



**RN to Master of Science in Nursing (RN-MSN) and Master of Science in Nursing (MSN)
Practicum Information for
Nursing Education, Nursing Informatics, and Nurse Executive Students**

Thank you for your consideration in providing a Wilkes University nursing student an educational experience in your facility. The following information has been prepared to introduce you to our school and to provide you with important information about the practicum experience. This packet is designed to assist you and our students in a mutually successful experience.

Wilkes University

With over a forty year history of educating nurses, the Passan School of Nursing offers an extensive array of undergraduate and graduate programs. Whether you are beginning your career, looking to change your career, or desire an advanced degree, Passan School of Nursing is the place for you. Our school has a strong commitment to the professional practice of nursing. Faculty and staff are dedicated and resourceful, providing students with personalized attention.

Mission

The mission of the Passan School of Nursing is to promote interprofessional practitioners of nursing, who provide quality health care in a constantly evolving multicultural world, engage in lifelong learning, and expand nursing science through scholarship, technology, and academic excellence, while engaging in community service.

Vision

The vision of the Passan School of Nursing is to be a recognized nursing education leader who prepares professional nurses for advancing nursing practice and scholarship with meaningful contributions to clinical prevention, population health, and healthcare policy development.

- Baccalaureate nursing students are prepared to meet the challenges of clinical practice in an increasingly complex healthcare environment through the application of evidenced-based practice, technology, and scholarship.
- Graduate students are prepared to assume diverse health care and leadership roles for the advancement of nursing science as expert scholars, practitioners, educators, executives, and informatics specialists.

Accreditation

The baccalaureate degree in nursing/master's degree in nursing/ Doctor of Nursing Practice, and post graduate APRN certificate programs at Wilkes University are accredited by the [Commission on Collegiate Nursing Education](#).

State Authorization and Registration

Authorization requirements for distance education vary by state. While Wilkes University is a member of NC-SARA, it still must obtain approvals from non-SARA states and comply with the requirements of professional licensing boards in a state, where applicable, in order to enroll students from that state. Wilkes is currently in the process of evaluating and pursuing such approvals, as necessary and appropriate, for its online program delivery. See <http://www.wilkes.edu/about-wilkes/accreditation-and-rankings/state-authorization.aspx> for further information and updates as processed.

**For Ohio residents: The online graduate programs within the Wilkes University Passan School of Nursing are authorized by the Ohio Board of Regents to offer programs with on-ground experiences or are exempt from authorization by the Ohio Board of Regents.

Program Information

The **RN to MSN online program** is designed for practicing RNs who hold an associate's degree in nursing.

Wilkes University's 49-credit RN to MSN online program in Nursing Education, Nursing Informatics, and Nurse Executive allows students to earn a master's degree in just three years with our traditional progression. Our accelerated option allows qualified students to complete the program in only two years.

The Wilkes Advantage includes a curriculum that starts with two bridge courses totaling 10 credit hours. These transition courses are designed to bring students up to a baccalaureate level of study and prepare students for graduate coursework. **A bachelor's degree is not granted in this program.** After successfully completing the two courses and their associated clinical requirements, students will then transition directly into the master's degree program of choice.

The **MSN online program** offers three specialty tracks: Nurse Executive, Nurse Educator, and Nursing Informatics.

The MSN program takes just 26 months to complete. We also offer an accelerated option that enables qualified and accepted students to take concurrent courses and earn their MSN degree in less than 20 months, entirely online. Students in this program will learn how to apply evidence-based practice and become organizational leaders that can redesign and improve health care delivery systems. A final scholarly review course allows students to synthesize issues relevant to the concentration and prepares graduates to take the national certification exam for their areas of study.

Accepting a Student

The first step in the process of hosting a student for practicum is for a preceptor to be selected. Prior to beginning the clinical course, students are required to submit the Clinical agency and Preceptor/Mentor form, along with a copy of the preceptor's resume or Curriculum Vitae, and verification of the preceptor's active nursing license to the Program Manager. A copy of the Clinical Agency and Preceptor/Mentor form is included in this packet.

The second step in the process is to complete an affiliation agreement. Included in this packet is the "Wilkes University Affiliation Agreement" that has been developed specifically for our nursing programs. The affiliation agreement process is as follows:

1. Facility administrator will sign the affiliation agreement
2. Facility will email signed agreement to clinical@onlinenursing.wilkes.edu at least 4 weeks prior to the student's practicum course. Agreement may also be faxed to 570-445-2514.
3. The agreement will be signed by Wilkes University's Provost
4. Fully executed copy will be returned to facility via email

If your facility would prefer that Wilkes review your facility agreement, please email an electronic copy to the Program Manager at clinical@onlinenursing.wilkes.edu. Because outside agreements must go through legal review at Wilkes, please send your facility agreement at least 8 weeks prior to the student's practicum course. The Program Manager will act as a liaison between the facility and Wilkes legal.

Student Requirements

All students participating in Wilkes University's nursing program practicum will be responsible for meeting the following requirements prior to beginning a practicum course:

Immunizations (MMR, Hep B, TB, TDaP, Varicella, Influenza)

CPR

RN license

Physical exam

Drug screen

Criminal background check including fingerprints and state child abuse if required by state

HIPAA and OSHA training

Preceptor Requirements

The preceptor is an experienced registered nurse with a minimum of a Bachelor's Degree in Nursing for NSG 411, and must be licensed in his/her state. For 500 level practicum courses, preceptors must have a minimum of a Bachelor's Degree in Nursing and a graduate degree, be licensed in his/her state and be educated and/or extensively experienced in the areas of student program concentrations. Each preceptor will be responsible for the supervision of the student and will assist the student in finding experiences that will help meet the course objectives. The preceptor will also be responsible for completing an evaluation of the student at midterm/and or at the end of the practicum course, and for signing off on a student's clinical log validating completion of the documented hours (will be provided to the preceptor by the student).

Faculty Requirements

In the first week of the practicum course, faculty will send the preceptor a welcome packet. The packet will include a welcome letter outlining the clinical requirements, along with the course description and course outcomes. Faculty will contact the preceptor electronically a minimum of one time during the semester.

Practicum Courses

NSG 411: Leadership and Management Practicum for Graduate Nursing Students

This course prepares the RN to MSN student for professional role development in emerging health care delivery systems. The student synthesizes knowledge from previous nursing and supportive courses to manage care in an area of clinical practice consistent with career goals. Students will continue advancing their knowledge on the transformational concepts related to master's education in nursing. (45 supervised clinical hours required over 8 weeks)

Course Outcomes:

At the completion of the course, the student will demonstrate competence in:

1. Synthesizing concepts from the humanities, physical and social sciences, nursing and applied research as a basis for professional practice.
2. Using case management as a nursing care modality to prevent illness and to promote, maintain, and /or restore health within clients.

3. Collaborating as a member of the health care team with consumers and providers of health care.
4. Utilizing research findings in the practice of professional nursing
5. Demonstrating leadership and management roles in the emerging health care delivery system.
6. Integrating professional role of the nurse in the delivery of quality care.

NSG 563: Nurse Executive Practicum I

This practicum course synthesizes previously established theory and skill sets to further develop the student's administrative abilities. By applying theories from other sciences and utilizing interdisciplinary experiences and collaborative opportunities, the student will further enhance the skills necessary to excel as a health care executive in an evidence-based, culturally sensitive environment. The seminar component of this course is designed to supplement previous theoretical applications and stimulate critical-thinking and decision-making. (250 clinical hours required over 16 weeks)

Course Outcomes:

At the completion of this course the student will:

1. Synthesize theory in preparation for executive roles in nursing practice.
2. Apply the various components of administration as they directly relate to the healthcare environment.
3. Discuss professionalism in the role of the nurse executive.
4. Apply the competencies, scope, and standards of practice in the nurse executive role.
5. Evaluate learning within the context of the healthcare setting.

NSG 564: Nurse Executive Practicum II

This practicum course synthesizes previously established theory and skill sets to further develop the student's leadership abilities. By applying theories from other sciences and utilizing interdisciplinary experiences and collaborative opportunities, the student will further enhance the skills necessary to excel as a health care executive in an evidence-based, culturally sensitive environment. The completion of an organizational needs assessment within this course is designed to supplement previous theoretical applications and stimulate critical-thinking and decision-making. (250 clinical hours required over 16 weeks)

Course Outcomes:

At the completion of this course the student will:

1. Synthesize theory in preparation for executive roles in nursing practice.
2. Apply the various components of leadership as they are directly related to the healthcare environment.
3. Develop a needs assessment.
4. Apply the competencies, scope, and standards of practice in the nurse executive role.
5. Evaluate learning within the context of the healthcare setting.

NSG 544: Classroom Practicum in Nursing Education

This practicum provides the student an opportunity to actively participate in a faculty or staff development role within an educational setting. The student is required to obtain a mentor who will provide classroom learning experiences. (100 practicum hours required over 8 weeks)

Course Outcomes:

At the completion of this course the student will:

1. Participate as a nurse educator in selected educational settings.
2. Apply a variety of teaching strategies to achieve identified learning outcomes.
3. Develop a comprehensive teaching plan for nursing classroom presentations.
4. Participate in classroom learning outcomes.
5. Evaluate learning within the context of the classroom setting.
6. Actively participate in selecting, planning, and evaluating learning experiences.

NSG 545: Clinical Practicum in Nursing Education

This practicum provides the student and opportunity to actively participate in a faculty or staff development role within an educational setting. The student is required to obtain a mentor who will provide teaching learning experiences within a clinical environment. (100 clinical hours required over 8 weeks)

Course Outcomes:

At the completion of this course the student will:

1. Participate as a nurse educator in selected clinical settings.
2. Apply a variety of teaching strategies in clinical to achieve identified learning outcomes.
3. Develop a comprehensive teaching plan for nursing clinical presentations.
4. Participate in achieving clinical learning outcomes.
5. Evaluate learning within the context of the clinical setting.
6. Actively participate in selecting, planning, and evaluating learning experiences.

NSG 568: Nursing Informatics Practicum I

This course requires students to perform in the role of an informatics nurse specialist in a healthcare organization. In collaboration with a preceptor students will apply nursing informatics theory and models in developing a project, for improving the quality of nursing care delivered in a healthcare setting. (100 clinical hours required over 8 weeks)

Course Outcomes:

At the completion of this course the student will:

1. Discuss the scope and standards of the informatics nurse specialist in healthcare.
2. Describe the work flow analysis of an identified clinical area.
3. Promote the use of an EHR for developing a quality improvement practice change project in the clinical setting.
4. Develop a plan for a nursing informatics practice change in a healthcare organization.
5. Evaluate learning within the context of the practicum setting.

NSG 569: Nursing Informatics Practicum II

This course requires students to perform in the role of an informatics nurse specialist in a healthcare organization. In collaboration with a preceptor students will apply nursing informatics theory and models to implement a practice change project, for improving the quality of nursing care delivered in a healthcare. (100 clinical hours required over 8 weeks)

Course Outcomes:

At the completion of this course the student will:

1. Perform healthcare analytics in a clinical setting.
2. Identify an ethical issue requiring advocacy of the informatics nurse specialist.
3. Apply an e-learning application for improving patient education in healthcare settings.
4. Discuss an advantage and barrier encountered with telehealth delivery of care.
5. Implement a plan for a nursing informatics practice change in the healthcare setting.
6. Evaluate learning within the context of the practicum setting.

Again, thank you for your consideration. If you have any questions, please do not hesitate to ask.

Tara Saucier, RN, MSN

Program Manager

Wilkes University

p: 408-412-7317

f: 570-445-2514

clinical@onlinenursing.wilkes.edu



CLINICAL AFFILIATION AGREEMENT
For the Passan School of Nursing

This affiliation agreement is hereby made and entered into between **WILKES UNIVERSITY on behalf of its PASSAN SCHOOL OF NURSING** (hereinafter “the University”) and _____, _____ (hereinafter “The Site”).

WHEREAS, the University is an educational institution providing degree programs in Nursing; and

WHEREAS, clinical education in the nursing care of individuals, families, and groups is a required and integral part of the degree programs; and

WHEREAS, the Site possesses the facilities and professional expertise to provide clinical education to the University’s students enrolled in its Nursing degree programs.

NOW, THEREFORE, the following are the complete terms and conditions that the parties intend to be legally bound:

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

- A. Administration of Program: The University shall assume responsibility for the administration of the clinical program, including, but not limited to, curriculum development, grading, requirements for matriculation, credits, scheduling, and clinical hours.
- B. Supervision of Students’ Clinical Practice: The University shall designate its own faculty qualified by education and experience to plan, oversee, and evaluate the students’ clinical practice activities.
- C. Dissemination of Information: The University shall inform all students and faculty of their responsibilities under this agreement including their obligation to abide by the rules and regulations of the Site.
- D. Number of Students: The University shall provide the Site with the number of students to be mutually agreed upon for the days and hours mutually agreed upon, as appropriate.
- E. Health Status: The University shall require students participating in the clinical program to meet the health requirements of the Site and/or state regulatory agency.
- F. Liability Insurance: The University shall provide and maintain bodily injury, property damage, and licensed professional liability insurance with a minimum limit of \$2,000,000 per occurrence and an annual aggregate of \$6,000,000 per occurrence covering all Nursing faculty and students.

- G. Indemnification: The University shall indemnify and hold harmless the Site and, if applicable, the City/State, its departments, agencies, officials, employees, agents and servants against claims of liability or expense arising from willful or negligent action or omission of the University or its agents participating in this program.
- H. Transportation: Students shall be responsible for their own transportation to and from placement sites.
- I. Notification: The University shall notify the Site of any changes in faculty, curriculum, and policy that may affect the clinical education program.

II. DUTIES AND RESPONSIBILITIES OF THE SITE

- A. Structure of the Clinical Program: The Site shall provide facilities and nursing practice opportunities appropriate for successful completion of a clinical program. In addition, the Site shall provide learning experiences that are compatible with the mission of the University.
- B. Liaison/Field Coordinator: The Site shall appoint an employee to serve as liaison/field coordinator between the Site and the University.
- C. Orientation: The Site shall orient the faculty and students to the rules, regulations, and practices of the facility. Site shall also provide necessary regulatory and safety compliance training.
- D. Patient Care Responsibility: The Site shall retain full responsibility for the supervision and care of all patients.
- E. Reservation of Rights: The Site may reserve the right to reasonably discipline any student or faculty member who fails to comply with facility policies and procedures. Discipline may result from conduct, work, or health status that materially interferes with the Site's ability to care for patients. The Site shall notify the University's faculty member responsible for the student practice or the appropriate Dean.
- F. Student Progress Reports: The Site shall provide the University all information requested concerning a student's clinical performance.
- G. Student Records: Pursuant to the Family Educational Rights and Privacy Act (FERPA), the Site shall protect the confidentiality of the student's records and shall not release any information without written consent from the student unless required to do so by law. Site shall provide written notice to University within 24 hours of any accident, illness and other event occurring at Site involving a University student. In case of an emergency involving a student, notice shall be made to the Department of Public Safety at (570) 408-4999.
- H. Liability: The Site shall maintain in force during the term of this agreement, bodily injury, property damage and Licensed Professional Liability insurance, with coverage of at least \$3,000,000 per occurrence and an annual aggregate of \$6,000,000 per occurrence, insuring itself and its agents and employees for their acts, failures to act, or negligence, rising out of, or caused by, the activity which is the subject of the agreement, and upon request will furnish a certificate evidencing that such insurance is in force to the University.

I. Indemnification: Each party shall indemnify, defend, and hold the other party, its affiliates and their respective trustees, directors, officers, employees, students, contractors, subcontractors, and agents (collectively, the “Indemnified Parties”) harmless from and against any and all liabilities, suits, actions, claims, demands, damages, losses, expenses, and costs of every kind and character (including, without limitation, reasonable attorney fees court costs, and expert witness fees) suffered or incurred by, or asserted or imposed against the party seeking indemnification (or its Indemnified Parties) to the extent resulting from, connected with, or arising out of any negligent or wrongful act or omission by the indemnifying party (or its Indemnified Parties).

J. Health Insurance Portability and Accountability Act (HIPAA): The parties agree to comply with applicable federal laws and regulations governing the use and/or disclosure of individually identifiable health information. Site shall provide students with appropriate training regarding patient privacy and confidentiality. Such training shall satisfy the Health Insurance Portability and Accountability Act of 1996 and related regulations. The University covenants that all students will attend the Sites mandatory HIPAA training, as required.

III. **MUTUAL TERMS AND CONDITIONS**

A. Duration of Agreement: This agreement shall commence with the beginning of the academic year, _____ or at another mutually agreeable date, and shall be considered renewed from academic year to academic year unless either party seeks to terminate this agreement.

B. Termination of Agreement: The University and/or the Site may terminate this agreement, for any reason, by giving the other party written notice thirty (30) days prior to the effective date thereof.

C. Modification of Agreement: All modifications, waivers, or alterations to this agreement must be approved in writing by both parties.

D. Interpretation of the Agreement: This agreement shall be governed by the laws of the Commonwealth of Pennsylvania.

E. Relationship of Parties: The University and the Site shall be considered independent contractors to one another. This agreement shall not create a partnership, joint venture, or association between the University, any of its students, and the Site.

F. Severability: If any provision of this Agreement shall be declared by a court of competent jurisdiction to be invalid, or the parties determine any provision to be in conflict with any applicable federal, state or local law or regulation, then the remaining provisions of this Agreement shall be unaffected thereby and shall remain in full force and effect.

G. Equal Employment Opportunity/Non-Discrimination: The parties agree to comply with all applicable Federal, state and local laws, University policies, rules, and regulations which provide educational and employment opportunities to all persons, regardless of their economic or social status. The parties will not discriminate on the basis of race, color, national or ethnic origin, age, religion, disability, pregnancy, gender, gender identity and/or expression, sexual orientation, marital or family status, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local laws.

H. Objections of Conscience: The parties agree that no student or faculty of the University will be required to participate in any procedure which is contrary to his or her religion or conscience. It is understood that means that students may not be able to participate in clinic areas where full options are discussed.

IV. AUTHORIZATION

IN WITNESS WHEREOF, This Agreement has been executed by each party's duly authorized representative in multiple originals.

WILKES UNIVERSITY

Dr. Anne Skleder, Provost

Date

SITE: _____

Signature

Title

Date



Clinical Agency and Preceptor/Mentor Form

This form is to be completed electronically and emailed to the appropriate reference as outlined below.
HANDWRITTEN FORMS WILL NOT BE ACCEPTED.

Copies of required preceptor/mentor information (license, certification, CV) MUST accompany this form for final approval of the clinical experience and development of the clinical affiliation agreement. PLEASE SEND THE FORM AND ALL OTHER REQUIRED DOCUMENTS IN ONE EMAIL TO THE FOLLOWING:

Nurse Executive, Nursing Education, and Nursing Informatics Students:

Please submit to clinical@onlinenursing.wilkes.edu

DNP Students:

Please submit to clinical@onlinenursing.wilkes.edu

NSG 347 and 411 Students:

RN-BSN and RN-MSN (non NP students) please submit to clinical@onlinenursing.wilkes.edu

NSG 411 NP Students:

Please submit to NSG 410 faculty.

Nurse Practitioner MSN and Post Graduate/APRN Certificate Students:

Please submit to Graduate Clinical Concentration Coordinators, Dr. Mary Jane Miskovsky (Adult-Gerontology Primary Care); or Dr. Eugene Lucas (Psychiatric/ Mental Health)

Student and Course Information

Name:	Telephone Number:
Course Start Date (Month):	Year:
Course: NSG	

Is your preceptor/mentor and agency information the same as from a previous clinical course?

If yes, complete the following and forward this form as instructed above.

Clinical Course: NSG	
Course Start Date (Month):	Year:

If no, complete the preceptor/mentor and agency information below and forward this form as instructed above.

Preceptor/Mentor Information

Name:	Title:
Discipline:	Type(s) of patients seen:



Will the preceptor/mentor be supervising other students concurrently?	If yes, how many?
Address:	Phone:
	Fax:
City, State, Zip:	Email:

Agency Information

Name:	Setting*: *Hospital, physician office, outpatient clinic, etc.
Address:	Contact Person for Agency Responsible for Contract Completion (this may be a different person than the preceptor):
City, State, Zip:	Contact Person Title:
Contact Person Phone:	Contact Person Email:

Are you employed by the agency above:

If using more than one preceptor per clinical course, a separate form must be submitted for each.

Review and Approval by Passan School of Nursing Designee (Print)

Review and Approval by Passan School of Nursing Designee (Signature)

Date