years of Teaching Experience:

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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.
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 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

state

zip
city

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
Appendix H
Sample Contract

NOTE:

A SAMPLE CONTRACT IS AVAILABLE ON REQUEST FROM THE CONTRACT COORDINATOR: ward@graceland.edu

GRACELAND WILL SEND THE LEGAL CONTRACT DIRECTLY TO THE AGENCY SITE /ADMINISTRATOR ONCE APPENDIX A HAS BEEN RECEIVED.
Preceptor Applicant Information and Responsibilities

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 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 certification(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

   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

2. First year of practice_____________________________

3. Specialty Board/Certification

   _________________________________________________________________
   _________________________________________________________________

4. State(s) where licensed __________________________ 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