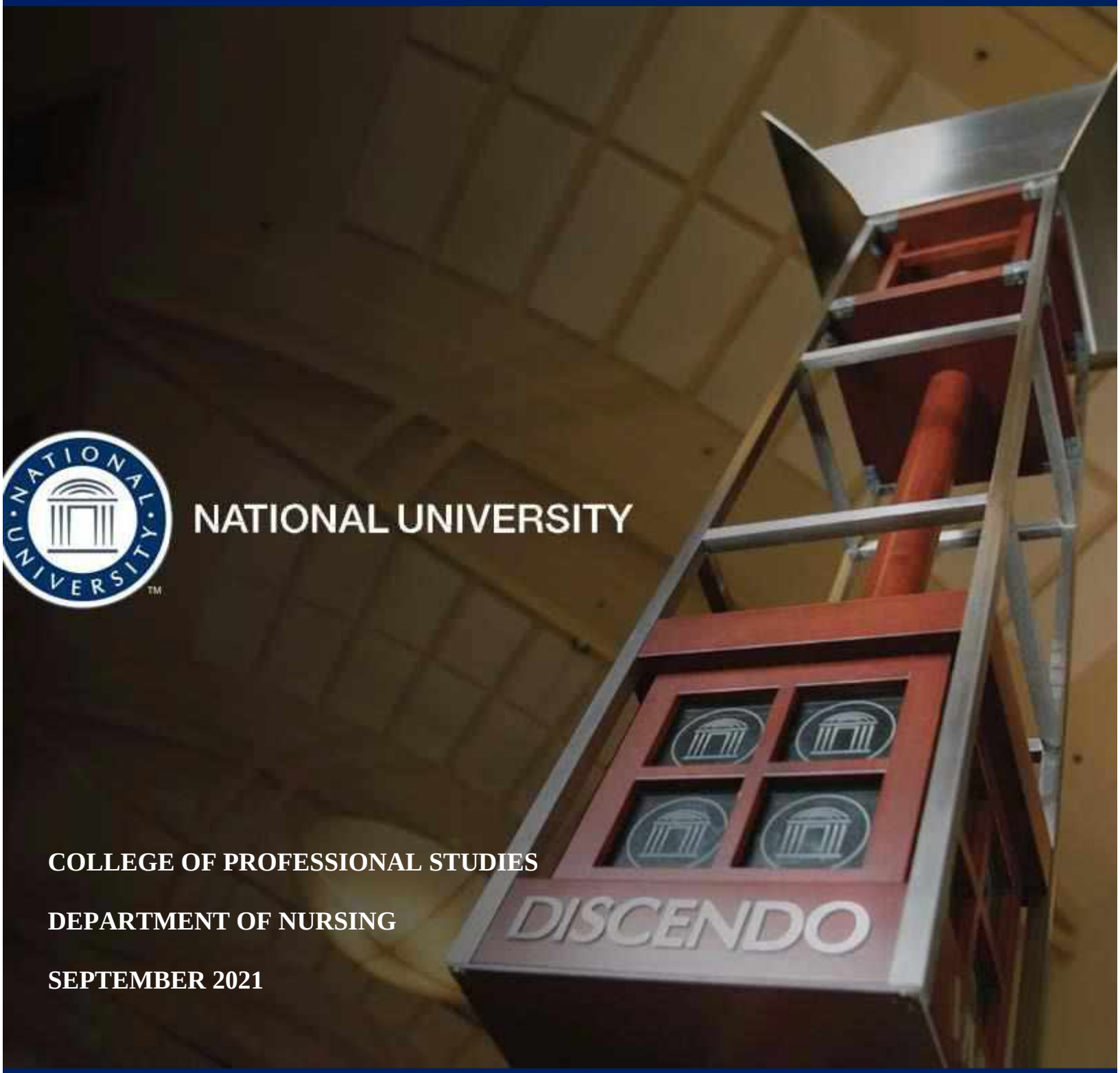
MASTER OF SCIENCE IN NURSING
POST-GRADUATE APRN CERTIFICATE

STUDENT HANDBOOK



NATIONAL UNIVERSITY

COLLEGE OF PROFESSIONAL STUDIES

DEPARTMENT OF NURSING

SEPTEMBER 2021

This Handbook contains important information regarding policies and procedures specific to the MSN and Post-Grad APRN Certificate programs. In addition to the policies and procedures stated in this handbook, students are required to comply with all University policies found in the National University General Catalog. All policies and procedures are subject to change.

THE INFORMATION CONTAINED IN THIS HANDBOOK CANNOT BE CONSIDERED AS AN AGREEMENT OR CONTRACT BETWEEN INDIVIDUAL STUDENTS AND THE NURSING PROGRAM. THE PROGRAM RESERVES THE RIGHT TO REVISE STATEMENTS, POLICIES, CURRICULUM, FEES AND CALENDAR AS NECESSARY.
ALL REVISIONS ARE EFFECTIVE IMMEDIATELY UPON NOTIFICATION.

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Welcome

The faculty and staff of the Department of Nursing are pleased to welcome you to the Master of Science in Nursing (MSN) and Post-Grad APRN Certificate programs. We would like to congratulate you on choosing to continue your nursing education and thank you for choosing National University as the academic pathway for this endeavor. As you embark upon your new journey, you will find that being a student in the MSN or Post-Grad APRN Certificate programs is both challenging and stimulating. The intensive program is designed to prepare graduates to provide safe, quality nursing care to a variety of patients and populations across the lifespan continuum in a variety of settings and positions. National University MSN and Post-Grad APRN Certificate graduates will be prepared to improve health and quality of life for individuals, families and communities through the provision of safe quality evidence-based nursing care.

This handbook provides information for the student in the MSN and Post-Grad APRN Certificate programs at National University. The Handbook contains important information regarding policies and procedures specific to the MSN and Post-Grad APRN Certificate programs. All students are required to read the Handbook and adhere to the stated policies and procedures. Students must sign the Handbook Review Form found in **Orientation Packet**. Failure to comply with signing and returning the Review Form may jeopardize the student's eligibility to continue in the program.

For questions and clarifications regarding these policies and procedures, please contact the MSN/ Post-Grad APRN Certificate Academic Program MSNStudent@nu.edu. In addition to the policies and procedures stated in the Student Handbook, students are required to comply with all University policies found in the University General Catalog. All policies and procedures are subject to change. To view the current Policies and Procedures in the current catalog you may visit our website.

There is no medicine like hope, no incentive so great, and no tonic so powerful as expectation of something better tomorrow.

– Orison Swett Marden

NATIONAL UNIVERSITY MISSION STATEMENT

National University is dedicated to making lifelong learning opportunities accessible, challenging, and relevant to a diverse student population. Its aim is to facilitate educational access and academic excellence through exceptional management of University operations and resources, innovative delivery systems and student services, and relevant programs that are learner-centered, success-oriented, and responsive to technology.

National University's central purpose is to promote continuous learning by offering a diversity of instructional approaches, by encouraging scholarship, by engaging in collaborative community service, and by empowering its constituents to become responsible citizens in an interdependent, pluralistic, global community.

Institutional Learning Outcomes

1. Apply information literacy skills necessary to support continuous, lifelong learning.
2. Communicate effectively orally and in writing, and through other appropriate modes of expression.
3. Display mastery of knowledge and skills in a discipline.
4. Demonstrate cultural and global awareness to be responsible citizens in a diverse society.
5. Demonstrate professional ethics and practice academic integrity.
6. Utilize research and critical thinking to solve problems.
7. Use collaboration and group processes to achieve a common goal.

DEPARTMENT OF NURSING

MISSION, VISION, PHILOSOPHY, AND ORGANIZING CONCEPTS

NURSING EDUCATION

Baccalaureate Nursing Education

Baccalaureate nursing education provides the foundation for professional nursing practice as a beginning generalist clinician who provides care to individuals, families, communities and populations. The baccalaureate degree prepares nurses for leadership in providing direct care and collaborating within care teams that work to improve the quality and safety of health care.

Graduate Nursing Education

Graduate nursing education prepares professional nurses for roles in advanced practice. The graduate degree prepares nurses for specialization in patient care, scholarship, research and teaching. Advanced practice nurses lead nursing's future through evidence-based practice inquiry, knowledge representation and analysis, formulation of health care policies and outcomes,

and transformed education.

MISSION STATEMENT

The mission of the Department of Nursing is to prepare nurses as professional leaders through interprofessional collaborative practice, promote person-centered care, utilize evidence-based practice, and use emerging technologies resulting in positive health outcomes in dynamic healthcare settings.

VISION STATEMENT

The vision of the Department of Nursing is to become a center of nursing academic excellence.

PHILOSOPHY

We believe the process of educating nurses is focused on assisting students to develop the knowledge, skills and attitudes necessary to continuously improve the quality and safety of nursing practice to diverse individuals, communities and populations. Nursing knowledge, skills, and attitudes advance from simple to complex as students progress through their educational programs as self-directed lifelong learners.

Knowledge, skills, and attitudes are the foundation of nursing judgment. Knowledge is defined as the integration of data and information into an organized cognitive structure which creates meaning and perspective. The fundamental structure of nursing education is developed through knowledge gained in theory courses and clinical learning experiences. Nursing skills include cognitive, psychomotor and affective competencies necessary to make judgments and implement safe, effective and evidence-based nursing care that improves patient outcomes.

The concept of attitude is defined as the development of professional identity and values. The development of professional identity involves personal reflection and the application of standards and ethics of nursing practice. Nursing practice incorporates personal integrity, patient advocacy, membership in a collaborative healthcare team, and lifelong learning.

Nursing judgment is the outcome of applied thinking skills to nursing practice. Nurses employ specialized knowledge and skills to provide evidence-based, culturally competent, best practices, to improve the health of individuals, communities and populations. Nursing judgment and professional identity are enhanced through concepts of adult centered learning principles. As adult learners, nursing students are responsible for their own learning and incorporate self- directed activities relevant to practice oriented situations.

Educators facilitate student learning by functioning as partners, role models, coaches, and mentors of students in their discovery of new knowledge. Nursing educators assist the student to bridge past experiences with current content and practice to develop nursing knowledge, skills, and attitudes. Faculty members foster a spirit of inquiry by promoting personal reflection and incorporating the principles of evidence-based practice as students work to attain excellence in nursing practice.

ORGANIZING CONCEPTS

Caring

The essence of nursing is caring, defined as an interpersonal relationship characterized by a view of the patient as a holistic being, by unconditional acceptance of the patient, and by respect and positive regard for the patient. The caring relationship has the purpose of improving the wellbeing of the patient through the nurse's therapeutic use of self. Caring forms the basis for development of therapeutic relationships with patients, and is integral to the science and art of nursing.

Person/Patient-Centered Care

Nurses develop therapeutic relationships that recognize the person/patient (individuals, families, or communities) as the source of control and partner in providing culturally competent, holistic, compassionate care grounded in respect for the patient's preferences, values, and needs. Inherent in this therapeutic relationship is the concept of caring and interpersonal concern about another.

Safety and Quality of Care

Nurses deliver care consistent with current professional knowledge that minimizes the risk of harm to patients and providers, increasing the likelihood of desired health outcomes.

Nursing Judgment

Nursing judgment incorporates the utilization of the nursing process to prioritize and delegate safe, quality nursing care. Clinical judgments and decisions are substantiated with evidence that builds on knowledge from the sciences, arts, and humanities; life and practice experiences; and applied thinking to promote the health of patients within a family and community context.

Collaborative Care

Collaborative care is the nurse's participation as an integral member of an interdisciplinary healthcare team, which includes the patient, family, and community. In order for the team to function effectively, nurses foster open communication, mutual respect, and shared decision making to achieve quality patient care.

Professional Identity

Professional identity is a developmental process by which nurses integrate their roles as leaders, educators, clinicians, and patient-centered advocates upholding legal and ethical standards of practice.

Evidence-Based Practice

Evidence-based practice originates as systematic inquiry that substantiates the best nursing practices to provide high quality, safe patient care. Evidence-based practice requires continuous learning as the method as the method for improving and updating nursing practice.

PANDEMIC GUIDELINES

Due to recent events, DON practices and policies may evolve to accommodate updated government guidelines and university protocol. Students will be updated by administration and faculty as changes occur.

MSN PROGRAM DESCRIPTION

The Master of Science in Nursing (MSN) degree program is for baccalaureate prepared nurses. The purpose of the MSN program is to prepare students to assume leadership roles in their particular specialization. Masters level nursing education is the appropriate level of education for nursing professionals who are seeking roles that require advanced practice skills in order to function as providers and organizers of the health care delivery process.

Program Learning Outcomes

Upon successful completion of the MSN, the graduate will be able to:

- Implement appropriate theories, models, frameworks, and concepts from nursing and non-nursing disciplines when designing interventions that influence healthcare outcomes for diverse populations in a variety of settings.
- Collaborate with interdisciplinary teams, to evaluate fiscally appropriate healthcare delivery systems that integrate research and clinical expertise to provide evidence-based, patient-centered care.
- Evaluate economic, policy, environmental, and social forces that impact nursing practice, health care delivery and quality of health care.
- Participate in the analysis, implementation and evaluation of strategies for improving nursing practice through the implementation of health information systems and technologies.
- Demonstrate a professional commitment to creating an environment of lifelong learning for patients, families, communities, and other healthcare practitioners.

Specialization in Family Nurse Practitioner

The Family Nurse Practitioner (FNP) specialization will prepare advanced practice nurses to manage the care of individuals and families across the lifespan. The FNP Program is designed for nurses who hold a Baccalaureate Degree in Nursing (BSN) who wish to advance their knowledge, education, and skills to practice in an Advanced Practice role as a FNP. Graduates are eligible to sit for the FNP national certification examinations offered by the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners.
The Program emphasis is to foster the FNP's abilities to critically think; make differential diagnoses; use evidence-based findings to improve healthcare outcomes; and be accountable for the provision of healthcare to diverse individuals and families in the areas of health promotion, disease prevention, management of acute and chronic health conditions and primary care. The FNP provides clinical management of primary care conditions in a variety of clinics and community based settings.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Synthesize theoretical and empirical knowledge derived from the physical and behavioral sciences and humanities as a basis for professional advanced clinical nursing practice.
- Devise evidence-based health promotion and disease prevention strategies at the patient, family, organizational, community, and population levels for the purpose of improving healthcare outcomes.
- Utilize current technologies to deliver, enhance, and document care across multiple settings to achieve optimal outcomes.
- Advocate for culturally sensitive health care systems and policies that meet ethical and legal standards as a means to improve outcomes and reduce disparity.
- Model collaboration with interdisciplinary and intra-disciplinary teams in healthcare systems delivering care to complex, multi-need patients, families, and communities.
- Analyze the impact of national and global health policy on the cost, quality, and access to care in diverse patient populations.

Specialization in Psychiatric-Mental Health Nurse Practitioner – Lifespan

The Psychiatric-Mental Health Nurse Practitioner-Lifespan (PMHNP) is a registered nurse prepared at the master's degree level who specializes in primary mental health care for individuals, groups and populations across the lifespan. The PMHNP program is designed for nurses who hold a Bachelor of Science in Nursing (BSN) who wish to advance their knowledge, education, and skills to practice in an advanced practice role as a PMHNP. This advanced practice nurse maintains a critical role in the health care team and ensures collaboration and the provision of safe, effective, coordinated care. As an independent member of the health care team, and in partnership with patients, the PMHNP provides a variety of evidence-based services and therapies. The PMHNP assesses, makes diagnoses and plans care for complex psychiatric and concomitant medical issues, including the prescription and management of psychopharmacologic agents. The PMHNP advocates for patients and their families within a recovery and trauma-informed paradigm. The PMHNP ensures that patients and their families are engaged and actively participate in their behavioral health (mental health and substance use) care as they respond to the illness experience. The PMHNP continuously enhances their care through quality improvement and safety efforts and influences policy at the local, regional and national levels. The PMHNP melds the art and science of professional nursing and skillfully manages the acute and enduring issues posed by people with behavioral health issues across the lifespan. Graduates of this PMHNP Program are eligible to sit for the American Nurses Credentialing Center (ANCC) Psychiatric-Mental Health Nurse Practitioner (Lifespan; formerly known as Family Psychiatric-Mental Health Nurse Practitioner) competency based examination.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Synthesize theoretical and empirical knowledge derived from the physical and behavioral sciences and humanities as a basis for professional advanced clinical nursing practice.

- Devise evidence-based health promotion and disease prevention strategies at the patient, family, organizational, community, and population levels for the purpose of improving health care outcomes.
- Utilize current technologies to deliver, enhance, and document care across multiple settings to achieve optimal outcomes.
- Apply organizational and systems leadership to current healthcare issues for the promotion of quality, effective and safe patient care, including the emphasis on ethical and critical decision making, effective working relationships, and a systems-perspective approach.
- Model collaboration and coordination with interprofessional teams in health care systems delivering care to complex, multi-need patients, families and communities.
- Synthesize broad organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence based clinical prevention and population behavioral health care and services to individuals, families, and identified populations.

POST-GRAD FNP CERTIFICATE PROGRAM DESCRIPTION

The Post-Graduate FNP Certificate will prepare advanced practice nurses to manage the care of individuals and families across the lifespan. This program is designed for nurses who hold a Master of Science in Nursing (MSN) or Doctor of Nursing Practice (DNP) or Doctor of Philosophy (PhD) who wish to advance their knowledge, education, and skills to practice in an advanced practice role as a FNP. Graduates are eligible to sit for the FNP national certification examinations offered by the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP). The program emphasis is to foster the FNP's abilities to think critically; make differential diagnoses; use evidence-based findings to improve healthcare outcomes; and be accountable for the provision of healthcare to diverse individuals and families in the areas of health promotion, disease prevention, management of acute and chronic health conditions and primary care. The FNP provides clinical management of primary care conditions in a variety of clinics and community-based settings. *This certificate program is a non-degree, graduate-level program. Upon completion of the program, participant receives a Post-Graduate Family Nurse Practitioner Certificate.

Program Learning Outcomes

- Synthesize theoretical and empirical knowledge derived from the physical and behavioral sciences and humanities as a basis for professional advanced clinical nursing practice.
- Devise evidence-based health promotion and disease prevention strategies at the patient, family, organizational, community, and population levels for the purpose of improving healthcare outcomes.
- Utilize current technologies to deliver, enhance, and document care across multiple settings to achieve optimal outcomes.
- Advocate for culturally sensitive health care systems and policies that meet ethical and legal standards as a means to improve outcomes and reduce disparity.

- Model collaboration with interdisciplinary and interdisciplinary teams in healthcare systems delivering care to complex, multi-need patients, families, and communities.
- Analyze the impact of national and global health policy on the cost, quality, and access to care in diverse patient populations

POST-GRADUATE PMHNP CERTIFICATE PROGRAM DESCRIPTION

The Post-Graduate PMHNP Certificate program will prepare advanced practice nurses to provide primary mental health care for individuals, groups and populations across the lifespan. This Certificate Program is designed for nurses who hold a Master's or higher degree in Nursing (e.g., MSN, DNP, PhD in Nursing, DNA) who wish to advance their knowledge, education, and skills to practice in an advanced practice role as a PMHNP. This advanced practice nurse maintains a critical role in the health care team and ensures collaboration and the provision of safe, effective, coordinated care. As an independent member of the health care team, and in partnership with patients, the PMHNP provides a variety of evidence-based services and therapies. The PMHNP assesses, makes diagnoses and plans care for complex psychiatric and concomitant medical issues, including the prescription and management of psychopharmacologic agents. The PMHNP advocates for patients and their families within a recovery and trauma-informed paradigm. The PMHNP ensures that patients and their families are engaged and actively participate in their behavioral health (mental health and substance use) care as they respond to the illness experience. The PMHNP continuously enhances their care through quality improvement and safety efforts and influences policy at the local, regional and national levels. The PMHNP melds the art and science of professional nursing and skillfully manages the acute and enduring issues posed by people with behavioral health issues across the lifespan. Graduates of this Post-Graduate PMHNP Certificate Program are eligible to sit for the American Nurses Credentialing Center (ANCC) Psychiatric-Mental Health Nurse Practitioner (Lifespan; formerly known as Family Psychiatric-Mental Health Nurse Practitioner) competency based examination.
*This certificate program is a non-degree, graduate-level program. Upon completion of the program, participants receive a PMHNP Certificate of Completion.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Synthesize theoretical and empirical knowledge derived from the physical and behavioral sciences and humanities as a basis for professional advanced clinical nursing practice.
- Devise evidence-based health promotion and disease prevention strategies at the patient, family, organizational, community, and population levels for the purpose of improving health care outcomes.
- Utilize current technologies to deliver, enhance, and document care across multiple settings to achieve optimal outcomes.
- Apply organizational and systems leadership to current healthcare issues for the promotion of quality, effective and safe patient care, including the emphasis on ethical and critical decision making, effective working relationships, and a systems-perspective approach.
- Model collaboration and coordination with interprofessional teams in health care systems delivering care to complex, multi-need patients, families and communities.

- Synthesize broad organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence- based clinical prevention and population behavioral healthcare and services to individuals, families, and identified populations.

Curriculum

The curriculum is based on the philosophy and conceptual framework for the University and the MSN and Certificate programs and considers the recommendations presented in the Standards for Accreditation of Baccalaureate and Graduate Degree Nursing Programs and The Essentials of Master's Education in Nursing.

Faculty

All Department of Nursing faculty have doctoral and/or master's degrees related to their field of nursing practice. In addition to being master educators and professional mentors for students and colleagues, they serve as facilitators, instructors, role models and resource persons in their particular area of expertise.

Faculty is responsible for facilitating the learning process and evaluating students according to the course objectives and the students' performance of the learning activities for a particular outcome. Clinical instructors evaluate the student's performance in the clinical setting.

The Department of Nursing Academic Program Director of the Master and Post-Grad Certificate Programs and Nursing Department Chair administer the MSN and Post-Grad Certificate programs. They are responsible for providing oversight of all nursing campuses and ensuring continuity and compliance with policies and procedures.

Students

The MSN and Post-Grad APRN Certificate students will typically have other obligations and may have difficulty staying focused on their educational studies. Our students are adults seeking educational opportunities that meet their own goals and build on their previous personal and professional experience.

Understanding the qualities necessary to pursue a MSN degree or Certificate, it is expected that the students are self-directed and internally motivated. The students also present diverse learning styles, motivation, and experience. The MSN and Post-Grad APRN Certificate programs are designed to encompass learning strategies designed to meet the adult learners need to participate in defining needs, goals, activities, and evaluation of outcomes.

Note: Student must take Advanced Pathophysiology, Advanced Pharmacology I, and Advanced Physical Assessment before starting any specialty courses. In addition, student must earn a B (84%) or higher grade in all Core and specialty NP courses.

	National University **College of Professional Studies** **Department of Nursing** **MSN-FNP Program of Study**				
Course #	Course Title	Quarter	Weeks	Clinical Hours	Quarter Units (qu)
NSG 600	Advanced Practice Nursing	1st	4		4.5 qu
NSG 620	Theory in Advanced Practice	1st	4		4.5 qu
NSG 623	Biomedical Statistics	1st	4		4.5 qu
NSG 606	Health Policy & Finance	2nd	4		4.5 qu
NSG 622	QI & Project Management	2nd	4		4.5qu
NSG 607	EBP for Advanced NSG Practice	2nd	4		4.5 qu
NSG 681	Advanced Physical Assessment	3rd	4		6 qu
NSG 682	Advanced Pathophysiology	3rd	4		4.5 qu
NSG 641	Advanced Pharmacology I	3rd	4		4.5 qu
NSG 642	Advanced Pharmacology II	4th	12		4.5 qu
FNP683A	Primary Care of Adult and Aged	4th	12		4.5 qu
FNP683C	Adult and Aged Practicum	4th	12	180hrs	6.0 qu
NSG 680	Diversity Issues in APN	5th	12		4.5 qu
FNP684A	Primary Care of Women and Children	5th	12		4.5 qu
FNP684C	Women and Children Practicum	5th	12	180hrs	6.0 qu
FNP685A	FNP Residency	6th	12		4.5 qu
FNP685C	Residency Practicum	6th	12	240hrs	8.0 qu
FNP689	FNP Capstone	6th	12		4.5 qu
	Subtotals			600 hrs	89.0 qu

	National University College of Professional Studies Department of Nursing MSN-PMHNP Program of Study				
Course #	Course Title	Quarter	Weeks	Clinical Hours	Quarter Units (qu)
NSG 600	Advanced Practice Nursing	1st	4		4.5 qu
NSG 620	Theory in Advanced Practice	1st	4		4.5 qu
NSG 623	Biomedical Statistics	1st	4		4.5 qu
NSG 606	Health Policy & Finance	2nd	4		4.5 qu
NSG 622	QI & Project Management	2nd	4		4.5qu
NSG 607	EBP for Advanced NSG Practice	2nd	4		4.5 qu
NSG 681	Advanced Physical Assessment	3rd	4		6 qu
NSG 682	Advanced Pathophysiology	3rd	4		4.5 qu
NSG 641	Advanced Pharmacology I	3rd	4		4.5 qu
MNP 643	Psychopharmacology in MH Care	4th	12		4.5 qu
MNP 694	MH Care: Adults/Aging Adults	4th	12		4.5 qu
MNP694C	Adults/Aging Practicum	4th	12	240 hrs	8.0 qu
NSG 680	Diversity Issues in APN	5th	12		4.5 qu
MNP 687	MH Care: Children/Adolescents	5th	12		4.5 qu
MNP696C	Children/Adolescents Practicum	5th	12	180 hrs	6.0 qu
MNP688A	Introduction to Psychotherapy	6th	12		4.5 qu
MNP688C	Intro to Psychotherapy Practicum	6th	12	120 hrs	4.0 qu
MNP689	PMHNP Capstone	6th	12		4.5 qu
	Subtotals			540 hrs	87.0 qu

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National University College of Professional Studies Department of Nursing Post-Graduate FNP Certificate Program					
Course #	Course Title	Quarter	Weeks	Clinical Hours	Quarter Units (qu)
NSG 681*	Advanced Physical Assessment	1st	4		6.0 qu
NSG 682*	Advanced Pathophysiology	1st	4		4.5 qu
NSG 641*	Advanced Pharmacology I	1st	4		4.5 qu
NSG 642	Advanced Pharmacology II	2nd	12		4.5 qu
FNP 683A	Primary Care of Adult and Aged	2nd	12		4.5 qu
FNP 683C	Adult and Aged Practicum **	2nd	12	180 hrs	6.0 qu
FNP 684A	Primary Care of Women and Children	3rd	12		4.5 qu
FNP 684C	Women and Children Practicum**	3rd	12	180 hrs	6.0 qu
FNP 685A	FNP Residency	4th	12		4.5 qu
FNP 685C	Residency Practicum *	4th	12	240 hrs	8.0 qu
	Subtotals			600 hrs	53.0 qu

* Experienced, licensed, practicing Advanced Practice Registered Nurse (APRN) can waive NSG 641, NSG 682 and NSG 681 if those courses were taken prior to NU admission and grades of B or above were earned in the courses. All others can waive NSG 681 & 641 if taken less than five (5) years prior to application to the Certificate Program. In addition, students can waive NSG 682 if taken less than seven (7) years prior to application to the Certificate Program. The courses must be for NPs, meet the BRN and NONPF requirements, have a grade of B or higher, and be comparable to NU's courses for the NP program.

National University College of Professional Studies Department of Nursing Post-Graduate PMHNP Certificate Program					
Course #	Course Title	Quarter	Weeks	Clinical Hours	Quarter Units (qu)
NSG 681*	Advanced Physical Assessment	1st	12		6 qu
NSG 682*	Advanced Pathophysiology	1st	12		4.5 qu
NSG 641*	Advanced Pharmacology I	1st	12		4.5 qu
MNP 643	Psychopharmacology in MH	2nd	12		4.5 qu
MNP 694	MH Care: Adults/Aging Adults	2nd	12		4.5 qu
MNP 694C	Adults/Aging Practicum	2nd	12	240 hrs	8.0 qu
MNP 687	MH Care: Children/Adolescents	3rd	12		4.5 qu
MNP 696C	Children/Adolescents Practicum	3rd	12	180 hrs	6.0 qu
MNP 688A	Introduction to Psychotherapy	4th	12		4.5 qu
MNP 688C	Intro to Psychotherapy Practicum	4th	12	120 hrs	4.0 qu
	Subtotals			540 hrs	51.0 qu

* Experienced, licensed, practicing Advanced Practice Registered Nurse (APRN) can waive NSG 641, NSG 682 and NSG 681 if those courses were taken prior to NU admission and grades of B or above were earned in the courses. All others can waive NSG 681 & 641 if taken less than five (5) years prior to application to the Certificate Program. In addition, students can waive NSG 682 if taken less than seven (7) years prior to application to the Certificate Program. The courses must be for NPs, meet the BRN and NONPF requirements, have a grade of B or higher, and be comparable to NU's courses for the NP program.

MSN/Post-Grad APRN Certificate Clinical Programs

The MSN and Post-Grad APRN Certificate specialization programs require that students complete various hours of clinical/practica, depending on the specialty (see specialty program information in the NU General Catalog). In addition to actual clinical/practicum hours, the student will spend additional hours studying, preparing and completing assignments, usually double the amount of time spent in actual class or role activities, depending on the time necessary to complete assignments and meet individual objectives.

Prior to taking clinical/practicum courses, students must satisfy all prerequisites and submit important documents for verification. Students must provide documentation of all clinical/practicum requirements.

These requirements include:

- Complete physical examination on file in the Department of Nursing office
- Personal health insurance
- Malpractice insurance
- American Heart Association CPR for Health Care Professionals current certification
- Training in universal precautions and blood borne pathogens
- Training in HIPAA requirements
- Annual PPD or chest x-ray if positive
- Immunizations: Hepatitis B, Measles, Mumps, Rubella, Varicella Rubeola, & Pertussis, Diphtheria, & Covid-19
- Background Check*
- Drug Screening

  *(*Annual re-testing as appropriate)*

All students will be required to complete a criminal background check before starting their first clinical lab/practicum. Some agencies also require Livescan fingerprinting in addition to background checks. A positive criminal record will disqualify a student from continuing in the nursing program.

NOTE: Individuals who have a positive record of criminal activity (including expunged records) must fully disclose this information and may not be able to obtain clearance to practice in clinical facilities. Individuals who have been convicted of any crime, whether misdemeanor or felony, may have difficulty obtaining a license to practice as a Registered Nurse in the state they wish to practice. The definition of conviction includes a plea of no contest as well as pleas or verdicts of guilty.

All questions regarding licensure should be directed to the appropriate State Board of Registered Nursing.

Some agencies may require drug screening as a pre-requisite for admittance into a clinical practicum. In addition, students may be required to provide additional documentation as required by specific agencies. Students must complete the clinical agency orientation before starting a clinical/practicum rotation.

STUDENT RESPONSIBILITIES

Clinical/Practicum Requirements

Students are responsible for finding a qualified preceptor for individual clinical/practicum requirements. A Preceptor Coordinator will reach out to you at the beginning of your program. The first step to securing a preceptor is submitting the Preceptor Placement Request Form (Appendix J) as early as possible due to the time it takes to obtain an agreed upon contract with the agency and preceptor. Preceptor qualifications are listed on the form.

Considerable paperwork is required before a student may begin a precepted clinical practicum. Completion of this paperwork is mandatory and obtaining all required signatures can take a month or more. Due to California BRN regulations, the clinical hours must be performed concurrently with the Theory course. Therefore, students without a confirmed preceptor at the start of a term may be disenrolled from both the theory and clinical courses. NU has partnered with companies that help students find preceptors and the Preceptor Coordinator maintains lists of preceptors we have worked with in the past. However, it is ultimately the student's responsibility to secure a preceptor.

Specific health and professional criteria must be met by all students before they can register for classes. This policy assures clinical facilities that students who are in the specialization programs meet minimum standards regarding health, liability, and licensure/certification. The NU Nursing Department has contracted with Castlebranch.com to track these criteria for all students. Instructions for creating an account may be found in Appendix D.

Background Check

1. All students in the specialization programs will be required to complete a criminal background check upon acceptance to the nursing program in order to attend clinical in a contracted facility. Students must also provide written authorization to the Nursing Department for the release of this information to clinical facilities (see Appendix G).
2. If a student's background changes such that his/her background check has been flagged as not clear, for any reason, the student will not be able to continue in the program.
3. In the event that the student feels that the background flag information is incorrect, it is the student's sole responsibility to immediately follow-up with the agency administering the background check and to provide written proof to Department of Nursing via a clear background check result.
4. Students with a flagged background check (due to #3) will not be allowed to continue in courses with a clinical component until cleared. This will require the student to be placed on a re-entry space available wait list until the flag is removed.

Drug Screening

A positive drug screen will prevent the student from entering the nursing program. During the nursing program a positive drug screen will cause the student not to be able to continue in the nursing program. See NU Drug and Alcohol Policy in the General Catalog.

Health Requirements

Health requirement documentation must be current. Otherwise, the student will not be allowed to participate in any classes or clinical/practicum experiences. Proof of full immunization (or titer, if

applicable) for Covid-19, Influenza, measles (rubeola), mumps, rubella (German measles), pertussis (whooping cough), varicella (chickenpox), diphtheria, tetanus, and a recent (within one year of admission) physical examination and tuberculin skin test or chest x-ray is required prior to initial course registration. The hepatitis B immunization series is also required. At least 2 of the 3 recommended hepatitis B inoculations must be completed prior to beginning clinical practicum work. The third dose may be administered after the start of the first clinical course. Students with religious or medical reasons for not taking specific immunizations must provide documentation.

Documentation of physical exam and TB screening is required annually throughout the student's program. Students with positive PPD need to provide a Chest X-Ray annually. The student's health care provider must verify that student is in good health and can participate in the clinical setting. Any student who has a potentially communicable illness (including colds and flu) should not go to clinical. If in doubt, confer with your clinical instructor and preceptor.

Pregnancy and Other Illness Clearance

Upon verification of pregnancy, a medical clearance form is required granting the student permission to continue in the program. After delivery and before returning to the program, the student must submit another signed medical clearance form.
If a student's medical condition requires medical disability, students must notify the Academic Program Director and MSN Practicum Coordinator (if the student is taking a clinical practicum course) as soon as it is feasible. Students on medical disability may not continue their clinical experience until they can provide documentation that their disability has resolved.

RN Licensure

All students must hold an active RN license both in the state in which they reside and the state in which they conduct clinical practice experience (if different). If the student is practicing via telemedicine, he or she must hold an active license in the state in which the client resides.

CPR Certification

All students are required to hold an American Heart Association CPR for Health Professionals certification and should provide documentation of this, along with verification of current RN licensure. Any student who does not have current CPR certification must obtain it prior to enrolling in any clinical course.

Malpractice Insurance

Students are required to maintain professional malpractice liability insurance coverage at a minimum of One Million Dollars ($1,000,000) per occurrence and Three Million Dollars ($3,000,000) in aggregate, throughout the term of the students' practicum. **It is crucial that there is no lapse in your malpractice insurance.**

Personal Health Insurance

Students are required to have personal health insurance and may be required to show proof at any time during the nursing program. The student's name must be listed on the policy or the student must be able to show proof of coverage.

Course/Faculty/Clinical/Practicum Setting

All students are required to document clinical/practicum hours. NP students will use the Typhon Group's Nurse Practitioner Tracking System. Students are required to post their practicum hours in Typhon as soon as possible after the hours have been performed, but no later than the Sunday after which the hours were performed. For example, if a student attends practicum for 8 hours on Wednesday, September 15th, those hours should ideally be posted on Wednesday, September 15th. If posting the same day is not possible, the student **must** post those hours no later than the Sunday after September 15th.

Accreditation Requirements

To meet accreditation requirements, students are required to evaluate each course, the classroom, clinical faculty, and their preceptors and clinical/practicum sites at the end of each quarter. This is another component of the comprehensive, ongoing Total Program Evaluation conducted by the Department of Nursing. The data are reviewed and changes are made when necessary to strengthen the course/program. See Appendix H & I for these Preceptor/Site evaluation forms.

In order to meet and sustain program accreditation requirements, all graduate students are strongly encouraged to participate in one of the Department of Nursing's Shared Governance Committees. Students will receive more information about each of these committees during orientation. Students' voice and participation on these committees is essential and is critical to maintaining a student- centered learning experience for the program.

Special Accommodations

Students with disabilities are encouraged to discuss academic accommodations with their professors the first day of class. Please refer to the General Catalog, Student Support Services, Students with Disabilities for further clarification. To receive a special accommodation, the student must obtain certification of the accommodation from Student Support Services.

Skills Competency

Students are required to learn, practice and maintain continued competence in selected psychomotor skills as they progress through the program. At the completion of the NP program, students will have acquired a selected skill set that will enable safe transition to practice as a nurse practitioner. It is each individual students' responsibility to ensure that skills competency is maintained through continued practice at the Skills Laboratory and Practicum sites. Self-assessment and identification of areas where further practice and/or remediation is necessary.

Transportation

Students must provide their own transportation to classes, clinical agencies or practicum sites. Students are responsible for their own parking at all clinical agencies or practicum sites. Clinical and practicum sites are located throughout the regions. Therefore, students need to plan in advance to ensure they are able to reach these locations.

Equipment

Required clinical equipment will be specified by the clinical site in which the student performs the practicum experiences. It is the student's responsibility to ask the preceptor what (if any) clinical equipment the student is expected to bring to the clinical practice site.

Policy on Professional Appearance

Students enrolled in the NU MSN and Post-Grad APRN Certificate programs are expected to maintain an appearance that is consistent with the highest professional standards and that projects an image of cleanliness, competence and professionalism.

Standards of dress for campus and classroom setting:

Business casual attire is required. Modest casual wear is appropriate on campus and in class. Shoes are considered standard apparel. Identification badges must be worn at all times while on campuses or at clinical sites that require identification badges. The wearing of hats and hoodies is not permitted in the classroom.

Standards of dress for the clinical/practicum setting:

Below is the basic dress code for clinical/practicum settings; however, specific dress codes may vary with the clinical agency. Students should confirm appropriate dress code with their clinical instructor and/or clinical agency.

NOTE: Failure to comply with the dress code guidelines may result in a student being dismissed from the clinical setting and/or may include a warning of clinical deficiency.

FNP Students are expected to wear a white coat with name/picture ID in a clinic if that is the clinic standard for primary care providers at the facility.

The following are expectations for all students regarding professional appearance. These shall be adhered to in any clinical or non-clinical setting where the student is representing National University as part of their nursing coursework.

1. Students attending clinical/practicum experiences will wear a National University nametag, over professional, business-like street clothes. No blue jeans; shorts; sports attire; or overly dressy clothing. Conservative hairstyle and makeup are recommended.

2. Clean, closed toe shoes and socks or stockings (must cover ankles) are to be worn. Clogs must have a strap around the heels. No sandals or flip-flops. No exposed, spring-heeled shoes.

3. A picture ID badge will be provided to students. This badge is to be clearly visible at all times when the student is engaging in clinical/practicum activity (including preparation) in all clinical/practicum agencies. Some facilities require both school and facility ID badges.

4. Makeup should be applied with moderation.

5. All tattoos must be completely covered at all times.

6. Artificial enhancement, of any kind (polish, artificial components), to the fingernails is prohibited.

7. Body scenting (perfumes, splashes, lotions, colognes, etc.) of hair or skin is to be avoided. Ill patients are often adversely affected by scents and allergies to scents are common.

8. One pair of stud earrings, an engagement/wedding band, and a watch may be worn. No other jewelry is permitted.

9. Hair must be kept clean, neat, confined (hair must not fall into the face or bodies of others) and of natural coloring. Personal hygiene must be maintained by all students when attending clinical/practicum activities. You may be dismissed from a clinical experience if you lack professional attire, or hygenic personal grooming (offensive body odors, unclean hair, unkempt uniforms, etc.).

   During cold or inclement weather, over-jackets or raincoats may be worn to facilities but must be stored inconspicuously during clinical hours.

Changes in Personal Information

It is the individual students' responsibility to change database information, i.e., name, address, telephone number, etc. in SOAR in a timely manner. The Department of Nursing at MSNProgram@nu.edu must also be notified in writing.

Unacceptable Professional Behaviors

Students must demonstrate accountability and responsibility for their own behaviors in the classroom and during clinical/practicum experiences. Students are expected to model the values of human dignity and integrity during all care rendered and in all professional relationships.

When a student's behavior constitutes a disregard or indifference to the health, well- being or safety of a patient, client, family member, instructor, staff or peer, the student may be immediately dismissed from the class up to and including the nursing program and university. Examples of unprofessional behaviors include but are not limited to the following;

1. Violation of HIPAA and/or confidentiality of client confidentiality

2. Academic dishonesty as defined in the National University General Catalog

3. Assault, battery, or intent to harm another person

4. Placing a client in physical or emotional jeopardy

5. Disruption in the educational setting

6. Harassment or threatening behavior

7. Emotional outbursts in the clinical/field setting

8. Misrepresentation of ones' clinical experience in the patient care setting

9. Disregard for the standards set forth by National University Department of Nursing

Student Concerns and Issues

National University, Department of Nursing faculty is committed to assisting all students to resolve concerns. It is expected that all nursing students will first follow appropriate communication channels (see Appendix B). Students also have the right to contact the California Board of Registered Nursing (BRN) and/or the American Association of Colleges of Nursing (AACN). Depending on the issue at hand, students should also consult the current NU General Catalog for information about how to resolve issues and grievances.

Unsafe Clinical Practice

A student who demonstrates clinically unsafe nursing practice that jeopardizes the patient's or family's physical or emotional welfare may be dismissed at any time from the clinical/practicum area. Unsafe clinical/practicum practice is defined as any behavior determined by faculty or preceptor to be actually or potentially detrimental to the patient or health care agency. Unsafe clinical practice includes: behaviors related to physical or mental health problems, use of alcohol, drugs, or chemicals; lack of preparation for clinical; or deficits in critical thinking/clinical judgment or problem- solving skills.

The faculty member or preceptor will identify and document in writing the student's unsafe clinical practice, advise the student regarding their performance and plan strategies for addressing the deficiencies. A student will be permitted to return to the clinical/practicum area following completion of the Learning Support Plan, which outlines the strategies for addressing the deficiency. A Learning Support Plan will be completed by faculty and/or preceptor and student. A copy of the Learning Support Plan will be forwarded to the student's instructor and the Academic Program Director of the NP program.

Reportable Patient/Client Clinical Occurrence

Any situation during clinical/practicum work that results in, or has the potential to result in, a threat to the patient's health and well-being such as death, injury, loss, abuse or maltreatment, neglect, contamination, medication error, or misappropriation of property must be reported immediately to the preceptor and faculty, the clinical Agency and to the Department of Nursing Academic Program Director.

Incident Report

Students incurring a physical injury or needle-stick injury during a clinical/practicum rotation must immediately (1) report the incident to the preceptor, the course instructor, and the appropriate personnel of the clinical facility, and (2) complete the appropriate paperwork for the incident/accidentreport. Please complete the report located at the following Web Site: https://www.nu.edu/reportit/. Please use the Campus Safety and Security Report Form. The student may also need to complete an agency Incident Report form if the injury occurred at a clinical site.

Clinical Procedures

All clinical procedures requiring penetration of human tissue may only be practiced in the simulation lab setting using human patient simulators or task trainers. Students may not practice on each other any invasive procedure to include, but not limited to the following: nasogastric intubation, venipuncture, vaginal exams, digital prostatic exam, I&D, Intrauterine device insertion and removal, joint injection, removal of cysts or foreign body, etc.

Graduation

An automated notification will appear in the Message Center of your SOAR Student Portal when your Formal Program Evaluation is complete. Throughout, and close to completion of your program, you should plan to review your Academic Advisement Report with your Admissions Advisor to see if you have met all requirements for your program and graduation. This report is generated live, each time you access it in your SOAR Student Portal. You need to also check your account for any overdue balances and holds that may prevent you from graduating by logging into the SOAR Student Portal. Your Admissions Advisor can assist as needed.

MSN Students: When you are within three classes of finishing your degree, and/or planning to attend commencement, complete your Application for Graduation and pay the graduation fee. Visit the Graduation Website https://www.nu.edu/studentservices/graduation/ for graduation application steps and details about commencement. Complete and file your application for graduation by clicking the link entitled, “Degree Application Form”. Please note: Regardless of course completion, your degree will not be entered onto your transcript unless you file an application for graduation. Without that, your transcript will be incomplete and ANCC and other Certification testing agencies will not accept it. Do not send your transcript to ANCC or the BRN until you look at your transcript online and see the MSN awarded notation on your transcript. It is your responsibility to make sure your transcript is complete before having it sent to ANCC. If you fail to do this, you will have to pay for another transcript to be sent after the first one is rejected.

Upon graduating, you can join the National University Alumni Community.

Certificate students: When you have just one or two classes left to finish your Certificate, you must apply for the certificate. You can find a link on the page that provides a lot of information about graduation (https://www.nu.edu/studentservices/graduation/) or you can go directly to the application page at https://secure1.nu.edu/forms/NU/application-certificate.cfm. Please note: Regardless of course completion, your certificate will not be entered onto your transcript unless you file an application for certificate. Without that, your transcript will be incomplete and ANCC and other Certification testing agencies will not accept it. Do not send your transcript to ANCC or

the BRN until you look at your transcript online and see the Certificate awarded notation on your transcript. It is your responsibility to make sure your transcript is complete before having it sent to ANCC. If you fail to do this, you will have to pay for another transcript to be sent after the first one is rejected.

Upon graduating, you can join the National University Alumni Community.

Obtaining An NP License

In order to be awarded an NP license in California (and other States), the graduate must first pass a Certification Exam from a BRN approved credentialing organization (these are listed on the BRN Web site at https://www.rn.ca.gov/pdfs/applicants/np-instruct.pdf). National University students typically apply to ANCC to take their certification exam. The ANCC Web site to apply to take your certification exam for the FNP is https://www.nursingworld.org/our-certifications/family-nurse-practitioner/ and the page for the PMHNP application is https://www.nursingworld.org/our-certifications/psychiatric-mental-health-nurse-practitioner/. Examples of the BRN and AACN forms are in the Appendix.

Alumni Library Services

The Alumni Online Library is available for a yearly fee of $50 and includes: Access to eBooks on EBSCOhost; EBSCO's Academic Search Alumni Version (a collection of academic online journals); and borrowing privileges from over 200,000 titles in the National University Library. Delivery outside of the San Diego area within the continental US is free.

To register for membership, contact Alumni Relations at (866) NU ACCESS ext. 8095 or by e-mail at alumni@nu.edu. Or, for more information https://nu.libguides.com/alumni

DEPARTMENT OF NURSING ACADEMIC POLICIES

Course Outline

Each course has a Course Outline (syllabus). It includes the University Catalog course description, expected outcomes, required text, methods of evaluation and grading criteria. The student is expected to access all course materials on the University's on-line learning management system (Blackboard or Brightspace/D2L) and be familiar with the course content and student expectations.

Guidelines for Written Papers

The Department of Nursing requires the use of the guidelines for professional style, citations, references and professional writing developed by the *American Psychological Association*, for all academic papers required in course work. APA format is the approved writing style. More information and online resources are provided in each of the courses.

For APA formatting, please see APA Style Central that National University is now making available to you. APA Style Central provides the resources necessary to learn, research, write, and publish in APA Style, directly from the creators and experts on APA Style, the American Psychological Association. You can access APA style central here:
https://login.nuls.idm.oclc.org/login?url=http://apastylecentral.apa.org/

Use your 9-digit NU ID number and 6-digit birthdate (MMDDYY) to log in. **Once you are there, you will need to register for a personal account to manage your own papers, references, etc.** For more information: http://www.apastyle.org/products/apa-style-central-brochure.pdf

The Online Writing Center at Purdue University also has an excellent website for not only APA formatting but also other learning resources that will be of value to you.
https://owl.english.purdue.edu/owl/resource/560/01/

Exam Guidelines

1. Students are expected to take online exams as instructed. An exam may be scheduled at a specific date and time, to be announced at the first day of class. Students are responsible for making arrangement to be available to take the exam at the scheduled date/time.
2. Out of respect for all students, faculty reserve the right to not allow students to take the exam on different date/time.
3. Students will need to complete the exam in one sitting.
4. Online exams are not open book exams, unless specified otherwise.
5. Students may not use cell phones or other electronic devices that are not provided by faculty during exams. Personal electronic devices must be turned to "OFF."
6. Students will not be allowed to copy or to retain a copy of the exam.
7. Students may only use paper that is provided by the faculty during an in-class exam.
8. If a student is granted permission to take an exam at a time other than the scheduled date and time, a different form of the exam will be given.
9. If the faculty suspects cheating, the student will receive a grade of zero for the exam and may be subject to dismissal from the program without the possibility of readmission.

10. Nursing faculty shall follow the Student Discipline Policies and Procedures as outlined in the National University General Catalog.

Make-Up Quizzes and Exams

Due to the compressed nature of the program there will be no opportunities to make-up missed quizzes or examinations. Additionally, no additional time will be allotted for students who are late to a quiz or exam. Finally, it is against University policy to allow students to overcome a low grade by doing a paper not assigned in the syllabus, or special projects, or other activities in lieu of the work assigned in the syllabus.

Incomplete Grades

Students are expected to do course and clinical work according to the course schedule provided in the syllabus. Many courses have policies that provide for penalties for late work. Assignments are to be submitted on time and exams are to be completed at the scheduled times. In general, no student should enroll in a course that she/he believes cannot be finished on time. A grade of "Incomplete" will be granted only for exceptional circumstances and requires the approval of both the course instructor and the Academic Program Director or the Chair of Nursing. If an Incomplete is not granted, the student will receive a grade based on accumulated points in the course at the time the course ends. If an incomplete grade is granted, it must be accompanied with a Student Learning Plan that specifies both the work to be done, and a reasonable deadline by which the work must be completed. Note: If the work is not completed before 6 months have elapsed, the grade will convert to a letter grade of "F" or "U" depending upon how the course is graded.

Attendance

Students must comply with the attendance policy of the university (see NU General Catalog) and those provided in each Department of Nursing course outline. Attendance in all nursing courses is conducive to the learning experience of each student. The learning that results from the interaction and sharing with other students is an important and integrative aspect of the learning process. Therefore, attendance at all classes is expected.

Tardiness

Regular class attendance is a student obligation and the student is responsible for all the work including tests and written work of all class meetings. No right or privilege exists that permits a student to be absent from any given numbers or class meetings except instructor excused absences (illness, family emergencies, jury duty).

Students arriving late for an examination, quiz, or other activity will not be given extra time to complete the exam, quiz or other activity.

Holiday Scheduling of Classes/Clinicals

All holidays that occur during the normal Monday through Friday university schedule will be honored according to the university master calendar. Anytime the campus is closed, no classes will be held.

Progression Requirements

Students must pass all NP Core and NP specialization courses with a grade of B (84%) or better. A grade lower than a B is considered failing and the student will be required to retake and pay for retaking the course again. If the course is a clinical course, the student is required to repeat both the theory course and it's clinical course, regardless of what grade was earned in the associated course. (If a theory course is failed but the clinical passed, the student must retake both. If the clinical was failed but the Theory was passed, the student must retake both courses.) Students must maintain an overall GPA of 3.0 to remain in good standing in the program. If any course is failed twice, the student will be dismissed from the program. If more than 2 courses in the program are failed, the student will be dismissed from the program.

Students may not progress to any clinical specialization course until the 3 NP Core courses are passed with a grade of B or better. (These are the Advanced: Pharmacology, Pathophysiology, and Physical Assessment courses).

A student who fails a clinical course or its associated practicum may not progress to the next clinical course until the failed course/practicum is successfully repeated.

Students who are unable to enroll in a term or must drop out during a term in which they are enrolled in classes must file a Leave of Absence request. Please notify your advisor and obtain the assistance of Student Services to complete and process the Leave of Absence form and withdraw from courses in which the student is enrolled. If the student does not withdraw, a grade of "F" will be recorded (unless the student has completed essentially all the work in which case the student will receive whatever grade was earned in the course considering that any work not submitted will receive an "F" grade). Students who are not enrolled in classes for a period of 12 months or more are discontinued from the nursing program and University and must re-apply for admission. Students who reapply will be automatically processed into the newest University catalog. A student may petition for Catalog Rights to the previous catalog. The petition must be submitted to the Committee of Application Standards. Please work with the Faculty Advisors to determine if this is petition is the right step for you. For students who take a break from the Program, a schedule change form must be submitted which will then be evaluated by the Department of Nursing. Students should contact their Admission Advisor or the Student Concierge for assistance with this process.

Change in Specialization

Students who request a change in specialization after they have been admitted must re-submit an application packet including a new goal statement and one recommendation form addressing the new specialization area. A new resume is not required. All prerequisites must be met prior to admission into the new specialization. The new application will be re-submitted via the Graduate Nursing E-form Application in SOAR by the admission advisor.

Students who withdraw from the program or withdraw their application prior to starting the program will not need to re-apply if the initial application occurred within one year of re-application. Students requesting to be re-admitted after one year of the initial application will need to resubmit a new application packet including all required items, drug screening, background check, immunizations and physical clearance form. Re-application to the program does not guarantee acceptance or provide an advantage to being accepted.

Grades and Grading System

Please refer to the latest NU General Catalog for explanation of Grades and grading policy for Graduate Students: https://www.nu.edu/OurPrograms/Catalog.html

Professional Standards

Consistent with National University values and Planetree principles to provide person-centered care, our mission as a College of Professional Studies (COPS) and as a Department of Nursing, is to commit to the highest standards in academic performance and professional conduct. Therefore, it is vitally important to clarify the manner in which a student nurse displays professional conduct behaviors.

Professional conduct is the ability of the student nurse to consistently demonstrate professional behaviors in all interactions with others, which includes faculty, staff, patients and their support systems, colleagues, peers, and members of the community at large. Professional conduct is self-initiated, self-regulated, and valued by the student.

The student is expected to consistently exhibit these professional conduct behaviors verbally and nonverbally by: 1) communicating with courtesy, compassion, grace, humility, kindness, and respect; 2) displaying honesty and integrity in all interactions and required course work; 3) demonstrating in-depth, timely preparation and submission of required course work; and 4) taking individual responsibility and accountability to demonstrate these expected behaviors.

Integrity is of upmost importance in upholding the standards of professional and personal conduct. It includes being accountable for one's own conduct as well as assuming responsibility for the professional behavior of one's colleagues within the profession. Assuming responsibility for the professional behavior of one's colleagues means exemplifying integrity in oneself, encouraging colleagues to be honest and responsible and refusing to ignore or cover up breeches of integrity such as cheating, stealing, or falsifying records. The process of becoming a professional begins by integrating these core values into everyday life.

Professional standards are to be maintained. A student who demonstrates unprofessional behavior or behavior which indicates unsafe practice or improper classroom behavior (online and/or in person) may be denied progression or may be dismissed from the program. See the American Nurse Association (ANA) Code of Ethics for Nurses with Interpretive Statements in Appendix C.

Professional Behaviors

The Department of Nursing faculty believes that students must demonstrate accountability and responsibility for their own actions and behaviors throughout the MSN and certificate program and most importantly when representing National University in the classroom, community and/or clinical setting. As National University student nurses, they are expected to demonstrate ethical behavior and professional values and standards when rendering care and in situations when representing the Department of Nursing program. Nursing students are expected to adhere to the Code of Academic and Clinical Conduct.

Professional conduct is an expectation for all National University MSN and certificate nursing

students. Students shall, at all times, represent himself/herself as a professional student and representative of National University.

In order to ensure a safe and healthy learning environment for all students, staff and faculty, a faculty member has the unquestioned authority to take immediate corrective action in the classroom and/or clinical facility. Any student whose conduct, classroom or clinical performance, or health is in question may be required to leave the classroom/clinical facility.

Graduate & Post-Graduate Learning Support Plan (LSP)

In the event that a student nurse is not proceeding through the course as well as anticipated, or portrays a pattern of unprofessional conduct or behavior, the faculty and student will meet to address the behavior and collaborate on a written Learning Support Plan (Appendix K). A Learning Support Plan will be used to document concerns and to lay out a plan for improvement. These plans are initiated as early as possible to prevent a student from being placed on academic probation and jeopardizing their continuation in their program of study.

Academic Dishonesty

Academic dishonesty includes cheating, plagiarism, and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Below is a list of some forms academic dishonesty may take.

- Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Submitting work previously submitted in another course without the consent of the instructor.
- Sitting for an examination by surrogate or acting as a surrogate.
- Representing the words, ideas, or work of another as one's own in any academic exercise.
- Conducting any act that defrauds the academic process.

Plagiarism is the presentation of someone else's ideas or work as one's own. As such, plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form, regardless of intent, is a grave offense and will not be tolerated. If an instructor determines there is sufficient evidence of academic dishonesty on the part of a student, the instructor may exercise one or more of the following options:

- Require a timed writing sample to be written on the assigned topic to determine the veracity of the suspicion.
- Require that the work be rewritten.
- Issue a lowered or failing grade for the assignment.
- Issue a lowered or failing grade for the course.

If a student's assignment or course grade is lowered on the grounds of academic dishonesty, the instructor must inform the student that academic dishonesty figured into the calculation of the grade. The student may exercise the right to appeal the grade by requesting a review from the Disciplinary Appeals Committee, convened by a Conduct Officer (CO). The student must submit an e-form electronically via the student portal within 45 days of the submission of the grade for

the course. The student must attach clear, substantiating documentation that demonstrates grounds for appeal to the e-form. If the evidence meets the criteria, the Conduct Officer forwards the student's e-form to the instructor. The Conduct Officer then refers all documentation to the Disciplinary Appeals Committee. Students are responsible for the work they submit and intent cannot be determined, so neither is grounds for appeal

Avoiding Plagiarism

Students are responsible for the work they submit and must give credit for any information that is not either the result of original research or common knowledge. For example, it would be necessary to give credit to an author who provided an argument about the strategic importance of the Emancipation Proclamation in the American Civil War. Conversely, major historical facts, such as the dates of the American Civil War, are considered common knowledge and do not require that credit be given to a particular author. If a student borrows ideas or information from another author, he/she must acknowledge the author in the body of the text and on the reference page. If a student borrows the words of another author, they must be careful to use the author's exact words, enclose them in quotation marks, and cite the source in the body of the text and also on the reference page. If students are unsure whether or not they should cite, they are encouraged to cite. They are also encouraged to ask their instructors for guidance on this issue. Students might also consult writing handbooks such as the Essential Little Brown Handbook and for formatting questions refer to manuals such as The MLA Handbook for the Humanities, The Publication Manual of the APA for social sciences and business, and The CBE Style Manual for natural and applied sciences. Additional information and resources regarding plagiarism, including videos and tutorials, is available on the National University Library web pages. Visit http://nu.libguides.com/citations/plagiarism and input plagiarism in the search field.

Turnitin™

Turnitin™ is a tool in Brightspace that compares submitted assignments against previously submitted academic papers in order to identify areas of overlap. Turnitin™ is used to review assignment submissions for their originality as well as to help the students to properly cite their sources. Of note, Turnitin™ detects similarity between a paper and source material, even if it is not an exact match. Student submissions are compared against databases of prior content materials. The amount of

Disciplinary Appeals Committee

A standing committee, the Disciplinary Appeals Committee consists of three or more faculty members. The Disciplinary Appeals Committee considers the documentation and may decide either to change or uphold the allegation. The Disciplinary Appeals Committee will render a final decision within 30 days of receiving the e-form information from the Conduct Officer. This decision is then forwarded to the Conduct Officer who notifies all parties by e-mail. The decision of the Disciplinary Appeals Committee on these matters is final and cannot be appealed. It is the instructor's responsibility to report any reasonable suspicion of academic dishonesty to the Conduct Officer so that such behavior may be monitored and repeat offenders identified. Notification may be made through one's department chair.

Catalog Information

National University students are expected to conduct themselves in a responsible manner that reflects ethics, honor and good citizenship. They are also expected to be aware of University regulations and to abide by them. It is the students' responsibility to maintain academic honesty and integrity and to manifest their commitment to the goals of the University through their conduct and behavior. Any form of academic dishonesty, or inappropriate conduct by students or applicants, may result in penalties ranging from warning to dismissal, as deemed appropriate by the University. Students will be informed in writing of the nature of the charges against them. They will be given a fair opportunity to refute the charges and there will be provisions for appeal of a decision.

Civility in the Classroom

A Code of Classroom Etiquette

Freedom of speech and expression is valued not only throughout society but also, and particularly, in the academic setting. No more is this so than in the classroom. As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other in an environment that does not distract from the mutual commitment to academic inquiry and reflection. To that end, the following code of classroom etiquette has been established.

- When participating in class dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed.
- Conflicting opinions among members of a class are respected and responded to in a professional manner.
- No side conversations or other distracting behaviors are engaged in during class discussions or presentations.
- No offensive comments, language, or gestures are part of the classroom environment.
- Cell phones and other electronic devices (notebooks accepted) are placed in the "off" mode during class time.
- Children and pets (guide dogs excepted) are not brought to class.

Adherence to this code of etiquette will enable students to receive the most from their academic endeavors and should be seen as a regular and voluntary compact among faculty and students. Any infraction of this code, however, that is deemed to be materially or substantially disruptive of the learning environment is cause for removal of a student from a class or for student disciplinary proceedings.

Online Classroom Etiquette

The following are expected best practices to enhance your online classroom experience.

BEFORE CLASS

1. **Be prepared and on time for your live session.** This includes completing all offline (asynchronous) coursework for that week by the deadlines given for the course.

2. **Ensure that your webcam and connection work before class starts**. Do your tech support before you start. Make sure you do a test run to check that your audio and video settings are both fully functional.
3. **We want to see you.** This is a mandatory requirement of the course! Plan to have your webcam on for the duration of the session. Turning off your webcam for short periods, such as a quick bathroom break, is permitted. If you need to turn off your webcam, please inform the faculty via a private chat explaining the reason. Stage your video area. Keep in mind that people do not just see you; they also see whatever the camera is pointed at behind you. Log into your online classroom with a distraction-free, quiet environment or use a virtual environment. Please make sure that you do this before the class so as not to distract the rest of your class.
4. **Enter the room 10 minutes prior to the session.** Log in ten minutes prior to start time to set up your webcam and headphones (if you are using them). You are required to mute your audio and video until the session starts.
5. **Dress appropriately**. Although you are not physically in the classroom, you are still attending class with other professionals.
6. **Take care of your personal needs.** Basic hygiene, eating, chewing gum, or talking to others in your home, etc., must be done before entering the Zoom classroom.

DURING CLASS

1. **Use the video.** Let your professor and classmates see you and confirm you are engaged.
2. **Stay on mute.** If you are not talking, mute your microphone. Background noise can be really distracting.
3. **Consider using a headset.** We recommend one with an external microphone for best hearing and speaking capabilities.
4. **Participate**. If you would like to speak or answer a question, just raise your hand. Then unmute yourself after you are called on by your professor.
5. **Stay focused**. While in the classroom, make sure to be seated upright in front of the camera. Please do not lie down in bed, sofa, etc.

Online Student Code of Conduct

Freedom of speech and expression is valued not only throughout the society but also, and particularly, in the academic setting. Equally valued is the respect given to university computer systems and information technology. To that end, students will adhere to the following online code of conduct:

- Access National University courses only for lawful purposes.
- Respect the privacy of other members of the class and other students.
- Respect the integrity of the University's computer systems.
- Respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner. Electronic communication consisting of all caps, large font, or bold print may be considered unprofessional and form of verbal abuse.
- Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, sexist (or sexual.

orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings in course shells

- Abide by all rules and regulations published by the University and agree to be subject to disciplinary actions as described in the General Catalog.

Onsite Classroom Conduct Guidelines

The National University Faculty believes that classroom teaching has two goals: the provision of content pertinent to the discipline of nursing and the socialization of students into the professional role. We are committed to providing the curriculum in an atmosphere conducive to student learning and in a manner that will prepare graduates to be successful in the health care workplace, therefore:

- Classroom conduct is expected to demonstrate mutual respect toward faculty, students and staff.
- Students are expected to arrive on time and to stay for the entire class. Students arriving late are a major distraction to fellow students and the faculty. When guest speaker's visit, the impression they have of our school, program, and its students are formed by the behavior that they observe in the classroom.
- When emergencies occur and students must arrive late, or leave early, professional courtesy requires that the faculty teaching be notified.
- It is expected that students will be ready to work and listen at all times. Prompt, timely return to class following breaks is expected. Please respect the instructors' break time and do not interrupt until class restarts. Professional behavior means that students do not have to be called to order repeatedly.
- All cellular phones and pagers must be turned off or set on the vibrate mode during class time. No audiotaping, videotaping or digital photography is allowed in the classroom.
- Questions and comments directed to the entire group and presented in a collegial, professional manner are encouraged. If there are comments pertinent to the topic of discussion, they should be shared with the entire class. An undercurrent of side conversations or non-class related activities are disturbing to the learning atmosphere.
- Permission to eat and drink during class may be granted by the course faculty.
- Any suspicion of plagiarism, cheating or unprofessional conduct on required assignments or during exams will not be tolerated. The student may be asked to do the assignment over or may fail that assignment. With exams, the student(s) will not be allowed to finish the exam and will receive a score of zero for that exam. There is the possibility of further consequences in any of these instances.

Essential Functions

All nursing students must meet the following **MINIMUM** mental and physical qualifications throughout the nursing program:

- Frequently work in a standing position and do frequent walking.
- Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet.
- Lift and transfer patients from a stooped to an upright position to accomplish bed- to-chair and chair-to-bed transfers.
- Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR.
- Respond and react immediately to auditory instructions/requests/monitor equipment, and perform auditory auscultation without auditory impediments.
- Physically perform up to a twelve-hour practicum experience.
- Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
- Discriminate between sharp/dull and hot/cold when using hands.
- Perform mathematical calculations for medication prescribing.
- Communicate effectively, both orally and in writing, using appropriate English grammar, vocabulary and word usage.
- Make appropriate and timely decisions under stressful situations.

In carrying out the nondiscrimination policy of the Department of Nursing with regard to students and applicants with disabilities, the Department will endeavor to make reasonable modifications and otherwise reasonably accommodate students and applicants with disabilities. Students with disabilities should consider their ability to meet the above qualifications with reasonable accommodation. Any requests for accommodation will be considered through the University's Office of Scholarships and Special Services as described in the university catalog.

Nursing Skills and Simulation Laboratories

The nursing skills and simulation laboratories may be used to provide nursing students with an additional learning resource to meet their educational goals or for testing purposes.
Please keep in mind that the following guidelines should be followed during your attendance in the nursing lab:

- No eating or drinking in the labs.
- No children allowed in the labs.
- Please turn your cell phone off or on vibrate before entering the labs.
- PLEASE clean up after yourself.
- Wipe up any spills on the floor.
- Keep all beds in appropriate positions with linens straightened before leaving.
- Students are required to return clean equipment to its proper place after use.
- All simulated practice needles are to be disposed in sharps containers.

- Needles and syringes are not to be discarded in trash containers.
- If you are accidently stuck with a non-sterile needle or your skin comes in contact with contaminated material, you must immediately go to the Assistant Clinical Lab Director/or other supervising faculty on campus.
- Lab resource books, movies and supplies MUST NOT leave the lab.
- Please return all media to proper storage areas or to lab personnel after use.
- Report any incidents or malfunctions of any equipment to the faculty immediately.
- Keep personal belongings with you during the lab session, please take them with you when leave.

*If a latex or betadine allergy exists or is suspected, please notify the faculty or lab coordinator.

Objective Structured Clinical Examination (OSCE)

An OSCE is an assessment of clinical skills that has been used in health care provider education for more than thirty years. This is an extremely important test. It is pass/fail, and counts as 30% of the clinical grade. If a student fails OSCE, he/she fails the clinical course (and therefore must retake both clinical and Theory courses). It is designed to test clinical skill performance and competence in skills such as communication, clinical examination and interpretation of results. A simulation may be used, or an actor will role-play a standardized patient with a chief complaint and the associated history and symptoms. These chief complaints will be among those covered within the assigned course.

The OSCE will usually occur in week 9, 10, or 11 of the clinical practicum course. The student will be required to obtain an appropriate history, do an appropriate focused physical and/or mental exam (i.e. abdominal, depression), develop a differential diagnosis list, verbalize the appropriate diagnostic tests to be ordered and medications to be prescribed (if any), interpret and communicate the treatment plan to the patient, and answer any questions the patient may have. The student is required to document and submit the entire visit, in SOAP format. SOAP notes are to be submitted in Blackboard or D2L (when implemented) no more than 4 hours after the meeting with the professional or simulated patient.

During the OSCE session, both the standardized patient and the faculty will grade the student's performance. The student is required to obtain at least 84% of the total points to receive the final site visit evaluation from the faculty. Student scores below 84% will fail the exam and receive a Learning Support Plan. At the discretion of the instructor, the OSCE may be retaken one time. If OSCE is failed a second time, the student fails the course and will be required to retake both the practicum course and its accompanying theory course. If either course is failed upon retake, the student will be dismissed from the NP program.

Preparing for OSCEs is very different from preparing for an examination on theory. In an OSCE, clinical skills are tested at the same time as pure theoretical knowledge. It is essential to learn correct clinical methods, and then practice repeatedly until one perfects the methods whilst simultaneously developing an understanding of the underlying theory behind the methods used. It is essential to dissect the method into its individual steps, learn the steps, and then learn to perform the steps in a sequence. Students are expected practice the skills being taught in the Theory course in their Practicum hours so that they will be prepared for the OSCE test. Students are encouraged to practice on family members if possible when not onsite. No private areas of the body, such as breast/genital/urinary/prostate examinations will be performed in any OSCE exam.

Impaired Student

A student who, in the opinion of the instructor or preceptor, is exhibiting impaired behaviors will be removed from any classroom or clinical setting. It is in violation of the law, and of university policy to obtain, possess, prescribe, or administer to self or to another person any controlled substance or patient medications not prescribed by a physician. See NU Drug and Alcohol Policy in the General Catalog for more information.

Faculty Concerns

Optimal health is an important factor in safely achieving academic and clinical performance requirements. Impaired health status, which includes physical problems, mental/emotional problems, and drug and alcohol use/abuse, affects academic and clinical performance.

Substances which may impair student performance include legal drugs (prescription and over-the-counter), illegal drugs, alcohol, and other chemicals. The potential risk to self and others is unacceptable. Therefore, the policies on Impaired Student will be implemented as necessary. Refer to the Board of Registered Nursing Guidelines of 11/84. Confidentiality will be strictly maintained at all times.

Assessment

The student shall be removed from the classroom or clinical/practicum setting when the student's behaviors and performance pose a danger to the safety and well-being of self or others. These behaviors may include:

- Physical impairment
- Mental or emotional impairment
- Impaired judgment and/or disruptive actions
- Inconsistent behavior patterns

Procedure

When a student, in the faculty's opinion, is exhibiting any of the above behaviors, the following actions will be taken:

- The student shall be excluded from the classroom.
- The instructor shall immediately report the incident to the Academic Program Director or the Department of Nursing Chair.
- The student shall immediately report to the Academic Program Director for investigation pursuant to university regulations.
- The student shall be provided a referral form indicating the impaired behaviors which led to the classroom exclusion. This form must be signed by a health care professional indicating clearance, and returned to the instructor before the student may be readmitted to the nursing classroom.
- The professional assessment shall be performed by someone other than a member of the National University faculty.
- The instructor shall call the student's emergency contact person for transport from the campus if appropriate.

Dismissal from the Program as an Impaired Student

If the student is believed to be impaired, and therefore a danger to self or others, and refuses to submit to further professional assessment, the student will be dismissed from the Nursing Program. The student may also be subject to suspension or expulsion from other university programs in accordance with the university rules and regulations. If the student submits to further professional assessment and is found to be impaired, and therefore a danger to self or others, the student will not be able to continue in the Nursing Program and will be required to provide proof of having received professional treatment prior to re-entry.

Readmission to the Program after Dismissal for Impairment

After a minimum period of six months from the time of dismissal, but within a one-year period of time lapse, the student may petition for readmission to the Nursing Program. The requirements for readmission are:

- The student shall submit a petition to the Chair of the Department of Nursing (Program Director).
- The student shall provide proof of active participation in a recognized treatment program on a regular basis and evidence of rehabilitation and/or recovery at the time of petition for re-entry.
- The student will be required to participate in on-going rehabilitation and treatment as a condition of readmission.
- If admitted to the Nursing Program and required to participate in on-going rehabilitation treatment, the student shall provide evidence of such continued rehabilitation treatment on a schedule as determined by the Chair (Program Director), Department of Nursing.
- Failure to submit evidence of on-going rehabilitation treatment will result in permanent dismissal from the Nursing Program.
- Readmission is on a space-available basis.
- A second documented incident of impaired behavior will result in permanent dismissal from the Nursing Program.

Student Rights to Program Records

The University Registrar's Office maintains all transcripts and grades. Official and/or unofficial transcripts can be requested from this office.

The Family Educational Rights and Privacy Act of 1974 allow current and former students to inspect and review unrestricted official records, files, and data directly related to them. (refer to General Catalog)

The statues consider certain materials as outside the definition of "educational records" and thus, not open to inspection. The statute also specifies who may have access to the student's record or information therein:

- Current or former students who want to review their records shall provide, in writing, permission to allow access to restricted portions of their records.
- Program departments will give students an opportunity to review their files.
- Students have the right to correct any inaccurate or misleading entries or to insert a written explanation clarifying the contents of the student record. Student records contain information on the student's progress, evaluations, test results, and grades, which become a permanent part of the student's file. Grades are added to the student's file at the end of each course. Students may request, in writing, copies of their permanent record excluding third party documentation.

STUDENT ACTIVITIES AND RESOURCES

Student Participation in Department of Nursing Committees

Student representation is a requirement of continuing accreditation and is welcomed in the Department of Nursing. Selection of students for various department committees shall be done on a volunteer basis depending on student interest. The request for student representation will be solicited electronically per cohort. MSN students are eligible to serve on committees beginning with their second term of core courses. Post-Graduate FNP/PMHNP Certificate students are eligible to serve at any time throughout their program.

Nursing Scholarships and Financial Aid

Nursing scholarships can be viewed on our website.

General Financial Aid is available at any one of our locations. You may also view detailed information on our website. View our Frequently Asked Questions here. All financial aid programs available to our students are listed here.

Nurses Honor Society – Sigma Theta Tau Omega Omega Chapter

Select students will be invited to apply for membership to the Omega-Omega Chapter of Sigma International Nursing Honor Society. Qualifications may be found at the www.sigmanursing.org website. Further information will be provided to students who have completed at least fifty percent of the required coursework.

Student Evaluations

Course and Instructor Evaluation: Student evaluations are conducted in accordance with university policies. Student course evaluations are conducted in classes or online. The results of these evaluations are used by the Department of Nursing to maintain and revise theoretical and clinical content and clinical facility placements, and to evaluate teaching faculty.

Grievance Policy

See the National University General Catalog and Department of Nursing Grievance Procedure.

Student Grievance Procedures at National University are intended to provide a formal, standardized means for students to seek redress concerning actions of the faculty, administrators, or staff of the University. Further, the purpose is to establish standardized procedures and safeguards which shall be followed by the University in the adjudication of grievances. A student grievance is an official complaint about an action believed by the student to be unauthorized or unjustified and which adversely affects the status, rights, or privileges of the student. This process is not designed to replace the open communication and understanding that are vital to the academic process. See the National University General Catalog.

Grade Appeals

Faculty members are vested with the authority to establish course requirements and standards of performance. It is the responsibility of faculty to articulate and communicate course requirements and standards of performance to students at the beginning of each course and apply all grading criteria uniformly and in a timely manner. Final grades submitted by faculty to the Office of the Registrar are presumed to be accurate and final. A student, who has questions about a grade received in a course, should seek to resolve the issue by first consulting with the instructor. If the issue has not been resolved after consultation, and the student believes there are grounds for appealing the grade, the student may invoke the grade-appeal procedure outlined below.

Grounds for a Grade Appeal: Students may appeal a grade only when they can document that one or a combination of the following has occurred:

- An error in calculating the grade
- Failure of the instructor to notify students clearly and promptly of the criteria for grade determination
- Assignment of a grade based on reasons other than the announced criteria and standards
- Assignment of a grade based on factors other than student achievement, e.g., personal bias
- Inconsistent or inequitably applied standards for evaluation of student academic performance
- If the student believes that the grade received is based upon unlawful discrimination, or sexual harassment, as defined in these policies and procedures, the student should proceed with the process under “Complaints Relating to Discrimination and Sexual Harassment.”

The Appeal Process

When students believe that they have grounds for appealing a grade issued by an instructor because of an occurrence of one or more of the above mentioned circumstances, the following procedures must be followed:

The student must submit an e-form electronically via the student portal to the school dean within 45 days of the submission of the grade for the course. The student must attach to the e-form clear

substantiating documentation that demonstrates the occurrence of one or more of the above-listed grounds for appeal. Documentation may be in the form of e-mail correspondence, graded assignments, proof of timely submission, etc. The student must also attach documentary evidence of the level of achievement in support of the particular grade that the student believes he/she should have been awarded. If the evidence meets the criteria, the school dean forwards the student's e-form to the instructor for a response, which the instructor must provide within fifteen (15) days. The dean then refers all documentation to the grade appeals committee.

Grade Appeals Committee

A standing committee within each school in San Diego, the Grade Appeals Committee consists of three or more faculty members (full-time or associate) appointed by the appropriate School Dean. The Grade Appeals Committee considers the documentation and may decide either to change or uphold the grade.

The Grade Appeals Committee will render a decision within thirty (30) days of receiving the grade appeal e-form information from the School Dean. The Office of the School Dean will notify all of the following: the student, the instructor, and the Office of the Registrar.
If the student appeal is upheld by the appeals committee and the student is granted reinstatement into the program, the student will re-enter the program in the next available open position as determined by the campus Associate Director.

Appendices

A: Graduate Student Handbook and General Catalog Acknowledgment Form
B: Communication Process
C: Code of Ethics for Nurses
D: Background Check Process for Students
E: Authorization for Health Clearance and Background Checks
F Typhon Clinical Hours Tracking
G: Release of Information Authorization
H: Student Evaluation of Nurse Practitioner Preceptor .
I: Student Evaluation of Nurse Practitioner Preceptor Site .
J: Preceptor Placement Request Form
K. Learning Support Plan

Appendix A
Graduate Student Handbook and General Catalog Acknowledgement Form

I,_____, acknowledge that I have received a copy of the National University Department of Nursing Student Handbook and the current NU General Catalog, and that I am responsible for reviewing and complying with the policies and procedures listed in both of these documents.

_____

Print Name

_____

Signature

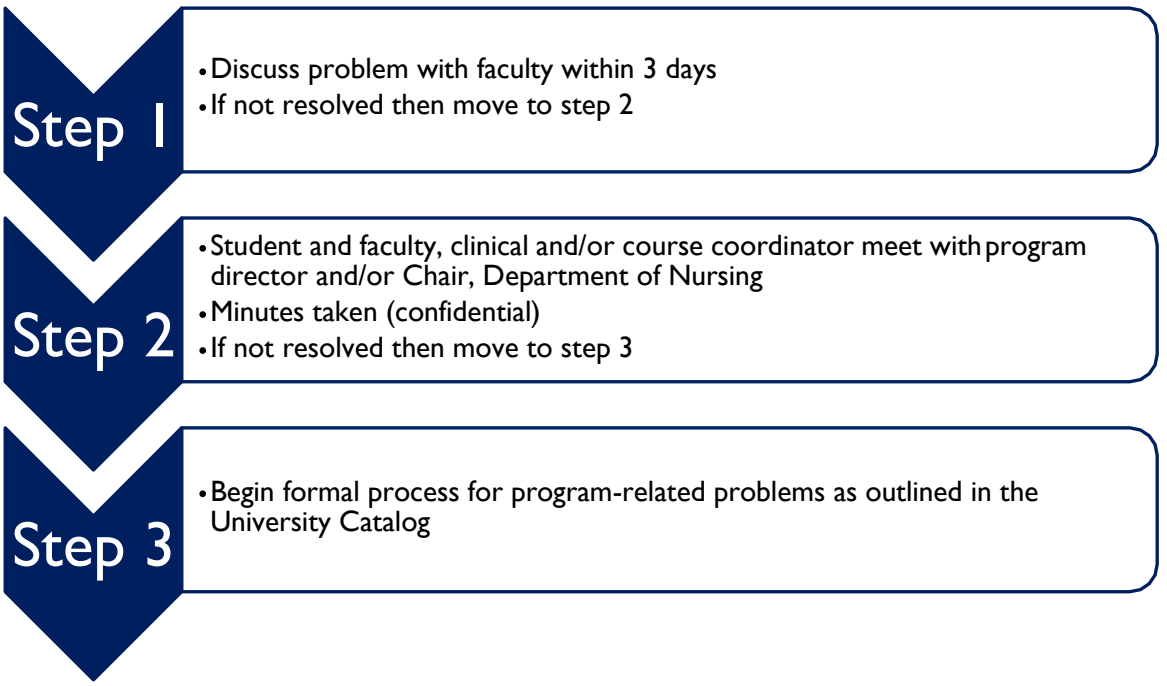
_____

Date

Appendix B

COMMUNICATION PROCESS

When a student is having a problem with the Nursing Program or a student who is notified that he/she is not meeting the standards of the Nursing Program in either the classroom, nursing skills laboratory, or clinical facility, the student should meet first with the Course Coordinator or (if the deficit is in clinical practice) with the Course Coordinator and the Clinical Nursing Faculty. The student should seek clarification of the deficit and work with the faculty to construct a plan for improvement. This process is represented below. At any time the student may also consult the current National University Catalog for University-level problem solving procedures.



Appendix C

CODE OF ETHICS FOR NURSES AMERICAN NURSES ASSOCIATION

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for and strives to protect the health, safety and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

5. The nurse owes the same duties to self as others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

Appendix D
BACKGROUND CHECK PROCESS FOR STUDENTS

Castle Branch is a service that allows students to order their own background checks online. Information collected through Castle Branch is secure, tamper-proof and kept all the information from one source. Test results will be posted on the Castle Branch website where students can view them.

Before Placing Your Order

1. **Required Personal Information:** In addition to entering full name and date of birth, student will be asked for social security number, current address, phone number, and email address.
2. **Immunization:** Immunization trackers provide secure online storage for all of important documents. At the end of the background check order process, student will be prompted to upload specific documents required by the school for immunization, medical or certification records.
3. **Standard Drug Test:** Castle Branch provides a network of over 11,000 collection sites nationwide, making it easy to reach a testing facility from any campus in the United States. To locate a drug testing facility, visit Quest Diagnostics or LabCorp. The required Drug Testing Form can be found on the Castle Branch website. After placing drug test, student will receive an email directly from the lab, within 24-48 hours, containing information to complete the drug test.
4. **Payment Information:** All cost for this service has been included in your tuition fee.

Place Your Order

- Go to: mycb.castlebranch.com, in “Place Order” field enter package code “NR54” for Background Check + Drug Test.
- After entering the package code you will be directed to the page where you have to read and agree to the Terms and Conditions of Use.
- On the next page you will be prompted to enter your Personal Identification Number (PIN), which will be provided to you in a separate email from the Nursing Department along with the CastleBranch guide to help you navigate through the process.
- After entering your PIN, procced and follow the steps required to create your personal profile and password.
- If you have any additional questions, please contact CastleBranch Service Desk at 888.914.7279 or email: servicedesk.cu@castlebranch.com

Immunization Tracker Requirements

1. CPR Certification: Must be American Heart Association Health Care Provider Course. Copy of BOTH the front AND the back of your card is required and the card MUST be signed. Renewal date will be set based on expiration of certification.
2. Health Insurance: Provide a copy of your current health insurance card OR proof of coverage. Copy of both front and back of your card is required. Need to be resubmit one

year from date of review. Verification of coverage from the provider is required if the name on the document does not match (for example, a student's parents or their maiden name appears on the document)

3. Physical Examination: Upload documentation of your completed physical examination, using the provided form. The form must be completed and signed by a medical professional. Examination needs to be completed within the past 12 months and resubmitted one year from the date of expiration.
4. Professional Liability Insurance: Provide documentation of current Professional Liability insurance coverage at a minimum of One Million Dollars ($1,000,000) per occurrence and Three Million Dollars ($3,000,000) in aggregate. The date of expiration will be set as the renewal date, or 1 year from date of expiration.
5. Professional License: Provide proof of a current, active and unencumbered RN license in the state of residence and in the State where the clinical preceptored placements will occur. For Telemedicine, the license must be active in the state in which the client is treated.
6. Influenza: Submit documentation of flu shot administered during the current flu season (September-March).
7. Varicella: There must be documentation of one of the following:
   - Evidence of 2 vaccinations or positive antibody titer
   - If antibody is negative after 2 vaccinations, repeat a 2 vaccine series
8. Measles (Rubeola), Mumps & Rubella (MMR): There must be documentation of one of the following:
   - Evidence of vaccination: 2 vaccines or 3 component positive antibody titers (1 for Rubeola, 1 for Mumps & 1 for Rubella)
   - Negative antibody titer: repeat 2 vaccine series
9. Tetanus, Diphtheria & Pertussis (Tdap): Submit documentation of a Tdap booster within the past 10 years.
10. Hepatitis B: There must be documentation of one of the following:
    - 3 vaccinations or positive Hepatitis B surface antibody titer
    - If titer is negative after vaccination, repeat 3 vaccine series.
11. Covid-19: Documentation of one J&J vaccine or two Moderna or Pfizer vaccinations prior to seeing patients per requirements of the California Dept. of Public Health.
12. TB Skin Test (1 Step):
    - A TB Skin test (PPD) or negative QuantiFeron Gold blood test is required to be completed annually
    - If PPD or QuantiFeron results are positive a clear ChestX-Ray is required every 2 years
13. Annual Universal Precautions & Blood Borne Pathogen Course: Submit the certification of completion from an employer.
14. Handbook Acknowledgement: Sign and submit the provided form.
15. Release Information: Sign and submit the provided form.

Appendix E
AUTHORIZATION for HEALTH CLEARANCE and BACKGROUND CHECKS

The NU Department of Nursing maintains legal contracts with clinical agencies and must follow each agency's policies in order to allow nursing students to practice nursing for the required clinical nursing courses. The Department and students must maintain compliance with agency policies, such as nursing standards of practice, health, CPR, drug screens, and criminal background requirements.

My initials on each item and my signature on this document signify that I have read each item and that my questions have been answered to my satisfaction with regard to the requirement for me to follow the policies and procedures of the Department of Nursing and agencies for clinical.

____ 1. I understand I must submit a completed NU physical exam form to NU by the required date.

____ 2. I understand I must submit verification of the following immunizations the required date: Hepatitis B, Measles, Mumps Rubella (MMR), Tetanus, Diphtheria, Pertussis (TDAP) Influenza, and Covid-19. (Note, if I am medically unable to receive any of these vaccines I will provide laboratory documentation of my immunity to the diseases or verify my medical exemption. However, I acknowledge that if I am unable to obtain a practicum placement due to not being able to prove immunity or vaccination, I will be dropped from the program.

____ 3. I understand I must provide evidence of tuberculosis testing on an annual basis while a student in the nursing program by the required date.

____ 4. I understand I must submit current documentation prior to the required date.

- Unencumbered RN license, if applicable
- Standard Precautions training
- Current CPR documentation (American Heart Association, Healthcare Provider CPR card is required; no other certifications are acceptable)
- Health Insurance Portability and Accountability Act (HIPAA) training

____ 5. I understand I must submit to and pay any costs required for criminal background checks, including state and federal checks, and agency required drug screens. I understand that unsatisfactory results from any required criminal history check or drug screening may result in a failure to be approved for required placement assignments, and as such may result in my inability to progress through the NU Department of Nursing programs, as such required placements are prerequisites to the completion of any Department of Nursing degree.

Criminal Background checks:

Prior to admission into NU Department of Nursing program and annually thereafter.

____1. I understand a clinical agency may require additional components of a criminal background check, other than those required by the Department of Nursing, as well as drug screening. I understand I am required to pay for any and all criminal background checks and drug screens required. I understand the results must be sent directly to the Department of Nursing. I understand that a copy of the results will be sent by the Department of Nursing to the clinical agencies to which I am assigned.

_____ 2. I understand an agency may require me to meet with agency representatives regarding disclosure of my criminal background check. I understand if the assigned clinical agency does not accept me as a nursing student based on my criminal background check, it may result in an inability to progress through the NU Department of Nursing programs, as such required agency placements are prerequisites to the completion of any Department of Nursing degree.

____ 3. I understand if my name is on a Sex and/or Violent Offender Directory maintained by any State, or if I am required to register on any Sex and/or Violent Offender Directory maintained by any State, the Department of Nursing may deny admission or if admitted, may dismiss me from the nursing program. I further understand if my name is on Medicare/Medicaid Exclusion list, the Department of Nursing will deny admission or if admitted, will dismiss me from the nursing program.

____ 4. I understand I must disclose in writing any convictions of any misdemeanors or felonies in any State, or country to the Department of Nursing prior to entry into the Department of Nursing program. I understand if an assigned clinical agency does not accept me as a nursing student based on my criminal background, it may result in an inability to progress through the NU Department of Nursing programs, as such required agency placements are prerequisites to the completion of any Department of Nursing degree.

____5. I understand the Department of Nursing reserves the authority to determine my eligibility to be admitted to the program and/or progress in the program. I understand that any conviction will be a factor used to determine if I will be admitted to the program.

____ 6. I agree to maintain confidentiality of clients and organizations in which I work as a nursing student, including compliance with the Health Insurance Portability and Accountability Act (HIPAA), and abide by the policies and procedures of such patients and organizations regarding the privacy and security of patient and organizational information.

____7. I understand I may be required to submit to drug screens at my expense as required by an individual agency used for my clinical experiences. I understand the results must be sent directly to the Department of Nursing. I understand that a copy of the results will be sent by the Department of Nursing to the assigned clinical agencies. I understand a copy of positive results of a drug screen may be sent to the following university offices: Office of Student Services, Office of the Chair of the Department of Nursing, and to the Office of the President of University Compliance.

_____ 8. I understand that failure to comply with the above Department of Nursing requirements, health clearance, and background checks and/or drug screens, and nursing policies may result in denial of admission into a Department of Nursing program or course, or dismissal from a Department of Nursing program or course.

Signature _____ Date _____

Print Name _____

Appendix F
TYPHON CLINICAL HOURS TRACKING

Students are required to use Typhon Group's Nurse Practitioner Student Tracking System, also called NPST, to document clinical hours. It is an internet-based system, so students can log in from anywhere with internet access.

Students will enter their login to Typhon—that information will be sent to the student from the MSN Preceptor Coordinator. The login information along with a direct link to the Typhon system will be sent to student's email account once the student's Preceptor is confirmed. Be sure to bookmark this login page for future reference. Then, just enter login and password information and press log in to continue.

In case students forget login and password information, to the right of the password box is a link that says "Forgot Login or Password". After entering e-mail address and press submit, the system will verify the information and will immediately e-mail the login and password information to the registered email.

Student should complete the first tutorial video before using this program. The video will show everything that the NPST System offers.

- The very first-time student logs in to the system, student will be forced to set up default choices. This includes current course, semester, preceptor and clinical site. If preceptor or site is not listed, e-mail the MSN Preceptor Coordinator. Student can choose another item temporarily until the correct item is added to the system, then go back and edit the cases to pick the correct item.
- There is a learning curve, this is a lot of information to collect for documentation. For the first two to three days, it may take 5-10 minutes to enter each encounter, but that drastically drops by the end of the first week and by the end of the second week that time is less than half that per encounter.
- Student should always try to enter today's cases TODAY - don't wait until the end of the week to enter them. However, the requirement is that the case must be entered no later than the Sunday after the practicum hours are earned.
- When student completes data entry for the day, be sure to log out. This ends student's session on the server. If you are at a community computer (like a clinical site or a library), it's also a good idea to log out, plus close the Internet Browser. This will prevent the next person from pressing the "back" button.
- If student has a technical problem with the system, go to the HELP section and click "Instructions and Video Tutorials". There, just under the tutorial links student will find a technical support link. Fill out the support request form and Typhon Group will respond directly by the next business day. If student has a clinical question, or an item is missing in the a drop down list, contact the faculty.

COLLEGE OF PROFESSIONAL STUDIES
DEPARTMENT OF NURSING

Appendix G
RELEASE OF INFORMATION AUTHORIZATION

I hereby authorize National University, Department of Nursing, to release my social security number, background check results health status information (including physical examination findings, immunization status, and results of screening examinations), and information regarding RN licensure, malpractice insurance coverage, and CPR certification as requested by agencies in which I will be obtaining clinical experiences. I understand that it is my responsibility to assure that this information is accurate and is kept up to date. I further understand that failure to supply or maintain the currency of the information will result in exclusion from classes and/or clinical placements.

_____ _____
Signature of Student Date

_____
Printed Name

Appendix H
Student Evaluation of the NP Preceptor

Name and Degree of Preceptor:	**Rotation Date:**
Name of Site/Location:	**Course:**

Please indicate your evaluation of the Preceptor:
Strongly Disagree (1); Disagree (2); Neutral (3); Agree (4); Strongly Agree (5); Not Applicable (0)

The Preceptor:	**Rating**	**Comments**
1. Is available to student.		
2. Assists student in developing realistic and appropriate learning objectives.		
3. Identifies learning experiences for the student that enables achievement of the student's learning objectives.		
4. Demonstrates understanding of student's strengths and knowledge.		
5. Has realistic expectations for student based on student's level in the NP program.		
6. Encourages student to accept increasing responsibility.		
7. Reviews student's charting and provides appropriate feedback.		
8. Allows student opportunities to recommend diagnostic tests and treatments.		
9. Encourages student questions.		
10. Serves as an excellent role model for providing holistic primary care.		
11. Provides immediate and appropriate feedback regarding student's performance.		
12. Would you recommend this preceptor for other students? Why/why not		

Appendix I
Student Evaluation of the NP Clinical/Practicum Site

Name of Site/Location:	**Rotation Date:**
Name and Degree of Preceptor:	**Course:**

Please indicate your evaluation of the Clinical Site:
Strongly Disagree (1); Disagree (2); Neutral (3); Agree (4); Strongly Agree (5); Not Applicable (0)

The Clinical Site:	**Rating**	**Comment**
1. Adequate space is provided for student to see clients & complete clinically relevant work.		
2. Adequate time is given to see clients & report to		
3. There are sufficient numbers of clients to meet students' learning needs/objectives.		
4. The types of clients are varied as to age & type of problem **or** appropriate for the course learning		
5. The clinical setting offers a variety of learning experiences.		
6. Student is given the opportunity to follow-up with clients &/or problems of interest.		
7. Reports from lab, x-ray & special procedures are accessible to student for review.		
8. Lab, x-ray & special procedure reports are shared/reviewed with student.		
9. Support staff are appropriately helpful to student.		
10. Support staff are accepting of student's role.		
11. The philosophy of the site is to provide health promotion & disease prevention or disease diagnosis		
12. Professional references (i.e. office/clinical library) are available for student's use.		
13. Client education materials are available to supplement client's learning (i.e. pamphlets, flyers).		
14. Community resources, agencies & other professional disciplines are involved with client care/follow up.		
15. Would you recommend this clinical for other students? Why/why not		

Appendix J

PRECEPTOR PLACEMENT REQUEST FORM

(please type responses)

Student Information

Name:_____

Program Start Date:_____

Preferred Practicum Site Zip Codes:_____

RN License Issued by State/s:_____

Preceptor and Site Information

Preceptor Name: _

License Type:_____Number:_____ Expiration: _____

Board Certification:_____Expiration: _____

Preceptor Email: _____

Preceptor Phone Number: _____

Site Name: _____

Site Address: _____

Site Contact phone number: _____

Site Contact Email: _____

Prefer Preceptor Honorarium: ☐ Yes ☐ No

Courses

☐ FNP 683C – Adult/Aging ☐ FNP 684C – Women Health ☐ FNP684C – Pediatrics

☐ FNP 685C – Residency ☐ MNP 696C – Adults/Aging ☐ MNP 696C –Child/Adolescent

☐ MNP 688C – Psychotherapy ☐ MSN- Nursing Administration ☐ MSN-Nursing Informatics

PRECEPTOR DATA (Submit CV in lieu of this Form)

SECTION 1: PERSONAL INFORMATION

Full Name:_____ Date: _____

Phone number:_____Email: _____

Current Position:_____Years/Months in Position: _____

Clinical Site Name: _____

Clinical Site Address: _____

City:_____State:_____Zip Code: _____

SECTION 2: EDUCATION

Education Program	Degree	Graduation Date
Other Training	**Degree(s)**	**Graduation Date(s)**

SECTION II. WORK EXPERIENCE

Practice	From-to Date

SECTION III. LICENSURE

State of Licensure	Licensure Type (MD, NP, LCSW, MFT…)	License Number	Expiration Date

SECTION IV. CURRENT SPECIALTY CERTIFICATION

Name of Certification	Certifying Agency	Valid Through

Preceptor Placement Procedure

Step 1

Student identifies a qualified Preceptor and submits Preceptor Placement Request form to MSNPreceptorship@nu.

Step 2

Preceptor submits documents to MSNPreceptorship@nu.edu:

1. CV/Resume Copy
2. Government issued ID
3. Complete and signW-9 to receive honorarium

Step 3

Student, preceptor, and site coordinator sign Preceptor Agreement electronically

Step 4

Student provides Preceptor Handbook, Course Syllabus, and plans for preceptored experience with Preceptor

Preceptor Qualifications

The preceptor guides the student into the real world of advanced practice specialization and serves as a supportive coach, mentor, teacher, and role model allowing the student to try on new knowledge and skills, gain confidence in their application in the specialty setting and receive validation.

The Preceptor will:

Preceptors for FNP students must have an advanced degree in nursing (master's or doctoral degree), licensed and hold certification as a FNP, or be licensed to practice as a physician (MD or DO).

Preceptors for NA & NI students must have an advanced degree in nursing (master's or doctoral degree) and experienced in healthcare administration or a healthcare/nurse informatics field.

Preceptors for PMHNP students must have an advanced degree in nursing (master's or doctoral degree), licensed and hold certification as a PMHNP or physician licensed to practice in psychiatry (MD or DO). In addition, preceptors for MNP 688B Intro to Psychotherapy Practicum course can be a psychologist, Licensed Marriage Family Therapist (LMFT), Licensed Clinical Professional Counselor (LCPC) or a Licensed Clinical Social Worker (LCSW). These professionals must be licensed and work under supervisions of Board Certified PMHNPs or phycisian licensed to practice in psychiatry.

- Have at least 1-year experience in the field or specialty.
- Be willing to devote their time to assist student meeting their specialty objectives.
- Possess a thorough knowledge of the specific clinical or practicum site/agency.
- Have an interest in working with Master or Post-Graduate Certificate students.
- Provide constructive feedback and assistance to the students.
- Meet with faculty and the student at agreed upon times for feedback and evaluation.

Must not be student's relative, family member, significant other, personal friend, or direct supervisor.

Graduate & Post-Graduate Learning Support Plan (LSP)

National University
College of Professional Studies
Department of Nursing
MSN Graduate Program Committee
Student Affairs Committee
Approved, Graduate & Post-Graduate Faculty & Staff

DEPARTMENT OF NURSING

GRADUATE & POST-GRADUATE LEARNING SUPPORT PLAN

Date: Program: Course:	
Student Name & ID #: Cohort #:	Course Instructor:
Beginning Date of Learning Support Plan:	End Date of Learning Support Plan:

Note: This Learning Support Plan can be referenced and shared with other instructors for the entire nursing program as needed.

A. **Brief description of the problem(s):**

B. **Nature of the Problem**	**Supportive Evidence of the Problem**
Academic	
( ) Failure to meet course requirements in a timely manner	
( ) Failure to meet minimum grade policy	
( ) Exam Failure (Name of Exam and Grade Earned)	
( ) Written Work Deficit	
( ) Other	
Clinical & Lab	
( ) Absence	
( ) Preparation: ( ) Unsatisfactory Plan of Patient Care ( ) Unprepared for Clinical ( ) Lacking Engagement in Activities	

( ) Unsafe Practice ( ) Does not demonstrate mastery of advanced practice skills ( ) Other:	
Professional/ Behavioral	
( ) Absenteeism ( ) Tardiness	
( ) Lacking in professional demeanor: ( ) Does not relate effectively with faculty, staff, clients, preceptor and/or peers ( ) HIPAA Violation ( ) Does not communicate: ( ) truthfully/honestly ( ) with faculty, preceptor and staff ( ) Demonstrates irresponsible behavior ( ) Does not follow faculty directions / instructions ( ) Other:	
( ) Does not follow through on faculty recommendations for performance improvement	

C. **Recommendations for student success:** (check all that apply)
( ) Improve Academic performance by doing the following:
( ) Improve Clinical performance by doing the following:
( ) Improve Professional/ Behavioral performance by doing the following:
( ) Seek counseling for personal and/or academic concerns
( ) Reduce outside work hours if possible
( ) Other

D. **Possible Consequences:**	
( ) Course Grade of I or IP	( ) Course Withdrawal
( ) Course Failure	( ) Course Repeat
( ) Extend the LSP	( ) Create a new LSP
( ) Failure to progress in the program	( ) Other:

E. **Signatures:** After the development of the LSP all will sign below:	
Signed (Student)	Date
Signed (Course Instructor)	Date
Signed (Additional Faculty or Tutors, as needed)	Date
Signed (Academic Program Director)	Date

F. **Faculty Notes on Student's Progress:**

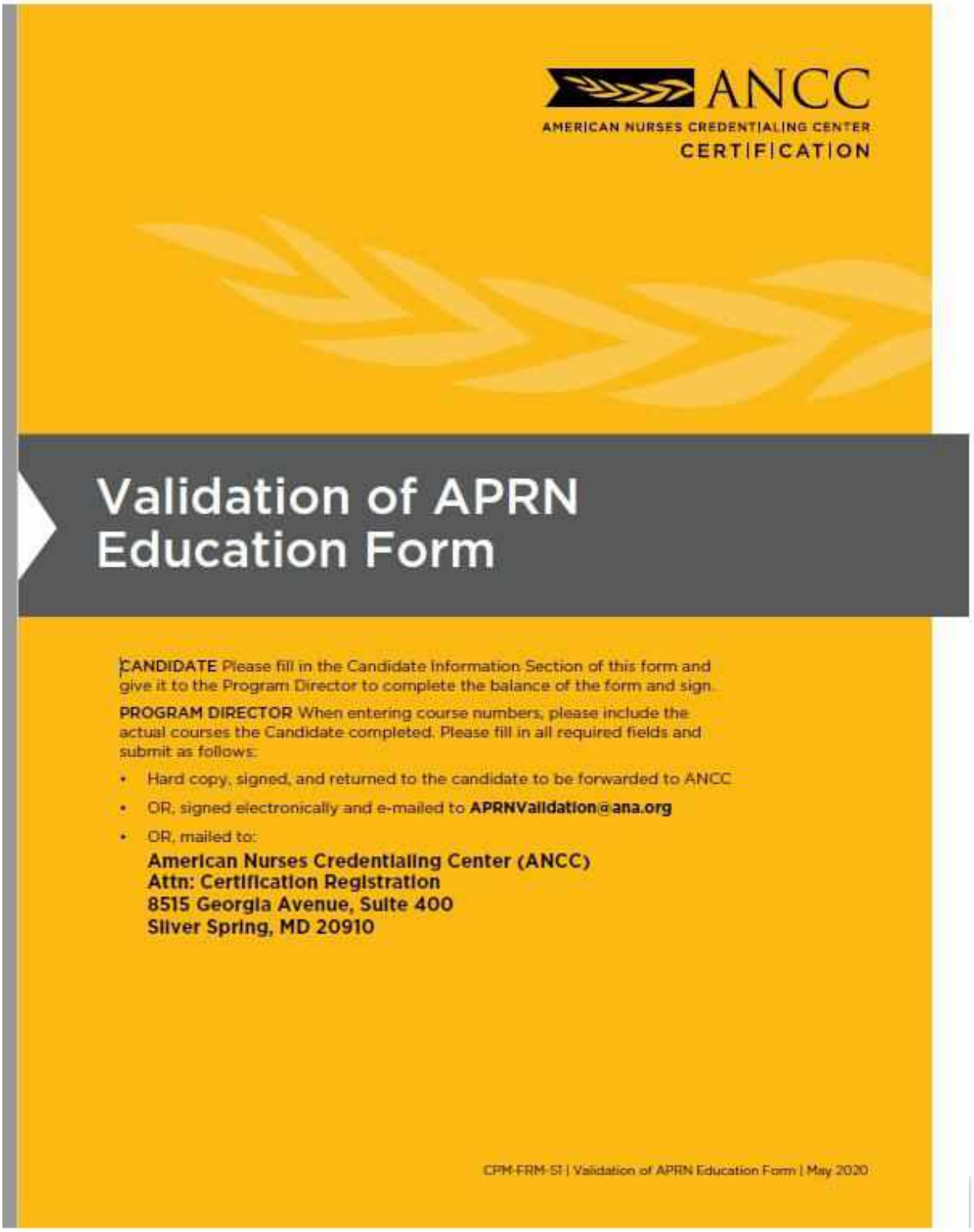
When a Learning Support Plan is instituted, the student and faculty will meet periodically to evaluate progress

Date:	Comments:	Student/Tutor Initials	Instructor Initials

G. **Outcome(s):**	
( ) Grade improved to or above 84%	( ) Clinical practicum completed with a passing grade
( ) Student exhibits professional behavior	( ) Course Grade of I or IP
( ) Course Withdrawal	( ) Course Failure
( ) Course Repeat	( ) Failure to progress in the program
( ) Extend the LSP	( ) Create a new LSP
( ) Other:	

H. **Signatures:**	
After the evaluation of the LSP all will sign below:	
Signed (Student)	Date
Signed (Faculty)	Date
Signed (Additional Faculty or Tutor, as needed)	Date
Signed (Academic Program Director)	Date
Signed (Chair)	Date

Appendix L
AACN Application Form



ANCC
AMERICAN NURSES CREDENTIALING CENTER
CERTIFICATION

Validation of APRN Education Form

CANDIDATE Please fill in the Candidate Information Section of this form and give it to the Program Director to complete the balance of the form and sign.

PROGRAM DIRECTOR When entering course numbers, please include the actual courses the Candidate completed. Please fill in all required fields and submit as follows:

- Hard copy, signed, and returned to the candidate to be forwarded to ANCC
- OR, signed electronically and e-mailed to **APRNValidation@ana.org**
- OR, mailed to:

American Nurses Credentialing Center (ANCC)
Attn: Certification Registration
8515 Georgia Avenue, Suite 400
Silver Spring, MD 20910

CPM-FRM-51 | Validation of APRN Education Form | May 2020

Validation of APRN Education Form

CANDIDATE INFORMATION

Applicant Last Name | First Name | MI

Other Legal Names Used | Email

Address | City | State | Zip/Postal

PROGRAM INFORMATION

National University	La Jolla	CA
Name of University	City	State

Mariamma Mathai	559-321-4692	mmathai@nu.edu
Program Director Name	Program Director Phone Number	Program Director Email

CANDIDATE EDUCATIONAL PREPARATION

Population and Role of Program Completed (e.g., Family Nurse Practitioner, Adult-Gerontology CNS)

Degree Type: ☐ Master's ☐ DNP ☐ Post-Master's Certificate* ☐ Post-Master's DNP*

***If a Post-Graduate program,** school must document and submit credit granted for prior courses/clinical hours accepted from previous program(s) via Gap Analysis and/or signed statement on school letterhead.

Date of (Anticipated) Completion | Number of Faculty-Supervised Direct, Patient Care Clinical Hours

Has the student completed all required APRN didactic courses/faculty supervised, direct patient care clinical hours, required for program completion? ☐ Yes ☐ No

Accreditation of Program Completed (at time of clinician's graduation): ☐ ACEN ☐ CCNE ☐ CNEA Exp Date: _____

Dual Program? ☐ Yes* ☐ No

***If yes,** specify the role and populations of the programs in the box above and attach a detailed description of the content and clinical hours for each role and population. Use letterhead and sign the attachment.

Content In:	Yes	No
Health Promotion/Disease Prevention Content		
Differential Diagnosis/Disease Management Content		

	Course Number	Title
Advanced Physical/Health Assessment		
Advanced Pathophysiology		
Advanced Pharmacology		
For PMHNP clinicians ONLY Content in at least 2 psychotherapeutic treatment modalities ☐Yes ☐No		

STATEMENT OF UNDERSTANDING • FOR FACULTY USE ONLY

I, _____ (insert name), _____ (insert title) of the _____ (insert program name), attest that I am duly authorized by the above school to confirm the information provided in this Validation of APRN Education Form ("Form") to be true, accurate, and complete, and reflect only the coursework and clinical hours actually completed by the Candidate for Certification identified above (the "Candidate").

(Forms received without a signature incur a delay in processing, which will cause a delay in the review of the Candidate's application and ability to take a certification examination.)

Required Program Director Signature | Print Name | Date

ANCC reserves the right to request a more detailed accounting of coursework/program completed. ANCC reserves the right to contact the faculty with questions upon review of transcript(s), etc.

Appendix M
BRN Application For Licensure Form (PMH Example)

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

BOARD OF REGISTERED NURSING
PO Box 944210, Sacramento, CA 94244-2100
P (916) 322-3350 F (916) 574-8637 | www.rn.ca.gov

APPLICATION FOR NURSE PRACTITIONER (NP) CERTIFICATION

APPLICATION FEE - $500.00

☐ MILITARY HONORABLE DISCHARGE - Check here if you served as an active duty member of the Armed Forces of the United States and were honorably discharged.

PERSONAL DATA *(PRINT OR TYPE)*

LAST NAME:	FIRST NAME:	MIDDLE NAME:
ADDRESS: Number and Street		
City / State / Country / Postal/Zip Code		
HOME TELEPHONE NUMBER: ( )	ALTERNATE TELEPHONE NUMBER: ( )	E-MAIL ADDRESS:
DATE OF BIRTH: *(Month/Day/Year)*	U.S. SOCIAL SECURITY NUMBER OR INDIVIDUAL TAXPAYER ID NUMBER:	PREVIOUS NAMES: *(Including Maiden)* / MOTHER'S MAIDEN NAME: *(Last Name Only)*

RN LICENSURE/NURSE PRACTITIONER CERTIFICATION

California RN License Number: _____

Date Issued: _____

Expiration Date: _____

List ALL States Where You Hold/Held an RN License and Status:

List ALL States Where You Hold/Held a Nurse Practitioner License/Certificate and Status:

RN EDUCATION

_____
Name of Professional Registered Nursing Program

_____
City State Country

TYPE OF PROGRAM:

- ☐ ASSOCIATE DEGREE
- ☐ DIPLOMA
- ☐ BACCALAUREATE DEGREE
- ☐ MASTERS DEGREE/NURSING

Entrance Date: _____

Graduation/Completion Date: _____

NURSE PRACTITIONER EDUCATION

_____
Name of Nurse Practitioner Academic Program

_____
City State Country

Area of Specialization: _____

TYPE OF NURSE PRACTITIONER ACADEMIC PROGRAM:

- ☐ CERTIFICATE
- ☐ MASTERS
- ☐ POST-MASTERS

Entrance Date: _____

Graduation/Completion Date: _____

(Rev. 03/2016)

1

(Questions on both sides of page)

NAME OF APPLICANT: _____

NURSE PRACTITIONER PROFESSIONAL CERTIFICATION *(If Applicable)*:

_____ Name of Organization/Association Area of Specialization: _____ Certification Number: _____	METHOD OF CERTIFICATION: ☐ EXAMINATION ☐ OTHER (Please Explain): Original Date of Certification: _____ Current Recertification Cycle Dates: _____

BACKGROUND INFORMATION

Have you **applied** for a Nurse Practitioner certificate in California? If yes, name on previous application: _____ Date Submitted: _____	YES	NO
Have you ever been **issued** a Nurse Practitioner certificate in California? If yes: **STOP! DO NOT CONTINUE.** Please contact the Board regarding whether you should reapply or file a petition for reinstatement of your California Nurse Practitioner certification.	YES	NO
Have you ever had disciplinary proceedings against **any** license as a RN or **any** health-care related license or certificate including revocation, suspension, probation, voluntary surrender, or any other proceeding in any state or country? If yes, please provide a detailed written explanation, including the date and state or country where the discipline occurred.	YES	NO

I understand that I am required to report immediately to the California Board of Registered Nursing any disciplinary action and/or voluntary surrender against **ANY** health-care related license/certificate that occurs between the date of this application and the date that a California registered nurse license is issued. I understand that failure to do so may result in denial of this application or subsequent disciplinary action against my license/certificate.

I certify, under penalty of perjury under the laws of the State of California, that all information provided in connection with this application for licensure is true, correct and complete. Providing false information or omitting required information is grounds for denial of licensure or license revocation in California.

Attach a recent 2"x2" passport type photograph.

Please tape on all four sides.

Head and shoulders only

_____ _____

SIGNATURE OF APPLICANT **DATE**

**** U.S. SOCIAL SECURITY NUMBER/TIN DISCLOSURE STATEMENT**

Disclosure of your U.S. Social Security Number/TIN is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USC section 405(c)(2)(C)) authorizes collection of your U.S. Social Security Number/TIN. Your U.S. Social Security Number/TIN will be used exclusively for tax enforcement purposes and for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your U.S. Social Security Number/TIN, your application for initial or renewal license will not be processed and you will be reported to the Franchise Tax Board, which may assess a $100 penalty against you.

(Rev. 09/20)

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY – GOVERNOR GAVIN NEWSOM

BOARD OF REGISTERED NURSING
PO Box 944210, Sacramento, CA 94244-2100
P (916) 322-3350 F (916) 574-8637 | www.rn.ca.gov

VERIFICATION OF NURSE PRACTITIONER ACADEMIC PROGRAM

TO BE COMPLETED BY APPLICANT: Please complete Section A and forward to the program director/representative for the nurse practitioner academic program for completion. Official transcripts submitted must include all completed coursework with the certificate/degree status conferred and must be sent directly to the Board of Registered Nursing by the Registrar's Office/Transcript Office. A processing fee may be required for the submission of the official transcripts.

A. TO BE COMPLETED BY APPLICANT

(PRINT OR TYPE)

LAST NAME:	FIRST NAME:	MIDDLE NAME:
ADDRESS: Number & Street		DATE OF BIRTH: *(Month/Day/Year)*
City / State / Country / Postal/Zip Code		U.S. SOCIAL SECURITY NUMBER or INDIVIDUAL TAXPAYER ID NUMBER:
TELEPHONE NUMBER: Home ( ) Alternate ( )	PREVIOUS NAMES: *(Including Maiden)*	MOTHER'S MAIDEN NAME: *(Last Name Only)*
E-MAIL ADDRESS:	CALIFORNIA RN LICENSE NUMBER: _____ EXPIRATION DATE: _____	
NAME OF ACADEMIC PROGRAM:		SPECIALTY:

SIGNATURE OF APPLICANT: _____ DATE: _____

B. TO BE COMPLETED BY THE PROGRAM DIRECTOR/REPRESENTATIVE FOR THE NURSE PRACTITIONER ACADEMIC PROGRAM

The above applicant has applied for a nurse practitioner certification in California. Please provide the following information and mail to the Board of Registered Nursing at the above address.

NAME OF NURSE PRACTITIONER ACADEMIC PROGRAM:	TELEPHONE NUMBER: ( )	
ADDRESS: Number & Street / City / State / Postal/Zip Code		
TYPE OF PROGRAM: ☐ CERTIFICATE ☐ MASTERS ☐ POST-MASTERS SPECIALTY: _____	Entrance Date: _____ *(Month/Day/Year)* Completion Date: _____ *(Month/Day/Year)* Date Certificate/Degree Status Conferred: _____ *(Month/Day/Year)*	
OUT OF STATE NP ACADEMIC PROGRAM GRADUATES: Recognized by Commission on Collegiate Nursing Education: ☐ YES ☐ NO If yes, Name: _____ Program Approval Cycle Dates: _____		

I certify under penalty of perjury that the documentation regarding the completion of the nurse practitioner academic program for the above named applicant is true and correct.

SIGNATURE: _____ _____ TITLE: _____
(DATE)

(Rev. 03/2016)

DEPARTMENT CONTACTS

Interim Dean - College of Professional Studies

John A. Cicero, PhD.
Vice Provost of Academic and Faculty Affairs
11255 North Torrey Pines Road
La Jolla, San Diego, CA 92037
jcicero@nu.edu

Graduate Nursing Program Director

Dr. Mary McHugh
Email: mmchugh@nu.edu

Chair, Department of Nursing

Dr. Susan Drummond
Email: sdrummond@nu.edu

Compliance – Castlebranch

msncompliance@nu.edu

Enrollment

Msnprogram@nu.edu

Preceptorship

MSNPreceptorship@nu.edu

ACCREDITATION

National University is accredited by the following accreditation commission:

WASC Senior Commission and University Commission (WSCUC)

985 Atlantic Avenue, Suite 100
Alameda, CA 94501

The baccalaureate degree program in nursing, master's degree program in nursing, and post-graduate APRN certificate programs at National University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

NATIONAL UNIVERSITY
The First Academic Institution to be Recognized as a
PLANETREE
Silver Certified Person-Centered School