

Master of Science  
in Nursing

# Student Handbook

2019-2020



1423 North Jefferson Avenue, Springfield, MO 65802

---

## Welcome

Welcome to Cox College's Master of Science in Nursing (MSN) Program. We, the Cox College Graduate Faculty, are honored that you have chosen to pursue your advanced practice nursing degree with Cox College. Our hope is that you will find your experience here to be professionally stimulating and challenging, as well as personally rewarding.

Cox College is committed to excellence. The core values that we emphasize in the college should be evident from the expert faculty, the communication you receive, as well as the opportunities available for you as a student here at Cox College. Upon completion of the MSN degree, you will become a leader who will design future educational and clinical possibilities for professional nurses.

The MSN curriculum was designed to promote professional growth for nurses that are employed in the field and desire to become leaders in the profession. Historically, our graduates have utilized their knowledge to become educators, advanced practice registered nurse providers, and community leaders. More importantly, they strive to contribute to the nursing profession by promoting evidence-based practice and having a strong influence within the work environment to inspire, negotiate and manage change that is important for the patients and communities that we serve.

Courses in the MSN program are taught by faculty members who have real world nursing experience. All faculty maintain certification in their areas of expertise and hold joint clinical appointments in various healthcare systems. These same faculty members are available as teachers and advisors to you as you move through your program of study. We look forward to building a rewarding relationship with you, while assisting you to achieve your goals in professional advanced practice nursing.

Sincerely,

Graduate Nursing Faculty

---

## Purpose of this Handbook

This handbook has been prepared to serve as a reference to assist you by centralizing essential information about the MSN program. You will find important policies, guidelines, resources, program of study, and course descriptions. You are strongly encouraged to read this document in its entirety at your earliest convenience and to keep this throughout your association with the MSN Program. Ultimately, you are responsible for the information contained in this handbook.

The policies and procedures contained in this handbook are subject to change without notice at the discretion of the Program Chair with the approval of the Dean. Any changes made will be communicated to students in a timely manner. This Handbook is not intended to be a contract, explicit or implied. It is the responsibility of each student to be acquainted with all requirements, policies, and procedures for his or her degree program and to assume responsibility for meeting those requirements.

It is the student's responsibility to become familiar with these documents and abide by all policies while enrolled at Cox College. Cox College policies can be found at <https://coxcollege.policymedical.net/policymed/artifact/> list and in the Student Portal

Please contact the Program Chair, Academic Advisor, or Dean with questions regarding the information in this Handbook or general Cox College policies and procedures.

This handbook is intended to be used in conjunction with the current Cox College Catalog, as well as other college publications.

Other related resources that MSN students may find useful include:

Cox College Website: <http://coxcollege.edu/>

Cox College Catalog: <http://coxcollege.edu/search-course/>

Cox College Academic Calendar: <http://coxcollege.edu/event-calendar/>

---

## Non-Discrimination Policy Statement

Cox College is committed to maintaining a community that values the worth and dignity of every person, and fosters understanding and mutual respect among its members. Cox College does not discriminate against any member of the College community on the basis of race, color, national origin, religion, disability, age, veteran status, political affiliation, sex, sexual orientation, gender identity, pregnancy, marital status, or any other basis protected by law in its programs and activities.

Inquiries concerning the non-discrimination policy or the procedure for filing a complaint should be addressed to [compliance@coxcollege.edu](mailto:compliance@coxcollege.edu), 1423 N. Jefferson Avenue, Springfield, MO 65802, or Betty Breshears, Vice President, Corporate Integrity, Compliance Officer, (417) 269-8806 or to the Office for Civil Rights.

# TABLE OF CONTENTS

<b>Welcome</b>	2
<b>Purpose of Handbook</b>	3
<b>Non-Discrimination Policy Statement</b>	4
<b>Table of Contents</b>	5
<b>General Information.</b>	8
✧ Mission, Vision, Goals, and Core Values.	8
✧ Accreditations	9
✧ Notices.	10
<b>Faculty &amp; Frequently Used Resource Contact Information</b>	19
<b>Interprofessional Research and Graduate Studies</b>	20
<b>Master of Science in Nursing Program</b>	21
✧ Master of Science in Nursing Degree Program Overview	21
✧ Mission	21
✧ Philosophy of Nursing	21
✧ Scope of Practice	23
✧ Program Tracks	23
✧ Program Outcomes	23
✧ Graduate Outcomes	24
✧ Conceptual Framework	25
<b>Admissions to Master of Science in Nursing Program</b>	27
✧ Admission Department	27
✧ U.S. Citizenship	27
✧ Requirements Prior to the First Program-Specific Course	27
✧ Disqualification of Application	28
✧ AHA BLS for Healthcare Provider Course Requirement	28
✧ Applying to the Master of Science in Nursing Program	29
✧ Admission & Selection Criteria	31
✧ Requirements Prior/Concurrent to/with the MSN Program	31
✧ Recommendations of the MSN Program	31
<b>Master of Science in Nursing Degree Requirements</b>	32
<b>Master of Science in Nursing Prerequisites &amp; Co-requisites</b>	33
<b>Policies and Guidelines</b>	36
<b>Academic Policies</b>	36
✧ Attendance Policy	36
○ Excessive Absences	36
✧ Classroom Academic and Behavioral Expectations	36
✧ Student Learning Contract for Online Courses	36
✧ Grading	37
✧ Grade Requirements for Progression in MSN Program	38

✧ Repeating a MSN Course	38
✧ Academic Standing	39
✧ Transfer of Credit	39
○ MSN Students	39
○ RN to BSN Students	40
✧ Enrollment in Courses	40
✧ Change of Schedule	40
○ Adding a Course	40
○ Withdrawing from a Course	40
✧ Incomplete Course Grade	41
✧ Withdrawal from Cox College or the Semester	42
✧ Graduation Procedures	42
○ Application for Graduation	42
✧ Graduation Requirements	43
○ Requirements for Graduates with the Master's Degree	43
✧ Time Limit to Complete the Degree	43
✧ Student Discipline	43
○ Probation, Suspension, & Dismissal	43
○ Academic Probation	44
○ Disciplinary Probation	44
○ Procedures for Disciplinary Probation	45
○ Suspension	45
○ Dismissal	45
○ Academic Dismissal	46
○ Disciplinary Dismissal	46
○ Student Counseling Procedure	47
○ Student Counseling Tracking Form	50
<b>Clinical Policies</b>	52
✧ Confidentiality	52
✧ Student Code of Conduct	52
✧ Dress Code	53
○ General Hygiene	53
○ Appropriate Classroom/Clinical Attire	53
✧ Name Tags & Identification	53
✧ Role Identification	54
✧ Role Competencies	54
✧ Clinical Attendance	54
✧ Preparation for Clinical Courses	55
✧ Preparation for Preceptor and Site Selection	55
✧ Student Responsibilities for Clinical Placement	56
✧ Criteria for Selection of Preceptor	57
✧ MSN Preceptor Agreement	59

❖ Clinical Placement	62
❖ Preceptor Search Counseling Record	64
❖ Conflict of Interest	67
❖ Guest in Classroom or Laboratory/Clinical Setting	67
❖ Scheduling Clinical Hours	67
❖ Number of Clinical Hours Required	67
❖ Clinical Preparation	68
❖ Clinical Documentation	68
❖ Evaluation of the Student and Preceptor	68
❖ Communication Devices	69
❖ Clinical Site Visit	69
❖ Clinical Improvement	70
❖ Probation, Suspension, and Dismissal	71
❖ <b>Master of Science in Nursing Degree Course Descriptions</b>	72
❖ <b>Master of Science in Nursing Degree Plan of Studies</b>	77

---

# GENERAL INFORMATION



## Mission, Vision, Core Values, and Goals

### Mission Statement

Cox College is committed to excellence by meeting the educational needs of students and the health care community.

### Vision

Cox College: Leaders in health care education

### Core Values

**Student First:** We believe in providing a learning environment that promotes student inspiration, support and academic achievement.

**Highest Quality:** We believe in providing an educational experience utilizing cutting edge technology and evidence-based curriculum.

**Communication:** We believe in shared, transparent communication that is respectful and responsible.

**Nothing is Impossible:** We believe in working together, taking reasonable risks and daring to change so that the impossible becomes possible.

**Lifelong Learning:** We believe that professional curiosity develops over a lifetime based on self-evaluation, effective questioning and critical analysis of information.

### Goals

- To provide quality educational programs
- To provide a quality customer experience
- To provide a quality workforce experience
- To achieve quality business practices
- To collect data and utilize systematic assessment practices

---

## Accreditations and Organizations

Cox College is accredited by The Higher Learning Commission, 230 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800-621-7440. <https://www.hlcommission.org/>.

Cox College is a single-purpose specialized private college and a partner of CoxHealth. The college provides integrated, comprehensive educational programs to prepare graduates for a changing health care environment.

The Missouri State Board of Nursing (MSBN) 3605 Missouri Blvd, PO Box 656, Jefferson City, MO 65102-0656, 573-751-0681, <http://pr.mo.gov> has granted full approval for both the Associate and Bachelor of Science in Nursing degree programs.

The Associate of Science in Nursing degree program at Cox College is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404-975-5000, [www.acenursing.org](http://www.acenursing.org) (previously National League for Nursing Accrediting Commission)

The Bachelor of Science in Nursing degree at Cox College is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington DC 20036, 202-887-6791. The Master of Science in Nursing degree at Cox College is accredited by the Commission on Collegiate Nursing Education (CCNE) <http://www.aacn.nche.edu/ccne-accreditation>



---

## Notices

### Non-Discrimination Policy

Cox College is committed to maintaining a community that values the worth and dignity of every person, and fosters understanding and mutual respect among its members. Cox College does not discriminate against any member of the College community on the basis of race, color, national origin, religion, disability, age, veteran status, political affiliation, sex, sexual orientation, gender identity, pregnancy, marital status, or any other basis protected by law in its programs and activities.

Inquiries concerning the non-discrimination policy or the procedure for filing a complaint should be addressed to Jana Roberts, Director of Compliance and Assurance/Title IX Coordinator, 1423 N. Jefferson Avenue, Springfield, MO 65802, (417) 269-3598, [compliance@coxcollege.edu](mailto:compliance@coxcollege.edu), or to the Office for Civil Rights.

### Non-Discrimination Harassment Policy and Complaint Procedures

Cox College is committed to maintaining a community that values the worth and dignity of every person, and fosters understanding and mutual respect among its members. The College adheres to a strict non-discrimination policy regarding the treatment of members of the College community. Harassment consists of unwelcome conduct, whether verbal, physical, digital/electronic, or visual, based on a person's protected status such as age, sex, color, disability, marital status, race, religion, ethnic or national origin, and any other basis protected by law. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity. Sexual violence is a severe form of sexual harassment prohibited by this Policy. The College will not tolerate, condone, or subject anyone to any form of harassment. In addition to being illegal, any form of prohibited harassment violates the dignity of the individual and the integrity of the College as an institution of learning.

Inquiries concerning the non-discrimination policy or the procedure for filing a complaint should be addressed to Jana Roberts, Director of Compliance and Assurance/Title IX Coordinator, 1423 N. Jefferson Avenue, Springfield, MO 65802, (417) 269-3598, [compliance@coxcollege.edu](mailto:compliance@coxcollege.edu), or to the Office for Civil Rights.

### Services and Accommodations for Students with Disabilities

Cox College is committed to full compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 by providing equal opportunity and reasonable accommodations to qualifying students with disabilities. Students, faculty, staff, and administration all play a role in ensuring that reasonable and appropriate accommodations are provided in a timely and effective manner.

It is Cox College's policy that no qualified student who demonstrates a physical or mental impairment that substantially limits one or more major life activities be excluded from participation in, be denied benefit of, or be subject to discrimination in any program or activity offered by Cox College. Cox College endeavors to provide qualified students with disabilities equal access, not advantage, to the College's educational opportunities, facilities, programs and activities in the most integrated setting appropriate to the needs of the individual.

It is the student's responsibility to request accommodations. It is only through the student's voluntary disclosure of disability and request for accommodations that Cox College can support the student's disability needs. For more information about how to request accommodations, please contact the Student Support Coordinator, Academic Resource Center - 2<sup>nd</sup> floor Terrace, 1423 N. Jefferson Avenue, Springfield, MO 65802, (417) 269-3225, [DisabilityServices@coxcollege.edu](mailto:DisabilityServices@coxcollege.edu).

### Technical Standards and Functional Abilities for Admission and Graduation

All students entering and continuing at Cox College must meet all of the following technical standards, with reasonable accommodation if necessary, and each student will be expected to sign a form certifying that he or she has read, understands, and is able to meet the standards, with or without reasonable accommodation. In the event a student is unable to fulfill the technical standards, with or without reasonable accommodation, the student will not be admitted into, or allowed to progress through, the College. The College may require that a student undergo an evaluation to ascertain whether these technical standards can be met with reasonable accommodation, if necessary. NOTE: The use of an intermediary, including, but not limited to, personal aids, assistants, caregivers, readers, and interpreters, that would require a student to rely on someone else's power of selection, detection, observation, and communication will not be permitted.

Issue	Standard	Examples*
Critical Thinking	Critical thinking sufficient for clinical judgment. Analytical thinking sufficient to transfer knowledge from one situation to another, to problem solve, to prioritize tasks and to use long-term and short-term memory.	Competent assessment of patient in timely manner, correct interpretation of assessment, readily respond with appropriate interventions and treatment plans, ability to work alone and to make correct, independent decisions as needed. Identify cause-effect relationships in clinical situations. Ability to recognize and evaluate inconsistencies, discrepancies, and inaccuracies in medical dictation and appropriately edit, revise and clarify report without altering the meaning or changing the dictator's style.
Interpersonal and emotional stamina	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. Emotional stability sufficient to assume responsibility/accountability for actions, to provide client with emotional support, to adapt to environmental stress and to monitor own emotions.	Establish rapport with patient/client and colleagues. Work as a team member. Deal with unexpected crises. Handle multiple tasks simultaneously. Handle strong emotions.
Communication	Communication abilities sufficient for verbal and written interaction with others. Ability to speak, comprehend, read, and write English at a level that meets need for accurate, clear and effective communication.	Can follow verbal and/or written instructions. Can communicate and receive information from multiple sources simultaneously (e.g. receiving information from doctor on telephone while reviewing computer screen). Must communicate patient responses to therapy to health care providers, document therapeutic procedures performed on patient, initiate health teaching, and consult with other health care providers in a professional manner. Knowledge and use of appropriate English

		punctuation and grammar to effectively respond to discrepancies in medical dictation.
Mobility	Physical abilities sufficient to move from room to room, walk in hallways, maneuver in small spaces and includes the strength necessary to lift patients as needed.	Walking to and from departments to patient rooms via stairs and room to room to take care of patients on a team: assisting in patient transport.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care. Accurately operate office equipment simultaneously.	Perform vital signs, CPR, transporting patients, physical assessment, manipulating equipment. Be able to pick up, grasp and manipulate small objects with hands and writing with a pen or pencil. Versatility in use of a Dictaphone, foot pedal and computer keyboard while listening and transcribing.
Hearing	Auditory ability sufficient to monitor and assess health needs. Hearing acuity sufficient to accurately interpret and record patient data into medical reports. Hearing acuity sufficient to accurately interpret information from multiple sources.	Auscultation of BP, breath sounds, heart sounds, bowel sounds, hearing alarms in units, call bells, telephones, converse with patients, family and staff. Communicate clearly in telephone conversations. Communicate effectively with patients and with other members of the health care team.
Visual	Visual ability sufficient for accurate observation and assessment necessary to provide nursing care and to obtain and discern accurate recording of patient data information.	Read computer screens, patient charts/flow sheets, monitors, read prescriptions and administer medications, assess patient skin color, reading thermometers. Proofread the medical report while transcribing to edit and revise without altering the meaning of report.
Tactile	Tactile ability sufficient for physical assessment and to provide nursing intervention.	Perform palpation, give injections, start IVs, perform sterile and non-sterile dressing changes and urinary catheterization; assist patient with daily activities. Perform keystrokes with accuracy and speed.
Smell	Detect odors.	Detect smoke, client odors such as alcohol on breath and excretions.
Health stamina	Health status level which permits the student to meet classroom and clinical objectives. Ability to meet physical demands of prolonged sitting and coordination of hands and feet.	Stamina sufficient (i.e. diabetic allows for snacks) to participate in continuous clinical activities for length of time required by course. Sitting for 75% of time with use of foot pedal and hand control of keyboard and dictaphone.

Derived from *Functional Abilities Essential for Nursing Practice, National Council of State Boards of Nursing*)

*\*These are not all-inclusive.*

### Family Educational Rights and Privacy Act (FERPA) Directory Information

Cox College adheres to a policy of compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA) (20 U.S.C. § 1232g). In accordance with federal law, Cox College has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from, a student's educational record without the prior written consent of the student or as otherwise authorized by FERPA. Information designated as directory information, and maintained by Cox College may be released, unless specifically prohibited by the student in writing. Forms authorizing Cox College to withhold any or all such information are available in the Registration office. Educational records are

maintained in the Registration office, and copies of records are provided to advisors. Official transcripts are maintained in the Registration office and are, except as herein provided, released upon the student's consent.

The College has determined the following categories of information as directory information:

- ✧ Student's name
- ✧ Mailing address
- ✧ Academic classification
- ✧ Field of study
- ✧ Dates of attendance
- ✧ Degrees, certificates, and awards received
- ✧ Participation in officially recognized activities
- ✧ Photographic, video, or electronic images of student taken and maintained by Cox College

Permitted exceptions under the law include disclosures to college personnel who have a legitimate educational interest; officials of other institutions in which a student seeks enrollment; representatives of agencies or organizations from which a student has received financial aid; and certain federal and state officials.

### **Notification of Students Rights Regarding Education Records**

FERPA affords students certain rights with respect to their education records. These are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the US Department of Education a complaint concerning alleged failure by Cox College to comply with the requirements of FERPA.
5. The right to obtain a copy of the college's FERPA policy. Students can obtain a copy of the policy from the Office of the Registrar.

### **Financial Condition Information Requests**

An annual audited fiscal report is available to interested parties upon written request to the Chief Financial Officer of CoxHealth. Access to the 990T forms is available for viewing by interested parties in the Accounting office of CoxHealth.

### **Student Exposure to Blood, Potentially infectious Body Fluids, and Illness**

As healthcare students, Cox College students are at increased risk of exposure to communicable and blood borne illnesses (including, but not limited to: influenza, hepatitis, pertussis). All Cox College students must review and sign the CoxHealth Blood/Body Fluid Exposure Policy as a condition of enrollment into any certificate or degree program. Please refer to your Program Handbook and CoxHealth policy for guidance should an exposure occur.

Students are required to maintain complete and current health and immunization records with the Clinical Outreach Coordinator. Failure to do so may result in an ineligibility to enroll and/or continue in Cox College courses. This requirement ensures the well-being of students, clients and the Cox College community.

Cox College adheres to the *CoxHealth Influenza Vaccination for Healthcare Workers policy*. Healthcare worker (HCW) refers to all persons paid or unpaid, working in a healthcare setting who has the potential for exposure to patient and/or infectious materials including body substances, contaminated medical supplies and equipment surfaces, or contaminated air. Influenza vaccination will be required of all HCWs (Healthcare Workers), each year, unless an exemption has been granted as described in the CoxHealth policy.

### Background Investigation and Drug Screens

The purpose of this policy is to assure the safety and well-being of patients, students, faculty and staff in the clinical and academic environments and to attest to clinical agencies the students' eligibility to participate in clinical activities. Background investigations and drug screens will be conducted as a condition of enrollment for students admitted into any certificate or degree program.

Students currently employed by CoxHealth who have already undergone a background investigation will still be subject to a drug screen as a condition of enrollment into any certificate or degree program.

If the background investigation and/or drug screen results indicate adverse information, the admission to the College and certificate or degree program may be denied or rescinded. All background investigations and drug screening will be kept strictly confidential and disclosed only to those who have a legitimate educational interest in their contents or for any other purpose permitted by FERPA or state law. The Cox College *Background Investigation and Drug Screen Policy and Procedures* are available in the Student Handbook. A copy of the policy is also provided to all students during college orientation. Questions about this policy and procedure may be directed to the Director of Compliance and Assurance.

### Drug-Free Schools

Cox College recognizes that misuse of alcohol and other drugs and the unlawful possession, use or distribution of illicit drugs and alcohol pose major health problems, are potential safety and security problems, can adversely affect academic, clinical, and job performance, and can generally inhibit the educational development of students.

Cox College is committed to the standards outlined by the Federal Drug-Free Workplace Act of 1988, the Anti-Drug Abuse Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989. As a result of this commitment, Cox College has established regulations forbidding students to engage in the unlawful manufacture, distribution, dispensing, possession or use of illegal or illicit drugs and alcohol on Cox College premises or property or as part of any Cox College activity planned for or by students. These regulations shall assure that Cox College is in compliance with all applicable federal, state, and local statutes, regulations, and ordinances.

Cox College encourages all members of the college community to maintain civic and social responsibility when making decisions regarding the use of alcoholic beverages off Cox College premises. If a student demonstrates unsafe and/or unprofessional behavior that violates professional standards or state practice acts of each academic program, or calls into question the professional accountability of the student, corrective action will follow. Students are expected to adhere to the standards of behavior required of healthcare professionals. A one-time deviation from safe practice may be sufficient to judge a student's behavior unsafe.

Practicing in a clinical setting or coming to class under the influence of alcohol and/or drugs (illegal or prescribed) is prohibited and warrants corrective action. If the College or a clinical site has

reasonable suspicion that the student is under the influence of drugs or alcohol, the student will be removed from the college or clinical environment, placed on temporary suspension, and evaluated. The College may require a student to submit to a blood, breath, and/or urine test for drugs and/or alcohol.

### **Substance Abuse Policy and Drug Free Environment**

to all students during college orientation. Additional copies are available in the Academic Resource Center (ARC) or by contacting the Director of Compliance and Assurance.

This policy is intended to encourage all students to seek treatment for alcoholism and other drug dependencies and to prevent the use of illicit drugs and abuse of alcohol. Students are expected to perform satisfactorily and behave appropriately. Failure to meet these basic expectations will result in disciplinary action. When the use of alcohol and other drugs interferes with such expectations, students will be offered appropriate assistance.

Alcoholic beverages or illicit drugs are not to be brought onto the college or CoxHealth premises nor consumed there. The transfer, sale or use of alcohol or illicit drugs while on CoxHealth premises may result in legal prosecution. The legal sanctions under local, state, and federal law may result in the imposition of fines, probation, or incarceration.

Students are expected to remain drug free and in a suitable physical and mental condition for the learning environment. Students suspected of being under the influence will be removed from the college environment, placed on temporary suspension, and an evaluation will be done which may include drug testing. If suspected, Cox College will comply with the CoxHealth policy regarding Drugs and Alcohol in the Workplace. Reasonable suspicion may be drawn from:

1. An observable phenomenon such as direct observation of drug use and/or the physical symptoms, alcohol on the breath or manifestations of being under the influence of a drug
2. Abnormal conduct, which is not limited to, but could include slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, deterioration of performance to include absenteeism, tardiness and/or frequent/severe on the job injuries
3. Information that a student has caused or contributed to an accident while on clinical that resulted in an injury requiring treatment by a licensed health care professional
4. A report of use while in the student role provided by reliable and credible sources and which is independently collaborated
5. Evidence that an individual has tampered with a drug test
6. Evidence that an individual has tampered with a drug test he/she was administered
7. Evidence that a student is involved in the use, manufacture, possession, sale, solicitation or transfer of drug(s)

### **Tobacco-Free Facilities**

In accordance with CoxHealth System policy and efforts to promote and encourage healthy lifestyles, Cox College is a tobacco-free environment. Use, sale or distribution of tobacco products is prohibited inside and outside all buildings on the Cox College campus. All CoxHealth buildings, grounds and parking lots are tobacco-free. Tobacco use will not be permitted in or within 500 feet of Cox hospital and CoxHealth facilities including public rights of way. Employees/students may not smoke or use tobacco in any form while wearing their CoxHealth photo ID badge or in CoxHealth issued uniforms, scrubs or other clothing provided by CoxHealth whether at work or off duty. Employees/students may not smoke in their vehicles while on campus. Employees/students with an offensive smoke odor on or in their clothing may be asked to change into a set of hospital-issued scrubs or sent home on their own time to change clothes. Failure to comply may result in disciplinary sanctions.

### **Copyright Policy**

Federal Copyright Law requires all members of the Cox College community, including faculty, staff, students, volunteers, and patrons to respect the proprietary rights of owners of copyrights and refrain from actions that constitute an infringement of copyright or other proprietary rights.

Because of advances in technology and ease to copy, transmit, distribute, adapt, display, or perform copyrighted works, individuals must increasingly be aware of various copyright implications when using a wide range of materials and devices. Copyright violations related to printed materials, materials in digital format, audio and video recordings, music, Internet transmissions, computer programs and databases, or any other types of materials create potential legal liability for Cox College and the individuals involved. Faculty, staff, students, and any third-parties accessing [www.coxcollege.edu](http://www.coxcollege.edu) must also be familiar with and comply with the Copyright and CoxHealth Policy.

### Background Investigation and Drug Screens

The purpose of this policy is to assure the safety and well-being of patients, students, faculty and staff in the clinical and academic environments and to attest to clinical agencies the students' eligibility to participate in clinical activities. Background investigations and drug screens will be conducted as a condition of enrollment for students admitted into any certificate or degree program.

Students currently employed by CoxHealth who have already undergone a background investigation will still be subject to a drug screen as a condition of enrollment into any certificate or degree program.

If the background investigation and/or drug screen results indicate adverse information, the admission to the College and certificate or degree program may be denied or rescinded. All background investigations and drug screening will be kept strictly confidential and disclosed only to those who have a legitimate educational interest in their contents or for any other purpose permitted by FERPA or state law. A copy of the policy is also provided to all students during college orientation. Questions about this policy and procedure may be directed to the Director of Compliance.

### Peer to Peer File Sharing Program

H.R 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. These provisions include requirements that:

- ✧ Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.
- ✧ Institutions certify to the Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material.
- ✧ Institutions, “to the extent practicable,” offer alternatives to illegal file sharing.
- ✧ Institutions identify procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials.
- ✧ This document outlines Cox College’s plan to comply with these requirements.

Consistent with our educational principles, we view education as the most important element in combating illegal sharing of copyrighted materials at Cox College. We use a wide variety of methods to inform our community about the law and Cox College’s response to copyright infringement claims:

### Annual Disclosure Requirement

- ✧ Annually, the following statement will be distributed to all Cox College faculty, staff and students and be posted on the College website:

Cox College complies with the provisions of the Digital Millennium Copyright Act (DMCA). It is illegal, as described in the Federal Law, and more recently the DMCA to download, upload, or distribute in any fashion, copyrighted material, in any form without permission or a license to do so from the copyright holder.

- ✧ In order to use Cox College and CoxHealth computing resources, members of the college community are required to sign the CoxHealth Confidentiality & Security Agreement and agree to the provisions of the Copyright and CoxHealth Policy, CoxHealth Information Security & Privacy Violation Policy, CoxHealth Internet Acceptable Use Policy, and related policies. Members of the College community must follow institutional policies for appropriate use of technology resources as well as comply with all applicable copyright laws.
- ✧ Cox College policies and procedures concerning the Digital Millennium Copyright Act are published online in Policy Manager.
- ✧ Posters are mounted in the library, student computer labs and elsewhere to discourage illegal file sharing.
- ✧ Information about illegal distribution of copyrighted materials is posted in both the student and faculty portals, College Catalog, Faculty and Staff Handbooks, and in select Canvas courses.
- ✧ The Library Online Journal Article Request form includes the copyright notice. A copyright disclaimer is also included on every email that has an attached article reprint (whether it was scanned from an in-house print journal or received from another library (Inter-library loan)).

### **Plans to “Effectively Combat” the Unauthorized Distribution of Copyrighted Material**

Cox College partners with CoxHealth to implement technical solutions to combat peer to peer (P2P) file sharing on campus. The CoxHealth computer network utilizes a robust Internet firewall which classifies and identifies specific categories of potentially malicious sites and attempts to block them. Further, all applications and services that do not have a specific business and/or education necessity are blocked or turned off. Should a member of the campus community need access to a particular site that has been blocked, that site will be reviewed and permission must be granted by network administration.

As outlined in the Software Acquisition and Acceptable Use Policy, software purchased and/or provided by Cox College is to be used only for college-related business. Software installation, modification, de-installation or deletion taking place on Cox College Workstations by anyone other than college Information Technology personnel, Si3 staff or Si3 approved personnel is strictly prohibited. To ensure licensing compliance, Si3 will monitor software licenses and remediate violations of this policy. CoxHealth and Cox College reserves the right to inspect Workstations and servers to ensure software license and copyright compliance. The full cooperation of all users is required during audits.

### **Offering Alternatives to Illegal File Sharing**

The Cox College student and faculty portals provide links to sites that provide numerous options for obtaining music, videos, and other digital content in a legal manner. Members of the Cox College community are encouraged to take advantage of these legitimate sources of digital content. In addition, Canvas, the college’s learning management system, comes with a license to FLIKR, an online photo management and sharing application.

### **Reviewing Effectiveness**

Cox College will review this plan for effectiveness and relevance on a regular cycle. The college will use insights from personal conversations with students, frequency of recidivism, and external factors (e.g., developments in P2P software, networking technology, trends in P2P, network traffic analysis, etc.).

### **Institutional Policies and Disciplinary Procedures**

Violation of the Peer to Peer File Sharing Policy may result in suspension or termination of your right to access to the CoxHealth and Cox College network, discipline in accordance with CoxHealth and Cox College standards, in addition to possible civil and criminal penalties listed below.

### **Federal Copyright Laws Civil and Criminal Penalties Summary**

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found responsible for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 for work infringed. For “willful” infringement a court may award up to \$150,000 for work infringed. A court can in its discretion also assess cost and attorney’s fees.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information regarding the civil and criminal penalties, visit the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), and their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **Campus Communication**

### **Bulletin Boards**

Bulletin boards for student use are located in the various student lounges and are appropriate for notices of items for sale, tutoring services, carpooling, etc. These boards will be cleared at the end of each semester. Bulletin boards located in general areas of the College are controlled by the College and posting information on those boards requires authorization from the Vice President for Student Affairs and College Advancement.

### **Reader Board**

A reader board is placed in the lobby as a key communication tool for activities, deadlines, etc. In addition, the board will provide a special welcome to campus guests.

### **Signs and Posters**

The Vice President for Student Affairs and College Advancement must approve signs and posters to be displayed in the college and all external advertisements and signage.

### **Communication Devices**

Communication devices include, but are not limited to, smart phones, cell phones, iPads and other mobile hand held devices. The use of these technological resources in the college is encouraged in accordance with the needs of the instructor and course. However, they must be used in an acceptable manner with concern and consideration for your classmates, faculty and other constituents of the college. Students must abide by specific guidance provided in their course syllabus, and/or by their course coordinator or clinical instructor.

The clinical agency or college is NOT responsible for loss or theft of any device.

## Faculty and Frequently Used Resources

	<p><b>Amanda Cole, BSN, MS</b>            Associate Professor, Lead Research Faculty            Email: <a href="mailto:Amanda.Cole2@coxcollege.edu">Amanda.Cole2@coxcollege.edu</a></p>
	<p><b>Jaclyn Curnutt, MSN, FNP-C</b>            Assistant Professor            Email: <a href="mailto:Jaclyn.Curnutt@coxcollege.edu">Jaclyn.Curnutt@coxcollege.edu</a></p>
	<p><b>Cinnamon Jones, MSN, FNP-C</b>            Assistant Professor            Email: <a href="mailto:Cinnamon.Jones@coxcollege.edu">Cinnamon.Jones@coxcollege.edu</a></p>
	<p><b>Amber Peters, MSN, FNP-C</b>            Assistant Professor            Email: <a href="mailto:Amber.Peters@coxcollege.edu">Amber.Peters@coxcollege.edu</a></p>
	<p><b>Kari Reichert, MSN</b>            Assistant Professor, MSN Clinical Outreach Coordinator            Email: <a href="mailto:Kari.Reichert@coxcollege.edu">Kari.Reichert@coxcollege.edu</a>            Fax: 417-269-3865</p>
<b>Cox College</b>	1423 N. Jefferson Ave. Springfield, MO 65802 Phone: 417-269-3701 or 1-866-898-5355      Fax: 417-269-3586
<b>Admissions</b>	Email: <a href="mailto:admissions@coxcollege.edu">admissions@coxcollege.edu</a> Office: 417-269-3401
<b>Financial Aid</b>	Email: <a href="mailto:Financialaid@coxcollege.edu">Financialaid@coxcollege.edu</a> Office: 417-269-3045 or 417-269-3160 or 417-269-3458
<b>Bursar</b>	Email: <a href="mailto:Lianna.Marshall@coxcollege.edu">Lianna.Marshall@coxcollege.edu</a> Office: 417-269-3440
<b>Technology</b>	Email: <a href="mailto:Technology@coxcollege.edu">Technology@coxcollege.edu</a> Office: 417-269-3854
<b>Library</b>	Email: <a href="mailto:Library@coxhealth.com">Library@coxhealth.com</a> Office: 417-269-3460

---

# Interprofessional Research and Graduate Studies

## Division of Interprofessional Research and Graduate Studies

The Division of Interprofessional Research & Graduate Studies (IPRGS) offers three degree options: the Master of Science in Nursing (MSN), Master of Science in Nutrition Diagnostics (MND), and the Master of Science in Occupational Therapy (MSOT).

### Mission

The Cox College Interprofessional Graduate Programs are committed to excellence in preparing advanced health care practitioners who implement research and critical thinking to deliver evidence-based care in an interprofessional environment



---

# Master of Science in Nursing (MSN) Program

## Master of Science in Nursing Degree Program Overview

The Master of Science in Nursing (MSN) Program is designed for the working nurse (although full-time work is strongly discouraged in the Family Nurse Practitioner (FNP) program and Psychiatric Mental Health Nurse Practitioner [PMHNP] program) and can be completed in 24 months of fulltime study. Course work is online with on-site clinical practicum experiences.

The MSN degree offers 36-42 credits and upon completion of the degree, the graduate is eligible to take the national certification exam as a Family Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, or Nurse Educator.

The MSN program at Cox College offers post-master certificates as a Family Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, or Nurse Educator. These programs are designed for the MSN who would like to further specialize in either track. These programs offer 15-22 credit hours for completion.

### Mission

To provide excellence in educational programs that prepares nurses at the master's levels.

### Philosophy of Nursing

The faculty of Cox College has chosen the following concepts to be included in the philosophy: human beings, society, health, nursing, learning and nursing education.

*Human beings* are unique holistic individuals with intrinsic value, having the right to be treated with respect and dignity from conception to end of life. Humans influence and are influenced by two interrelated forces, the internal and external environments. The internal environment consists of biological, psychosocial, and spiritual factors, whereas the external environment consists of socio-cultural, political, economical, physical and technological factors. Humans have rational power and personal values that affect self, others and environment, and have a right to be treated with respect and dignity. Human beings are social beings who constitute groups, with groups forming societies.

*Society*, characterized by cultural norms, beliefs and mores, defines the rights and responsibilities of its citizens and communities. Social organization allows procurement of benefits and resources for individuals and groups that might not be otherwise realized. Social organization addresses distribution of limited resources such as health care seeking to provide the highest benefit for greatest number as an ongoing imperative.

*Health* is a dynamic state in which the individual is constantly adapting to changes in the internal and external environment. A state of health is viewed as a point existing on a continuum from wellness to death. The meaning of health varies with the perception of each human being.

The purpose of the health care delivery system is to assist individuals in achieving their optimal wellness and a state of being, by utilizing a multidisciplinary approach that is sensitive to both environmental resources and constraints.

*Nursing* is a synergy of art and science. The science of nursing is based on principles and theories of nursing, behavioral, and natural sciences, which embody knowledge, skills and professional values, which are applied in a caring manner. The art of nursing, grounded in the humanities, is exemplified by the characteristics of caring that include commitment, authenticity, advocacy, responsiveness, presence, empowerment and competence. Nurses accept and respect cultural differences and develop skills to provide ethical, compassionate care.

The goals of nursing practice are to promote wellness, prevent illness, restore health and facilitate healing. Nursing process provides the framework for decision making and problem solving. Recipients of nursing care may be individuals, families, groups or communities. Nurses practice within legal, ethical and professional standards in the health care delivery system. A variety of nursing roles and practice settings offer nurses the opportunity to collaborate within a complex system while making a unique contribution. As a vital humanitarian service within society, nurses function in the interrelated roles of provider, manager, leader and research scholar.

*Learning* is a lifelong process influenced by conditions in the environment. Evidenced by changes in behavior, learning involves development in the cognitive, affective and psychomotor domains. Students are expected to be self-directed, goal-oriented and actively involved in the learning process. Faculty facilitates the learning process by creating a flexible environment and planning goal-oriented experiences. Respect for individuality, freedom of expression, shared decision making and mutual trust promote reciprocal relationships and create an optimal learning environment. Faculty accepts responsibility for acting as role models and stimulating intellectual curiosity, critical thinking, self-awareness and promoting lifelong learning.

*Nursing education* prepares individuals to perform at various levels of decision making, which range from those based on accepted nursing knowledge, skills and values to those that require a complex organization of these components. Nursing knowledge which is further supported by evidence is foundational to professional nursing and is emphasized at all levels of nursing education. Each level of nursing education is valued for their contributions and

collaborative work to achieve unity of effort. Faculty value educational mobility and individual choice in educational pathways.

Graduate education in nursing further prepares registered nurses who have professional knowledge and experience in leadership, advanced practice and education. The graduate program builds upon a foundational baccalaureate education by providing opportunities for professional registered nurses to develop expertise in the role of family nurse practitioner (FNP) or nurse educator (NE). These advanced practice roles provide a portal for meeting the needs of an evolving health care delivery system. Core graduate coursework facilitates dialogue within the interrelated context of clinical practice and education. (Revised 10/2011)

### Scope of Practice

Students in the MSN program practice under their state Nurse Practice Act. They also practice by the ANA Code of Ethics.

### Program Tracks

**Nurse Educator** track prepares baccalaureate registered nurses who aspire to an educator role in colleges or university nursing programs or other health care organizations. Admissions for this track are fall semesters. This track includes didactic coursework and clinical practicums.

**Family Nurse Practitioner** track prepares baccalaureate registered nurses seeking to become Advance Practice Nurses who provide primary health care to clients across the life-span. Admission for this track is in the fall and spring semesters. This track includes didactic coursework and clinical practicums.

**Psychiatric Mental Health Nurse Practitioner** track prepares baccalaureate registered nurses seeking to become Advance Practice Nurses who provide holistic care to clients across the life span, which bridges the common gap between physical and mental health care. Admission for this track is in the fall semester. This track includes online didactic coursework and clinical practicums.

### Program Outcomes

Assessment is an on-going process aimed at understanding and improving student learning. It involves making our expectations explicit and public; setting appropriate criteria and high standards for learning quality; systematically gathering, analyzing and interpreting evidence to determine how well performance matches those expectations and standards; and using the resulting information to document, explain and improve performance. When it is

embedded effectively within larger institutional systems, assessment can help us focus our collective attention, examine our assumptions and create a shared academic culture dedicated to assuring and improving the quality of higher education.

At the completion of the program, the graduate will be able to:

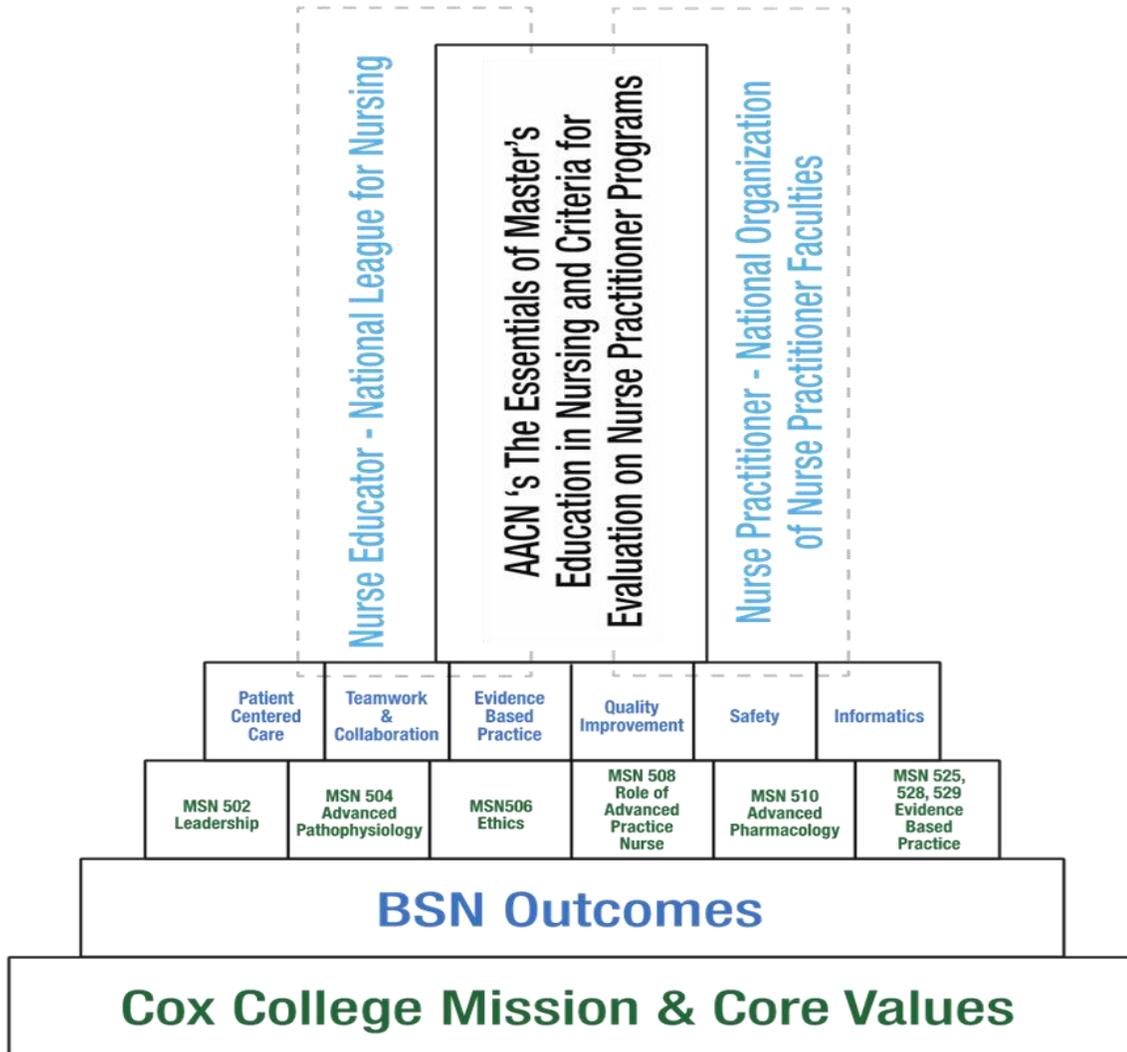
- ✧ Integrate knowledge and skills acquired throughout the didactic and clinical practicum experiences in the MSN program.
- ✧ Understand and account for practice outcomes.
- ✧ Practice collaboratively within an inter-professional model.

### Graduate Outcomes

At the conclusion of the MSN program, graduates will be able to demonstrate the following:

- ✧ The graduate will demonstrate ethical conduct and decision making within their specific healthcare practice area.
- ✧ The graduate will integrate role specific practice expertise in the advancement of nursing science.
- ✧ The graduate will communicate effectively with multidisciplinary professionals within healthcare and educational systems, while adhering to the ethical use of communication technologies.
- ✧ The graduate will implement team-building strategies that utilize evidence-based research to create partnerships, improve patient care, and fully collaborate within nursing and across disciplines.
- ✧ The graduate will be able to analyze current and emerging technologies to support safe practice environments and to optimize quality care outcomes.
- ✧ The graduate will recognize cultural diversity and create a climate of patient-centered care (within the context of family and community), built upon mutual respect, empathy and collaboration.
- ✧ The graduate will understand the role of health policy and integrate that knowledge in improving the health of the public and the profession of nursing.

## Master of Science in Nursing Conceptual Framework



The Cox College Master of Science in Nursing (MSN) faculty designed the conceptual framework to serve as an exemplar that clarifies the philosophies of the faculty and provides uniformity and meaning to the programs curriculum. The framework will serve as a guide to program development, implementation and evaluation.

The graduate program is built upon baccalaureate education, leadership potential and satisfaction of admission criteria. Distinct competencies exist for each track. Congruence of core coursework and competencies not only allow faculty to teach and advise in one or both tracks with a minimal learning curve but promotes effective stewardship of human resources. All tracks are highly marketable. The dual programs and curriculum facilitates familiarity and interaction amongst and between students in each track. This interaction promotes understanding of each advanced practice role and encourages and sustains dialogue as students transition from classroom to education or practice arenas. This interaction provides a venue for prompt and effective dialogue to address challenges, in nursing education, leadership, and practice.

The conceptual framework of Cox College's MSN Graduate Programs consists of two key components: a four-tier base illustrating the foundation upon which rests three interconnecting columns. The Mission and Core Values serve as the solid foundation on which the framework is built.

Tier two depicts the educational requirements for entry into the graduate program. The graduate program builds upon and extends foundational baccalaureate education by providing opportunities for professional registered nurses to develop expertise in education (nurse educator) or practice (family nurse practitioner) and to meet the needs of an evolving health care delivery system.

Tier three represents the concentration of the graduate programs upon which learning outcomes are measured.

The fourth, and final tier of the base, represents the American Association of Colleges of Nursing's (AACN) Quality and Safety Education for Nursing (QSEN) core competencies. The faculty will strive to effectively develop quality and safety competencies among graduates of their programs. These significant and ongoing contributions will ensure graduates are provided the knowledge and tools needed to deliver high quality, safe, effective, and patient-centered care.

Upon the foundation sits three interconnecting columns. The central column depicts AACN's *The Essentials of Master's Education in Nursing* and the *Criteria for Evaluation on Nurse Practitioner Programs*. These guidelines are central for the MSN programs and provide the necessary curricular elements and framework, regardless of focus, major, or intended practice setting.

The left column represents the interconnecting guidance of The National League for Nursing recommendations on the Nurse Educator program. While the right column represents the influence of The National Organization of Nurse Practitioner Faculties on the Nurse Practitioner program. Each organizations recommendation is continually reflected upon for guidance and improvement.

---

## Admissions to MSN Program

### Admissions Department

The Admissions office is the gateway to accessing the admissions requirements for the college and information on all college programs. All prospective students are encouraged to visit with one of our admissions counselors or advisors at Cox College.

If you would like more information or to schedule an admission appointment, please contact the Cox College Admissions office (417-269-3401, toll-free 1-866-898-5355, or [admissions@coxcollege.edu](mailto:admissions@coxcollege.edu)). The Admissions office is open Monday through Friday, 8:00 a.m. to 5:00 p.m. The mailing address is:

Cox College  
Admissions Office  
1423 N. Jefferson Avenue  
Springfield, Missouri 65802

### US Citizenship

Applicants must be a US Citizen or hold a Permanent Residency Card to enroll at Cox College.

### Requirements Prior to the First Program Specific Course

The following requirements must be completed before beginning program-specific courses (unless otherwise noted in the specific program).

1. Immunization Requirements:
  - a. **Tetanus/Diphtheria/Pertussis** – Current Tetanus/Diphtheria (TD) immunization status (booster required every ten years) AND documentation of one dose of adult pertussis vaccine (Tdap)
  - b. **Varicella** – Initiation or completion of vaccine series OR laboratory confirmation of immunity
  - c. **Hepatitis B** – Initiation or completion of vaccine series OR laboratory confirmation of immunity
  - d. **Measles/Mumps/Rubella (MMR)** – Initiation or completion of vaccine series OR laboratory confirmation of immunity.
  - e. **Tuberculosis Screening (TB)** – Documentation of current TB screening
2. Additional Requirements for program admissions:
  - a. Negative drug screen

- b. Clear background check
- c. Acceptance of functional abilities requirements (provided by the Admissions office)
- d. Signed compliance of CoxHealth Blood/Body Fluid Exposure policy
- e. Completion of the American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers course or equivalent which is limited to the Military Training Network or the Heart and Stroke Foundation of Canada. No other life support programs will be accepted as equivalents. This training must be obtained prior to enrollment
- f. Uniform information obtained and uniforms ordered (if applicable)
- g. Current unrestricted RN licensure in state of clinical practice (RN to BSN and MSN students only)

### Disqualification of Application

Applicants are not eligible to apply to any program if:

- ✧ The applicant has previously failed the drug screen two previous times for Cox College.
- ✧ The applicant has previously failed the background check for Cox College.
- ✧ The applicant has declined acceptance into any program two previous times.
- ✧ The applicant did not follow through with the drug screen, background check and/or payment of acceptance fee for two previous acceptances into a program.

### American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Provider Course Requirement

Prior to enrollment in program-specific courses, the student must have successfully completed the AHA BLS for Healthcare Provider course. It is the responsibility of the student enrolled at Cox College to maintain certification in lifesaving techniques at the health care provider level, as designated by the American Heart Association. For additional information, contact the Admissions department or refer to the Life Support section of the Cox College Web site.

## Applying to the MSN Program

### Application deadline for the program:

- |  |  |
|--|--|
| • Family Nurse Practitioner Track                    | Fall – March 1 <sup>st</sup> Spring – September 15 <sup>th</sup> |
| • Psychiatric Mental Health Nurse Practitioner Track | Fall – March 1 <sup>st</sup>                                     |
| • Nurse Education Track                              | Fall – March 1 <sup>st</sup>                                     |

### Pre-Application Checklist

√	Criteria
	Must be a US Citizen or hold a Permanent Residency Card
	Hold a baccalaureate degree in Nursing (BSN) from an accredited program with a cumulative GPA of at least 3.0 <i>GPA of 2.5-2.9 may be considered for provision admission upon discretion of faculty</i>
	Hold a current (unencumbered) RN license
	Minimum of one (1) year of relevant nursing experience
<b>Additional Information</b>	
Students accepted for entry into the Master of Science in Nursing (MSN) program must complete all outstanding conditions prior to the start date of the program. However, students may be in the process of finishing a small number of RN-BSN courses in the spring/summer semesters prior to the start of the MSN classes. Failure to complete the prerequisite courses before the start of the program will result in rescinding admission to the MSN program.	

### Application Checklist

√	Criteria
	Complete and submit the Cox College application along with the \$50 application fee through one of the following methods. If you are a Cox College or Burge graduate you are not required to pay the \$50 application fee. <ul style="list-style-type: none"> <li>• Complete the application online at <a href="http://www.coxcollege.edu">www.coxcollege.edu</a></li> <li>• Attend one of our Open House events</li> </ul>
	Request that <b>all</b> official transcripts be sent to Cox College. <ul style="list-style-type: none"> <li>• Transcripts from <b>ALL</b> colleges/universities in which you have completed college level courses.</li> <li>• Allow 3 weeks for us to receive your transcripts once a request is submitted.</li> </ul> If transferring credits from an international college or university, the transcript must be evaluated by World Education Services. The evaluation must provide the following: <ul style="list-style-type: none"> <li>• Certifying the degree is the equivalent of a U.S. bachelor's degree.</li> <li>• English translation (if applicable)</li> <li>• GPA</li> <li>• Detailed report of courses completed</li> <li>• Course by course evaluation</li> </ul>
	Complete your FAFSA application at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> . Our school code is 013877. Not required but recommended. Priority service date: A minimum of 4 weeks prior to the start of the semester.

	<ul style="list-style-type: none"> <li>• Visit <a href="http://www.FederalStudentAid.ed.gov">www.FederalStudentAid.ed.gov</a> for more info on financial aid.</li> <li>• Contact our Financial Aid Department at 417/269-3401 for assistance.</li> </ul>
	Submit a copy of your updated Curriculum Vitae (CV).
	Submit a copy of your current un-encumbered RN license (a PDF from Nursys is sufficient)
	Submit Employee Verification Form

### Post-Master's Certificate Additional Application Requirement Checklist

√	Criteria
	Completed Masters of Science in Nursing (MSN) from an accredited institution
	Completed MSN Core Courses (within the last 5 years): <ul style="list-style-type: none"> <li>• Advanced Pharmacology</li> <li>• Advanced Physical Assessment</li> <li>• Advanced Physiology &amp; Pathophysiology</li> </ul>
	Completion of all the MSN graduate application requirements (as listed above)

### Admission & Selection Criteria

Candidates are considered for admission into the MSN program based on the completion of the Cox College application requirements.

### Once Accepted

Official acceptance letters will be mailed along with forms for the student to read, sign, and return along with information to complete the admissions process. This includes:

√	Criteria
	Submitting all official and final transcripts directly to Cox College
	Submitting a nonrefundable acceptance fee to Cox College which covers expenses including, a back ground check and a drug screen. <ul style="list-style-type: none"> <li>• Failure to complete the drug screen within the specified time frame, positive drug screen, or a compromised background check will result in rescinding the student's acceptance into the program.</li> </ul>
	Submitting health form and proof of immunization status as stated in the College Catalog and MSN Student Handbook to Cox College.
	Completing the Basic Life Support for Healthcare Provider course from an American Heart Association training facility
	Upon acceptance of the admission offer checklist, a follow-up admission letter will be mailed with additional program information.
	Begin securing preceptors for clinical courses. <ul style="list-style-type: none"> <li>• Clinical requests deadlines: <ul style="list-style-type: none"> <li>○ October 1st for spring semester clinical placement</li> <li>○ May 1st for fall semester clinical placement</li> </ul> </li> </ul>

## Admission and Selection Criteria

Candidates are considered for admission into the MSN program based on the completion of the Cox College application requirements. Once a candidate has been notified of an offer for admission into the MSN program, a nonrefundable acceptance fee (includes background check and drug screen) must be submitted. After receipt of this fee, the student may register for classes according to the academic calendar. A positive drug screen or compromised background check may result in rescinding the student's acceptance into the program.

### Requirements Prior/Concurrent to/with the MSN Program

- ✧ Verification of immunizations and additional requirements (see Admissions – Requirements prior to first department-specific course) must be provided by all MSN students **prior** to the start of the first graduate course
- ✧ Current and maintained unrestricted RN license
- ✧ Attendance of MSN program orientation/intensive
- ✧ Annual education on Blood Borne Pathogens
- ✧ Up-to-date vaccinations while in the program, including annual flu vaccine
- ✧ Log every clinical practicum patient encounter into Typhon

### Recommendations of the MSN Program

- ✧ Have completed an individualized undergraduate course of the following:
  - Pathophysiology
  - Pharmacology
  - Assessment
  - Research
- ✧ Working part-time or PRN while in the program (we recommended against full time employment if a student is working full time).
- ✧ Complete 15 hours of clinical observation of a Nurse Practitioner in your area of interest
- ✧ Obtain associate (student) membership in AANP or NLN (if NE).
- ✧ Professional activities attendance (APNO, NLN conferences, etc.)
- ✧ Devoting adequate study time of at least 3 hours per week for each credit hour taken.
  - Example: taking 9 credit hours = at least 27 hours of study time per week.

## MSN Degree Requirements

<u>Course Number</u>	<u>Course Name</u>	<u>Credit Hour</u>
MSN 502	Leadership in Health Care and Nursing Education Systems	3
MSN 504	Advanced Physiology and Pathophysiology	3
MSN 506	Ethical and Legal Practice in Health Care	3
MSN 508	Role of the Advanced Practice Nurse I <sup>^</sup>	1
MSN 510	Advanced Pharmacology	3
MSN 512	Advanced Physical Assessment	2
MSN 513	Advanced Physical Assessment Practicum	1
MSN 525	Evidence-based Practice (EBP) in Health Care	4
MSN 528	EBP Project Design & Implementation	1
MSN 529	EBP Project Design & Implementation	1
MSN 604	Educational Theory and Practice*	3
MSN 608	Instructional Strategies and Technologies*	3
MSN 615	Nurse Educator Practicum 1*	3
MSN 616	Nurse Educator Practicum II*	6
MSN 620	Health Promo/Prevention in Primary Care (HPPPC) I <sup>^</sup> Adult through Aging	3
MSN 621	HPPPC I Clinical Practicum (includes 180 clinical hours) <sup>^</sup>	3
MSN 622	Health Promo/Prevention in Primary Care (HPPPC) II <sup>^</sup> Women's Health/Reproductive	3
MSN 623	HPPPC II Clinical Practicum (includes 60 clinical hours) <sup>^</sup>	1
MSN 624	Health Promo/Prevention in Primary Care (HPPPC) III <sup>^</sup> Newborn to Adolescent	3
MSN 625	HPPPC III Clinical Practicum (includes 120 clinical hours) <sup>^</sup>	2
MSN 626	Role of the Advance Practice Nurse II <sup>^</sup>	1
MSN 628	Advance Practice Practicum & Research <sup>^</sup> (includes 240 clinical hours)	4
MSN 640	Family & Child Dynamic~	4
MSN 642	Advanced Psychopharmacology~	2
MSN 644/615	Counselling & Psychotherapy~	2/2
MSN 646/647	Psychotherapy across the Life Span~	3/3
MSN 649	PMHNP Practice Practicum~	4

NOTE: MSN program core courses have a 500 number and the MSN “track” courses have a 600 number. MSN 508 (not a core course) a track course for FNP may be used as an elective for the NE track.

\* Nurse Educator Track    <sup>^</sup>Family Nurse Practitioner Track    ~ Psychiatric Mental Health Nurse Practitioner

The MSN student is responsible for having the appropriate prerequisites prior to enrollment in a course. Course registration will be cancelled if the appropriate prerequisites have not been completed. All courses must be taken in sequence according to the program plan of study and passed with a progression grade of an 85% or higher. Any questions or concerns regarding the prerequisites should be answered by consulting with the student's academic advisor.

---

## MSN Prerequisites\* and Co-requisites\*\*

Course Title	Course Number	Prerequisite(s)	Pre/Co-requisites
Leadership in Health Care and Nursing Education Systems	502	Undergraduate Leadership or Equivalent	None
Advanced Physiology and Pathophysiology	504	Undergraduate Pathophysiology or Equivalent	None
Ethical and Legal Practice in Health Care	506	Undergraduate Ethics or Equivalent	None
Role of the Advance Practice Nurse I	508 (FNP)	Current RN-BSN or Admission to MSN Program	None
Advanced Pharmacology	510	Undergraduate Pharmacology or Equivalent (If student did not have discrete undergraduate course, strongly encouraged discussion with advisor)	None
Advanced Physical Assessment	512	Undergraduate Assessment or Equivalent	None
Advanced Physical Assessment Practicum	513	Undergraduate Assessment or Equivalent	None
Evidence-Based Practice in Health Care	525	Math 227 & Undergraduate Research or Equivalent	None
Evidence-Based Practice Project Design & Implementation	528	MSN525 or Equivalent	None
Evidence-Based Practice Project Design & Implementation	529	MSN 528 or Equivalent	None
Educational Theory & Practice	604 (NE)	Admission to Graduate Program	None

Instructional Strategies & Technologies	608 (NE)	Admission to Graduate Program	None
Nurse Educator Practicum & Research I	615 (NE)	502, 504, 506, 510, 512, 608	525, 604
Nurse Educator Practicum & Research II	616 (NE)	502, 504, 506, 510, 512, 608, 615	525, 604, 615
Health Promotion/Prevention in Primary Care: Adult through Aging	620 (FNP)	504, 510, 512	621
Health Promotion/Prevention in Primary Care: Adult through Aging Practicum	621 (FNP)	504, 510, 512	620
Health Promotion/Prevention in Primary Care: Women's Health/Reproductive	622 (FNP)	504, 510, 512, 620, 621	623, 624, 625
Health Promotion/Prevention in Primary Care: Women's Health/Reproductive Practicum	623 (FNP)	504, 510, 512, 620, 621	623, 624, 625
Health Promo/Prevention in Primary Care: Newborn to Adolescent	624 (FNP)	504, 510, 512, 620, 621	623, 624, 625
Health Promotion/Prevention in Primary Care: Newborn to Adolescent Practicum	625 (FNP)	504, 510, 512, 620, 621	623, 624, 625
Role of the Advanced Practice Nurse II	626 (FNP)	504, 508, 510, 512, 620, 621, 622, 623 624, 625	628
Advanced Practice Practicum & Research	628 (FNP)	504, 510, 512, 620, 621, 622, 623 624, 625	625, 626
Family & Child Dynamic	640 (PMHNP)	504, 510, 512/513	508

Advanced Psychopharmacology	642 (PMHNP)	504, 510, 512/513	640
Counseling & Psychotherapy	644 (PMHNP)	504, 510, 512/513, 640	642
Counseling & Psychotherapy Practicum	645 (PMHNP)	504, 510, 512/513, 640	642, 644
Psychotherapy Across the Life Span	646 (PMHNP)	504, 510, 512/513, 640, 642, 644/645	647
Psychotherapy Across the Life Span	647 (PMHNP)	504, 510, 512/513, 640, 642, 644/645	646
PMHNP Practice Practicum	649 (PMHNP)	504, 510, 512/513, 640, 642, 644/645, 646/647	626

\* A prerequisite is defined as a course that must be completed before acceptance into a higher-level course.

\* A Pre/Co-requisite is defined as a course that may be taken prior to OR simultaneously with the higher-level course

Note: list is based upon fulltime two-year Nurse Educator (NE), Family Nurse Practitioner (FNP), and Psychiatric Mental Health Nurse Practitioner (PMHNP) course loads. Part-time students may have variations and will be determined with advisor.

---

# Policies and Guidelines

---

## Academic Policies

### Attendance Policy

Success in the educational process depends to a large extent on regular attendance. Students are expected to attend all classes and laboratory sessions. When circumstances prevent attendance, the student is responsible for notifying faculty and making arrangements for completing missed work. Faculty may withdraw a student from a class and assign a Withdraw Failing (WF) grade due to excessive absences.

### Excessive Absences

Students should be aware that absences in some program-specific courses invariably have a built-in penalty of lower academic achievement. Excessive absences usually result in failure to achieve the course goals. The faculty may administratively withdraw students who are absent or fail to participate for at least the equivalent of three consecutive weeks within a term without prior approval obtained by the VPAA. Students who are administratively withdrawn will remain liable for all financial responsibilities, including tuition and fees and the return of Title IV funds. Faculty will report administrative withdrawals to the Registrar.

**For Financial Aid purposes, if a student misses any class for 15 consecutive working days (or three consecutive weeks), the faculty will report this to the Registrar who will administratively withdraw the student from the course.**

### Classroom Academic and Behavioral Expectations

Along with the learning of theoretical concepts, students in the health sciences programs at Cox College are engaged in preparation for professional practice. Students in a professional program are held to these standards. Therefore, it is expected that the student demonstrates professional behaviors in all aspects of health sciences courses. Academic integrity and professional conduct are also expected of all students. The use of another student's work or the incorporation of work not one's own without proper credit will result in sanctions. Similarly, inappropriate behavior or behavior judged by faculty to be disruptive to the educational environment will not be tolerated.

### Student Learning Contract for Online Courses

By choosing to enroll in an online course at Cox College, you certify that you have unrestricted access to a working computer. You further certify that you have a basic understanding of the computer skills necessary to do the work of each online class.

In addition to reading and agreeing to these policies and procedures, you should take time to read each class syllabus carefully and thoroughly. You are responsible for your own learning.

You are making a formal commitment to be online consistently throughout the semester. Specifically, you are agreeing to login to the college learning platform at least once every two days and contributing to the class discussions and/or assignments as noted by your instructor in the course syllabus.

Throughout the course, students are required to complete a variety of assignments and participate in the online environment. The courses are designed to emphasize active participation of each student. Failure to participate actively as well as failure to complete assignments on time will adversely affect your grade. Please submit work on time to receive a grade that best reflects your ability.

## Grading

Each course earns one grade, combining the results of class work, research, lab results and examinations. The grading system of the college is based on a 4.0 scale. Unless otherwise indicated in course syllabi, grades are indicated by letters, with the following value in honor points given to each:

90% – 100%	A 4.0
80% – 89.99%	B 3.0
70% – 79.99%	C 2.0
60% – 69.99%	D* 1.0
59.99% & below	F 0.0

The grading scale for all courses will be provided in each individual course syllabus.

\* NOTE: Does not meet degree requirements for students admitted into a college program. Any program course must be repeated in order to meet degree requirements (for financial aid purposes, only a “D” grade may be counted as “passing”)

## Grade Requirements for Progression in MSN Program

To successfully progress through the MSN Program, students must demonstrate safe, responsible and professional conduct and meet the following academic standard:

- ✧ A final course grade of 85% or above is required to progress in the MSN program.
- ✧ Grades of 84.99% and below are not considered passing.
- ✧ Students are permitted one grade of 70% to 84.99% and it must be repeated.
- ✧ The cumulative GPA must not fall below 3.0. (See Probation Policy below).
- ✧ Students with a second final course grade of 70-84.99% or those with any final course grade of 69.99% or below cannot be repeated. In addition, the student will be dismissed from the MSN program at Cox College at that time.
- ✧ Students must receive a passing (P) final grade in corresponding clinical courses in order to progress in the MSN program.
- ✧ If a student earns one failing (F) final grade in a clinical course, they will be dismissed from the MSN program.

### Repeating a MSN Course

Courses for which a student receives a grade of less than 85% must be repeated. A final course grade of 70-84.99% allows a retake of one course during the entire duration of the program. Enrollment in the repeated course will be on a space-available basis. The student's GPA will reflect the grade when the course is repeated. A repeated course cannot be taken as an independent study.

A student may re-enroll in a program-specific course only ONCE, regardless of the grade status at the time of withdrawal from the course. A Withdraw (W) before the fourth week of the semester will not be considered in the one-time re-enrollment policy. Re-enrollment in courses that the student has withdrawn from will be on a space-available basis to be determined during the final "open" registration period before the start of each term. A Withdraw Passing (WP) will not count toward one of the two discipline-specific courses that are allowed for repeat. A Withdraw Failing (WF) will be counted as one of the two discipline-specific courses that may be repeated.

A student who anticipates failing a course and who desires to take that course in the semester immediately following may not register for that course until the final grade in the course has been received. The student is to follow the usual registration process and adhere to the regularly scheduled registration periods.

## Academic Standing

A student who has not maintained a 3.0 grade point average can be placed on academic probation. A student who has been placed on academic probation can be required to enroll in fewer hours for the following semesters, be required to repeat courses, or be dismissed from the program. Students on academic probation will be monitored each semester to confirm that they are improving their academic standing.

After consultation with the student's academic advisor, the MSN Chair may terminate a student's graduate status because of unsatisfactory academic performance. Students who have been academically dismissed will not be eligible for readmission to the same Cox College program.

## Transfer of Credit

General Education Transfer Credits Students from a regionally accredited college or university may apply for admission as a general education transfer student. In addition to the required application, the transfer student is required to submit:

- ✧ Official transcripts from each college/ university previously attended
- ✧ Proof of high school completion (if less than 24 college hours earned)
- ✧ Cox College follows generally accepted transfer practices, including the following:
- ✧ Credit for courses equivalent to those at Cox College with a B or higher may be transferred
- ✧ Transfer credits from semester based colleges or universities will be transferred at credit value
- ✧ Transfer credit from quarter based colleges or universities will be accepted at two-thirds of the face value

Transfer credits are included in the earned hours to meet graduation requirements for a degree program at Cox College. Credits by examination and/or validation, with the exception of math proficiency, are included in the cumulative credit hours to meet graduation requirements

## MSN Students

The MSN Program limits the number of courses that can be accepted to nine (9) credit hours of transfer credit. Graduate courses will be reviewed on an individual basis by the Departments Faculty. Only coursework with a grade of "B" or better earned from an regionally accredited institution will be accepted as transfer credit.

## RN to BSN Students

Students accepted into the RN to BSN track have the opportunity to elect to take core courses in the graduate program as dual credit for the required professional component elective courses. These dual credit courses result in fulfilling elective requirements in the undergraduate program and some core requirements in the graduate program. Students may earn up to 9 credit hours of dual credit. Students who select this option will be designated as RN to MSN students, indicating their intention to apply to the graduate program. This designation does not guarantee a place in the graduate program.

Application for admission to the MSN program will occur the semester prior to graduation from the BSN program, or as dictated by deadlines for the application to a designated track in the MSN program.

## Enrollment in Courses

Courses numbered 500 to 649 are master's level graduate courses and may be used on a master's candidacy with permission from both the student's academic advisor and the MSN Coordinator. No courses below 500 may apply to a master's degree

## Change of Schedule

### Adding a Course

Students wishing to add course must complete the Change of Schedule form available on the student portal or in the Registration office. After completing the form the student must obtain the signature of their advisor and return the form to the Registration office within the appropriate, add period. (If submitting the form through the student portal, the form will be automatically submitted to the Registration Office for all necessary processing and signatures.)

### Withdrawing From a Course

Students wishing to drop or withdraw from a course is required to complete a Change in Schedule form available on the student portal.

Deadlines to drop a course or withdraw from a course prior to or during the semester are noted in the Academic Calendar.

If a course is listed as a corequisite to another course in which the student is enrolled, withdrawing from the corequisite course requires withdrawal from the concurrent course.

The grade of Withdraw (W) is submitted when a student withdraws during the initial withdrawal period for a semester (see Academic Calendar). The W grade has no effect on GPA.

After the initial withdrawal period, either a Withdraw Passing (WP) or Withdraw Failing (WF) grade for the course will be determined by the student's grade in the course at the time of the withdrawal. A WP grade has no effect on GPA; a WF is computed into the GPA as an "F" in the course. Withdrawing from a course with a "WF" grade may place a student on academic probation (below a 2.0 term GPA). Students may be suspended if on academic probation for two consecutive semesters.

**Not attending classes does not withdraw a student from school. The student is responsible for all charges accrued during the semester.**

### Incomplete Course Grades

A grade of "I" in a course should only be given when there is sufficient progress by the student in the course to warrant an extension into the subsequent semester. Requirements for completion are specified to provide ample time for course completion without impairing students' academic progress.

A student may receive a grade of "I" (incomplete) in a course if, in the faculty's estimation, there has been sufficient progress in the course to justify a grade of incomplete. The progress must be sufficient to assure that the student will be able to complete all course requirements before the beginning of the next semester. The student will not be allowed to register for subsequent courses until the incomplete is successfully removed. For financial aid purposes, students should complete all their required course work as soon as possible. If not, disbursement of financial aid could be negatively impacted.

The schedule for the completion of incomplete grades is as follows:

- ✧ Fall – Final grade is due by Friday of the 2nd week of Spring term
- ✧ Spring – Final grade is due by Friday of the 2nd week of Summer term
- ✧ Summer – Final grade is due by Friday of the 2nd week of Fall term

A grade must be posted for the course before the beginning of the next semester. Failure to complete coursework by the prescribed date will result in an "F" being recorded as the final

grade in the course. A final grade will be entered into the student's academic record and may affect program progression and enrollment in pre and co-requisite courses.

Under extenuating circumstances, students may request an extension. Extensions must be approved by the course instructor and the department chair. If an extension is approved, the course instructor will communicate to the registrar the expected completion date not to extend beyond the subsequent semester.

## Withdrawal from Cox College or the Semester

A student wishing to withdraw from the College is required to complete the Withdrawal From College form available from the Registration Office or the student portal. The official date of withdrawal noted on the Withdrawal form is used to compute tuition and financial aid. A student may withdraw from Cox College during the initial withdrawal period without academic penalty and a grade of "W" is recorded on the academic record. When a withdrawal occurs after the initial withdrawal period, the student will receive a "WP" or "WF" grade. A "WP" has no effect on the GPA. A "WF" is computed into the GPA as an "F" for the course. Withdrawals from courses are not permitted during the final two weeks of a semester.

A financial aid exit interview is required if the student received Financial Aid while enrolled at the College.

**Verbal communication to individual instructors of intent to withdraw or failure to attend classes is not considered an official withdrawal. The student will receive grades of "F" if official withdrawal procedures are not completed.**

## Graduation Procedures

### Application for Graduation

Two (2) graduation applications must be submitted the semester before a student plans to graduate. First, the applicant should sign the Application for Degree/Certificate Form provided by the advisor. The applicant should also complete and sign the general college Graduation Application which should include height/weight approximations (for academic attire ordering) and diploma and commencement program details. Both applications should be submitted to the Assistant Registrar when registering for the last semester.

If students do not complete the final course requirements as anticipated, a new Application for Degree/Certificate form will need to be submitted to the Assistant Registrar. In addition, students are asked to complete a Graduation Survey.

## Graduation Requirements

Every candidate for a degree is responsible for meeting all the requirements for graduation. The responsibility for understanding and meeting graduation requirements rests entirely with the student.

### Requirements for Graduations with the Master's Degree include:

- ✧ The satisfactory completion of all courses listed in the student's approved program.
- ✧ A cumulative graduate GPA of 3.0 or greater.
- ✧ Completion of all approved program courses within five years of admission to the MSN program.
- ✧ Successful completion of end of program assessments.

Students may participate in the next commencement ceremony (December or May) if they have one course yet to be completed, and have otherwise met all graduation requirements. Award of the degree or certificate, however, is not posted until all degree or certificate requirements are completed. Candidates may participate in the commencement ceremonies only once.

Graduate students do not graduate with honors.

## Time Limit to Complete the Degree

The time limit to complete the MSN degree will be five years from the initial semester of enrollment.

## Student Discipline

### Probation, Suspension, and Dismissal

Cox College reserves the **right to place on probation, suspend or dismiss students** from the college whose conduct or performance is detrimental to the interests of the college or program specific profession. **Probation may or may not precede dismissal.** Examples of behavior that would violate college standards **include, but are not limited to** the following:

- ✧ Acting in a manner which is disruptive to an educational or extracurricular activity.
- ✧ Intentionally damaging, destroying or defacing college property or property of any member of the college community.
- ✧ Committing sexual offenses or harassment.

- ✧ Harassing, exploiting or intimidating any member of the college community.
- ✧ Using or threatening to use force in order to intentionally inflict bodily harm upon any person on the college premises.
- ✧ Possessing, storing or using firearms, dangerous weapons, explosives or fireworks in any area of the college premises or on premises used by the college.
- ✧ Making a false report of a fire or any report of false emergency in a college building or on premises related to college activities.
- ✧ Stealing, assisting or attempting to steal college property or the property of any member of the college community.
- ✧ Knowingly misrepresenting facts to any official of the college.
- ✧ Breaching standards of confidentiality.
- ✧ Purposely misleading others or misrepresenting themselves.
- ✧ Distributing copyrighted materials without the owner's permission (music, games, videos, etc.) through print, illegal downloading, via web pages, e-mail or peer-to-peer distribution of intellectual property.
- ✧ Inappropriate behavior or information verbally, electronically or on social media sites.
- ✧ Violation of Student Code of Conduct or program-specific professional standards.

### Academic Probation

A student will be placed on academic probation:

- ✧ If the semester or cumulative GPA falls below 3.0 at the end of any semester.
- ✧ If a student is on academic probation for two consecutive semesters, the student may be suspended at the end of the second consecutive semester.

The student will be notified in writing when placed on academic probation and/or suspension and this action will be reflected on the student's academic transcript.

### Disciplinary Probation

A student may be placed on disciplinary probation for:

- ✧ Failure to meet remediation related to laboratory/clinical suspension
- ✧ Unsatisfactory laboratory/clinical performance (including, but not limited to, lack of preparation and irresponsible, unsafe or unprofessional conduct)
- ✧ Scholastic misconduct (including but not limited to plagiarism or dishonesty)
- ✧ Non-academic misconduct in violation of published program standards

## Procedures for Disciplinary Probation

When a student is placed on disciplinary probation the student will be informed verbally and by letter of his/her probationary status. Steps for remediation and the length of the probationary period will be outlined on a student conference record that will be signed by the appropriate individuals and the department dean. A copy of the letter and student conference record will be retained in the student's cumulative education record. During the probationary period, the appropriate individuals will meet with the student regularly to evaluate progress toward meeting conditions of probation and these meetings will be recorded on the student conference record. The student has the right to have an advisor or liaison of their choice present at the meetings. It is the student's responsibility to work with the individuals involved to schedule these meetings.

At the end of the designated probationary period, appropriate individuals will review the student's progress and a decision made determining whether the student has met the steps of remediation. The student will be notified in writing of the decision. At this time, the student may be removed from probation, receive a failing grade in the course or be dismissed from the program.

## Suspension

- ✧ A student may be suspended for:
- ✧ Unsatisfactory laboratory/clinical performance including but not limited to lack of preparation and irresponsible, unsafe or unprofessional conduct; or
- ✧ Non-academic misconduct in violation of published standards described in the handbook including those specifically addressed in the *Student Code of Conduct* and the *Drug-Free Schools* policy, which includes sexual offenses or harassment

## Dismissal

If a student is dismissed from the college for unsatisfactory academic progress the student may reapply for admission after one academic year. Generally, however, a student is not readmitted after academic dismissal. If a student is dismissed from the college due to academic dishonesty or another behavioral problem that student will not be readmitted to the college at a later date. A student who has been dismissed will remain responsible for all financial obligations to the college.

## Academic Dismissal

A student may be dismissed from Cox College for the following academic reasons:

- ✧ Be on academic probation for two consecutive semesters.
- ✧ Failure to complete program requirements within the required time limit.

## Disciplinary Dismissal

A student may be dismissed from Cox College for any of the following reasons:

- ✧ Failure to conduct oneself in a responsible, safe and professional manner as described in this *Student Handbook*
- ✧ Academic misconduct including, but not limited to plagiarism or other forms of dishonesty
- ✧ Failure to meet program progression requirements
- ✧ Failure to meet disciplinary probation remediation requirements
- ✧ Use of or being under the influence of alcohol and/or illegal drugs in the classroom, laboratory or clinical setting
- ✧ Sexual offenses or harassment
- ✧ Conviction of a felony
- ✧ The student has the right to due process in any situation of discipline, probation or dismissal through the Complaint Resolution Procedure (Grievance) identified in the college catalog.

In the event that disciplinary actions need to be taken, the following procedure may be followed:



## Student Counseling Procedure

### Overview

The student disciplinary process includes three stages: 1) Written Warning, 2) Probation, and 3) Dismissal. For clinical matters an additional stage, suspension, *may* be included prior to dismissal.

- All disciplinary actions are initiated by the faculty and moderated through the department chair.
- All actions include a counselling session with the student.
- All disciplinary actions are initiated by the faculty with the submission of the *Student Incident Report* form. The report is provided to the department chair who then initiates the appropriate disciplinary action.

**The action types and procedures explained here are designed to replace all existing disciplinary procedures at the college.**

Action Type	Procedure
<b>Written Warning</b> <ul style="list-style-type: none"><li>• Definition: <i>First step in the disciplinary process when the student is notified in writing of inappropriate behavior.</i></li><li>• Student behaviors/ actions resulting in written warning are defined in the student handbook.</li><li>• A written warning is issued by the department chair (following an incident report from the faculty)</li></ul>	<ul style="list-style-type: none"><li>• <i>Student Incident Report</i> form is completed by the faculty and submitted to the department chair.</li><li>• A written warning (“Student Counseling Form”) is completed by the department chair and signed by the faculty and chair. The student signs the form during a counselling session with the student.</li><li>• The warning form is given to the student and a copy is housed with the department chair.</li></ul>

## Probation

- Definition: *A permanent or temporary condition during which any new offense result in suspension or dismissal from the program.*
- 
- Student behaviors/actions resulting in probation are defined in the student handbook.
- A student is placed on probation by the department chair (following an incident report from the faculty)

## Suspension (Clinical)

- Definition: *Immediate administrative withdrawal from all clinical courses. Student may enroll in clinical courses only after meeting certain conditions defined by department.*
- Student behaviors/actions resulting in suspension are defined in the student handbook.
- A student is placed on suspension by the department chair (following an incident report from the faculty)
- Consequences: Student is withdrawn from clinical courses without refund. Students returning to a clinical course after suspension are placed in a probationary status. Any new offense results in immediate dismissal from the program.

- *Student Incident Report* form is completed by the faculty and submitted to the department chair.
- Probation is initiated by the department chair. The counselling form is signed by the faculty, chair, and dean. The student signs the form
- during a counselling session with the student.
- The counselling form explaining the terms of probation (correction plan, time frame, etc.) is given to the student and a copy is housed with the department chair.

- *Student Incident Report* form is completed by the faculty and submitted to the department chair.
- Suspension is initiated by the department chair. The counselling form is signed by the faculty, chair, and dean. The student signs the form during a counselling session with the student.
- The counselling form explaining the terms of suspension (correction plan, time frame, etc.) is given to the student and a copy is housed with the department chair.

## Dismissal

- Definition: *Permanent removal from the program*
- Student behaviors/ actions resulting in dismissal are defined in the student handbook.
- A student is dismissed by the VPAA (following an incident report from the faculty and recommendation from the department chair)
- Terms of dismissal: *Student cannot re-apply to the program or any other program at the college.*
- *Student Incident Report* form is completed by the faculty and submitted to the department chair.
- Dismissal is initiated by the department chair. The counselling form is signed by the faculty, chair, dean, and VPAA. The student signs the form during a counselling session with the student.
- The counselling form explaining the terms of dismissal is given to the student and a copy is housed with the department chair, dean, and VPAA.

# COX COLLEGE

## STUDENT OF CONCERN PROGRESS REPORT

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

**Faculty:** \_\_\_\_\_ **Time of Appointment:** \_\_\_\_\_

**Mode of Contact:**     Student Initiated     Faculty Initiated     Other: \_\_\_\_\_

### BACKGROUND:

- Academic Issue
- Behavioral Issue
- Academic & Behavioral Issue

Description of the concern/incident:

---

### ANALYSIS (check all that apply; may be both academic and behavioral):

Academic Issue:

- Student does not understand the material
  - Student needs to develop better study/test taking strategies
  - Student has difficulty expressing understanding in written/oral form
  - Student is under personal duress
  - Other (explain): \_\_\_\_\_
- 

Behavioral Issue:

- Student is unsafe with patients in clinical setting
  - Student exhibits unprofessional behavior in class/clinical
  - Other (explain): \_\_\_\_\_
- 

### ACTION PLAN:

- Student is counseled by faculty to improve likelihood of academic/behavioral success.

- Student is referred to: \_\_\_\_\_ for academic remediation.
- Student is referred to: \_\_\_\_\_ for behavioral remediation.
- Student is placed on specific improvement plan (see attached).
- Other referral (specify): \_\_\_\_\_

Goals (be specific):.

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

Student received specific plan or list of goals:

- In person.
- By email.
- By registered mail.

**EVALUATION:**

Student progress will be re-evaluated on or before <date> \_\_\_\_\_. The student will be informed of progress and next steps within 48 hours of the re-evaluation.

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

(Student signature means student was present and received a signed copy of this form- it does not indicate agreement with the assessment.)

**Faculty Signature:** \_\_\_\_\_

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

**Copies sent to:**

- CAMS
- H DRIVE FOLDER
- STUDENT ADVISOR (Name) \_\_\_\_\_
- DEPARTMENT CHAIR
- DEAN
-

---

## Clinical Policies

### Confidentiality

MSN students must follow the confidentiality guidelines of the facility or agency in which they are affiliating to complete their clinical practicum. During laboratory experiences, students come in contact with personal information about clients. All client information is to be held in strict confidence. No client records may be duplicated. No client information is to be transmitted verbally or in writing to anyone except other health care providers involved in the client's care.

For further information, see the NSNA Code of Academic and Clinical Conduct and Nursing Student Code of Conduct policies in this handbook for further details.

### Student Code of Conduct

Professionalism is a central concept in health care practice. In both classroom and clinical settings, professionalism is demonstrated by appropriate behavior and appearance. The following guidelines are to be followed for appropriate attire in the classroom and clinical setting.

#### General Information

Professional attire and one's presentation of self adds to one's credibility and inspires others' (e.g. clients and members of the college community). Thus, students are expected to convey an image of competence, confidence, and professionalism at all times when they are on the Cox College campus and in the clinical setting.

The following guidelines are consistent with standards for professional appearance within this community. Professionalism is a central concept in health care practice. In both classroom and clinical settings, professionalism is demonstrated by appropriate behavior and appearance.

**All students** are expected to consistently exhibit intellectual and personal integrity whether verbally, electronically, or on social media sites (Facebook, twitter, e.g.), that involves the following behaviors:

- ✧ Demonstrate honesty, rationality and accountability (students displaying this behavior are those who readily admit mistakes and oversights, accept responsibility, and take corrective action).
- ✧ Maintain forthrightness with peers, staff and faculty and handle conflicts with other objectively.
- ✧ Utilize safe techniques even when not being supervised.
- ✧ Base statements only on information and facts known to be correct, and do not participate in malicious or slanderous conversation.
- ✧ Contribute to a classroom atmosphere conducive to learning.

- 
- ✧ Comply voluntarily with the spirit, rules and policies of the college and any laboratory facilities.
  - ✧ Maintain an academic environment conducive to learning.

Words, tone, delivery, and behavior are to be appropriate, non-confrontational, and respectful at all times. The student represents Cox College in the clinical agency; therefore attire, appearance and conduct are to be appropriate and professional at all times. The client is the focus of attention and any behavior, dress or conduct that does not place the client first will be addressed by faculty.

## Dress Code

**As a student you represent, not only Cox College, but also the professional image of nursing.** To uphold this image in the clinical setting, MSN nursing students are required to be well groomed and dressed to reflect a professional image. Student appearance must also comply with clinical agency dress codes. Appropriateness is at the discretion of the preceptor and site. Clinical site employees reserve the right to dismiss a student from a clinical site based on unprofessional or inappropriate dress/behavior. Student identification must be visible at all times in chest area.

## General Hygiene

All students should bathe or shower regularly and use an effective body deodorant and breath freshener.

## Appropriate Classroom/Clinical Attire

Attire is to be appropriate for attending a professional educational setting. If clothing items are found to be distracting to the learning environment, the individual will be asked to leave.

Students need to convey an image of competence, confidence, and professionalism. To assure a professional appearance is maintained, students will be instructed in additional dress policies relevant to specific settings. Sweats, blue jeans, and shorts are not acceptable attire. No attire that exposes the midriff is to be worn in the clinical setting. Closed toe shoes, one stud earring per ear, no tattoos visible to clients, mid length contained hair, and approved picture ID are required.

Clothing appropriate to the clinical site: Business attire or business casual as directed by site. A white lab coat with current student ID badge worn in the chest area.

## Name Tags and Identification

All students are required to obtain and display the Cox photo ID at ALL times when they are at Cox South, Cox North, Cox College and at any other clinical site. The ID is to be visible on the chest with the picture facing out at all times. Forms to obtain the Cox student identification

can be picked up from the front desk at the college or at new student orientation. Pictures are taken at Cox College in the admissions department. There is no cost for the Cox photo ID when it is first acquired, but there is a fee for a replacement ID. The Cox ID must be returned to Cox College or CoxHealth upon graduation, withdrawal or leave of absence.

The Cox photo ID will also be necessary to access the college, as the main doors to the college are on a security-entry system.

Photo ID is part of a student safety process. The photo ID MUST be worn to ALL classes at Cox College. Cox College has adopted a NO tolerance policy regarding name tags. A student will not be allowed to remain on campus without your name tag.

### Role Identification

While in the clinical setting, if a student is misidentified as a physician, they are to courteously explain that they are a 'Family Nurse Practitioner Student'. Additionally, students are to sign their documentation as name, FNP student and identify themselves as an FNP student, working with preceptor's name.

### Role Competencies

The National League for Nursing (NLN) have established sets of performance expectations for the nurse educator student. It is expected of all Cox College Nurse Education MSN students are aware and can discuss these competencies.

The National Organization of Nurse Practitioner Faculties (NONPF) has established a set of performance expectations for the nurse practitioner. These competencies form the basis of the nurse practitioner track and guide the clinical course evaluations. It is a Cox College MSN program expectation that all nurse practitioner students are aware and can discuss these competencies.

### Clinical Attendance

Students are to treat their clinical practicum with the same professionalism and respect that they treat their RN job. Tardiness is not acceptable-3 late days within one semester will result in a clinical contract. Students are to call ahead of time if they are going to be late or absent from clinical. Every effort must be made to notify the preceptor ahead of time if a scheduled clinical day is to be missed.

## Preparation for Clinical Courses

Planned clinical experiences with competent mentoring and support are essential components toward your learning necessary clinical skills for the nurse practitioner role. We expect that under careful and thorough supervision from your clinical preceptor, you will apply what you learn while working with clients in actual primary care settings. Under course faculty and preceptor guidance, you will be expected to integrate clinical experiences with theoretical content learned from the core and support courses and from clinical class discussion, readings, clinical rounds, evidence-based practice standards and practice guidelines. In addition to your assigned course readings, you will need to spend additional time preparing for clinical by reviewing current textbooks, relevant professional journals and web-based information sources.

In order to begin clinical courses, you must establish a preceptor and clinical site relationship. The process for establishing preceptor relationships and clinical site identification is explained below. Please note: this process can take up to six(6) months to complete, so do not wait to establish your clinical contacts. The establishment of new clinical site/preceptors or sites may require lead-time of 6 months to complete the contract arrangements.

Relocation may prevent completion of the program due to individual state nursing regulations. It is the student's responsibility to determine if they will be able to complete clinical requirements within the chosen state.

It is important for you to read, understand and follow these directions upon entry into the MSN program so plans may be made well in advance to locate an experience that will be of benefit to you as you progress through the program.

Signed Clinical documentation must be submitted by **May 1st for fall semester rotations and Octobert 1st for spring semester rotations**. Failure to have paperwork completed by the deadlines may result in the need to withdraw from the course, which may extend your graduation date. Additionally, if you or your preceptor are unable to meet the clinical hour distribution requirement, you must notify your instructor, as it may affect your progression and ability to complete the course.

Students should not be front or back loading their semester with clinical hours. If your paperwork is not complete by the start of the semester, you need to reach out to your course instructor immediately and let them know where you are at in the process.

## Preparation for Preceptor and Site Selection

Approval of a preceptor and site must be obtained prior to beginning the course in the form of the clinical clearance letter. Kari Reichert, MSN clinical coordinator, via your Cox College

email, will email the letter to you. The student is responsible for identifying a preceptor who is appropriate for the experience. Since our students live in many cities throughout the United States, you must begin to locate a preceptor and site that best suits your educational needs. You should begin interviewing and delineating appropriate preceptors and sites at least the semester prior to enrolling in the course. Signed clinical documentation must be submitted by **May 1st for fall semester rotations and October 1st for spring semester rotations**. Please be aware that establishing a new clinical site is subject to review and approval. Allow three to six months processing for new clinical site contracts.

## Student Responsibilities for Clinical Placement

The responsibilities of the Cox College student include:

1. Participate with the course faculty in the identification and design of specific objectives to facilitate the learning experience
2. Share personal and professional objectives for the learning experience with the course faculty and the preceptor
3. Maintain accountability and responsibility for own learning during the preceptor experience by demonstrating willingness to learn, flexibility, and self-direction
4. Maintain appropriate, professional appearance and behavior
5. Contacts potential clinical sites/preceptors to explore opportunities for preceptor-ship.
6. Provides preceptor with a copy of the MSN Preceptor Handbook & Preceptor Agreement Form. Form is to be completed by preceptor & returned to student for submission into Typhon.
7. **Submit the following items to Typhon by applicable deadline: May 1st for fall semester rotations and October 1st for spring semester rotations.**
  - a. Completed Preceptor Agreement Form
  - b. Copy of preceptor's C.V. or resume (either format is acceptable)
  - c. Verification of professional licensure
  - d. Additional site required items (when applicable)
8. Students must be current on all required immunizations and have a current AHA BLS for the Healthcare Provider certification card on file with the college before they will be approved to begin clinical rotations. You may check the status of these requirements any time by visiting your student portal document tracking or by contacting the Clinical Outreach Coordinator.
9. The MSN clinical coordinator will look over the preceptor agreement to ensure that the proposed preceptor is appropriate for the class, verify licensure and the preceptor's resume, and notify student within 7 business days.
10. MSN clinical coordinator will then check to see if a clinical contract is already in place with the proposed facility. If there is not a contract in place, the MSN clinical coordinator will

begin the process to obtain a contract. Note: If the contract must go through the legal department, the process may take 90-120 days to complete.

11. Once a clinical contract is in place with the facility, the preceptor agreement is signed and completed, the preceptor resume is on file, student health records and CPR expiration dates are reviewed, then the MSN clinical coordinator will email a clinical release letter to the student with a date that clinical hours may begin.
12. The student then needs to complete the onboarding process or any required training for that clinical facility. *Note: It is the student's responsibility to complete this.*

Once you have successfully completed all the above requirements you will receive a letter from the program releasing you to begin your clinical rotation.

**Any hours that you work with your preceptor prior to the date of approval on your letter will not count toward the required clinical hours for that course; in addition, students who violate this policy may be subject to disciplinary action.**

Contact the Clinical Outreach Coordinator or your advisor at any time with questions or concerns.

Kari Reichert  
MSN Clinical Outreach Coordinator  
Email: Kari.Reichert@coxcollege.edu

### Criteria for Selection of Preceptor

Individuals who serve in the role of preceptor will meet the following criteria:

#### Education and Experience

1. Hold a degree at least equivalent to the degree being sought by students under their supervision.
2. Current unrestricted licensure as a registered nurse, and MSN FNP-C or MSN Nurse Educator with at least one year of experience in the area of clinical specialty or education for which the preceptor is used.
3. Students may choose a physician preceptor with FNP faculty approval specific to course population. All physician preceptors must be currently board certified in their area of practice.
4. PMHNP preceptors can be board certified PMHNP or Psychiatric Clinical Nurse Specialist (who prescribe). Additionally, licensed MD or DO Psychiatrist can serve as a preceptor. A masters prepared Licensed Clinical Social Worker or a PsyD or PhD licensed psychologist can serve as a preceptor for psychotherapy experiences (MSN 645).
5. Current knowledge base and expertise in the clinical specialty area.

## Teaching and Supervisory Skills

1. A demonstrated willingness to participate in the preceptor role by signing and returning an affidavit that they have received and read the Cox College of Nursing and Health Sciences Preceptor Guidelines.
2. Availability during the student's learning experience.
3. Demonstration of effective interpersonal skills.
4. Willingness to participate in evaluation of student performance by providing feedback to the faculty member.

## Role and Setting

- ✧ Clinical experiences must be completed in a *primary care* setting. All preceptors/clinical sites will require final approval from the program.
- ✧ Preceptors must practice in a role that is appropriate for the objectives of the course for which they are serving as preceptor.

## Additional Requirements

- ✧ A FNP must serve as preceptor for at least one of the following courses; MSN 513, MSN 621 or MSN 628.
- ✧ A student may use either the same provider AND/OR the same clinical site a maximum of two times in the program.
- ✧ Individuals with whom the student has a relationship constituting a conflict of interest may not serve as preceptors. *Refer to the Conflict of Interest policy.*
- ✧ All PMHNP clinical experiences cannot take place in the same type of setting (ex: a student cannot complete all experiences in the hospital setting).



## MSN Preceptor Agreement NE Track

**Preceptor's Name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_  
**Preceptor's Email Address:** \_\_\_\_\_ **Educational Degree:** \_\_\_\_\_  
**License Number and State:** \_\_\_\_\_ **Board Certification Status:** \_\_\_\_\_  
*\*All physician preceptors must be currently board certified*  
**Employer:** \_\_\_\_\_ **Employer Contact Number:** \_\_\_\_\_  
**Name of Clinic and Clinic Address:** *(Where you will actually be at in clinical)* \_\_\_\_\_

I agree to act as a preceptor for \_\_\_\_\_ who is enrolled at Cox College in the following course: \_\_\_\_\_  
(Student Name)

- |  |   |
|--|---|
| <input type="checkbox"/> <b>MSN 513 Advanced Physical Assessment</b> <ul style="list-style-type: none"><li>• 60 clinical hours</li><li>• Primary Care or Walk in Clinic-<br/><i>Note: Urgent Care is not acceptable</i></li></ul>  | <input type="checkbox"/> <b>MSN 616 Nurse Educator Practicum II</b> <ul style="list-style-type: none"><li>• 240 clinical hours- <i>Note: 30 hours must be provided in a direct care setting</i></li><li>• Hospital/community healthcare setting or academia setting</li></ul> |
| <input type="checkbox"/> <b>MSN 615 Nurse Educator Practicum I</b> <ul style="list-style-type: none"><li>• 120 clinical hours- <i>Note: 30 hours must be provided in a direct care setting</i></li><li>• Hospital/community healthcare setting or academia setting</li></ul> |   |

I can provide the following learning experiences (please check all that apply):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> History/Physicals              | <input type="checkbox"/> Disease Management | <input type="checkbox"/> Health Promotion Activities |
| <input type="checkbox"/> Inpatient/Outpatient Education | <input type="checkbox"/> Clinical Education | <input type="checkbox"/> Nursing Student Education   |
| <input type="checkbox"/> Other (please list): _____     |   |  |

Use of the following equipment (please check all that apply)

- |                                      |   |                                       |                                     |  |
|--------------------------------------|---|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Otoscope    | <input type="checkbox"/> Ophthalmoscope | <input type="checkbox"/> Slit Lamp    | <input type="checkbox"/> Cryo       | <input type="checkbox"/> Vaginal spec.       |
| <input type="checkbox"/> Scoliometer | <input type="checkbox"/> Audiometer     | <input type="checkbox"/> Vision Chart | <input type="checkbox"/> Microscopy | <input type="checkbox"/> Other (please list) |

I understand this will involve observing and evaluating the student's ability to perform these activities. This will be done in collaboration with a Cox College faculty member.

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

\_\_\_\_\_  
Date

- I have precepted for Cox College in the past and my current resume/CV should be on file there.  
 I have not precepted for Cox College before. I will need to provide the MSN student with a current resume or CV.

3/25/19 KR



## MSN Preceptor Agreement FNP Track

Semester/Year:

Preceptor's Name:

Contact Number:

Preceptor's Email Address:

Educational Degree:

License Number and State:

Board Certification Status:

*\*All physician preceptors must be currently board certified*

Employer:

Employer Contact Number:

Name of Clinic and Clinic Address: *(Where you will actually be at in clinical)*

I agree to act as a preceptor for \_\_\_\_\_ who is enrolled at Cox College in the following course: \_\_\_\_\_ (Student Name)

MSN 513 Advanced Physical Assessment

- 60 clinical hours
- Primary Care or Walk in Clinic

MSN 621 Adult through Aging

- 180 clinical hours
- Primary Care setting

MSN 625 Newborn to Adolescence

- 120 clinical hours
- Pediatric setting

MSN 623 Women's Health

- 60 clinical hours
- Women's Health setting

MSN 628 Advanced Practice Practicum

- 240 clinical hours
- Primary Care setting

I can provide the following learning experiences (please check all that apply):

- History/Physicals       Patient Education       Health Promotion Activities  
 Disease Management       Other (please list):

Use of the following equipment (please check all that apply)

- Otoscope       Ophthalmoscope       Slit Lamp       ~~Cryo~~       Vaginal spec.  
 ~~Scolometer~~       Audiometer       Vision Chart       Microscopy       Other (please list)

I understand this will involve observing and evaluating the student's ability to perform these activities. This will be done in collaboration with a Cox College faculty member.

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

\_\_\_\_\_  
Date

3/25/19 KR

### MSN Preceptor Agreement PMHNP Track

Semester/Year:

Preceptor's Name:

Contact Number:

Preceptor's Email Address:

Educational Degree:

License Number and State:

Board Certification Status:

*\*All physician preceptors must be currently board certified*

Employer:

Employer Contact Number:

Name of Clinic and Clinic Address: *(Where you will actually be at in clinical)*

I agree to act as a preceptor for \_\_\_\_\_ who is enrolled at Cox College in the following course: \_\_\_\_\_  
(Student Name)

MSN 513 Advanced Physical Assessment

- 60 clinical hours
- Primary Care or Walk in Clinic-*Notes: Urgent Care is not acceptable*

MSN 647 Psychiatric Management Across the Lifespan

- 180 clinical hours
- Psychiatric service setting

MSN 645 Counseling and Psychotherapy

- 120 clinical hours
- Psychiatric service setting

MSN 649 PMHNP Practice Practicum

- 240 clinical hours
- Psychiatric service setting

I can provide the following learning experiences (please check all that apply):

- History/Physicals   
  Patient Education   
  Disease/Illness Management  
 Mental Health Management   
  Counseling/Psychotherapy   
  Other (please list):

Use of the following equipment (please check all that apply)

- Otoscope   
  Ophthalmoscope   
  Slit Lamp   
  ~~Cryo~~   
  Vaginal spec.  
 ~~Scolometer~~   
  Audiometer   
  Vision Chart   
  Microscopy   
 Other (please list)

**I understand this will involve observing and evaluating the student's ability to perform these activities. This will be done in collaboration with a Cox College faculty member.**

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

\_\_\_\_\_  
Date

- I have precepted for Cox College in the past and my current resume/CV should be on file there.  
 I have not precepted for Cox College before. I will need to provide the MSN student with a current resume or CV.

3/25/19 KR



---

## Clinical Placement Policy

The Masters of Science in Nursing (MSN) student is highly encouraged to actively participate in securing their preceptors for each clinical course during their program of study. In doing so, the student will gain the skill of professional networking, while maintaining participation in the selection of their practicum site and geographical location.

The student is responsible for submitting their clinical requests by the set deadlines:

- October 1<sup>st</sup> for spring semester clinical placement
- May 1<sup>st</sup> for fall semester clinical placement

The above deadlines will be strictly enforced to allow for a timely and efficient process. The MSN Clinical Coordinator and clinical site require at least ninety (90) days to secure clinical affiliation agreements. Additionally, the student will require time to fulfill any clinical site requirements and/or orientation activities.

**Failure to submit clinical requests by the above deadlines may result in delayed clinical clearance.**

Email will be the primary means of communication between the student and MSN Clinical Coordinator. Therefore, it is imperative the student monitors their Cox College email at least twice per week, including school breaks.

Clinical clearance letters will be emailed to the student via their Cox College email address at the beginning of each semester. **If a student has not received clinical clearance by the beginning of the 3<sup>rd</sup> week of the semester, the student will be withdrawn from the clinical course and corequisite didactic course, consequently delaying the student's program graduation date.**

Cox College has processes and resources in place to support the student in securing clinical placement. If a student is unable to secure a preceptor, the student must notify the MSN Clinical Coordinator via email of their need for assistance no later than one month prior to the clinical request deadline:

- September 1<sup>st</sup> for the spring semester
- April 1<sup>st</sup> for the fall semester



---

### Assistance with Clinical Placement

Once notification from the student is received requesting assistance with clinical placement, the MSN Clinical Coordinator will email the student the *Preceptor Search Counseling* form and schedule a phone call to discuss the efforts put forth by the student thus far.

**It is the responsibility of the student to complete the *Preceptor Search Counseling Record* form and email it back to the MSN Clinical Coordinator within 2 weeks:**

- September 15<sup>th</sup> for the spring semester
- April 15<sup>th</sup> for the fall semester

If the student has demonstrated a strong effort on the *Preceptor Search Counseling Record* form, they may elect to forfeit their right to select their preceptor/clinical site. At this time, the student will be assigned a clinical preceptor by the College.

Cox College cannot guarantee the assigned preceptor will be located near the student's geographical location. Therefore, the student may have to travel and/or relocate for the clinical rotation. The student will be responsible for any and all relocation costs/inconveniences.

**Failure of the student to notify the MSN Clinical Coordinator of the difficulty in finding a preceptor by the stated deadlines (September 1<sup>st</sup> for the spring semester and April 1<sup>st</sup> for the fall semester) will absolve Cox College of their responsibility to provide a preceptor for the student.**

**Failure of the student to return the completed *Preceptor Search Counseling Record* form to the MSN Clinical Coordinator via email by the above deadlines (September 15<sup>th</sup> for the spring semester and April 15<sup>th</sup> for the fall semester) will absolve Cox College of their responsibility to provide a preceptor for the student.**

**Failure of the student to return phone calls and/or emails from the MSN Clinical Coordinator within 72 hours will absolve Cox College of their responsibility to provide a preceptor for the student.**

As a result, the student will be responsible for securing their own clinical placement, along with submitting their clinical request by the regular scheduled clinical request due dates (October 1<sup>st</sup> for the spring semester and May 1<sup>st</sup> for the fall semester).



---

## Preceptor Search Counseling Record

Locating a preceptor can be a challenging task! Here are some tips to assist you:

1. Use your professional networking skills. Ask your friends/family if they know any preceptors and if they can get you a preceptor's number or email.
2. Try emailing the preceptor directly on their work email.
3. Use social media. Look up the preceptor on LinkedIn or Facebook and message them.
4. Join a local nurse practitioner organization as a student, such as APNO and/or AMNP. Not only does that demonstrate your commitment to the profession, but you will likely have access to a preceptor list and you can network at local meetings.
5. Review the potential preceptor list and clinical site list and try those sites.
6. Dress professional and visit the preceptor's clinical site. Make sure you bring your resume/CV. Cold calling offices or sending an email to someone you do not know rarely works.
7. Follow up with sites who said they would get back with you with a professional and kind email or phone call. Be sure to express your appreciation for their consideration.
8. Document the places you have contacted and their response.

## Clinical Contact Log

Clinical Course: \_\_\_\_\_

	Date	Preceptor you attempted to contact	Name of Practice	How did you contact them? In person? Phone? Email? What phone number or email did you use?	Who did you speak with or leave a message with?	What was their response?	Did you follow up? What date (phone call, email, on site visit)?	What was their final response?
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

---

## Assistance with Clinical Placement

Once notification from the student is received requesting assistance with clinical placement, the MSN Clinical Coordinator will email the student the *Preceptor Search Counseling* form and schedule a phone call to discuss the efforts put forth by the student thus far.

**It is the responsibility of the student to complete the *Preceptor Search Counseling Record* form and email it back to the MSN Clinical Coordinator within 2 weeks:**

- September 15<sup>th</sup> for the spring semester
- April 15<sup>th</sup> for the fall semester

If the student has demonstrated a strong effort on the *Preceptor Search Counseling Record* form, they may elect to forfeit their right to select their preceptor/clinical site. At this time, the student will be assigned a clinical preceptor by the College.

Cox College cannot guarantee the assigned preceptor will be located near the student's geographical location. Therefore, the student may have to travel and/or relocate for the clinical rotation. The student will be responsible for any and all relocation costs/inconveniences.

**Failure of the student to notify the MSN Clinical Coordinator of the difficulty in finding a preceptor by the stated deadlines (September 1<sup>st</sup> for the spring semester and April 1<sup>st</sup> for the fall semester) will absolve Cox College of their responsibility to provide a preceptor for the student.**

**Failure of the student to return the completed *Preceptor Search Counseling Record* form to the MSN Clinical Coordinator via email by the above deadlines (September 15<sup>th</sup> for the spring semester and April 15<sup>th</sup> for the fall semester) will absolve Cox College of their responsibility to provide a preceptor for the student.**

**Failure of the student to return phone calls and/or emails from the MSN Clinical Coordinator within 72 hours will absolve Cox College of their responsibility to provide a preceptor for the student.**

As a result, the student will be responsible for securing their own clinical placement, along with submitting their clinical request by the regular scheduled clinical request due dates (October 1<sup>st</sup> for the spring semester and May 1<sup>st</sup> for the fall semester).

---

## Forfeiture of Self-Directed Clinical Placement

I have read and understand the Cox College MSN Clinical Placement Policy and request the College to select a preceptor for me for this specific clinical course, \_\_\_\_\_.

Clinical course number

X

\_\_\_\_\_  
Student Signature & Date

X

\_\_\_\_\_  
MSN Clinical Coordinator's Signature & Date

## Conflict of Interest

Individuals with whom the student has a relationship constituting a conflict of interest may not serve as preceptors. This may include but is not limited to; immediate supervisors or subordinates at student's current place of employment, immediate family members (spouses, children, parents, siblings & in-laws), and individuals with whom the student has a close personal relationship.

## Guests in Clinical Setting

In order to provide a safe and positive learning environment for all students, children and/or guests are not allowed to accompany students to any learning setting. Children are not to be left unattended in any area of the college including but not limited to the faculty office complex, college lounges, bookstore or business offices.

## Scheduling Clinical Hours

The student should schedule clinical practicum hours that are in keeping with the preceptor's schedule and availability, not the student's schedule or convenience. Prior to beginning the clinical practicum students and preceptors need to agree on the days and times that the student will be in the clinical agency.

The student's personal and work schedules are expected to accommodate participation in the required number of clinical hours specified by the clinical course. Students may not begin clinical practicum hours before the first official day of the semester that the course begins. All required supervised practice hours must be complete by the date set forth in the course calendar.

## Number of Clinical Hours Required

This information is specifically discussed in the course syllabus, which is sent to preceptors by the Course Faculty prior to the start of the academic semester. The student will notify the clinical supervising faculty regarding how clinical time will be scheduled, e.g. twelve-hour shifts, one day per week, or blocks of time, following discussion with the preceptor.

**Students are not permitted to be in the clinical site during weekends, holidays, or other times when Cox College is not in session, without written approval by the lead course faculty. Any hours completed during these dates will not count toward the required clinical hours for that course.**

## Clinical Preparation

The student should prepare for the clinical practicum as recommended by the preceptor, course instructor, and clinical supervising faculty. This preparation includes understanding and meeting course learning objectives, conferring with faculty on areas of weakness that need to be refined, and seeking independent learning experiences that will promote self-confidence and competence. It is further recommended that prior to starting the practicum the preceptor will discuss with the student and supervising clinical faculty the patient population and most common health problems the student can expect to encounter at the clinical site. The student is expected to prepare for the clinical practicum by reviewing reference materials that are relevant to the patient population and anticipated health problems.

On the first day of the clinical practicum, the preceptor will orient the student to the clinical practice setting, facility policies and procedures, and required safety and learning modules.

## Clinical Documentation

Students are required to keep a log of all patient encounters and clinical hours throughout their clinical experience. Students will maintain a clinical log in an electronic format. For this purpose, TYPHON Clinical Tracking Systems is utilized. The use of TYPHON enables students to track the number of patient encounters, procedures, diagnoses and ICD codes, diagnostic testing ordered, and medications prescribed. Students enter their clinical data into TYPHON following each patient encounter or at the end of their clinical day. It is the responsibility of the clinical supervising faculty to routinely evaluate the clinical case and time logs.

Patient confidentiality, consistent with the Health Insurance Portability and Accountability Act (HIPAA) must be observed. Specifically, the information in TYPHON will disclose no patient identifiers. Students will receive information and instructions on the use of TYPHON during orientation to the program.

## Evaluation of the Student and Preceptor

Following the clinical practicum, the preceptor and student will give feedback to the faculty regarding their satisfaction with the quality of their learning experience. Preceptors and students will complete an evaluation of the one another. This evaluation will be available and completed in TYPHON. Preceptors receive a log in and password from TYPHON, reminders are sent out via the preceptor email address on record when evaluations are due to be completed.

## Communication Devices

Communication devices include smart phones, cell phones, iPads and other mobile hand held devices. The use of these technological resources in the college is encouraged in accordance with the needs of the instructor and course. However, they must be used in an acceptable manner with concern and consideration for your classmates, faculty and other constituents of the college. Students must abide by specific guidance provided in their course syllabus, and/or by their course coordinator or clinical instructor.

Laptops and similar portable computers may be used in the classroom for educational purposes only.

The clinical agency or college is NOT responsible for loss or theft of any device.

## Clinical Site Visit

Clinical site visits are to be arranged and completed by the student's clinical faculty throughout the student's clinical rotation experience(s) both at designated intervals and on a per need basis for evaluation of student's overall clinical performance. Clinical site visits are to be coordinated between the clinical faculty and the clinical preceptor based on the clinical practicum rotation hours schedule submitted to the clinical faculty. Clinical site visits are intended to provide the clinical faculty with the opportunity to evaluate the student's clinical performance via direct observation of the student's clinical skills and provides students with the opportunity to demonstrate the attainment of APN competencies; as well as with the opportunity to discuss clinical performance status and role development with the clinical faculty member. Clinical site visits further allow clinical preceptors with the opportunity to pose any questions (potentially not answered during phone and email preceptor-faculty interaction), share their experiences regarding the student's performance and their role as a clinical preceptor. Clinical site visits can also be completed via telephone when clinical sites are outside the immediate faculty geographic location.

In relationship to clinical site visits, the clinical faculty is responsible for:

- ✧ Contacting the clinical preceptor prior to the clinical site visit to arrange day and time for encounter. Both student and preceptor **MUST** be present at the clinical site during clinical site visit.
- ✧ Notifying the student of the designated clinical performance evaluation site visits scheduled with preceptor and reminding students that other clinical visits may occur throughout the semester based on provided clinical rotation schedule.

- ✧ Observing the student during at least 1 (one) clinical rotation days. This can include any component of the following:
  - observing student’s assessment and interaction
  - verbal discussion of the client’s evaluation and any subsequent client management.
- ✧ Observing the student’s interactions with the preceptor, clinical staff, support staff, clients and their support persons, as well as the student’s use of resources and technology at the clinical site.
- ✧ Conferencing with the preceptor regarding the student’s abilities and progress, learning goals, and suggested learning strategies to strengthen student’s attainment of core and population-specific competencies.
- ✧ Providing constructive feedback and recommendations to facilitate attainment of core and population-specific competencies.
- ✧ Completing the site visit evaluation, student clinical performance evaluation, and sharing the results of the clinical performance evaluation with the student.
- ✧ The preceptor is responsible for:
  - Facilitating the coordination of clinical site visit(s) with clinical faculty.
  - Providing appropriate client-encounter opportunities for the student to be evaluated by clinical faculty.
  - Providing the faculty with objective feedback on the student’s performance with client visits, attendance, professionalism, and other components of the APN role.
- ✧ The student is responsible for:
  - Introducing the faculty member to the preceptor and support staff, providing a “tour” of the facility if appropriate, discussing documentation procedures, and client-encounter process followed at the clinical setting.
  - Reminding the preceptor that the clinical faculty will be arriving for a site visit and that the clinical faculty member will need several minutes of their time to discuss the student’s progress.

### Clinical Improvement

If a student is found to have an unsatisfactory evaluation they will be placed on probation and a performance improvement plan will be developed:

- ✧ A meeting between the student and faculty will occur to review and discuss the specific clinical concerns.
- ✧ The student and faculty will outline a specific plan for success that addresses each area of concern.
- ✧ The faculty will meet with the preceptor and student again to ensure that all areas of concern have been completely resolved.

- ✧ If the faculty determine that the student does not meet criteria to pass the clinical course, the student will receive a failing clinical grade. Refer to the MSN Student Handbook for details regarding academic progression.

### **Probation, Suspension, and Dismissal**

Cox College reserves the right to place on probation, suspend or dismiss students from the college whose conduct or performance is detrimental to the interests of the college or program specific profession. Probation may or may not precede dismissal. Refer to the above disciplinary procedure.

---

## MSN Course Descriptions

### **MSN 502 Leadership in Health Care & Nursing Education Systems 3 Credit Hours**

Prerequisite: Undergraduate Leadership or Equivalent

This course is designed to provide the masters prepared nurse with contemporary innovative solutions for transforming healthcare. Interprofessional collaboration and teamwork are emphasized. Student will critically analyze case studies in leadership and apply advanced concepts to scenarios. Students will engage in personal reflection to improve self-awareness and authenticity as a leader.

### **MSN 504 Advanced Physiology and Pathophysiology 3 Credit Hours**

Prerequisites: Undergraduate Pathophysiology or Equivalent

This course is designed to provide the master's prepared nurse with an advanced understanding of the concepts of human pathophysiology. Student will critically analyze case studies in clinical pathophysiology and apply advanced concepts to scenarios. The course will assist the student to develop refined analytical skills and connect theory and evidence based practice.

### **MSN 506 Ethical and Legal Practice in Health Care 3 Credit Hours**

Prerequisites: Undergraduate Ethics or Equivalent

This course is designed to provide the master's prepared nurse with an advanced understanding of the concepts of legal, ethical and political issues in healthcare. The student will explore ethical foundations and principles as well as decision-making models to evaluate the ethical and legal obligations and implications of decisions across the lifespan. Roles and responsibilities in medical research and in managing care will also be analyzed.

### **MSN 508 Role of the Advance Practice Nurse I 1 Credit Hour**

Prerequisite: Current RN-BSN or Admission to MSN Program

This course is designed to provide the master's prepared nurse with a working knowledge of concepts applicable to the four primary Advanced Practice Nurse specialties. These concepts include historical perspectives of role development and the evolving scope of practice as it relates to changes in health care delivery systems. Additionally, this course reinforces foundational research concepts for application of EBP.

### **MSN 510 Advanced Pharmacology 3 Credit Hours**

Prerequisite: Undergraduate Pharmacology or Equivalent (If student did not have discrete undergraduate course, strongly encouraged discussion with advisor)

This course is designed to provide the master's prepared nurse with an advanced understanding of the concepts of pharmacotherapeutic across the life-span. The student will apply evidence-based research and practice guidelines to specific populations.

### **MSN 512 Advanced Physical Assessment 2 Credit Hours**

Prerequisite: Undergraduate Assessment or Equivalent

This didactic course is designed to provide the masters prepared nurse with advanced

understanding of principles of physical assessment to enable application in healthcare settings. Informed by concepts of advanced pathophysiology and advanced pharmacology, this course will assist the student to develop refined analytical skills, connect theory with practice, and articulate viewpoints and positions based on evidence-based research and practice guidelines.

**MSN 513      Advanced Physical Assessment Practicum      1 Credit Hours**

Prerequisite: Undergraduate Assessment or Equivalent

Building upon the concepts of foundational nursing knowledge and skills, this 60-hour clinical practicum is designed for the student to apply knowledge gained throughout MSN 512 Advanced Physical Assessment in a primary care setting. This clinical practicum will be with an approved preceptor(s).

**MSN 525      Evidence-Based Practice (EBP) in Health Care      4 Credit Hours**

Prerequisite: Math 227 & Undergraduate Research or Equivalent

This course is designed to build upon foundational nursing research knowledge and focuses on principles of quantitative and qualitative research. Students will critically appraise existing evidence that guides healthcare decisions for safe and effective clinical practice. This course will provide an introduction to statistical methods and data analysis.

**MSN 528      EBP Project Design & Implementation      1 Credit Hour**

Prerequisite: MSN 525 or Equivalent

This course is designed to build upon knowledge and work from MSN 525: Evidence Based Practice in Health care, with a focus on scholarly project design related to a relevant practice issue. Refinement of the previously established quality improvement project will be a major focus of the course. Ethical and legal issues in conducting research will be examined; as well as identification of clinically significant issues, program planning and management.

**MSN 529      EBP Project Design & Implementation      1 Credit Hour**

Prerequisite: MSN 528 or Equivalent

This course builds on MSN 528, Evidence Based Practice Project Design, with a focus on scholarly project design related to a relevant practice issue. Students collaborate with identified faculty and practitioners in the refinement and presentation of the final scholarly project. The PDSA cycle for change and dissemination of ideas are emphasized. Students will complete data analytics using statistical software.

**MSN 604      Educational Theory and Practice      3 Credit Hours**

Prerequisite: Admission to Graduate Program

**Nurse Educator Track.** In this course, the student will explore and analyze educational theories and philosophical foundations of education, instructional models and their application to nursing education. The student will apply theories of curriculum design and learning, and evaluate teaching and learning styles for a variety of students. This course provides the foundation for subsequent Nurse Educator practicum courses.

**MSN 608 Instructional Strategies and Technologies 3 Credit Hours**

**Nurse Educator Track.** This course builds upon educational theory and practice and measurement and evaluation content gained in previous course work. A variety of pedagogical strategies and technologies used in nursing education are explored. Strategies for creating optimal learning environments and evaluating pedagogical strategies are examined. Emphasis is placed on development and use of creative, interactive strategies that challenge and engage the learner. Preparation for the educational practicum is accomplished by design of a targeted teaching project. This course is a prerequisite course for the educator practicum.

**MSN 615 Nurse Educator Practicum I 3 Credit Hours**

Prerequisite: 502, 504, 506, 510, 512, 608

This course is designed to provide the master's prepared nurse educator with an understanding of a variety of teaching strategies and evaluative approaches designed to promote a productive and effective learning environment. In preparation for the 120 clinical hour practicum, students will establish nursing education practicum goals and objectives will be met in the classroom and clinical environment. The student may choose from a variety of opportunities in clinical settings with patients or staff nurses or with nurse educators in clinical, academic, and settings appropriate for service learning. Students will collaborate with faculty, administrators, and support service personnel in the institutions of their choice.

**MSN 616 Nurse Educator Practicum II 6 Credit Hours**

Prerequisite: 502, 504, 506, 510, 512, 608, 615

This course is designed to provide the master's prepared nurse educator with advanced understanding of concepts in nursing education. In preparation for the 240 clinical hour practicum, students will establish nursing education practicum goals and objectives to be met in the classroom and clinical environment. This course will assist the graduate to develop refined evaluation and analytical skills, connect theory and practice, and articulate viewpoints and positions based on evidence-based research and practice guidelines.

**MSN 620 Health Promotion/Prevention in Primary Care: Adult through Aging 3 Credit Hours**

Prerequisite: 504, 510, 512

In this didactic course, the Family Nurse Practitioner student will develop knowledge necessary to care for adults across the lifespan in a primary care setting. Course content includes promotion and maintenance of overall health, as well as the assessment, diagnosis, and management of common acute and chronic diseases. The course will emphasize evidence-based practice with a comprehensive, holistic approach.

**MSN 621 Health Promotion/Prevention in Primary Care: Adult through Aging Practicum 3 Credit Hours**

Prerequisite: 504, 510, 512

Building upon the concepts of previous Family Nurse Practitioner courses, this 180- hour clinical practicum is designed for the student to apply knowledge gained throughout MSN 620 Health Promotion/Prevention in Primary Care: Adult to Aging in a primary care setting. This clinical

practicum will be with an approved preceptor(s).

**MSN 622 Health Promotion/Prevention in Primary Care: Women's Health/  
Reproduction 3 Credit Hours**

Prerequisite: 504, 510, 512, 620, 621

In this didactic course, the Family Nurse Practitioner student will develop knowledge necessary to care for women, including pregnancy, in a primary care setting. Course content includes promotion and maintenance of overall health, as well as the assessment, diagnosis, and management of common acute and chronic diseases. The course will emphasize evidence-based practice with a comprehensive, holistic approach.

**MSN 623 Health Promotion/Prevention in Primary Care: Women's Health/  
Reproduction Practicum 1 Credit Hour**

Prerequisite: 504, 510, 512, 620, 621

Building upon the concepts of previous Family Nurse Practitioner courses, this 60- hour clinical practicum is designed for the student to apply knowledge gained throughout MSN 622 Health Promotion/Prevention in Primary Care: Women's Health Reproduction in a primary care setting. This clinical practicum will be with an approved preceptor(s).

**MSN 624 Health Promotion/Prevention in Primary Care: Newborn to Adolescence  
3 Credit Hours**

Prerequisite: 504, 510, 512, 620, 621

In this didactic course, the Family Nurse Practitioner student will develop knowledge necessary to care for the pediatric population in a primary care setting. Course content includes health promotion and development of the well child, as well as the assessment, diagnosis, and management of common acute and chronic illnesses from newborn to adolescence. The course will emphasize an evidence-based practice with a comprehensive, holistic approach.

**MSN 625 Health Promotion/Prevention in Primary Care: Newborn to Adolescence  
Practicum 2 Credit Hours**

Prerequisite: 504, 510, 512, 620, 621

Building upon the concepts of previous Family Nurse Practitioner courses, this 120- hour clinical practicum is designed for the student to apply knowledge gained throughout MSN 624 Health Promotion/Prevention in Primary Care: Newborn to Adolescence in a primary care setting. This clinical practicum must be with an approved preceptor.

**MSN 626 Role of the Advance Practice Role II 1 Credit Hour**

This course builds upon previous programmatic courses and prepares the student for transition into the role of the advanced practice nurse. Emphasis is on reimbursement practices, role concepts, political process engagement, and leadership, along with collaborative practice.

**MSN 628 Advanced Practice Practicum & Research 4 Credit Hours**

Prerequisite: 504, 510, 512, 620, 621, 622, 623 624, 625

This 240 hour clinical practicum is designed for the Family Nurse Practitioner student to apply

theory, knowledge and skills gained throughout the FNP program. To fulfill the service learning requirement, the student will complete 10 clinical hours in a population focused community service site and will have the opportunity to practice up to 60 clinical hours in a specialty area of interest. The student will synthesize all elements of clinical knowledge and skills and continue to evaluate principles of health promotion, disease prevention and assessment, and the management of common primary health care problems across the lifespan. This precepted clinical practicum will be with an approved provider(s). Upon the successful completion of this course, the student will be prepared for entry into clinical practice providing primary healthcare across the life span after first passing the national certification for the family nurse practitioner.

**MSN 640      Family & Child Dynamics      3 Credit Hours**

This course prepares Psychiatric Mental Health Nurse Practitioner (PMHNP) to work in partnership with families and other professionals to meet developmental, health, and mental health needs of children and families. This course explores the care of children and adolescents with mental health challenges and their families. Functional and dysfunctional family dynamics are examined. Evidence-based practices are incorporated into planning community-based care for the child/adolescent with mental health challenges and their families.

**MSN 642      Advanced Psychopharmacology      2 Credit Hours**

This course provides scientific knowledge of psychopharmacology and its application to treatment of clients with psychiatric disorders across the lifespan. The course examines the advanced concepts in neuroscience, pharmacokinetics, and pharmacodynamics of psychotropic drugs and applications of psychopharmacology in the treatment and management of mental health disorders. Substance abuse is explored within context of mental health disorders.

**MSN 644/645      Counseling & Psychotherapy (2 cr.) Practicum (2 cr.)      4 Credit Hours**

This course explores the guiding principles and ethics of counseling and therapeutic milieu. Techniques of counseling are interfaced with relationships features of clinical psychotherapy.

**MSN 646/647      Psychiatric Management across the Life Span (3 cr.) Practicum (3 cr.)      6 Credit Hours**

This survey course addresses psychotherapeutics as applicable to client populations across the lifespan. Course content explores both didactic and clinical applications integrating psychosocial development, psychopharmacology, and psychotherapy in context of mental health disorders.

**MSN 649      PMHNP Practice Practicum      4 Credit Hours**

This course is an immersion experience into clinical mental health practice and the role of the Psychiatric Mental Health Nurse Practitioner. Collaborative practice models are explored. A portion of the student's practicum hours maybe devoted to a population of interest furthering the depth of clinical expertise.

## MSN Plan of Studies



### MSN Program: Family Nurse Practitioner Sample Full Time Plan of Study (Fall Admission)

#### Year 1

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 504 Advanced Pathophysiology • 16 weeks	3	MSN 506 Ethical/Legal • 1 <sup>st</sup> or 2 <sup>nd</sup> 8-week section	3
MSN 508 Role of APN • 1st or 2nd 8-week section	1	MSN 525 EBP in Health Care • 16 weeks	4
MSN 510 Advanced Pharmacology • 16 weeks	3	MSN 620/621 Adult to Aging • 16 weeks • 180 Clinical Hours	6
MSN 512/513 Advanced Assessment • 16 weeks • 60 Clinical Hours	3		
MSN 502 Leadership • 1st or 2nd 8-week section	3		
	13		13

#### Year 2

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 528 EBP Project Design & Implementation • 16 weeks	1	MSN 529 EBP Project Design & Implementation • 16 weeks	1
MSN 622/623 Women's Health practicum • 16 weeks • 60 Clinical Hours	4	MSN 626 Role of APN II • 1st or 2nd 8-week section	1
MSN 624/625 Newborn to Adolescent practicum • 16 weeks • 120 Clinical Hours	5	MSN 628 Advanced Practice Practicum • 16 weeks • 240 Clinical Hours	4
	10		6

**Total Credit Hours 42**



**MSN Program: Family Nurse Practitioner  
Sample Full Time Plan of Study (Spring Admission)**

**Year 1**

<u>Spring Semester –</u>		<u>Fall Semester –</u>	
MSN 504 Advanced Pathophysiology • 16 weeks	3	MSN 508 Role of APN • 1st or 2nd 8-week section	1
MSN 506 Ethical/Legal • 1 <sup>st</sup> or 2 <sup>nd</sup> 8-week section	3	MSN 525 EBP in Health Care • 16 weeks	4
MSN 510 Advanced Pharmacology • 16 weeks	3	MSN 620/621 Adult to Aging • 16 weeks • 180 Clinical Hours	6
MSN 512/513 Advanced Assessment • 16 weeks • 60 Clinical Hours	3		
	12		11

**Year 2**

<u>Spring Semester –</u>		<u>Fall Semester –</u>	
MSN 528 EBP Project Design & Implementation • 16 weeks	1	MSN 502 Leadership • 1st or 2nd 8-week section	3
MSN 622/623 Women’s Health practicum • 16 weeks • 60 Clinical Hours	4	MSN 529 EBP Project Design & Implementation • 16 weeks	1
MSN 624/625 Newborn to Adolescent practicum • 16 weeks • 120 Clinical Hours	5	MSN 626 Role of APN II • 1st or 2nd 8-week section	1
		MSN 628 Advanced Practice Practicum • 16 weeks • 240 Clinical Hours	4
	10		9

**Total Credit Hours 42**



**MSN Program: Family Nurse Practitioner  
Sample Part Time Plan of Study (Fall Admission)**

**Year 1**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 504 Advanced Pathophysiology • 16 weeks	3	MSN 506 Ethical/Legal • 1 <sup>st</sup> or 2 <sup>nd</sup> 8-week section	3
MSN 508 Role of APN • 1st or 2nd 8-week section	1	MSN 525 EBP in Health Care • 16 weeks	4
MSN 510 Advanced Pharmacology • 16 weeks	3		
	7		7

**Year 2**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 512/513 Advanced Assessment • 16 weeks • 60 Clinical Hours	3	MSN 620/621 Adult to Aging • 16 weeks • 180 Clinical Hours	6
MSN 502 Leadership • 1st or 2nd 8-week section	3		
	6		6

**Year 3**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 528 EBP Project Design & Implementation • 16 weeks	1	MSN 529 EBP Project Design & Implementation • 16 weeks	1
MSN 622/623 Women’s Health practicum • 16 weeks • 60 Clinical Hours	4	MSN 626 Role of APN II • 1st or 2nd 8-week section	1
MSN 624/625 Newborn to Adolescent practicum • 16 weeks • 120 Clinical Hours	5	MSN 628 Advanced Practice Practicum • 16 weeks • 240 Clinical Hours	4
	10		6

**Total Credit Hours 42**



**MSN Program: Family Nurse Practitioner  
Sample Part Time Plan of Study (Spring Admission)**

**Year 1**

<u>Spring Semester –</u>		<u>Fall Semester –</u>	
MSN 504 Advanced Pathophysiology • 16 weeks	3	MSN 502 Leadership • 1st or 2nd 8-week section	3
MSN 506 Ethical/Legal • 1 <sup>st</sup> or 2 <sup>nd</sup> 8-week section	3	MSN 508 Role of APN • 1st or 2nd 8-week section	1
		MSN 525 EBP in Health Care • 16 weeks	4
	6		7

**Year 2**

<u>Spring Semester –</u>		<u>Fall Semester –</u>	
MSN 510 Advanced Pharmacology • 16 weeks	3	MSN 528 EBP Project Design & Implementation • 16 weeks	1
MSN 512/513 Advanced Assessment • 16 weeks • 60 Clinical Hours	3	MSN 620/621 Adult to Aging • 16 weeks • 180 Clinical Hours	6
	6		7

**Year 3**

<u>Spring Semester –</u>		<u>Fall Semester –</u>	
MSN 622/623 Women’s Health practicum • 16 weeks • 60 Clinical Hours	4	MSN 529 EBP Project Design & Implementation • 16 weeks	1
MSN 624/625 Newborn to Adolescent practicum • 16 weeks • 120 Clinical Hours	5	MSN 626 Role of APN II • 1st or 2nd 8-week section	1
		MSN 628 Advanced Practice Practicum • 16 weeks • 240 Clinical Hours	4
	9		6

**Total Credit Hours 42**



**MSN Program: Post-Master’s Family Nurse Practitioner  
Sample Full Time Plan of Study (Fall Admission)**

**Year 1**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 508 Role of APN (if required) <ul style="list-style-type: none"> <li>• 1st or 2nd 8-week section</li> </ul>	1	MSN 620/621 Adult to Aging <ul style="list-style-type: none"> <li>• 16 weeks</li> <li>• 180 Clinical Hours</li> </ul>	6
	1		6

**Year 2**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 622/623 Women’s Health practicum <ul style="list-style-type: none"> <li>• 16 weeks</li> <li>• 60 Clinical Hours</li> </ul>	4	MSN 626 Role of APN II <ul style="list-style-type: none"> <li>• 1st or 2nd 8-week section</li> </ul>	1
MSN 624/625 Newborn to Adolescent practicum <ul style="list-style-type: none"> <li>• 16 weeks</li> <li>• 120 Clinical Hours</li> </ul>	5	MSN 628 Advanced Practice Practicum <ul style="list-style-type: none"> <li>• 16 weeks</li> <li>• 240 Clinical Hours</li> </ul>	4
	9		5

**Total Credit Hours 21**



**MSN Program: Post-Master’s Family Nurse Practitioner  
Sample Full Time Plan of Study (Spring Admission)**

**Year 1**

<u>Spring Semester –</u>		<u>Fall Semester –</u>	
MSN 620/621 Adult to Aging <ul style="list-style-type: none"> <li>• 16 weeks</li> <li>• 180 Clinical Hours</li> </ul>	6	MSN 508 Role of APN <ul style="list-style-type: none"> <li>• 1st or 2nd 8-week section</li> </ul>	1
	6		1

**Year 2**

<u>Spring Semester –</u>		<u>Fall Semester –</u>	
MSN 622/623 Women’s Health practicum <ul style="list-style-type: none"> <li>• 16 weeks</li> <li>• 60 Clinical Hours</li> </ul>	4	MSN 626 Role of APN II <ul style="list-style-type: none"> <li>• 1st or 2nd 8-week section</li> </ul>	1
MSN 624/625 Newborn to Adolescent practicum <ul style="list-style-type: none"> <li>• 16 weeks</li> <li>• 120 Clinical Hours</li> </ul>	5	MSN 628 Advanced Practice Practicum <ul style="list-style-type: none"> <li>• 16 weeks</li> <li>• 240 Clinical Hours</li> </ul>	4
	9		5

**Total Credit Hours 21**



**MSN Program: Nurse Educator  
Sample Full Time Plan of Study (Fall Admission)**

**Year 1**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 504 Advanced Pathophysiology • 16 weeks	3	MSN 506 Ethical/Legal • 1st or 2nd 8-week section	3
MSN 510 Advanced Pharmacology • 16 weeks	3	MSN 525 EBP in Health Care • 16 weeks	4
MSN 512/513 Advanced Assessment • 16 weeks • 60 Clinical Hours	3	MSN 608 Instructional Strategies • 2nd 8-week section only	3
	9		10

**Year 2**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 528 EBP Project Design & Implementation • 16 weeks	1	MSN 529 EBP Project Design & Implementation • 16 weeks	1
MSN 604 Ed. Theory/Practice • 2 <sup>nd</sup> 8-week section only	3	MSN 616 NE Practicum II (2 cr. hr. didactic, 4 cr. hr. practicum) • 16 weeks • 240 Clinical Hours	6
MSN 615 NE Practicum I (1 cr. hr. didactic, 2 cr. hr. practicum) • 16 weeks • 120 Clinical Hours	3		
MSN 502 Leadership • 1st or 2nd 8-week section	3		
	10		7

**Total Credit Hours 36**



**MSN Program: Nurse Educator  
Sample Part Time Plan of Study (Fall Admission)**

**Year 1**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 504 Advanced Pathophysiology • 16 weeks	3	MSN 506 Ethical/Legal • 1 <sup>st</sup> or 2 <sup>nd</sup> 8-week section	3
MSN 510 Advanced Pharmacology • 16 weeks	3	MSN 608 Instructional Strategies • 2 <sup>nd</sup> 8-week section only	3
	6		6

**Year 2**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 512/513 Advanced Assessment • 16 weeks • 60 Clinical Hours	3	MSN 525 EBP in Health Care • 16 weeks	4
MSN 604 Ed. Theory/Practice • 2 <sup>nd</sup> 8-week section only	3	MSN 502 Leadership • 1st or 2nd 8-week section	3
	6		7

**Year 3**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 528 EBP Project Design & Implementation • 16 weeks	1	MSN 529 EBP Project Design & Implementation • 16 weeks	1
MSN 615 NE Practicum I (1 cr. hr. didactic, 2 cr. hr. practicum) • 16 weeks • 120 Clinical Hours	3	MSN 616 NE Practicum II (2 cr. hr. didactic, 4 cr. hr. practicum) • 16 weeks • 240 Clinical Hours	6
	4		7

**Total Credit Hours 36**



**MSN Program: Post-Master’s Nurse Educator  
Sample Full Time Plan of Study (Fall Admission)**

**Year 1**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
		MSN 608 Instructional Strategies • 2nd 8-week section only	3
			3

**Year 2**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 604 Ed. Theory/Practice • 2nd 8-week section only •	3	MSN 616 NE Practicum II ( 2 cr. hr. didactic, 4 cr. hr. practicum) • 16 weeks • 240 Clinical Hours	6
MSN 615 NE Practicum I (1 cr. hr. didactic, 2 cr. hr. practicum) • 16 weeks • 120 Clinical Hours	3		
	6		6

**Total Credit Hours 15**



**MSN Program: Psychiatric Mental Health Nurse Practitioner  
Sample Full Time Plan of Study (Fall Admission)**

**Year 1**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 504 Advanced Pathophysiology • 16 weeks	3	MSN 506 Ethical/Legal • 1 <sup>st</sup> or 2 <sup>nd</sup> 8-week section	3
MSN 508 Role of APN • 1st or 2nd 8-week section	1	MSN 525 EBP in Health Care • 16 weeks	4
MSN 510 Advanced Pharmacology • 16 weeks	3	MSN 642 Advanced Psychopharmacology • 16 weeks	2
MSN 512/513 Advanced Assessment • 16 weeks • 60 Clinical Hours	2/1	MSN 644/645 Counseling & Psychotherapy • 16 weeks • 120 Clinical Hours	2/2
MSN 640 Family & Child Dynamic • 8 weeks	3		
	13		13

**Year 2**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 502 Leadership • 1st or 2nd 8-week section	3	MSN 529 EBP Project Design & Implementation • 16 weeks	1
MSN 528 EBP Project Design & Implementation • 16 weeks	1	MSN 626 Role of APN II • 1st or 2nd 8-week section	1
MSN 646/647 Psychiatric Management Across the Life Span • 16 weeks • 180 Clinical Hours	3/3	MSN 649 PMHNP Practice Practicum • 16 weeks • 240 Clinical Hours	4
	10		6

**Total Credit Hours 42  
Total Clinical Hours: 600**



**MSN Program: Psychiatric Mental Health Nurse Practitioner  
Sample Part Time Plan of Study (Fall Admission)**

**Year 1**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 504 Advanced Pathophysiology • 16 weeks	3	MSN 506 Ethical/Legal • 1 <sup>st</sup> or 2 <sup>nd</sup> 8-week section	3
MSN 508 Role of APN • 1st or 2nd 8-week section	1	MSN 525 EBP in Health Care 16 weeks	4
MSN 510 Advanced Pharmacology • 16 weeks	3		
	7		7

**Year 2**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 512/513 Advanced Assessment • 16 weeks • 60 Clinical Hours	2/1	MSN 642 Advanced Psychopharmacology • 16 weeks	2
MSN 640 Family & Child Dynamic • 8 weeks	3	MSN 644/645 Counseling & Psychotherapy • 16 weeks • 120 Clinical Hours	2/2
	6		6

**Year 3**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 502 Leadership • 1st or 2nd 8-week section	3	MSN 529 EBP Project Design & Implementation • 16 weeks	1
MSN 528 EBP Project Design & Implementation • 16 weeks	1	MSN 626 Role of APN II • 1st or 2nd 8-week section	1
MSN 646/647 Psychiatric Management Across the Life Span • 16 weeks • 180 Clinical Hours	3/3	MSN 649 PMHNP Practice Practicum • 16 weeks • 240 Clinical Hours	4
	10		6

**Total Credit Hours 42**



**MSN Program: Post-Master’s Psychiatric Mental Health Nurse Practitioner  
Sample Full Time Plan of Study (Fall Admission)**

**Year 1**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 508 Role of APN • 1st or 2nd 8-week section	1	MSN 642 Advanced Psychopharmacology • 16 weeks	2
MSN 640 Family & Child Dynamic • 8 weeks	3	MSN 644/645 Counseling & Psychotherapy • 16 weeks • 120 Clinical Hours	2/2
	4		6

**Year 2**

<u>Fall Semester –</u>		<u>Spring Semester –</u>	
MSN 646/647 Psychiatric Management Across the Life Span • 16 weeks • 180 Clinical Hours	3/3	MSN 626 Role of APN II • 1st or 2nd 8-week section	1
		MSN 649 PMHNP Practice Practicum • 16 weeks • 240 Clinical Hours	4
	6		5

**Total Credit Hours: 21  
Total Clinical Hours: 540**