



# EMMANUEL COLLEGE

**DEPARTMENT OF NURSING**

**STUDENT GUIDEBOOK**

**MSN PROGRAM**

**ACADEMIC YEAR 2016-2017**

## **INTRODUCTION TO THE NURSING STUDENT POLICIES AND PROCEDURES GUIDE**

This guidebook is a guide for MSN students and should be used in conjunction with the current Emmanuel College Academic Catalog and other official information resources. All students enrolled in the Department of Nursing are expected to adhere to Emmanuel College policies and specific Department of Nursing policies pertaining to students.

The guidebook is presented in three sections: Governance, Student Advisement, and Policies. Section I, Governance, provides information relating to the College and department structure and governance. Section II, Student Advisement, defines the advisement system used in the Department of Nursing. The final section, Section IV, Policies/Procedures defines the criteria for policies relating to admission, progression, and retention in the nursing program and provides the guidelines and requirements for the clinical practicum.

The appendices include samples of forms used throughout the program and include explanations where necessary. The guidebook is reviewed and revised on a yearly basis by the faculty of the Department of Nursing.

**Department of Nursing**  
**MSN Student Guidebook**  
**Academic Year 2016-2017**

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## SECTION I – GOVERNANCE

### **1.1 EMMANUEL COLLEGE AND THE DEPARTMENT OF NURSING**

The Board of Trustees of Emmanuel College has the responsibility for the governance of the College. The President of the College serves as a member of the governing body and is the Chief Executive Officer of the College. She is directly responsible to the Board of Trustees. The Vice President of Academic Affairs has responsibility for all academic units within the College.

The Department of Nursing is housed in Marian Hall under the direction of the Vice President for Academic Affairs. The Department of Nursing has well defined lines of communication in the administrative structure of the College. Faculty report to the Associate Dean, who is directly responsible to the Vice President for Academic Affairs for academic and administrative matters. An Organizational Chart is available in the Human Resources Office.

### **1.2 EMMANUEL COLLEGE DEPARTMENT OF NURSING: BYLAWS**

#### **ARTICLE I**

Definitions: Unless otherwise indicated, the following terms shall mean:

Baccalaureate Nursing Program: The educational unit of Emmanuel College that offers an upper division program in nursing.

Master’s Nursing Program: The educational unit of Emmanuel College that offers a graduate program in nursing.

Faculty: Those persons in the Department of Nursing holding a full time or half-time appointment with academic rank.

Voting Faculty: Members of the faculty who hold positions with academic rank.

Adjunct Faculty: Those persons in the Department of Nursing who teach on a per course basis.

Students: All students matriculated in the nursing program.

Voting Students: Any student serving on a standing committee where the bylaws provide for a student vote.

Associate Dean Department of Nursing: The Chief Administrative Officer of the nursing programs.

**ARTICLE II**  
**Department of Nursing Faculty Committees**

**OFFICERS**

The Associate Dean will appoint each committee chairperson and special task force.

The chair, of the assigned committee, shall prepare the agenda of the committee meeting and report results and information in the systematic program evaluation plan as it pertains to their committee.

**COMMITTEE MEETINGS**

These sessions shall be held monthly at a time and day specified by the Committee Chair person with the exception of the Learning Resource Committee which will meet as needed.

**Special Session/ Task Force:** Special meetings may be called and appointed by the Associate Dean.

**Quorum:** A majority (over fifty percent of the voting members) shall constitute a quorum. The Associate Dean, also a faculty member, is a voting member, of the committee. Voting members are all full-time faculty members.

**STANDING COMMITTEES**

The chairperson of each standing committee, is a full time faculty member and is appointed by the Associate Dean at the beginning of the academic year.

All full-time faculty will be a member of all standing committees. Part-time faculty members are welcome to attend all standing committees.

The chairperson of the committee will be responsible for ensuring all minutes are recorded for all meetings and retained in a permanent file.

The Standing Committees shall be:

1. Admission, Progression, & Graduation Committee
2. Curriculum Committee
3. Program Evaluation Committee
4. Learning Resources Committee

Each Committee Chair will submit an annual report to the Associate Dean.

## **ADMISSION, PROGRESSION & GRADUATION COMMITTEE**

### **Purpose**

To establish criteria and revise policies for admission, progression, retention, and graduation of students in the nursing program.

### **Functions**

The functions of the Admission, Progression and Graduation Committee are as follows:

1. Review, revise and develop policies that address admission, progression and graduation.
2. Coordinates approval of undergraduate RN-BSN and graduate nursing admissions.
3. Evaluate student progress toward graduation requirements.
4. Monitor those aspects of student records related to progression and graduation.
5. Identify at-risk students.
6. Review Graduate admissions applications for acceptance. Evaluate and answer questions admissions has about RN-BSN admissions acceptance.
7. Prepare and submit an annual report to the Associate Dean

**Membership:** Membership consists of full nursing faculty. Part-time faculty are welcome to attend.

**Meetings:** Monthly Meetings and as needed.

**Term of Office:** Reappointed yearly

## **CURRICULUM COMMITTEE**

**Purpose:** To maintain the integrity of the Undergraduate and Graduate Curriculum, monitor student learning outcomes, program evaluation, and continuous improvement of the educational programs.

**Functions:** The functions of the Curriculum Committee are as follows:

1. Evaluate philosophy, conceptual framework, and student learning outcomes related to program educational goals.
2. Coordinate evaluation of the Curriculum Plan as indicated on the Systematic Program Evaluation Plan (SPE).
3. Facilitate short- and long- term planning for the undergraduate and graduate curriculum.
4. Review recommendations regarding need for innovative changes in the curriculum related to changes in the discipline, new technology, student evaluations, and improved teaching methods.
5. Initiate revisions in Program Outcomes as a result of SPE findings.
6. Communicate curriculum changes to the university curriculum committee and to students.
7. Periodically review and revise as needed clinical objectives, sites, and course evaluations.

8. Coordinate the evaluation of instructor and courses.
9. Prepare and submit an annual report to the Associate Dean.

**Membership:** Membership consists of full nursing faculty. Part-time faculty are welcome to attend.

**Meetings:** Monthly and as needed.

**Term of Office:** Reappointed yearly

### **PROGRAM EVALUATION COMMITTEE**

**Purpose:** To evaluate program goals, identify and initiate changes that will improve student, faculty, and program outcomes.

**Functions:** The functions of the Program Evaluation Committee are as follows:

1. Provide leadership in identifying learning outcomes of the RN- BSN and Graduate programs.
2. Provide leadership in identifying appropriate assessment methods/ strategies to measure learning outcomes/ performance at the program level.
3. Provide leadership in developing and conducting the program's systematic evaluation plan that
  - a. Results in continuous quality improvement
  - b. Demonstrates that the university and the RN-BSN and Graduate nursing programs are effectively accomplishing their mission
4. Ensure that feedback from program level assessments is provided to students and other stakeholders.
5. Works collaboratively with the curriculum committee to ensure that the curriculum is making a positive contribution to the achievement of program outcomes.
6. Responsible for completing the systematic program evaluation document yearly.
7. Prepare and submit an annual report to the Associate Dean

**Membership:** Membership consists of full nursing faculty. Part-time faculty are welcome to attend.

**Meetings:** Monthly and as needed.

**Term of Office:** Reappointed yearly

### **LEARNING RESOURCE COMMITTEE (LRC)**

**Purpose** To increase and improve learning resources utilized to enhance the delivery of education in Nursing Program.

**Functions:** The functions of the Curriculum Committee are as follows:

1. The chair of the committee will work closely with the learning resources staff on campus to facilitate communication and acquisition of learning resources for the Nursing Program. This includes, but is not limited to, electronic and print resources, computing resources, and requests for new and innovative resources.
2. Identify needed Learning Resources for the Nursing Department and develop a prioritization list to include cost of the learning resources.
3. Prepare and submit an annual report to the Associate Dean.

**Membership:** Membership consists of full nursing faculty. Part-time faculty are welcome to attend.

**Meetings:** As Needed

**Term of Office:** Reappointed yearly.

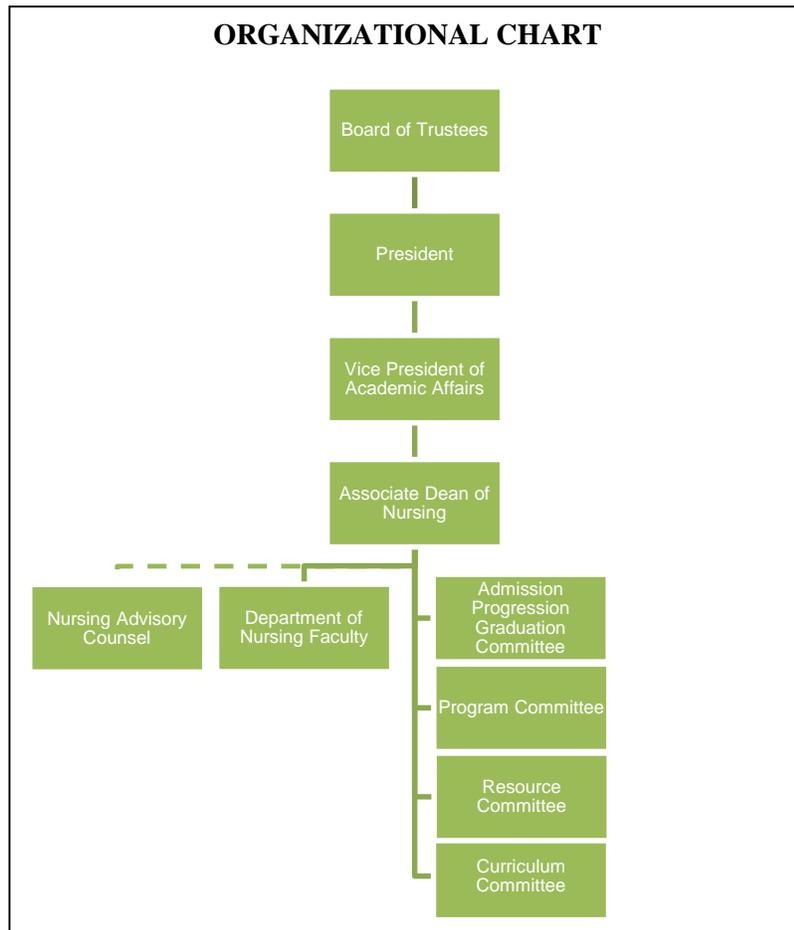
### **SPECIAL COMMITTEES**

A special committee may be appointed from the faculty. The objectives of the committee shall be determined be outlined by the Associate Dean or a designee. Each special committee will function until it has served its purpose and then shall be dissolved.

### **AMENEDMENTS**

The Bylaws of the Faculty Association of the Department of Nursing may be amended or altered during a general faculty or established committee meetings by a majority vote of the members.

## DEPARTMENT OF NURSING ACADEMIC ORGANIZATIONAL STRUCTURE



### 1.3 MISSION

Congruent with the philosophy, mission and vision of Emmanuel College, the nursing programs are designed to provide professional education in the art and science of nursing that synthesizes the Catholic intellectual tradition with a broad liberal arts and sciences base into the practice of nursing. The faculty in the Department of Nursing believe that baccalaureate education prepares a professional who thinks critically, communicates effectively, appreciates diverse human experience, and uses personal and professional standards and values to serve others in a responsible ethical practice. Master's education builds on baccalaureate education to develop a professional with advanced knowledge and expertise who is prepared to assume a leadership role in practice, education and administration across the evolving health care system shaped by the global nature of health and scientific and technologic advances.

#### 1.3.1 PHILOSOPHY

The following beliefs frame the educational experiences of the registered nurse student in these value-centered nursing programs. The professional nurse is committed to the promotion of health and wellness for all persons. The recipients of health care are unique and have distinct emotional, physical, spiritual and social needs to which the professional nurse must respond. The nurse as caregiver uses knowledge and caring activities to effect positive outcomes for care recipients within the context of their environment. Assuming a leadership role in health care, s/he advocates for access to health care for all members of society, particularly vulnerable urban underserved populations, through inter-professional collaboration.

The graduate of the nursing programs at Emmanuel College is a caring, concerned professional who understands systems of care and the health care needs of individuals and society. S/he holds a strong commitment to the profession of nursing. As a caregiver, the professional nurse assumes accountability to individuals and society and for rendering ethical professional nursing practice with a focus on continual quality improvement. S/he acknowledges the importance of scholarly nursing practice achieved through life-long learning as a foundation for self-actualization of personal and professional goals.

### **1.3.2 ORGANIZING MATRIX**

The organizing matrix of the curriculum has as its foundation the core concepts of nursing: Person, Health, Environment, and Nursing and the philosophy of the Department of Nursing. Reflecting upon the nature of Nursing Practice, the meaning of the Department of Nursing Philosophy, the uniqueness of the nursing student at Emmanuel College, the Department of Nursing faculty affirms as organizing foundational components Beliefs, Professional Role, Knowing and Caring.

**Beliefs:** Defines personal and professional values that stem from spiritual, moral-ethical, social and cultural tenets, spiritual traditions and practices that guide behavior.

**Professional Role:** Utilizes nursing's historical roots with state of the art knowledge and skills for the purpose of advocating for health and wellness for members of society. The role requires professional comportment, individual empowerment, inter-professional collaboration, and accountability to society and peers.

**Knowing:** Reflects on the process of inquiry which generates and expands the body of knowledge used in the discipline of nursing both at the individual and systems level. Knowing requires the use of reflection, critical thinking, communication, the incorporation of personal and professional values, and the understanding of the parameters of scholarly nursing practice.

**Caring:** Incorporates the culture of nursing into a relationship between caregiver and care-recipient resulting in the achievement of mutually desired outcomes on the health/illness continuum. Caring requires an intentional process that uses concern, connection, empathy and advocacy as linkages with the requirements of knowing.

### **1.3.3 BACHELOR OF SCIENCE IN NURSING PROGRAM – OUTCOMES - FOUNDATIONAL COMPONENTS**

The core concepts of nursing give the Department of Nursing philosophy and foundational components direction to the development of the baccalaureate curriculum. From considerations of the relationship of parts to the whole of the Emmanuel College educational experience, course outcomes, content and sequencing of courses evolved for the baccalaureate program.

#### **BELIEFS**

**ENTRY:** Recognize the value of baccalaureate education for personal and professional growth.

#### **PROGRAM OUTCOME:**

Expand a personal philosophy of nursing through reflection on the Catholic intellectual tradition to effect positive outcomes for care-recipients within the context of their environments.

#### **PROFESSIONAL ROLE**

**ENTRY:** Recognize the need for accountability in nursing practice.

#### **PROGRAM OUTCOME:**

Assume accountability for evidence and knowledge based nursing practice and responsibility for involvement as a citizen knowledgeable in interprofessional health care systems.

### **KNOWING**

**ENTRY:** Integrate basic physiological, psychosocial and spiritual principles into plans of care for individuals who have common acute and chronic illnesses.

#### **PROGRAM OUTCOME:**

Practice as a professional nurse whose care-giving activities reflect the analysis of theoretical knowledge from the liberal arts, sciences, nursing and evidence based practice.

### **CARING**

**ENTRY:** Recognize that caring is the core of nursing practice.

#### **PROGRAM OUTCOME:**

Integrate into the culture of nursing the concepts of caring that foster a relationship between caregiver and care-recipient that results in the achievement of mutually agreed upon outcomes on the health/illness continuum.

### **1.3.4 MASTER OF SCIENCE IN NURSING PROGRAM – OUTCOMES – FOUNDATIONAL COMPONENTS/COMPETENCIES OF GRADUATES**

Likewise, the core concepts of nursing give the Department of Nursing philosophy and foundational components direction to the development of the master's curriculum. From considerations of the relationship of parts to the whole of the Emmanuel College educational experience, program outcomes and graduate competencies evolved for the master's program.

At the completion of the Master's Program of Study, students will have acquired competence in the following functions and met the eligibility requirements for certification in advanced nursing administration or nursing education.

**BELIEFS:** Integrates personal and professional values, which stem from spiritual, moral-ethical, social and cultural tenets, traditions and practices that guide professional practice.

**Program Outcome:** Synthesize spiritual, moral, and ethical reflection, values clarification, and discerning leadership into a personal philosophy of nursing for the role of nurse educator or manager/administrator to effect positive outcomes for vulnerable populations within the context of their environments.

**PROFESSIONAL ROLE:** Synthesizes nursing's historical roots with state of the art knowledge and skills for the purpose of advocating for health and wellness locally and globally. The role requires individual empowerment, inter-professional collaboration, leadership, consultative skills, and accountability to society and peers.

**Program Outcome:** Assume accountability for the use of leadership, management, teaching, inter-professional collaboration, consultation, health policy analysis, quality improvement, advanced clinical skills and responsible citizenship to advocate for high quality health promotion and systems of care.

**KNOWING:** Analyzes and synthesizes through the process of scholarly inquiry the body of knowledge used in the discipline of nursing. Knowing requires the use of reflection, critical thinking, ethical analysis and collaboration in the engagement of scholarly nursing practice.

**Program Outcome:** Practice as an expert professional nurse in a role that synthesizes scholarly inquiry in nursing and other disciplines, research, and clinical knowledge within a theoretical and conceptual framework.

**CARING:** Incorporates the culture of nursing into a relationship between the caregiver and individuals, families, and communities locally and globally resulting in the achievement of mutually desired outcomes on the health/illness continuum. Caring requires an intentional process that uses respect, connection, competency, empathy and advocacy as linkages with the requirements of knowing.

**Program Outcome:** Design, implement, evaluate and improve nursing practice, education and administration/management that integrates caring concepts into therapeutic relationships with vulnerable populations locally and globally.

## **SECTION II- STUDENT ADVISEMENT**

### **2.1 STUDENT RESPONSIBILITIES**

Office hours should be scheduled by each Full-time faculty member each academic semester. A minimum of four hours should be scheduled for times when students are available. Students should seek assistance during these hours or request an alternate time.

The Assistant Director of Graduate and Professional Programs will serve as the student support advisor, counseling students on their course selection. Each student will also be assigned a faculty advisor who will support students in academic achievement and be available to the student support advisor to answer any questions about course.

Student should meet the Assistant Director of Graduate and Professional Program to discuss their course selection each semester.

Students registering for the practicum course (Nurs 4170 Health Promotion Practicum) must have met the prerequisites for that course and contacted and met with the course coordinator the semester before the practicum.

Students are responsible for notifying the Registrar's Office of current home and work addresses, telephone numbers and e-mail addresses. Any change in name should be communicated as soon as possible to the Registrar's Office by sending a copy of any legal document indicating the name change, such as marriage certificate, motor vehicle licensure, etc. Address, phone number and e-mail address changes can be made by telephone to the Registrars' office of e-mail.

### **2.2 PLAN OF STUDY**

There is a full-time and part-time Plan of Study for students enrolled in the Master's program. Students are encouraged to contact their advisor for program guidance. Both full-time and part-time sample plans of study may be found in the appendices of this guidebook.

### **2.3 STUDENT RECORDS**

When the acceptance process is completed the student admission records are maintained in the Office of the Registrar and contain the following:

- Application to the nursing program including the personal statement
- Official transcripts
- Two letters of recommendation
- Letter of Acceptance
- Evidence of current RN licensure- downloaded from <http://checklicense.hhs.state.ma.us/>
- Resume
- Personal Essay

The student folder in the Department of Nursing contains the following:

- Application
- Anecdotal Notes
- Correspondence

Anecdotal records will be written for conferences between the student, her/his faculty advisor, other department faculty or Associate Dean. This concise note will detail the exchange in relationship to advising information and will be signed by the faculty advisor or designate. In instances when students are given specific guidelines to follow, these will be communicated in writing and a copy of the letter will be maintained in the student record. E-mails between advisor and advisee may be kept in the file as evidence of communication.

### **2.4 WITHDRAWAL**

Please refer to the Emmanuel College academic policies for the withdrawal policies:

<http://www.emmanuel.edu/academics/registrar/academic-policies.html#withdrawal>

### **2.5 COURSE EVALUATIONS**

Students are responsible for completing course evaluations online at the end of each nursing course (theory & practicum). These are submitted without student name or identification. Such evaluations assist the department faculty in review and revision of nursing courses when appropriate. Additionally, faculty along

with student input complete a clinical agency evaluation, which aids faculty in assessing appropriateness of practica placement.

## **2.6 EXIT INTERVIEW**

An electronic exit interview to evaluate the Emmanuel College educational experience will be conducted with each graduating student by the nursing faculty upon completion of the program.

## **2.7 GRADUATE SURVEY**

A department graduate survey is also conducted online during the last semester. Additional surveys are mailed/mailed to our graduates as needed for evaluation and accreditation.

### **SECTION III- POLICIES**

The following policies have been approved by the Department of Nursing faculty and Emmanuel College administration and apply specifically to Department of Nursing students. All academic policies of Emmanuel College Graduate and Professional Programs are located in the Emmanuel College Academic Catalog, available on the College Website:

<http://www.emmanuel.edu/academics/registrar/academic-catalog.html>

## **3.1 ADMISSIONS POLICIES**

Admissions policies for the Department of Nursing are published annually in the Emmanuel College Academic Catalog and include:

- Graduation from a regionally accredited academic institution. Transcripts must show completion of a Bachelor of Science in Nursing (BSN) from a National League for Nursing (NLN) or Commission on Collegiate Nursing Education (CCNE) accredited institution.
- Evidence of current licensure as a Registered Nurse (see below) or eligibility for licensure;
- Completed application materials:
  1. application form and personal essay;
  2. two letters of reference;
  3. official transcripts for course work from other institutions;

4. personal resume: and
5. professional licensure information downloaded from <http://checkalicense.hhs.state.ma.us/> or eligibility to apply for reciprocity based on other U.S. State licensure
6. An Informational meeting with the Chairperson of the Department of Nursing or her designee.
7. Acceptance into the MSN program is based on a combination of factors including but not limited to academic aptitude, leadership potential, professionalism, and communication skills.
8. An interview with the Graduate Admissions committee or designee may be required.

### **3.2 PROGRESSION AND RETENTION**

#### **3.2.1 General Academic Performance**

Candidates for a master's degree must successfully complete a minimum of 36 credits. Specific credit requirements are indicated under each program section. A cumulative grade point average (GPA) of B (3.0) or better is required for graduation. Emmanuel College normally allows a maximum of six (6) years for completion of master's degree programs. Following admission, all courses applicable to an Emmanuel College degree must be taken at the College.

#### **3.2.2 Academic Grievance and Appeals**

Please see the Emmanuel College Academic Catalog.

<http://www.emmanuel.edu/academics/registrar/academic-catalog.html>

#### **3.2.3 Recommended Course Sequencing in the MSN Program**

<b>CORE COURSES</b>	<b>CREDIT</b>
NURS5101:Theoretical Foundations of Nursing	3
NURS5103: Research in the Evidence Based Practice Paradigm	3
NURS5105:Ethical and Spiritual Aspects of Nursing	3
NURS5107:Human Diversity, Culture and Nursing	3
NURS5109:Information Technology and Nursing	3

NURS5111:Professional Role Development and Leadership in Nursing	3
NURS5113:Health Policy, Economics and Care of Urban Underserved Populations	3
<b>Concentration Courses: Education Track</b> (3 courses, 9 credits plus a one-course practicum of 6 credits)	
NURS5301: Educational Theories and Curriculum Design in Nursing	3
NURS5303:Advanced Teaching Methods in Nursing Education and Assessment/Evaluation of Learning	3
NURS5305:Pathophysiology and Pharmacology for Nurse Educators	3
NURS5310: Nursing Education Advanced Role Development Practicum	6
<b>Concentration Courses: Management Track</b> (3 courses, 9 credits plus a one course practicum of 6 credits)	
NURS5501: Nursing Management in Health Care Delivery	3
NURS5503: Healthcare Organizational Development	3
NURS5505: Financial Management in Healthcare	3
NURS5510: Nursing Management Advanced Role Development Practicum	6

### 3.2.4. Attendance Policy

Students are expected to attend and participation in all class meetings.

In the case of a family, personal, professional or medical emergency, please notify the faculty member as soon as you are aware of the situation. S/he will help you to make arrangements to complete your work if at all possible. If you withdraw from a course before it begins, no tuition is due. However, if you withdraw from a course after the first class meeting, some or all of the tuition will be due, according to policies and calendar posted on the Emmanuel College website.

<http://www.emmanuel.edu/academics/registrar/academic-catalog.html>

Students who miss two or more class meetings of a seven-week course will not receive a passing grade. For a 6-session (4cr) course students may miss only one (1) session to receive a passing grade. For a 3-session (2cr) course students must attend each session. Students missing more than the allowed classes should contact the faculty member and then officially withdraw from the course by contacting the Registrar's office. Students who miss due dates for two assignments for online or hybrid\* course will not be able to complete the course or receive a passing grade. Students should drop the course immediately

after missing the second assignment. If the second assignment missed occurs after the close of the drop period, students will receive an F for the course. \* *Please note that missing the due date for one assignment and missing a class meeting in a hybrid course would constitute two assignments.*

### 3.2.5 Grading Guideline

Although no official numerical grading exists, the following guideline is suggested. These are the only grades that faculty members may submit.

GRADES	KEY TO GRADES	POINT VALUE
A	95-100	4.0
A-	90-94	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
F	Below 73	0
INC	Incomplete (see description below)	
IP	In Progress (used for two- semester-long courses)	
P	Pass	
W	Withdrawal	
UW	Unofficial Withdrawal	
AU	Audit	
NG	No Grade was submitted by faculty member	
X	Non-credit item completed	

All students must receive a grade. Incomplete Grade Contracts are signed by the student. College policy regarding incomplete grades states that incomplete grades should only be given for “extraordinary reason” (Academic Catalog). The deadline for submitting incomplete grades to the Registrar’s Office is posted in the Registrar’s Office and in the official college calendar of events.

<http://www.emmanuel.edu/academics/registrar/academic-calendar.html>

### **3.2.7 Course Withdrawal and Refund Policy**

Course withdrawal and refund policy for the Department of Nursing follows the policy as stated in the Academic Policies on the Emmanuel Website

<http://www.emmanuel.edu/academics/registrar/academic-policies.html>

### **3.3 ACADEMIC INTEGRITY POLICY**

Please see the Emmanuel College website:

<http://www.emmanuel.edu/academics/registrar/academic-policies/academic-integrity-policy.html>

### **3.4 THE FOLLOWING RUBRIC WILL BE ADHERED TO IN ALL ASSIGNMENTS:**

Students having difficulty in written assignments should seek assistance from the writing specialist in the Academic Resource Center. The student may be referred to the Academic Resource Center by their professor.

<http://www.emmanuel.edu/academics/academic-resources/academic-resource-center.html>

#### **Writing Style and Reference Guidelines**

The Emmanuel College Department of Nursing uses the American Psychological Association (APA) format for all written assignments. Please refer to the *Publication Manual of the American Psychological Association* 6<sup>th</sup> Edition (revised) and access the APA tutorial on the Library homepage.

<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

### Writing/APA Rubric

Objective/Criteria	Needs Improvement	Meets Expectations	Exceptional
<b>APA</b> <b>Correct Title Page,</b> <b>Running head,</b> <b>Reference List</b> <b>(articles and books),</b> <b>&amp;</b> <b>Citing References</b> <b>within the text of the</b> <b>Paper</b>	The writer shows little or no understanding of how to cite references within the paper or how to cite references in a reference list or how to set up the running header or title page.	The writer makes some errors in citing references within the text and reference list and/or does not set up the title page or running header correctly.	The paper reads like a professional piece of work, with a strong voice and a clear command of the conventions of the field in which it is written. Paper is relatively free of errors in citing references within the text or reference list.
<b>Grammar, Sentence</b> <b>Structure,</b> <b>Punctuation &amp;</b> <b>Spelling</b>	Frequent instances of meaning obscured by deep-level grammar, sentence structure, punctuation and/or spelling errors.	Some instances of deeper grammar, punctuation or spelling errors occur that serve to obscure the writer's meaning.	Discussion is relatively free from clear violations of Standard English usage and reads like a professional piece of work.

### 3.5 GUIDELINES AND REQUIREMENTS FOR CLINICAL COURSES

Additional guidelines and requirements for clinical courses are listed in the appendices. It is the responsibility of the student to familiarize her/himself with these requirements.

### 3.6 CRIMINAL OFFENSE RECORD INQUIRY (CORI) POLICY

#### Emmanuel College Department of Nursing Criminal Offender Record Information (CORI) Policy

Where Criminal Offender Record Information (CORI) checks are part of the process for clinical practicum placement of students by the Department of Nursing at Emmanuel College, the following practices and procedures will generally be followed:

- I. CORI checks will only be conducted as part of the Massachusetts Criminal History Systems Board (CHSB). All students will be notified that a CORI check will be conducted. All students will be provided with a copy of the Emmanuel College Department of Nursing (DON) CORI Policy. In addition, a copy of the CORI Policy will be included in the *Emmanuel College Department of Nursing Student Guidebooks*.

II. An informed review of a criminal record requires adequate training. Accordingly, all faculty of the Department of Nursing authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.

III. Prior to the clinical practicum, students will be required to request a CORI check by the CHSB through the Emmanuel College DON designated agency, Castle Branch Services. Castle Branch Services will then provide the designated faculty with the results of the CORI check from the CHSB.

IV. If a criminal record is received from the CHSB, the designated DON faculty will closely compare the record provided by the CHSB with the information provided on the CORI request form and any other identifying information provided by the student to ensure that the record relates to the student.

V. Students challenging the accuracy of the report shall be provided a copy of the CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the student, the DON will make a determination based on a comparison of the CORI report and the documents submitted by the student. The DON may contact the CHSB and request a detailed search consistent with CHSB policy.

VI. Unless otherwise provided by the law, a criminal record will not automatically disqualify a student from the clinical practicum.

VII. If the DON reasonably believes that the criminal record refers to the student and is accurate (based upon the information provided in sections IV and V), then a determination for suitability for clinical practicum placement will be made. Factors considered in suitability may include, but are not limited to the following:

- a) Relevance of the crime to the proposed clinical practicum;
- b) Nature of the proposed clinical practicum;
- c) Time since the conviction;
- d) Age of the student at the time of conviction;
- e) Seriousness and specific circumstances of the offense;
- f) The number of offenses;
- g) Whether the student has pending charges;
- h) Any relevant evidence of rehabilitating or lack thereof;

- i) Any other relevant information, including information submitted by the student or requested by the DON.

VIII. The DON will notify the student of the decision and the basis of the decision in a timely matter.

### **3.7 EMMANUEL COLLEGE DEPARTMENT OF NURSING CLINICAL PRACTICUM ORIENTATION:**

**MSN Emmanuel College students prior to the clinical practicum must complete the online orientation to the Massachusetts Department of Higher Education computerized clinical placement database.**

## **APPENDICES**

### **Appendix A Clinical**

- Appendix A-1            Nursing Clinical Passport
- Appendix A-2            Student Guidelines for the Practicum  
                                  (Academic Year 2014-2015)

### **Appendix B Student Record**

- Appendix B-1            Sample MSN Part Time Plan of Study
- Appendix B-2            Sample MSN Full Time Plan of Study

**Student Clinical Passport**

- **This as a guideline for completing clinical requirements and submitting required documentation to CertifiedBackground.com.**

UPDATED RESUME\_\_\_\_\_

CURRENT HEALTH INSURANCE\_\_\_\_\_ (provide copy of insurance card)

RN LICENSE NUMBER\_\_\_\_\_ EXPIRATION DATE\_\_\_\_\_ (provide documented verification of licensure from the Mass. Board of Registration in Nursing)

MALPRACTICE INSURANCE CARRIER\_\_\_\_\_ EXPIRATION DATE\_\_\_\_\_ (provide verification of insurance- copy of certificate)

BLS (CPR) [American Heart Association- Healthcare Provider or American Red Cross- Professional Rescuer] EXPIRATION DATE\_\_\_\_\_ (provide verification- copy of card)

CORI BACKGROUND CHECK- Through CertifiedBackground.com (MAY BE DONE BY CLINICAL PLACEMENT AGENCY- this will be determined when placement is confirmed) DATE COMPLETED\_\_\_\_\_

**Health History & Exam**

**(Provide Documentation of the Following to CertifiedBackground.com):**

1. PHYSICAL EXAM within 1 year of entry into clinical nursing course Date of exam\_\_\_\_\_

2. MEASLES, MUMPS, & RUBELLA titer or vaccine Date\_\_\_\_\_

3. TETANUS/DIPHTHERIA within 10 years (1 Tdap booster recommended for adults) Date\_\_\_\_\_

4. VARICELLA (CHICKEN POX) disease, titer, or vaccine verified by physician diagnosis or laboratory evidence Date\_\_\_\_\_

5. HEPATITIS B disease, titer, or vaccine series verified by physician diagnosis or laboratory evidence Date\_\_\_\_\_

6. TUBERCULIN SKIN TEST (PPD) required within 6 months of clinical experience- must be current and meet clinical placement standards\* Date\_\_\_\_\_

7. FLU VACCINE required during the current flu season Date cleared for clinical:\_\_\_\_\_ Faculty:\_\_\_\_\_

\* A positive TB test requires evaluation by a health care provider and documentation of the absence of disease. For a previously documented positive TB test, documentation of treatment or the absence of disease following the positive test along with evaluation by a health care provider within the past 6 months verifying the absence of disease is required

**Emmanuel College**  
**Master of Science in Nursing**  
**NURS 5310/5510 Advanced Role Development in Nursing Practicum**

**Student Guide: Clinical Planning/Preparation**

The Advanced Role Development in Nursing Practicum requires that MSN students work with a preceptor in an advanced role clinical practicum for a total of **110 hours (approximately 10 hours per week)**. Guidelines for clinical preparation are provided in this packet and are also accessible in the Student Guidebook, which can be found at [www.emmanuel.edu](http://www.emmanuel.edu). It is critical for students to meet deadlines as designated below by planning and collaborating with faculty coordinators to secure clinical placements that meet the course objectives and address individual student goals.

*\*Failure to meet the deadlines means a student will not be allowed to register for and take the Advanced Role Development in Nursing Practicum course.*

**Faculty Practicum Coordinator:**

**Education and Management Track Students – Sheila Silva - [silvash@emmanuel.edu](mailto:silvash@emmanuel.edu) or 617-735-9840.**

**Step 1: Intent to Enroll and Secure Placement for the Advanced Role Development in Nursing Practicum by October 1**

Students planning to pre-register for NURS 5310 and NURS 5510 must have completed all of the prerequisites. Students in the Nursing Education track must have completed NURS 5301, NURS 5303, and NURS 5305 (NURS 5305 may be taken concurrently). Students in the Nursing Management track must have completed NURS 5501, NURS 5503, and NURS 5505 (NURS 5505 may be taken concurrently). Eligible students must contact a Faculty Practicum Coordinator by phone (contact information listed above) by **October 1** to discuss and select a clinical assignment that meets both the course and individual student objectives. Students may request a person to person meeting if desired.

Students will receive confirmation of their clinical placement via **Emmanuel email**.

**Step 2: CORI request form and Photo ID submitted to Faculty Program Coordinator by October 1**

A CORI request form (included in this packet and available through [www.certifiedbackground.com](http://www.certifiedbackground.com)) and a copy of a photo ID (such as a driver's license) must be submitted to the Faculty Practicum Coordinator by **October 1**.

**Step 3: CORI background check submitted through the clinical agency or through CertifiedBackground.com by October 31**

All students must complete a nationwide criminal background check once a clinical assignment is confirmed. Some agencies require that students submit directly through the agency. When the clinical placement is confirmed via email, the student will be directed to complete the background check through the agency or to complete the background check through [www.certifiedbackground.com](http://www.certifiedbackground.com). All students must contact their clinical agency to coordinate

submission of their background check at the agency OR submit through [certifiedbackground.com](http://certifiedbackground.com) by **October 31**. Instructions for submission through [certifiedbackground.com](http://certifiedbackground.com) are included in this packet (see *Student Instructions for Emmanuel College*).

**Step 4: Complete the Student Clinical Passport document submission by the November 20**

All students must submit clinical passport documents as designated on the *Student Instructions for Emmanuel College* (included in this packet and available through [certifiedbackground.com](http://certifiedbackground.com)) to [certifiedbackground.com](http://certifiedbackground.com). There is an associated fee.

Some students may be required to submit additional documents or to attend an orientation as required by the agency. The Faculty Practicum Coordinator will inform the student if additional requirements are necessary for their placement.

**Step 5: Complete the Student Clinical Orientation through the Massachusetts Centralized Clinical Placement website ([www.mcnplacement.org](http://www.mcnplacement.org)) by December 1**

From the MCCP homepage, click on *Online Orientation*. Next, click *Login/Register* in the upper right-hand corner. Detailed instructions are provided on this page if needed (links provided at the bottom of the page). All students must complete all orientation post-tests. This may be done by clicking on each of the 3 orientation modules. If health care facility specific material is included for your placement, this must also be completed.

**Step 6: Pre-register for the Advanced Role Development in Nursing Practicum by December 1**

When steps 1-5 are complete, students should register for the Advanced Role Development in Nursing Practicum by **December 1**.

We look forward to assisting you with planning for your practicum experience and wish you a successful semester!

*The Emmanuel Nursing Faculty*

**Part-Time Plan of Study  
Master of Science in Nursing Program**

<b>Part Time Program Semester I (Fall) Course</b>		<b>Credits</b>	<b>Class/Module Hours</b>	<b>Clinical/Module Hours</b>
NURS 5101	Theoretical Foundations of Nursing	3	45	N/A
NURS 5107	Human Diversity, Culture and Nursing	3	45	N/A
<b>Semester II (Spring) Course</b>		<b>Credits</b>	<b>Class/Module Hours</b>	<b>Clinical/Module Hours</b>
NURS 5103	Nursing Research in the Evidence-Based Practice Paradigm	3	45	N/A
NURS 5105	Ethical and Spiritual Aspects of Nursing	3	45	N/A
<b>Semester III (Fall) Course</b>		<b>Credits</b>	<b>Class/Module Hours</b>	<b>Clinical/Module Hours</b>
NURS 5109	Information Technology and Nursing	3	45	N/A
NURS 5301	Educational Theories and Curriculum Design in Nursing or	3	45	N/A
NURS 5505	Healthcare Organizational Development	3	45	N/A
<b>Semester IV (Spring) Course</b>		<b>Credits</b>	<b>Class/Module Hours</b>	<b>Clinical/Module Hours</b>
NURS 5111	Professional Role Development and Leadership in Nursing	3	45	N/A
NURS 5305	Pathophysiology and Pharmacology for Nurse Educators or	3	45	N/A
NURS 5505	Financial Management in Healthcare	3	45	N/A
<b>Summer Session Course</b>		<b>Credits</b>	<b>Class/Module Hours</b>	<b>Clinical/Module Hours</b>
NURS 5113	Health Policy, Economics and Care of Urban Underserved Populations	3	45	N/A
<b>Semester V (Fall) Course</b>		<b>Credits</b>	<b>Class/Module Hours</b>	<b>Clinical/Module Hours</b>
NURS 5303	Advanced Teaching Methods in Nursing Education and Assessment/Evaluation of Student Learning or	3	45	N/A
NURS 5501	Nursing Management in Health Care Delivery	3	45	N/A
<b>Semester VI (Spring) Course</b>		<b>Credits</b>	<b>Class/Module Hours</b>	<b>Clinical/Module Hours</b>
NURS 5310	Nursing Education Advanced Role Development Practicum or	6	14	250
NURS 5510	Nursing Management Advanced Role Development Practicum	6	14	250
		<b>36</b>	<b>458</b>	<b>250</b>

**Full Time Plan of Study  
Master of Science in Nursing Program**

<b>Full Time Program Semester I (Fall) Course</b>		<b>Credits</b>	<b>Class/ Module Hours</b>	<b>Clinical/ Module Hours</b>
NURS 5101	Theoretical Foundations of Nursing	3	45	N/A
NURS 5107	Human Diversity, Culture and Nursing	3	45	N/A
NURS 5109	Information Technology and Nursing	3	45	N/A
<b>Semester II (Spring) Course</b>		<b>Credits</b>	<b>Class/ Module Hours</b>	<b>Clinical/ Module Hours</b>
NURS 5103	Research in the Evidence-Based Practice Paradigm	3	45	N/A
NURS 5105	Ethical and Spiritual Aspects of Nursing	3	45	N/A
NURS 5111	Professional Role Development and Leadership in Nursing	3	45	N/A
<b>Summer Session Course</b>		<b>Credits</b>	<b>Class/ Module Hours</b>	<b>Clinical/ Module Hours</b>
NURS 5113	Health Policy, Economics and Care of Urban Underserved Populations	3	45	N/A
<b>Semester III (Fall) Course</b>		<b>Credits</b>	<b>Class/ Module Hours</b>	<b>Clinical/ Module Hours</b>
NURS 5301	Educational Theories and Curriculum Design in Nursing	3	45	N/A
NURS 5303	Advanced Teaching Methods in Nursing Education and Assessment/Evaluation of Learning or	3	45	N/A
NURS 5503	Healthcare Organizational Development	3	45	N/A
NURS 5501	Nursing Management in Health Care Delivery	3	45	N/A
<b>Semester IV (Spring) Course</b>		<b>Credits</b>	<b>Class/ Module Hours</b>	<b>Clinical/ Module Hours</b>
NURS 5310	Nursing Education Advanced Role Development Practicum	6	14	250
NURS 5305	Pathophysiology and Pharmacology for Nurse Educators or	3	45	N/A
NURS 5510	Nursing Management Advanced Role Development Practicum	6	14	250
NURS 5505	Financial Management in Healthcare	3	45	N/A
		<b>36</b>	<b>458</b>	<b>250</b>