



MOUNT ST. JOSEPH
UNIVERSITY

Master of Science in Nursing Program

STUDENT HANDBOOK

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Welcome



MOUNT ST. JOSEPH
UNIVERSITY

MSN Nursing Program

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LETTER FROM FACULTY AND STAFF

To Our Master of Science in Nursing Students:

Welcome to the Master of Science in Nursing class at Mount St. Joseph University!

The Faculty and Staff of the Department of Nursing have prepared this *STUDENT HANDBOOK* as a guide to assist you through the successful completion of your program of studies. We encourage you to become thoroughly familiar with the contents of the Master of Science in Nursing Program *STUDENT HANDBOOK*. The Assistant Dean of the Department of Nursing, the MSN/DNP Program Director, faculty members, and our staff are available to explain any policies, procedures or regulations in the *STUDENT HANDBOOK* and how they may apply to you.

From time to time it is necessary to introduce new policies and revisions to the present policies and procedures operative in the School of Health Sciences, Department of Nursing. New policies and revisions will be posted on Blackboard.

You are about to begin your studies in nursing at Mount St. Joseph University during one of the most challenging and important times in nursing's history. We trust you will enjoy your program of study. We especially encourage you to interact with faculty and your fellow students, as together we continue to create the culture of caring, compassion, quality and competence for the practice of nursing in the world community.

The alumni of our nursing programs assume prominent roles in nursing and health care such as case managers, nurse practitioners, health care administrators, nursing educators and researchers in community settings, acute and long term care facilities, and in schools of nursing in the United States and throughout the world. We look forward to you joining the ranks of our over two thousand distinguished nursing alumni!

Our very best wishes for success in your educational endeavors.

Faculty and Staff
Department of Nursing



MOUNT ST. JOSEPH
UNIVERSITY

EARLY BEGINNINGS/PREPARING FOR THE FUTURE

In 1920, the College of Mount St. Joseph (moved to Mount St. Joseph University on July 1, 2014) became the first Catholic college for women in the State of Ohio to offer baccalaureate degrees. Contrary to the tradition of the day, which encouraged only men to receive a College education, the mission of the college served women by providing them with the opportunity for a college education so their contributions to the community and to society could also be recognized and applauded.

Consistent with this mission, in 1926 the Mount initiated a Bachelor of Science degree to graduates of diploma nursing programs, the third such program in the State of Ohio. This program was initiated in collaboration with the Good Samaritan Hospital School of Nursing, another Sisters of Charity of Cincinnati sponsored institution. In the late 1930's the collegiate program was further refined and offered registered nurses the Bachelor of Science in Nursing Education (BSNE) degree, in keeping with the national trend in higher education in nursing throughout the United States at that time.

In 1949, in further response to the call of the community and the nursing profession, the Mount initiated one of the first Bachelor of Science in Nursing programs (BSN) for students seeking their first nursing degree. While most nursing programs at the time were heavily directed toward preparing graduates for roles in traditional acute care settings, the Mount, keeping in mind its commitment to the community, added a community health component. The emphasis on community health remains the cornerstone of the curriculum to this day.

The 1970's saw the beginning of evening classes and a track for RN students which incorporated their previous nursing experience. In 1987, the Mount implemented the Weekend College Nursing Track in response to the growing numbers of registered nurses seeking the Bachelor of Science in Nursing Degree. The Mount was the first in the Midwest to offer RN-BSN education exclusively in the weekend time frame.

PREPARING FOR THE FUTURE

1994 marked the creation of the Nursing Honor Society at the Mount. The Mount is proud of current nursing students and alumni who have graduated and entered the health care arena as caring practitioners, competent providers, and visionary leaders. The Honor Society has a mechanism to formally recognize their superior achievement, leadership, and creativity. The Mount's chapter expanded in 1996 when it joined with the Honor Society at Xavier University to apply for Sigma Theta Tau International membership. Omicron Omicron Chapter at Large received its charter as an honorary nursing organization on April 26, 1998. In April 2017, Good Samaritan College joined the Omicron Omicron Chapter at Large.

In 1996, the Mount developed a community program to recognize leaders in nursing. The Leadership in Nursing Awards Program was initiated as the first awards program in the Tristate area of Ohio, Kentucky and Indiana designed to recognize significant achievements of distinguished leaders in nursing administration, nursing education, nursing research and lifetime achievement in nursing. In 2000, a new award, the Alumni Nurse Leader, was added to honor a Mount nursing graduate who has a history of exemplary leadership in the nursing profession. Awards are presented each year following an extensive nomination and selection process and proceeds from the event generate scholarships to promote leadership in nursing students.

The 2001 – 2002 academic year marked the 75th anniversary of the Nursing Program at the Mount. Numerous events were held to celebrate our history and the contributions of our nursing alumni.

The Nursing Department went through an organizational restructuring in 2002 involving three health related programs. Nursing joined Athletic Training and Physical Therapy to create an expanded Department of Health Sciences which was soon changed to Division of Health Sciences.

In 2004, the Department of Nursing began its first graduate program with the Master of Nursing Program. This program is now called MSN-MAGELIN (Master's Graduate Entry-Level into Nursing) and awards the MSN degree. This is an innovative pre-licensure program for individuals with bachelor's degree in disciplines other than nursing, who are interested in pursuing a nursing career.

The Department of Nursing responded to the growing need for more graduate programs in the Tri-state area and in 2012 implemented a post-licensure Master of Science in Nursing program with two tracks: education and health care administration. In 2013 the Department added a third track: the Clinical Nurse Leader. The Department also implemented a Doctor of Nursing Practice program in 2012 with two tracks: health care administration and advanced practice. This DNP program evolved into a new, single track: Health Systems Leadership, and the DNP program was granted full accreditation by the Commission on Collegiate Nursing Education (CCNE) in 2015.

In 2014, the College of Mount St Joseph made an exciting change to convert to a University due to the growing number of graduate programs. The Division of Health Sciences became the School of Health Sciences. The Departments of Athletic Training, Physical Therapy and Nursing remained within the new School. In 2018, the School of Health Sciences added the Physician Assistant (PA) Department; the first graduate PA program in Southwest Ohio.

In 2015, 2016 and again in 2018, the Department of Nursing was awarded a total of over \$480,000 to offer the Nurse Faculty Loan Program (NFLP), funded by the Health Resources and Services Administration (HRSA). The NFLP covers the cost of tuition, fees, and other reasonable education costs for eligible students. Up to 85% of the loan can be forgiven for those who complete the degree program and teach full time in an accredited school of nursing. The Mount has a rich history of providing innovative, high-quality nursing education. The NFLP will allow the Mount to expand the MSN and DNP programs and support students who want to educate nurses.

The School of Health Sciences faces the uncertainty of dramatic changes in education, health care, and technology. The Department of Nursing will confront these challenges with the same spirit and confidence that has been demonstrated since the program's inception in 1926.

ACCREDITATION AND APPROVALS

Mount St. Joseph University is authorized to offer nursing degrees at the baccalaureate, masters and doctorate levels by the Ohio Department of Higher Education (ODHE) and the Higher Learning Commission (HLC).

The BSN and MSN MAGELIN programs at Mount St. Joseph University are approved by the Ohio Board of Nursing.

The BSN, MSN and DNP programs are accredited by the Commission on Collegiate Nursing Education. The achievement of accreditation of a nursing program indicates to the general public and the educational community that a nursing program has clear and appropriate educational mission and goals and is providing the conditions under which its mission and goals can be fulfilled. Questions or comments can be directly forwarded to:

Commission on Collegiate Nursing Education

655 K Street, NW, Suite 750

Washington, DC 20001

P: (202) 887-6791

F: (202) 887-8476

Website: www.aacn.nche.edu

THE CARING MOMENT

“The most important medicine is tender love and care”

--Mother Teresa

In the fall of 1994, the Senior BSN class designated “the caring moment” as their class theme. The class embraced Dr. Jean Watson’s nursing theory “Human Science and Human Care” as guiding their nursing practice. Student and faculty enthusiasm for the caring theory grew. One student wrote a poem (see below) about the importance of caring and the Chairperson of the Department of Nursing designed a lapel pin to symbolize the essential nature of caring in the high-tech, often fragmented health care delivery system today.

In the spring of 1995, the Senior BSN students were presented with a “Caring Moment” lapel pin and a tradition was born. This lapel pin has the words “the caring moment – MSJ nursing” wrapped around a center stone. The color of the stone symbolizes the centrality of the mission of the Mount and the specific degree that the graduate earned. BSN and MSN MAGLEIN graduates receive a lapel pin with a sapphire blue center stone, MSN students receive a pin with a gold colored stone and DNP graduates receive a caring moment pin with a clear crystal stone. The simple phrase is to remind Mount graduates that a caring compassionate attitude is as important, perhaps even more so, than any skill learned while in school.

CHANGE NOTICE

The Department of Nursing, School of Health Sciences reserves the right to make changes in policies, procedures and regulations subsequent to the publication of this STUDENT HANDBOOK. Notice of changes, revisions, or any additions to the MSN STUDENT HANDBOOK will be posted on the MSN Hub located in Blackboard. Students will receive an automatically generated email to their MSJ email account notifying students of the change/update/addition.

II: DESCRIPTION OF THE DEPARTMENT OF NURSING

MISSION

The Department of Nursing's mission is to prepare women and men as professional nurses who integrate the liberal arts and sciences with the knowledge and skills essential for patient centered nursing practice. Graduates are caring, ethical health care providers who support the dignity of others and promote holistic, evidence- based practice in a variety of settings.

PHILOSOPHY

Nursing education is an interactive and applied learning experience among faculty, students and colleagues of other disciplines in partnership with clients in need of nursing and healthcare. Faculty, staff, and students in the Department of Nursing share responsibility for creating a learning environment where mutual respect, accountability, leadership and self-direction are nurtured. Effective learning in nursing occurs when intellectual debate and inquiry are encouraged, and varied learning styles, values, and experiences are acknowledged and respected. The educational foundation for nursing practice is the synthesis, integration and application of information gleaned from: theories and research; liberal arts and sciences, technology; religious studies; and the life experiences of culturally and socio-economically diverse peoples.

Developing partnerships and empowering clients to assume responsibility for making decisions that promote their optimum health is essential. We believe every person is a unique creation of God, holistic in being, and possesses self-direction in the pursuit of individual, family, and community goals.

As educators and practitioners of nursing, we believe nursing is the art and science of caring which should be universally accessible, and practiced in partnership with clients and colleagues from other disciplines. Nursing's professional and social accountability is exercised through a commitment to evidence-based practice, the principles of planned change, quality improvement, life long learning, cultural sensitivity, and participation in professional, social, and political arenas.

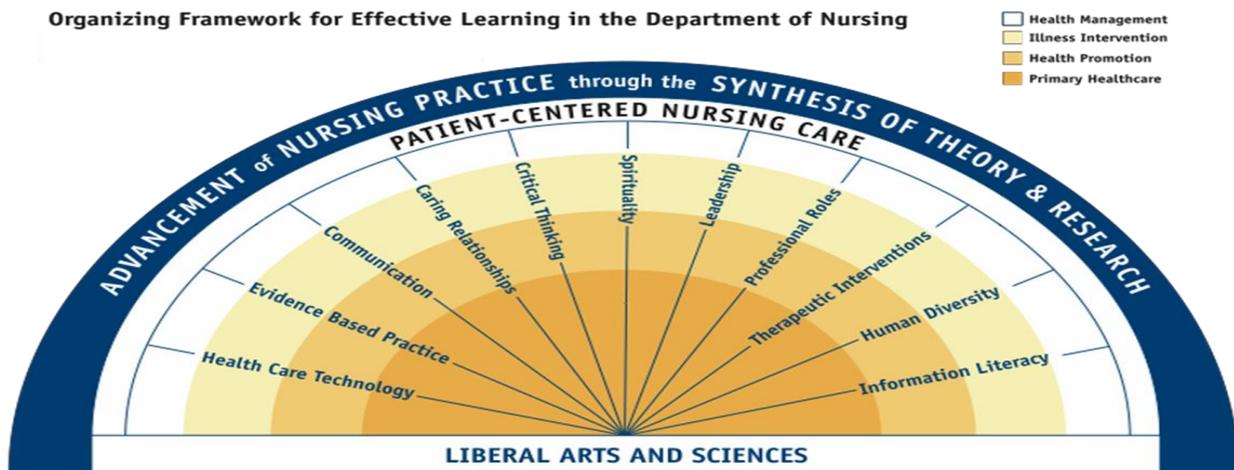
ORGANIZING FRAMEWORK

The organizing framework of the Departments of Nursing illustrates the systematic and incremental placement of selected concepts designed to provide effective learning opportunities for students as they integrate, synthesize and apply information gleaned from theories and research, liberal arts and sciences, technology, and religious studies.

The framework supports the Department’s Mission and Philosophy. Preparation of graduates from the pre-licensure programs, and from the post-licensure RN-BSN program is built on the liberal arts and sciences. The levels of primary health care, specifically, health promotion, illness intervention and health management serve as the means to organize content in order to facilitate interactive and applied learning experiences for students. The increasing width of the bands of the developmental levels illustrate the progressive learning experiences of students as they assimilate an increasing complex body of information and experiences in their achievement of selected competencies, course, and program outcomes.

Transecting the four developmental levels are eleven progressive concepts which are integrated throughout the students’ learning experiences. These broad concepts are health care technology, evidence-based practice, communication, caring relationships, critical thinking, spirituality, leadership, professional role, therapeutic interventions, human diversity, and information literacy. Integrated concurrently with these progressive concepts are concepts and competencies acquired through learning experiences appropriate for students at a variety of education and practice levels. This affirms the Mission of the University and its commitment to provide a learning environment and process that fosters liberal education with a career orientation for all students with varying levels of preparation, experiences, and education.

The outward directional thrusts of eleven progressive concepts lead to patient-centered nursing practice. Preparation of graduates from the Master of Science in Nursing programs as specialists in education, health care administration and clinical leadership contributes to the synthesis of theory and research and the advancement of nursing practice. Preparation of graduates from the DNP programs as expert nurse clinicians and administrators contributes to diverse leadership at the highest clinical and executive levels. The presence of a continuous feedback loop illustrates the holistic, interactive relationship between faculty, students and colleagues of other disciplines in partnership with clients in need of nursing and healthcare.



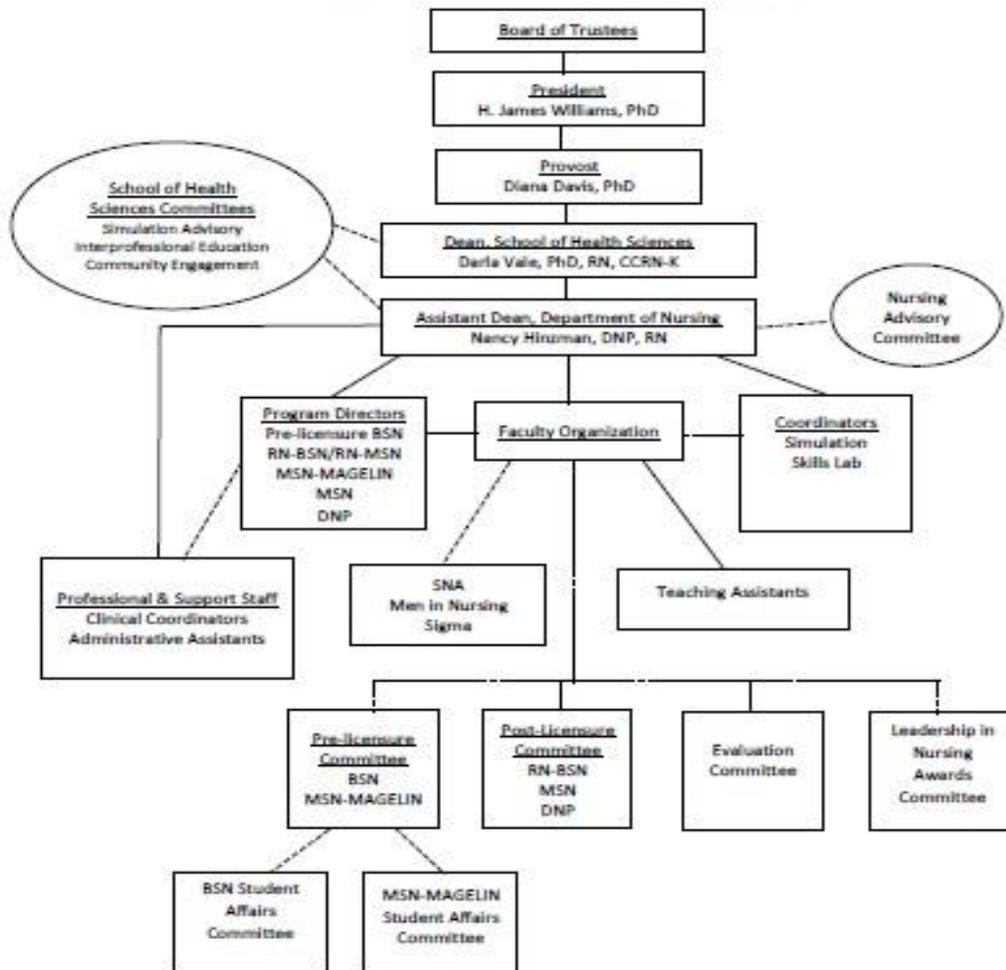


MOUNT ST. JOSEPH
UNIVERSITY

DEPARTMENT OF NURSING ORGANIZATIONAL STRUCTURE

Department of Nursing Organizational Structure

Organizational Chart School of Health Sciences, Department of Nursing



KEY: Solid line = formal relationship; formally involved in evaluation. Dotted line = informal relationship; not formally involved in evaluation.

Approved @ Faculty Organization 8/31/18

III. DESCRIPTION OF THE MASTER OF SCIENCE IN NURSING PROGRAM

PROGRAM DESCRIPTION

The Master of Science in Nursing (MSN) program prepares graduates to advance clinical nursing practice through specialized roles in nursing administration, nursing education and as clinical nurse leaders. The program focuses on the development of advanced clinical competencies as well as expertise in the chosen area of practice. Graduates of the MSN program are prepared to provide evidence-based leadership to advance nursing practice and engage in interprofessional collaboration for the purpose of improving outcomes in today's dynamic healthcare environment.

PROGRAM OUTCOMES

The graduate of the MSN program will be able to:

1. Provide caring, values-based, ethical leadership as a member of the interprofessional health care team to improve patient and population health outcomes.
2. Promote therapeutic interventions within systems and organizations leading to quality improvement and safety.
3. Utilize information systems and patient care technology to enhance patient care.
4. Demonstrate the role of the master's-prepared nurse as a change agent within professional, social, and political arenas.
5. Analyze current best practices in the specialty area of study through intellectual debate and inquiry and the synthesis of theory and research.

MSN PROGRAMS OF STUDY:

**Master of Science in Nursing (MSN) Program
Administration Track: Includes 330 Practicum Hours**

YEAR 1	
Fall Semester 1	Spring Semester 2
<p>NUR 730 (3) Human Resource Management for Nursing Administrators</p> <p>NUR 801 (3) Biostatistics for Evidence-based Practice</p> <p>6 credit hours</p>	<p>NUR 731 (3) Strategic Management in Nursing Administration</p> <p>NUR 802 (3) Evidence-based Practice</p> <p>6 credit hours</p>
YEAR 2	
Fall Semester 3	Spring Semester 4
<p>NUR 710 (3) Exploring Leadership in Nursing</p> <p>NUR 732 (3) Organizational Management of Health Care Systems</p> <p>6 credit hours</p>	<p>NUR 733 (3) Finance for Nurse Administrators (10 practicum hours)</p> <p>NUR 805 (3) Transforming Health Care through Technology (20 practicum hours)</p> <p>6 credit hours</p>
YEAR 3	
Fall Semester 5	Spring Semester 6
<p>NUR 734 (3) Nursing Administration Practicum I (100 practicum hours)</p> <p>NUR 804 (3) Global Health Care Policy (20 practicum hours)</p> <p>6 credit hours</p>	<p>NUR 735 (3) Nursing Administration Practicum II (100 practicum hours)</p> <p>NUR 741 (3) Integrative Project in Nursing Administration (80 practicum hours)</p> <p>6 credit hours</p>
<p>Total Credit Hours = 36 Total Practicum Hours = 330</p>	

**Master of Science in Nursing (MSN) Program
Education Track: Includes 330 Practicum
Hours**

YEAR 1	
Fall Semester 1	Spring Semester 2
<p>NUR 720 (3) Teaching & Learning Theories and Strategies</p> <p>NUR 801 (3) Biostatistics for Evidence-based Practice</p> <p>6 credit hours</p>	<p>NUR 721 (3) Curriculum Development In Nursing Education</p> <p>NUR 802 (3) Evidence-based practice</p> <p>6 credit hours</p>
YEAR 2	
Fall Semester 3	Spring Semester 4
<p>NUR 710 (3) Exploring Leadership in Nursing</p> <p>NUR 722 (3) Evaluation in Nursing Education (10 practicum hours)</p> <p>6 credit hours</p>	<p>NUR 700 (3) Advanced Pathopharmacology</p> <p>NUR 701 (3) Advanced Health Assessment</p> <p>NUR 805 (3) Transforming Health Care through Technology (20 practicum hours)</p> <p>9 credit hours</p>
YEAR 3	
Fall Semester 5	Spring Semester 6
<p>NUR 702 (3) Clinical Specialty Practicum (100 practicum hours)</p> <p>NUR 804 (3) Global Health Care Policy (20 practicum hours)</p> <p>6 credit hours</p>	<p>NUR 723 (6) Nursing Education Practicum (100 practicum hours)</p> <p>NUR 740 (3) Integrative Project In Nursing Education (80 practicum hours)</p> <p>6 credit hours</p>
<p>Total Credit Hours = 39 Total Practicum Hours = 330</p>	

Master of Science in Nursing (MSN) Program
Clinical Nurse Leader (CNL) Track: Includes 450
Practicum Hours

YEAR 1	
Fall Semester 1	Spring Semester 2
<p>NUR 704 (3) Clinical Nurse Leader Roles and Considerations</p> <p>NUR 805 (3) Transforming Health Care through Technology (20 practicum hours)</p> <p><i>6 credit hours</i></p>	<p>NUR 802 (3) Evidence-based Practice</p> <p>NUR 701 (3) Advanced Health Assessment</p> <p><i>6 credit hours</i></p>
YEAR 2	
Fall Semester 3	Spring Semester 4
<p>NUR 812 (3) Epidemiology and Population Health (40 practicum hours)</p> <p>NUR 710 (3) Exploring Leadership in Nursing</p>	<p>NUR 705 (3) Advanced Pathophysiology</p> <p>NUR 706 (3) Advanced Pharmacology</p> <p><i>6 credit hours</i></p>
YEAR 3	
Fall Semester 5	Spring Semester 6
<p>NUR 707 (3) Managing and Advocating for Vulnerable Patients (40 practicum hours)</p> <p>NUR 804 (3) Global Health Care Policy (20 practicum hours)</p> <p><i>6 credit hours</i></p>	<p>NUR 708 (6) Clinical Nurse Leader Immersion (330 practicum hours with CNL certification exam offered on site before graduation)</p> <p><i>6 credit hours</i></p>
<p><i>Total Credit Hours = 36</i></p> <p><i>Total Practicum Hours = 450</i></p>	

COURSE DESCRIPTIONS

NUR 700 Advanced Pathopharmacology

This course examines physiologic and pathologic changes in body systems in response to disease states and discusses principles essential for the advanced practice nurse when implementing pharmacotherapy to these patients. Emphasis is placed on the interpretation of changes in normal functions which may be indicative of a disease state or a response to pharmacologic therapy. Pathogenesis and compensatory mechanisms for major disease states are examined. Current evidence related to pathologic changes in disease and treatment is analyzed. Ethical, legal, and regulatory concerns related to pharmacotherapy are discussed. Strategies for single and multiple drugs treatments are evaluated. Issues in pharmacotherapy such as access, cost effectiveness, and safety are also examined.

NUR 701 Advanced Health Assessment

This course focuses on the acquisition of a comprehensive patient database and development of a holistic plan for the health promotion, illness prevention and disease management of a client and/or family. Performance of a history, functional assessment, cognitive assessment, physical exam, diagnostic testing and psychosocial assessment are emphasized. Pathophysiological changes as well as psychosocial, ethnic, cultural, and developmental variations relevant to the patient/family are also considered. Strategies for critical analysis of assessment data with differential diagnoses are examined.

NUR 702 Clinical Specialty Practicum

This course provides students with the opportunity to synthesize knowledge from previous MSN advanced practice courses and to apply them in an actual practice setting. Settings are collaboratively selected by the student and faculty advisor to meet the student's learning needs. An individualized learning contract is developed to guide the student's experience. During these intensive immersion experiences, students master advanced patient care delivery skills, acquire knowledge of organizational dynamics, and further explore advanced practice roles. Students also develop a foundation for their future professional career trajectory.

NUR 704 Clinical Nurse Leader Roles and Ethical Considerations

This course provides an overview of the clinical nurse leader (CNL) role, from its inception, to the current healthcare environment, and beyond. Students will evaluate roles and responsibilities of the CNL at the microsystem level of clinical practice, to optimize individual patient health outcomes. Concepts of intra- and inter-professional collaboration, social justice, ethical leadership, sound fiscal stewardship, and communication strategies, utilized by the CNL in improving patient outcomes, will be explored.

NUR 705 Advanced Pathophysiology

This course examines physiologic and pathologic changes in body systems in response to disease states. Emphasis is placed on the interpretation of cellular changes in normal functions which may be indicative of a disease state or a response to pharmacologic therapy. Pathogenesis and compensatory mechanisms for major disease states are examined. Concepts related to disease management are emphasized. Current research related to pathologic changes in disease and treatment is analyzed.

NUR 706 Advanced Pharmacology

This course examines mechanisms of drug action, indications, therapeutic effects, adverse effects, and contraindications of major drug classes as well as nursing interventions. Pharmacotherapy in special populations and complex cases is emphasized. Strategies for single and multiple drugs treatments are evaluated and implemented. Issues in pharmacotherapy such as access, cost effectiveness, and safety

are also examined. Evidence-based decision making in pharmacotherapy is emphasized. Ethical, legal, and regulatory concerns related to pharmacotherapy are discussed.

NUR 707 Managing and Advocating for Vulnerable Patients

The focus of this course is on the nurse leading, designing, coordinating and managing care as part of an interprofessional team to improve patient outcomes. Skills and abilities needed to assume a horizontal leadership role at the microsystem level, such as communication, delegation, collaboration, negotiation, are reviewed and practiced. The principles and processes of case management are included as a tool for the nurse to coordinate patient-centered care, while considering quality, safety, cost containment, ethics, cultural sensitivity, technology, and available resources.

NUR 708 CNL Immersion

In this culminating course of the program students identify an evidence-based practice project related to the CNL role and improving patient outcomes on a clinical unit. Advanced clinical practice in the CNL role forms the basis of this immersion project. The project should represent an innovative response to a specific need in a patient population.

NUR 710 Leading in Organizations and Systems

In this course students explore a multitude of leadership concepts and theories in depth. The focus is on exploring his or her own leadership style in the context of the challenges in health care and nursing in today's world. The role and responsibilities of the nurse leader in health care organizations is examined, emphasizing measures to implement cost-effective, safe, patient-centered nursing care.

NUR 720 Teaching & Learning Theories and Strategies

This course provides an introduction to the principles of teaching and learning in nursing education. The student is introduced to general concepts in nursing education including teaching and learning theories, learning styles, active learning, and technology-assisted strategies. The student is encouraged to explore his or her own philosophy of teaching and learning and teaching style.

NUR 721 Curriculum Development in Nursing Education

This course provides a broad exploration of curriculum and course development in nursing education. The student has the opportunity to participate in all aspects of curriculum development from a faculty perspective including assuring congruency and internal consistency, writing outcomes, syllabus creation, and lesson planning.

NUR 722 Evaluation in Nursing Education

This course provides an overview of the principles of course and program evaluation. Program evaluation theory provides the foundation upon which course and program evaluation is built. The student learns all aspects of evaluation including test construction, test item analysis, course and clinical evaluation, program evaluation, and curricular and outcomes evaluation.

NUR 723 Nursing Education Practicum

In this course, the student will apply theory and knowledge from previous education and clinical coursework to teaching nurses/nursing students in a variety of settings. Individualized learning contracts are developed to guide the students' teaching experiences. This experience takes place under the supervision of an experienced nurse/faculty member and is intended to prepare the student for future teaching experiences in the areas in which they hope to be employed.

NUR 730 Human Resources for Nurse Managers

This course explores the practical knowledge needed to manage human resources in a healthcare setting. The focus is to deliver skills and knowledge to nurse administrators related to: recruitment; interviewing; hiring; termination; assessment and evaluation; development of personnel policies; benefits; and safety and health in the workplace.

NUR 731 Strategic Management in Nursing Administration

This course explores concepts of strategic planning of healthcare systems. The focus is to deliver skills and knowledge to nurse administrators related to strategic planning. Concepts throughout the course include business concepts, trends, and issues facing a dynamic healthcare environment.

NUR 732 Organizational Management of Health Care Systems

This course will explore organizational components involved in complex healthcare systems of today. Concepts throughout the course include organizational theory, organizational behavior, organizational innovation and change, organizational design and performance. The overall management role will be examined as it relates to each of the concepts.

NUR 733 Finance for Nurse Administrators

This course explores the financial management of healthcare systems. The focus is to understand business and economic principles along with legal and political issues effecting healthcare financial management. Concepts throughout the course include business and economic principles, ethics, legalities, workload management, and forecasting.

NUR 734 Nursing Administration Practicum I

In this course, the student will apply theory and knowledge from previous administration coursework in an organizational setting under the supervision of an experienced faculty member. Students identify principles of leadership, evidence-based practice decision-making models, negotiation, resource allocation, team coordination, and cultural awareness. Individual learning contracts guide the student's learning experiences. Settings are collaboratively selected by the student and faculty advisor to meet the student's learning needs.

NUR 735 Nursing Administration Practicum II

In this course, the student will synthesize theory and knowledge from previous administration and practicum coursework in an organizational setting under the supervision of an experienced faculty member. Students apply principles of leadership, evidence-based practice decision-making models, negotiation, resource allocation, team coordination, and cultural awareness. Individual learning contracts guide the student's learning experiences. Settings are collaboratively selected by the student and faculty advisor to meet the student's learning needs.

NUR 740 Integrative Project in Education

In this culminating course of the program students identify an evidence-based practice project related to nursing education. Advanced clinical practice and educational theory and principles form the basis of this scholarly project. The project should represent an innovative response to an educational need.

NUR 741 Integrative Project in Administration

In this culminating course of the program students identify an evidence-based practice project related to nursing administration. Organizational theory form the basis of this scholarly project. The project should represent an innovative response to an administrative organizational need.

NUR 801 Biostatistics

This course focuses on the application of statistical concepts in the analysis of research for evidenced based practice. Descriptive and inferential statistical tests are reviewed. Analysis of variance, regression, correlation and multivariate tests are emphasized. Concepts related to the application of statistical procedures for the appraisal of evidence are emphasized. Tests used in meta-analysis are also discussed. Common statistical software are explored to enhance the appraisal of evidence.

NUR 802 Evidence-Based Practice

This course emphasizes the critical appraisal and application of evidence to implement change and improve outcomes in practice. Evidence-based practice models will be explored including identification of a clinical issue, formulation of a researchable question, and performing an efficient search for sound evidence. Methodologies for the identification of practice problems and the evaluation and application of scientific evidence to practice issues will be proposed. Students will evaluate outcomes in a selected practice setting and develop a change project based on this outcome analysis.

NUR 804 Health Care Policy

This course examines health promotion needs of various patients and vulnerable populations. Cultural and ethnic identity, socio-economic conditions, emotional and spiritual needs and values of patients and populations locally, nationally and globally are examined. Health care policy is evaluated for efficiency, effectiveness, and equity related to health disparities, culture, ethics, globalization, access, economics, and social justice. Students will evaluate health care policy to improve the health of individuals and populations.

NUR 805 Transforming Healthcare through Technology

This course examines the use of information management systems to improve the safety, quality, cost-effectiveness, and coordination of health care. Students explore information systems technology used in today's health care organizations for quality improvement. The student is introduced to broad areas of information technology: use of patient care and other technologies to deliver and enhance care; communication technologies to integrate and coordinate care; data management to analyze and improve outcomes of care; and health information management for evidence-based care and health education. Students also examine information systems and patient care technologies in terms of ethics, legalities, regulatory issues, patient outcomes, cost, and ease of use. Consumer health information sources are evaluated for accuracy, timeliness, and appropriateness.

NUR 812 Epidemiology and Population Health

This course provides an overview of global health through analysis of biostatistical data and application of the epidemiologic concepts related to populations at risk. The history of diseases, levels of prevention, cultural and socioeconomic determinants of health, host-agent-environment relationships and epidemiological research are explored in terms of promoting global health. Students will examine evidence-based strategies to promote health in the most vulnerable populations. The leadership role of the nurse in clinical prevention, improvement of population health, and elimination of health disparities of vulnerable populations is emphasized.

IV. ACADEMIC POLICIES AND REQUIREMENTS

ADMISSION CRITERIA

To be admitted to - the Master of Science in Nursing program, applicants must have the following:

1. A completed Graduate Admission Application (www.msj.edu/apply)
2. A Bachelor of Science Degree from a CCNE or ACEN accredited college or university that holds regional accreditation. Official transcripts sent to Office of Graduate Admission.
 - a. A minimum overall GPA of 3.0/4.0 scale or 3.0/4.0 scale from the final 45 hours of undergraduate coursework
3. "C" or higher in undergraduate or graduate statistics, microbiology, and anatomy & physiology courses
4. One year of clinical nursing experience to matriculate
5. Active RN license with no restrictions
6. International applicants - TOEFL score (if needed)
7. Names and contact information of two professional references
 - a. Submit a one-to-two page typewritten essay with reasons for seeking the Master of Science in Nursing Degree including a statement of your professional goals
8. Submit a professional resume
9. Interview with program director or designee

In order to ensure that students do not repeat content, the MSN Program Director reviews transcripts and syllabi of courses completed at other universities. Required foundation courses, in order to be counted toward the major, must have been taken in an accredited MSN program within the last five years.

GRADING SCALE

The following grading scale applies in the Master of Science in Nursing Program:

A = 90 – 100

B = 80 – 89

C = 75 – 79

F = Below 75

PROGRESSION POLICY

In order to progress in the MSN program in the Department of Nursing, the student must:

1. Submit health records as requested if the organization selected for a practicum experience requires health information.
2. Adhere to the Statement of Professionalism as specified in the *MSN Student Handbook*.
2. Maintain a current unrestricted United States RN license in your state of practice as a RN and in the state of capstone/practicum experiences as required.
3. Maintain a cumulative GPA of 3.0 or higher throughout the program. If the cumulative GPA falls below a 3.0 the student will be placed on “academic probation”. A student’s cumulative GPA must be at least a 3.0 after completion of 6 semester hours to be removed from academic probation.

ACADEMIC PROBATION

Students are placed on academic probation if the cumulative GPA falls below 3.0/4.0. Once on probation students will have up to six semester hours to achieve a GPA of at least 3.0 to be removed from probation. A graduate student on academic probation will be returned to good standing when at least a 3.0 cumulative GPA is achieved if completed within the 6 semester hours. A student who fails to achieve the 3.0/4.0 scale after completing the six semester hours will be dismissed from the program. A student cannot be placed on probationary status more than once. If a student successfully removes him/herself from probationary status and subsequently has a cumulative GPA that falls below a 3.0 on the 4.0 scale, that student will be dismissed from the program.

ACADEMIC GRADE APPEAL

A student who wishes to file a grade appeal must follow the academic grade appeal process as stated in the current *Mount St. Joseph University Graduate Catalog*.

CRITERIA FOR ACADEMIC DISMISSAL

The student will be dismissed from the MSN program for any of the following:

- Cumulative grade point average below 3.0 in a graduate program for two semesters.
- The student earns an “F” in one or more courses.
- The student does not adhere to the Statement of Professionalism as specified in the handbook.

LEAVE OF ABSENCE

Students should complete a Leave of Absence form (Appendix C) for any term in which they do not intend to enroll with the intent to return to Mount St. Joseph University for program completion. Forms should be completed and submitted to the MSN Program Director in a timely manner. If the student is on leave for less than 1 year, the student will automatically be readmitted to the MSN program under the current handbook which may require additional course work. If the student’s leave of absence is greater than 1 year, the student will need approval by the MSN Program Director for re-admittance. Students who do not register for two or more years will need to reapply to Mount St. Joseph University.

COURSE WITHDRAWAL POLICY

Students should refer to the Course Withdrawal Policy as stated in the *Mount St. Joseph University Graduate Catalog*.

UNIVERSITY POLICY ON TRANSFER OF GRADUATE CREDITS

Graduate credits earned at another regionally accredited institution may be accepted in transfer under the following conditions and limitations:

1. An official transcript from a regionally accredited institution must be submitted directly from the college or university attended to Mount St. Joseph University, Graduate Admission Office, 5701 Delhi Road, Cincinnati, Ohio 45233. Once enrolled in graduate programs at the Mount, courses earned at other institutions must be submitted directly from the college or university attended to Mount St. Joseph University, Office of the Registrar, 5701 Delhi Road, Cincinnati, Ohio 45233.
2. A maximum of three classes or nine semester hours of graduate course work related to the student's major may be accepted as elective or required credit, as determined by the graduate program director or designee at the time of admission. A minimum of a "B" grade is required for each transfer course.
3. No correspondence courses will be accepted.
4. Graduate credits over five years old will be accepted at the discretion of the respective department Assistant Dean.
5. Grades for credits transferred from another college are not included in the calculation of the student's cumulative grade point average at the Mount.
6. Students should consult with their graduate program director or Assistant Dean for other limitations on transfer credit which may apply in their program.

REGISTRATION

Course schedules and registration information are available on the Mount's Web site. Dates, times and procedures for Web registration are published in each semester's or term's *Semester Policies and Procedures*, or on the Mount's Web site at www.msj.edu

PROGRAM TRACK CHANGE REQUEST

Students wishing to change their MSN program track must complete a Program Track Change or Additional Track Request form and submit the form to the MSN Program Director for approval (see Appendix B).

PROFESSIONAL WRITING FORMAT

The acceptable professional writing format utilized by the Department of Nursing is the *Publication Manual of the American Psychological Association*. (6th ed.) (2010).

INSTITUTIONAL REVIEW BOARD

No human research may be initiated or conducted without the written approval or determination of exemption by the Institutional Review Board at Mount St. Joseph University. In addition, each proposal must be reviewed and approved by the Institutional Review Board at the organization where the

research is being conducted.

EXIT SURVEY

Graduating students will complete an exit survey during their last week of classes as a form of feedback to the program for evaluating student satisfaction and the student's perception of achieving program outcomes. (Appendix A)

GRADUATION REQUIREMENTS

In order to graduate from the MSN program, the following criteria must be met:

- Have an earned cumulative GPA of 3.0/4.0 or higher
- Completed the MSN Program within 5 years of starting the program
- Minimum of 75% of credits must be earned at Mount St. Joseph University
- Completion and presentation of Integrative Project
- Completion of track specific required practicum hours. Completion of a graduation application which demonstrates completion of MSN courses.

V. RESPONSIBILITIES OF MSN STUDENTS

ACADEMIC HONESTY – SHARED TRUST OF STUDENTS AND FACULTY

The School of Health Sciences, Department of Nursing values intellectual and moral integrity. Faculty and students have the responsibility of behaving honestly in whatever ways and by whatever means they use and share information.

Honesty is a characteristic trait that underlies how we communicate in written, spoken, artistic, scientific, symbolic, and cybernetic ways.

Violations of academic honesty includes cheating on tests, plagiarism, falsification of records of assignments, or unprofessional/unethical conduct which brings disrepute or disgrace upon the student, the Nursing Program, or the nursing profession.

Academic dishonesty will not be tolerated by the Department of Nursing. The current *Mount St. Joseph University Graduate Catalog* defines in detail the Academic Honesty Policy including the procedures for Restitution and Discipline. It is the students' responsibility to be aware of these standards and conduct themselves accordingly.

ACADEMIC RECYCLED ASSIGNMENT POLICY

Recycled assignments are defined as a written assignment that is a similar version of work previously submitted in another course at Mount St. Joseph University or any other institution. As part of Mount St. Joseph University's policy on Academic Honesty, it is expected that learners will not submit the same written assignment without revising and enhancing the topics in the assignment.

The University understands that work within specific disciplines such as health sciences and nursing is interrelated. The University expects students to revise and build upon the content of an assignment as they progress through the MSN program of study. It is not acceptable under any circumstances to submit the same written assignment to a different course. The learner is to demonstrate new learning and understanding of the topics and objectives in the current course.

Submitting a similar version of work previously submitted in another course will result in a failing grade for that assignment.

Please note that instructors use anti-plagiarism tools such as Turnitin to determine the originality of each student's written assignments. These tools allow instructors to compare each student's assignments with a variety of sources available through internal databases and the Internet. Instructors will use their professional judgment to determine whether an inappropriate amount of recycled content has been included in an assignment.

For more information, please refer to the Mount St. Joseph University's policy on Academic Honesty in the Graduate Catalog.

DEPARTMENT OF NURSING POLICY ON VISITORS IN CLASS

Students are not permitted to bring children, family members, or other guests to class or to the

clinical/community settings. This poses a liability to the University as well as a distraction to other students and the course faculty.

NURSING PROGRAM POLICY ON DIVERSITY

Students are to show respect for the interest, preferences, and opinions of others (clients, students, faculty, staff, etc.) There will be zero tolerance for displays of prejudice, discrimination, or hostility based on differences such as race, gender, sexual orientation, national origin, religion, disability, age, or health status. Any student who violates this policy will be referred to the Dean of Students.

BLENDED/ONLINE ATTENDANCE POLICY

The MSN program is offered in a blended format that includes a combination of face-to-face and online class meetings. Specific attendance requirements apply to each format.

Face-to-Face Attendance Policy

Due to the limited number of face-to-face class meetings, attendance is mandatory. The instructor understands that at times learners become ill or have personal or family emergencies that preclude them from attending class. If an emergency arises where you are unable to attend class, please notify the instructor prior to the class meeting. Additionally, you are responsible for obtaining the information/notes/handouts from a classmate. If the absence is considered unexcused, the learner's grade will be dropped by 5% on a 100% scale. If a second face-to-face class is missed, the learner will be withdrawn from the course if it is prior to the drop date, or assigned a failing grade in the class if the withdrawal date has passed. If a learner is 30 minutes or more late or leaves before the class is dismissed their course grade will be lowered by 3%.

Online Attendance Policy

Learners taking blended courses are expected to attend each online week of the course. Online attendance is defined as participating in an academic activity in the online classroom. Academic activities are defined as posting in a graded discussion forum, submitting a written assignment, quiz, or exam, and submitting a journal activity related to a course assignment as defined in the course syllabus.

Postings not related to graded discussion forums or written assignments and journal entries not related to course assignments may be disqualified for attendance purposes. For example, postings to the General Course Questions, Student Introductions and Small Talk and Conversation Forums do not qualify for attendance purposes.

Each online week begins on a Tuesday at 12:00am and concludes on the following Monday at 11:59pm. A learner is recorded either absent or present each day based on participation in an academic activity. All recorded time stamps for assignment submissions, quiz/exam submissions, discussion board posts, journal entries and attendance records will reflect Eastern Time Zone.

Learners who do not attend at least once in any seven consecutive day period will be issued an attendance warning. Learners who do not attend at least once in any 14 consecutive day period will be dropped from the course. Please refer to drop policy when not meeting attendance requirements.

TECHNOLOGY REQUIREMENTS

Access and understanding of technology is essential for blended learning courses. Students must have access to a reliable computer and Internet connection on regular basis. Please ensure your computer meets the following system and technology requirements for the online component of the program. The following minimum system configuration and software are required:

- Platforms: Mac OS X 10.2 or higher or Windows 2000, NT, XP or higher;
- Hardware: 256 MB RAM, CD-ROM, and 1 GB free disk space;
- Productivity Software: Microsoft Word, PowerPoint, Excel, and Adobe Acrobat;
- Web Browser: Firefox 3.0 or higher, Internet Explorer 8.0 or higher, Safari 4.0 or higher, Chrome;
- Networking: 56k dialup modem, DSL, or cable modem;
- Email: Outlook, Outlook Express, Mac Mail, Eudora, Entourage, or Yahoo/Hotmail/Google mail;
- Newest version of Java

LICENSURE

All students must hold an active registered nursing license within the United States with no restrictions. Students who elect to complete practicum hour requirements in another state must be licensed to practice as a registered nurse in that state. It is the student's responsibility to obtain and maintain licensure and certification. The Department of Nursing will verify licensure through the state board of nursing. It is the student's responsibility to notify the Department of Nursing of any restrictions that are placed on any license during the program. This may result in dismissal.

GUIDELINES FOR REQUESTING LETTERS OF REFERENCE AND COMPLETION OF SCHOLARSHIP APPLICATIONS

The Department of Nursing at Mount St. Joseph University has a responsibility to prepare appropriate letters of reference and other documents for nursing students and graduates of the Department of Nursing.

In order to assure that requests for letters of reference, completion of scholarship applications and other official documents are completed in a timely manner and in keeping with professional standards and in a timely manner, the following guidelines are to be followed.

1. Requests for letters of reference and completion of applications for scholarships must be submitted in writing 15 working days before the date they are due to the requesting agency. Requests will be accepted by FAX and e-mail, but not by telephone. Letters of request must clearly state the purpose for the request.
2. It is the student's/graduate's responsibility to submit full details with his/her written request. These details include the following:

- Full name, title and credentials of the designated person receiving the letter/application;
 - Full and correct name of the agency/organization;
 - Complete address including city, state and zip code;
3. No requests will be fulfilled until complete information is provided. The Department of Nursing assumes no responsibility in securing the required information as described in #2 above. Failure to provide complete information may result in unfulfilled requests.
 4. Copies of applications and notifications of scholarships and awards are requested for historical purposes.

VI. GUIDELINES FOR Practicum EXPERIENCES

CLINICAL AGENCY POLICY

MSN students are expected to adhere to the policies, procedures and health requirements of each agency used for a learning experience.

STUDENT CONDUCT IN PRACTICUM SETTING

Students should adhere to the Statement of Professionalism as stated in the handbook. Failure to comply with this statement may result in dismissal from the program. Also, a student will be removed from the clinical setting by a faculty member or preceptor if his/her behavior indicates the student may not be capable of providing safe care, or if the student fails to comply with agency specific requirements.

DRESS CODE POLICY IN THE PRACTICUM SETTING

Students are expected to follow the clinical agency's dress code policy. Professional attire and name badge with Mount St. Joseph University logo should be worn at all times while in the practicum setting.

POLICIES AND PROCEDURES FOR MAINTAINING SECURITY IN THE USE OF THE OFFICIAL PHOTO IDENTIFICATION BADGE OF THE DEPARTMENT OF NURSING Policy

All nursing students enrolled in practicum courses are required to wear the official Mount St. Joseph University, Department of Nursing Photo Identification Badge. Forgery and unauthorized possession or misuse of the Official Photo Identification Badge (OPIB), of the Department of Nursing, Mount St. Joseph University, is a serious infraction of University and Department policies which may result in dismissal from the Department of Nursing (see Mount St. Joseph University, MSN STUDENT HANDBOOK).

The Photo Identification Badge is available only through MSJU campus police. The following policies govern the use of the Badge:

1. Only faculty and currently enrolled nursing students are permitted to wear the official Photo Identification Badge when they are performing in the role of faculty and students of Mount St. Joseph University.
2. No student will be permitted in the practicum setting without the official Photo Identification Badge.
3. For security purposes, this Badge must be worn at all times in the practicum setting while functioning as a student of the Department of Nursing, Mount St. Joseph University.
4. OPIBs, which are lost or stolen, must be reported to the Administrative Assistant, Department of Nursing, within twenty-four hours.
5. The OPIB is the property of the Department of Nursing, Mount St. Joseph University and must be returned upon leaving the MSN Program. Failure to return this badge may result in the withholding of student grades.

Procedure

1. The Department of Campus Police will process the name badge prior to the initial course.
2. Students are to return their OPIB to the Administrative Assistant, Department of Nursing, immediately after completion of their last course.

3. A replacement fee of \$5.00 will be charged for all lost or stolen badges.

VII. MSN PRACTICA AND INTEGRATED PROJECT

MSN PRACTICA

The Master of Science Degree (MSN) Program in Nursing is designed to prepare graduates capable of expert practice in the following specialty areas: Administration and Education.

As part of the MSN curriculum, practica or practice hours will be completed in each specialty area. The majority of practice hours will be completed in the last two semesters of the program in two separate practicum courses.

Students will apply and synthesize theory and knowledge from previous coursework in an organizational setting. The setting will be collaboratively selected by the student and faculty advisor to meet the student's learning needs.

It is critical that students engage in rich and varied activities. Doing so will assure knowledge and experience to practice at the highest level of nursing.

It is the student's responsibility to complete, describe, document, and monitor these hours. Students will be oriented as to how this documentation and monitoring is done at the end of the first semester of the program. This documentation will be periodically reviewed by the student's advisor to assess progress.

The activities that count towards practice hours are those that demonstrate that the student has met the Essentials of Master's Education in Nursing (AACN, 2011), as well as the outcomes for Mount St. Joseph University's DNP program.

The AACN's Essentials of Master's Education in Nursing include:

- I. Background for Practice from Sciences and Humanities
- II. Organizational and Systems Leadership
- III. Quality Improvement and Safety
- IV. Translating and Integrating Scholarship into Practice
- V. Informatics and Healthcare Technologies
- VI. Health Policy and Advocacy
- VII. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
- VIII. Clinical Prevention and Population Health for Improving Health
- IX. Master's-Level Nursing Practice

MSN INTEGRATIVE PROJECT

MSN INTEGRATIVE PROJECT

The integrative project is a culminating assignment that requires synthesis and application of content learned in the program of study. The integrative project will be planned and developed in collaboration with an assigned faculty member. Students will present their project orally to peers, faculty members, and guests at least two weeks prior to the expected graduation date.

Students may have the opportunity to disseminate information contained within and/or results of their integrative projects at professional meetings and events. The assigned faculty member for each integrative project will provide assistance in identifying opportunities for dissemination of knowledge gained from the integrative project experience.

Any integrative project that involves the use of human subjects requires approval from Mount St. Joseph University Institutional Review Board (IRB). Approval may also be required from the IRB at the organization where the project is being conducted.

VIII. PROFESSIONAL ROLE DEVELOPMENT

STATEMENT OF PROFESSIONALISM

To be a professional requires a commitment to those values shared by the profession. For nursing, those values include an orientation to the service of others based on nursing's body of knowledge and the Nurses' Code of Ethics. The autonomy to practice nursing and control nursing practice is supported by nursing's body of knowledge. The authority to practice is derived from the Nurse Practice Acts legislated in each state. Professional nurses must take responsibility for protecting autonomy and for maintaining authority through active participation in the organizations of the profession.

As professional practitioners of nursing, nurses are responsible and accountable for providing quality and competent nursing care to clients and families in a variety of community settings according to the ANA Standards of Clinical Nursing Practice and other defined standards of practice. Professional practice of nursing requires sensitivity to the special characteristics, values and health care needs of multi-cultural and diverse groups. The nurse-client relationship is built through credibility, trust and confidentiality.

There is a responsibility to establish collegial and interprofessional relationships with fellow professionals. Responsibility and accountability are also demonstrated through one's commitment to continuing education as a lifelong process. Ongoing learning is necessary to maintain competency and currency in an ever-changing world. In addition, a professional demonstrates personal integrity through appearance, behaviors, communication, dependability, punctuality and a respect for both self and others.

The faculty members in the MSN Program are committed to the values of professionalism in nursing and actively facilitate the students' understanding, development and appreciation of these values. Nursing faculty members prepare students to be professional educators and nursing administrators. MSN students are responsible for self-growth, self-learning, conduct and appearance that reflects well on Mount St. Joseph University. Students will be held accountable for their behavior in these areas. As members of the Mount St. Joseph University community, it is the students' responsibility to support the Mission and Philosophy of the Department of Nursing and to practice within that framework.

MSN/DNP PROGRAM COMMITTEE

A. Purpose

1. Oversee the development, implementation and evaluation of the MSN nursing curriculum.
2. Formulate and revise policies that affect students in the MSN program and make recommendations to the Faculty Organization.
3. Serve as a channel of communication between the students and the Department of Nursing in matters related to the MSN program.

B. Functions

1. Evaluate recommendations for course revisions and new courses to ensure congruence of the nursing curriculum components with the program Philosophy and Outcomes as well as state and accreditation guidelines.
2. Collaborate with the Evaluation Committee to identify and recommend needed changes in the curriculum and policies of the graduate nursing program.
3. Recommend changes in the model program to the Faculty Organization.
4. Communicate incremental changes in courses within the nursing curriculum based on assessment data to the Faculty Organization.
5. Evaluate and recommend new policies and revisions of existing student policies to the Faculty Organization.
6. Communicate rights, responsibilities and policies regarding the MSN program to students. This will be facilitated through the MSN Student Handbook.

C. Membership

1. Faculty appointed by the MSN Program Director.
2. The Department of Nursing values student input and contributions in a variety of matters related to the program and curriculum. Input from students is obtained through course evaluations, termination data and other means on an ongoing basis.

D. Voting

1. Faculty and the MSN Program Director have equal voting privileges.

SIGMA THETA TAU

Sigma Theta Tau International is a nursing honor society for nurses and nursing students. The organization is committed to supporting knowledge and high professional standards within the nursing profession. Membership to Mount St. Joseph University's chapter, Omicron Omicron, is by invitation to graduate nursing students who demonstrate excellence in scholarship, leadership, professionalism, and character. Invitation to membership occurs in the Spring semester.

IX. DEPARTMENT OF NURSING AWARDS FOR MSN STUDENTS

Awards

Annually, the Department of Nursing offers awards for graduating MSN-Administration Track, MSN-CNL Track, and MSN-Education Track. Please see each awards' purpose and criteria in the appendices.



**MOUNT ST. JOSEPH
UNIVERSITY**

MASTER OF SCIENCE IN NURSING PROGRAM

**STUDENT
HANDBOOK**

APPENDICES

**Master of Science in Nursing
End of Program Survey**

Your feedback is valuable to us. Please assist us in enhancing the MSN program for future students.

Feedback on the MSN Program Outcomes	1	2	3	4	5
To what extent has this MSN program prepared you to:	Not at all	Limited amount	Some-what	A lot	Quite a lot
Provide caring, values-based, ethical leadership as a member of the interdisciplinary health care team to improve patient and population health outcomes.					
Promote therapeutic interventions within systems and organizations leading to quality improvement and safety.					
Utilize information systems and patient care technology to enhance patient care.					
Demonstrate the role of the master's-prepared nurse as a change agent within professional, social, and political arenas.					
Analyze current best practices in the specialty area of study through intellectual debate and inquiry and the synthesis of theory and research.					

2. What were the most positive aspects of this program?

3. What suggestions do you have for program improvement?

4. Do you have plans to continue work related to your integrative project beyond graduation?

5. Do you have plans to continue your education beyond the MSN?

6. After graduation, do you anticipate a change in jobs or place of employment? If yes, please explain.

7. Other comments:

Appendix B Program Track Change Request

Mount St. Joseph University
Department of Nursing, MSN Program
Program Track Change or Additional Track Request

Student Name: _____ Student ID: _____

Current Track: _____ Projected Graduation Date: _____

Replacement or Additional Track: _____ Projected Graduation Date: _____

Date of Request: _____

Effective Date: _____

Student Signature: _____

MSN Program Director Signature: _____ Date: _____

Appendix C Leave of Absence Form

Mount St. Joseph University
Department of Nursing, MSN Program
Leave of Absence Form

DATE: _____

NAME: _____

PROGRAM START DATE: _____

CURRENT PROJECTED GRADUATION DATE: _____

START DATE OF LEAVE: _____

INTENDED RETURN DATE: _____

REASON FOR LEAVE: _____

If the student is on leave for less than 1 year the student will automatically be readmitted to the MSN program under the current handbook. If the student's leave of absence is greater than 1 year the student will need approval by the MSN Program Director for re-admittance which may require additional course work. After two years of leave, the student will need to reapply to Mount St. Joseph University.

STUDENT SIGNATURE DATE

MSN PROGRAM DIRECTOR SIGNATURE DATE

Appendix E MSN Student Awards

Master of Science in Nursing Administration Award: Jane Swain Award

PURPOSE: The Master of Science in Nursing Administration Award is given to a graduating MSN-Admin student who has a distinguished academic record and who exemplifies the spirit of professional nursing, making significant contributions to the improvement of nursing administration.

CRITERIA:

A. Distinguished academic record

1. Minimum grade point average of 3.5.
2. Expected completion of Master's level coursework in the semester when the award is given.
3. Imminent completion of Master's project relevant to area of expertise.

B. Exemplifies the spirit of professional nursing

1. Incorporate legal and ethical considerations
2. Integrates personal accountability into practice
3. Engaged in advanced level of practice and leadership
4. Commitment to life-long learning

C. Work to improve nursing administration

1. Construct an appropriate evidence-based response to a nursing administration problem.
2. Collaborates with colleagues
3. Communicate critical elements to participants and colleagues in a timely manner using appropriate technology.

D. Demonstrates strong commitment to Catholic tradition and Christian values

1. Safeguards the dignity and uniqueness of individuals
2. Develops caring relationships with diverse populations
3. Promotes action which supports social justice

SELECTION PROCESS:

1. The MSN Program Director will submit to nursing faculty the names of academically eligible students in January.
2. Students and faculty may nominate students by writing letters of support. The nominations and letters will be submitted to the MSN Program Director by mid- February.
3. Eligible students who are nominated will receive a letter and a phone call from the MSN Program Director requesting submission of a 500 word essay describing how they meet the award criteria. The essays are to be sent to the MSN Program Director.
4. Nominations and supportive data are to be compiled by the MSN Program Director who will construct a ballot to be distributed to appropriate nursing faculty by March 9 and make available supportive information for faculty review. Selection of the award recipient will require an absolute majority of votes of fulltime, pro-rata, and adjunct nursing faculty involved in the MSN Program.

5. Ordinarily one award per cohort will be presented; however, this practice may be modified at the discretion of the MSN Program faculty.

RECIPIENT RECOGNITION:

1. The award will be presented to the recipient at the Nursing Convocation ceremony occurring prior to Commencement. At this event, the recipient will present an acceptance response.
2. The recipient's name will be engraved on a plaque located in the hallway of the Nursing Department and also identified in the University Commencement Program.

HISTORICAL BACKGROUND:

This award was established in 2015 by the Nursing Department and named in honor of Mrs. Jain Swain.

Approved: 1/15

Revised: 1/18nh

Appendix E

Master of Science in Nursing Clinical Nurse Leader Award: Mary Irvin Award

PURPOSE: The Master of Science in Nursing Clinical Nurse Leader Award is given to a graduating MSN-CNL track student who has a distinguished academic record and who exemplifies the spirit of professional nursing, making significant contributions to the improvement of patient outcomes.

CRITERIA:

- A. Distinguished academic record
 - 1. Minimum grade point average of 3.5.
 - 2. Expected completion of Master's level coursework in the semester when the award is given.
 - 3. Imminent completion of Master's project relevant to area of expertise.

- B. Exemplifies the spirit of professional nursing
 - 1. Incorporates legal and ethical considerations
 - 2. Integrates personal accountability into practice
 - 3. Engaged in advanced level of practice and leadership
 - 4. Commitment to life-long learning

- C. Work to improve patient outcomes
 - 1. Constructs an appropriate evidence-based response to a microsystem problem
 - 2. Collaborates with colleagues
 - 3. Communicates critical elements to participants and colleagues in a timely manner using appropriate technology

- D. Demonstrates strong commitment to Catholic tradition and Christian values
 - 1. Safeguards the dignity and uniqueness of individuals
 - 2. Develops caring relationships with diverse populations
 - 3. Promotes actions which supports social justice

SELECTION PROCESS:

- 1. The MSN Program Director will submit to nursing faculty the names of academically eligible students in January.
- 2. Students and faculty may nominate students by writing letters of support. The nominations and letters will be submitted to the MSN Program Director by mid- February.
- 3. Eligible students who are nominated will receive a letter and a phone call from the MSN Program Director requesting submission of a 500 word essay describing how they meet the award criteria. The essays are to be sent to the MSN Program Director.
- 4. Nominations and supportive data are to be compiled by the MSN Program Director who will construct a ballot to be distributed to appropriate nursing faculty by March 9 and make available supportive information for faculty review. Selection of the award recipient will require an absolute majority of votes of fulltime, pro-rata, and adjunct nursing faculty involved in the MSN Program.
- 5. Ordinarily one award per cohort will be presented; however, this practice may be modified at the discretion of the MSN Program faculty.

RECIPIENT RECOGNITION:

1. The award will be presented to the recipient at the Nursing Convocation ceremony occurring prior to Commencement. At this event, the recipient will present an acceptance response.
2. The recipient's name will be engraved on a plaque located in the hallway of the Nursing Department and also identified in the University Commencement Program.

HISTORICAL BACKGROUND:

This award was established in 2016 by the Nursing Department and named in honor of Mrs. Mary Irvin.

Approved: 1/16

Revised: 1/18nh

Appendix E

Master of Science in Nursing Education Award: Mel Betz Award

PURPOSE: The Master of Science in Nursing Education Award is given to a graduating MSN-Ed student who has a distinguished academic record and who exemplifies the spirit of professional nursing, making significant contributions to the improvement of patient and/or nursing education.

CRITERIA:

- A. Distinguished academic record
 - 1. Minimum grade point average of 3.5.
 - 2. Expected completion of Master's level coursework during the semester in which the award is given.
 - 3. Imminent completion of Master's project relevant to area of expertise.

- B. Exemplifies the spirit of professional nursing
 - 1. Incorporate legal and ethical considerations
 - 2. Integrates personal accountability into practice
 - 3. Engaged in advanced level of practice and leadership
 - 4. Commitment to life-long learning

- C. Work to improve patient and/or nursing education
 - 1. Construct an appropriate evidence-based response to an educational problem
 - 2. Collaborates with colleagues
 - 3. Communicate critical elements to participants and colleagues in a timely manner using appropriate technology.

- D. Demonstrates strong commitment to Catholic tradition and Christian values
 - 1. Safeguards the dignity and uniqueness of individuals
 - 2. Develops caring relationships with diverse populations
 - 3. Promotes action which supports social justice

SELECTION PROCESS:

- 1. The MSN Program Director will submit to nursing faculty the names of academically eligible students in February.
- 2. Students and faculty may nominate students by writing letters of support. The nominations and letters will be submitted to the MSN Program Director by the end of February.
- 3. Eligible students who are nominated will receive an email from the MSN Program Director requesting submission of a 200-300 word essay describing how they meet the award criteria. The essays are to be sent to the MSN Program Director.
- 4. Nominations and supportive data are to be compiled by the MSN Program Director who will construct a ballot to be distributed to appropriate nursing faculty by March 9 and make available supportive information for faculty review. Selection of the award recipient will require an absolute majority of votes of fulltime, pro-rata, and adjunct nursing faculty involved in the MSN Program.
- 5. Ordinarily one award per cohort will be presented; however, this practice may be modified at the discretion of the MSN Program faculty.

RECIPIENT RECOGNITION:

1. The award will be presented to the recipient at the Nursing Convocation ceremony occurring prior to Commencement. At this event, the recipient will present an acceptance response.
2. The recipient's name will be engraved on a plaque located in the hallway of the Nursing Department and also identified in the University Commencement Program.

HISTORICAL BACKGROUND:

This award was established in 2015 by the Department of Nursing and named in honor of Dr. Mel Betz.

Approved: 1/15

Revised: 1/18nh

Appendix F

MSN Student Handbook Signature Page

Appendix F: Purpose of the Student Handbook and Student Verification

This Student Handbook provides necessary information regarding policies, procedures and regulations for all students in the MSN Program at Mount St. Joseph University. Students are accountable and responsible for all information contained in this Student Handbook. In addition to the policies and procedures contained in this Student Handbook, students are also responsible for policies and procedures outlined in the Mount St. Joseph University Graduate Catalog and Student Handbook.

Please sign this form electronically on your program Blackboard HUB* indicating the following:

- You are aware that the School of Health Sciences, Department of Nursing MSN STUDENT HANDBOOK is on the MSJ Blackboard web site.
- You have read and understand the MSN Student Handbook.
- You acknowledge that you are responsible for complying with the policies and procedures outlined in the Department of Nursing MSN STUDENT HANDBOOK, Mount St. Joseph University Graduate Catalog and Student Handbook.

***Blackboard HUB** can be located by logging into [Blackboard.msj.edu](https://blackboard.msj.edu), opening your assigned program specific "Blackboard HUB" course, and clicking the link "Student Handbook"