College of Nursing

Master of Science in Nursing

Nurse Administrator Program
Practicum Packet

Gainful Employment Disclosure: See supprograms.info for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important information.

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Contents

Welcome Message ........................................................................................................................................ 4
Program Accreditation .............................................................................................................................. 4
College of Nursing MSN Nurse Administrator Program Overview ............................................................... 4
College of Nursing Mission Statement, Purpose, Philosophy, Conceptual Framework ............................... 5
General Information for Students ................................................................................................................. 9
   Practice Setting Requirements .................................................................................................................. 9
   Student Health Requirements .................................................................................................................. 9
   Valid Nursing License ................................................................................................................................ 9
   Seasonal Flu Immunization ....................................................................................................................... 9
   Health Insurance ..................................................................................................................................... 10
   Student Liability Insurance ...................................................................................................................... 10
   Cardiopulmonary Resuscitation (CPR) .................................................................................................... 10
   Health Insurance Portability and Accountability Act (HIPAA)/Occupational Safety and Health Administration (OSHA) ............................................................................................................................ 10
   Criminal Background Checks ................................................................................................................ 11
   Drug Testing ............................................................................................................................................ 11
Clinical Practice Policies .............................................................................................................................. 11
   Clinical Evaluation .................................................................................................................................. 11
   Absences/Tardiness .................................................................................................................................. 12
   Impaired Ability: .................................................................................................................................. 12
General Information for Preceptors ........................................................................................................... 12
   Preceptor Guidelines ............................................................................................................................... 12
   Precepted Course Policy .......................................................................................................................... 12
Responsibilities of the Student, Preceptor and Course Faculty .................................................................. 14
   Student Responsibilities .......................................................................................................................... 14
   Preceptor Responsibilities ....................................................................................................................... 15
   Course Faculty Responsibilities ............................................................................................................... 15
South University Practicum Guidelines and Student Checklist ................................................................... 16
   Required Document Checklist ................................................................................................................ 16
   Student Responsibility Checklist .......................................................................................................... 17
APPENDICES ................................................................................................................................................ 18

Nurse Administrator Practicum Packet
2
Contact Information..............................................................................................................

MSN Nurse Administrator Practicum Proposal ....................................................................19
MSN Nurse Administrator Student Health Assessment ..........................................................20
College of Nursing Hepatitis B Vaccine Statement and Information ........................................24
MSN Nurse Administrator Preceptor Agreement ..................................................................25
MSN Nurse Administrator Clinical Evaluation .......................................................................26
Welcome Message

Dear Nurse Administrator Student, Preceptor and Faculty Member,

The faculty at South University College of Nursing has put together this packet to provide an overview of the practicum experience and expectations for each of the roles. Included are a synopsis of the Nurse Administrator program as well as the Mission Statement, Purpose, Philosophy and Conceptual Framework for the College of Nursing, which serves as the overarching framework of the practicum experience and provides insight into South University’s College of Nursing standards and expectations.

Pay careful attention to the summary of all requirements and documents that must be completed prior to the practicum. Please review and submit all requested forms and documents in the timeframe requested. If you need clarification regarding the enclosed information, please contact the following individuals referenced throughout this document:

- Online Program: Assistant Clinical Coordinator
- Onsite Programs: Campus Program Director

The Contact Information for both of these individuals is located in the Appendices. Please do have a wonderful practicum experience!

Program Accreditation

The Master of Science in Nursing at South University –Savannah is accredited by the Commission on Collegiate Nursing Education (CCNE).

American Association of Colleges of Nursing
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Washington, DC 20036-1120
Website: www.aacn.nche.edu; Telephone: (202) 887-6791

College of Nursing MSN Nurse Administrator Program Overview

PROGRAM HISTORY AND OVERVIEW

The faculty of South University College of Nursing recognizes the need to prepare nurses at the graduate level. South University developed and began offering the Master of Science in Nursing (MSN) focused on nursing education in 2006 to prepare nurses to fill critical nursing education positions in healthcare organizations and in schools of nursing. South University subsequently developed additional offerings for various MSN specializations using core graduate nursing education elements and elements of each advanced practice area. The Master of Science in Nursing (MSN) program focused on nursing administration was launched in the spring of 2012. All nursing programs reflect the faculty belief in caring, communication, critical thinking, professionalism, and holism as the conceptual framework pillars of nursing education.

All MSN programs consist of six (6) core courses, additional courses in an area of specialization and a final graduate project course. The six core courses required of all South University MSN specializations are advanced roles, theory, pathophysiology, nursing practice (2) and nursing research. All MSN specializations include a final capstone course with a project that provides an opportunity for the student to synthesize and apply advanced nursing knowledge, scholarship, and research in the area of specialization.

Nurse Administrator Overview: The Nurse Administrator specialization is comprised of courses in
managerial and organizational strategies, quality assurance, finance and budgeting, human resource management, and two practicum courses. Under the guidance of an approved preceptor, the practicum courses provide an opportunity for the student to enact the role of the Nurse Administrator in clinical and administrative settings.

PROGRAM OBJECTIVES
Students graduating from the MSN degree program will have demonstrated their acquisition of competencies and proficiencies related to the following:

1. Theoretical Foundations: Synthesize theories and concepts from nursing and other disciplines for application in advanced nursing roles.
2. Evidence-Based Practice: Analyze current scientific research for application of findings to initiate change and to improve practice.
3. Health Promotion, Disease Prevention, and Human Diversity: Create comprehensive plans of action that address the health promotion and disease prevention needs of individual, family, and community populations.
5. Ethics: Apply an ethical decision-making process in professional practice and in analysis of systems of health care.
6. Professional Role Development: Model a professional leadership role that fosters improvement of health care and advocates scholarly activities to advance self and profession.
7. Informatics and Technology: Employ informatics and technology in various aspects of the advanced nursing leadership role.
8. Advanced Nursing Role: Practice within ethical-legal guidelines, professional policies and regulations, and standards of practice associated with a specialty area of advanced nursing practice.

In addition to the MSN degree program goals and outcomes, students completing the Nurse Administrator specialization will be able to:

- Apply concepts and theories of organizational management and nursing administration to the design of complex healthcare delivery systems.
- Incorporate the use of technology, contemporary practice, ethics, and professional standards into the ongoing delivery of healthcare.
- Integrate concepts of health policy, regulation, and financing to the organization of health care delivery, with a focus on parsimonious and responsible use of resources.
- Lead efforts in designing innovative patient safety and quality improvement efforts and effective evaluation of nursing outcome measures.
- Employ evidence-based practice in the care of patients with chronic and/or acute illnesses across the lifespan, or in structuring nursing interventions designed to promote health.
- Facilitate the professional development and socialization of diverse nurse populations.
- Function as change agents and leaders in health care settings domestically and abroad.
- Contribute to the development of the science of nursing by engaging in scholarly activities and by promoting the translation of nursing science into patient care outcomes.

College of Nursing Mission Statement, Purpose, Philosophy, Conceptual Framework

Mission Statement
The South University Bachelor of Science in Nursing Program seeks to prepare competent, caring professional nurses to meet the ever-changing health care needs of individuals, families, and communities. The South University College of Nursing Master of Science in Nursing (MSN) program
prepares nurses to ascend to leadership positions in advanced nursing roles. Nursing theory, service, research and practice are integral components of each program of graduate study.

**Purpose**
Congruent with the mission of South University, the Bachelor of Science in Nursing Program offers a program of study to prepare students to seek entry-level practice in the profession of nursing. The nursing profession is in a continuous state of evolution and growth with a projected need for an increased number of professional nurses to meet the health care needs of our local and global community.

The MSN program within the College of Nursing allows students to gain knowledge and professional fulfillment. South University graduate programs in nursing expand upon prior learning. The South University College of Nursing graduate programs prepare nurses to analyze, synthesize and utilize knowledge and fill advance practice roles. The current and long-term projected shortage of graduate prepared nurses has led South University to address this critical issue.

Nursing faculty will serve as educators and role models to provide students with a solid foundation that supports learning and success in practice. Faculty and students work collaboratively to identify student-learning needs and develop strategies that will lead to successful outcomes. The philosophy and conceptual framework pillars of the South University College of Nursing will be modeled and integrated throughout the program. The nursing profession, South University and the College of Nursing believe in lifelong learning, professional advancement, and contributing to the advancement of the community. The purpose of the BSN program is to provide a solid educational foundation and prepare nurses for the challenges of their future careers. The purpose of the College of Nursing MSN program is to provide nurses with the knowledge and preparation required for advanced nursing roles as well as to prepare students for further study at the doctoral level.

**Philosophy**
The South University College of Nursing offers the degrees of Bachelor of Science in Nursing and Master of Science in Nursing. Baccalaureate nursing education provides foundational support in the sciences and liberal arts to effectively prepare students for a professional career in our dynamic and diverse society. The South University Nursing Program prepares students to seek entry into advanced study of Nursing. The Bachelor of Science degree from South University will provide students with the credentials for entry into nursing practice and prepare the student for advanced studies. The nursing faculty supports the belief that graduate level education develops and strengthens the profession of nursing.

This philosophy is congruent with the statements of purpose of South University and the College of Nursing and describes faculty beliefs related to nursing, person, community, health, learning, and environment. These components are viewed independently and then interdependently to demonstrate the nursing faculty beliefs of the nursing profession.

We believe that Nursing is a dynamic profession based upon the arts and sciences that works collaboratively with the person and the community to achieve holistic health care goals. Nursing blends scientific and technical skills with the humanistic art of caring to provide person and community centered care. The nurse models professionalism and caring by using effective communication and critical thinking in an ongoing effort to promote health and well-being in a comprehensive holistic manner.

**Person** is viewed as being whole. More than the sum of parts, person is comprised of physiological, intellectual, emotional, spiritual, philosophical and cultural components. Each person is a complex being.
worthy of human compassion, unconditional regard and concern and deserving of comprehensive holistic health care. Each person has value to self and to the community. Each person has unique individual qualities, values and abilities and shares commonalities with society as a whole. Each person has a responsibility to participate in health maintenance behaviors.

**Community** is viewed as groups of individuals in various dynamic arrangements. Community may be viewed with specific boundaries such as a finite locality and may also be viewed with fluidity and lack of boundaries such as the global community. Community is the blend of all persons and as such requires a holistic view into cultural, ethnic and religious concerns. Community has common goals and needs related to health, safety, education, and prosperity. The nurse interacts with the community in an attempt to provide education and nursing care to promote health and well-being. Community has a shared responsibility to participate in health maintenance behaviors.

**Health** is a continuum of physiological, psychological, sociological and spiritual levels of well-being. Health is viewed as a dynamic state in constant flux. Person and Community share responsibility for health maintenance and collaborate with health care providers including nurses to promote health and well-being.

**Learning** is the ability to attain, retain, and utilize knowledge. Learning occurs by integration of the cognitive, affective, and psychomotor domains and is enhanced by focusing on the needs of the learner in a holistic manner. Learning is a continuous process that occurs incrementally throughout the life span. Learning is dynamic and interactive with the teacher and learner both engaged in the teaching and learning process. Additionally, learning is a continuous process that occurs incrementally throughout the life span.

**Environment**: The environment encompasses the world in which we live. Environmental influences upon the local and global community include the availability and quality of air, water, food and living conditions. The increasing population of the world, pollution, poverty, hunger, homelessness, and the stressors of war and terrorism threaten our environment. People must collaborate with the global community to preserve our environmental resources, which are in jeopardy.

**Nursing Interaction**: Nursing interacts holistically with the person and the community in an effort to achieve health, well-being and learning. Environmental issues must continue to be addressed to protect the individual and the community and to promote health. Communication and critical thinking are integral to promote learning in the person and the community to maintain health and care for the environment. Utilizing components of professionalism, the nurse further provides holistic care by acting as an advocate in issues with legal, ethical, political, or economic implications. The nurse demonstrates competency in the delivery of complex technical care in addition to the appropriate delegation and management of care.

**Conceptual Framework Pillars**
In addition to the purpose and philosophy, the nursing faculty believes in five integral components to nursing practice. These components are viewed as the Conceptual Framework Pillars. The philosophy is built upon these pillars and they support the structure of the nursing profession. Without the strength of the pillars the foundation will weaken and fail. These pillars are used within the constructs of each nursing course at South University and shape the way the student will learn, develop and practice.

The Conceptual Framework Pillars of South University are: Caring, Communication, Critical Thinking, Professionalism, and Holism. Each pillar is defined separately and then interdependently to demonstrate their interconnectedness.

Nurse Administrator Practicum Packet 7
Caring encompasses the nurses’ empathy for and connection with the patient as well as the ability to translate the values of altruism, autonomy, human dignity, integrity, and social justice into compassionate, sensitive, appropriate care.

Communication is a dynamic, complex, interactive circular process by which information is shared between two or more individuals. Conveyed formally or informally, communication may be verbal, nonverbal, or written in a social, personal, or therapeutic manner. Three elements included in the communication process are the sender, the message and the receiver. Communication is a learned process influenced by an individual’s past experiences, sociocultural background and competency.

Critical Thinking is highly developed thought, the outcome of which reflects assimilation of inquiry, reasoning, analysis, research and decision-making. Knowledge is generated and learning occurs with the application of critical thinking relevant to the discipline of nursing.

Professionalism is a multifaceted process involving competency and legal, ethical, political and economic issues. Nurses utilize the fields of law and ethics in reference to standards of practices, legal interpretations, and shared beliefs concerning health-related behaviors. Professional issues play an ever-increasing role in the standards and delivery of health care by the contemporary nurse.

Holism is the unity and completeness of person. Holism recognizes that persons are entire entities composed of complex, integrated systems. Conditions of the body, mind and spirit are influenced by culture, religion, education, environment, standard of living, interpersonal relationships, gender and developmental stage. Holistic nursing practice focuses on the whole being in the attempt to achieve optimal wellness through comprehensive health promotion, disease/illness prevention and restorative care of person, family, and community.

Integration of Conceptual Framework Pillars
Nursing practice is based upon caring. The nurse applies the components of professionalism together with critical thinking and effective communication skills to engage in holistic caring for person, the family or the community. The conceptual framework pillars are singularly important and collectively essential as the underpinnings of the nursing profession.
General Information for Students

Practice Setting Requirements

- A **practice setting** is defined as any time you have contact involving *patients, patient care settings, students or student learning settings, or organizational hierarchy interactions* for a University project or course requirement.
- You are responsible for having an approved **Affiliation Agreement** (Appendices) in place when interacting in an organized **practice setting**. For example, if you are interviewing a nurse manager in the hospital setting, you are in an organized **practice setting**. If you are conducting this same interview with a family member or friend, you are not in an organized setting. If you are unclear about the difference, please discuss this with your course faculty.
- You are responsible for obtaining approval of the **Affiliation Agreement** prior to the start of the practicum session.
- Students are **required** to wear Nametags (Photo ID) that identify you as a South University student.
- Attire must be professional and appropriate to the setting.

Student Health Requirements

1. Students are required to obtain a health assessment upon entrance into the program and each year while in the program*. Mumps, Measles, Rubella, Rubeola, and Varicella Titers are required. An annual assessment for tuberculosis (TB) is required. A tuberculin purified protein derivation (PPD) shot is required unless the student is PPD positive. If PPD Positive, students must submit one negative Chest X-ray report with the original Health Assessment and obtain an annual physical examination to rule out active chest disease. Tetanus, diphtheria and pertussis (Tdap) immunization is required for all nursing students. Tetanus immunization must be updated every ten years. Hepatitis B immunization is encouraged. Proof of titers (Measles, Mumps, Rubella [MMR], Rubeola, Varicella, and Tetanus Diphtheria [TD]) as well as current (within last 12 months) TB status is required prior to the approval of any Affiliation Agreement for practicum course placement.

Valid Nursing License

All students are expected to have a valid unencumbered* Registered Nursing license within the U.S. state or territory in which they will be performing their course work and practicum experiences; note that military, federal and foreign educated nurses must meet this state requirement for nursing licensure. It is the student’s responsibility to inform the Campus Program Director and the Assistant Clinical Coordinator assigned for your clinical placements if your license is to become encumbered. Failure of such notification of encumbered status can lead to failure to progress in the program or possible expulsion from the program.

*Unencumbered License – A license that is not revoked, suspended, or made probationary or conditional by the State licensing or registering authority as the result of disciplinary action.

Seasonal Flu Immunization

A seasonal flu immunization is required prior to attending classes every Fall Quarter.

For more information on immunizations and titers, review this website:
http://www.cdc.gov/mmwr/preview/mmwrhtml/mm6004a10.htm?s_cid=mm6004a10_e

*All students are required to keep a copy of all health records submitted to the College of Nursing.*
*Reassessment of Titers is not required as part of the annual physical examination update.*
Health Insurance
South University requires each nursing student to carry health insurance or comparable coverage for emergency medical care. Some of the clinical facilities and agencies require proof of health insurance coverage prior to student participation at clinical sites. Students are responsible for any expenses related to any illness or accidents that may occur while participating in the South University nursing program.

Student Liability Insurance
All nursing students have professional liability insurance coverage through South University. This policy is limited to students during their clinical practicum courses taken at South University.

Cardiopulmonary Resuscitation (CPR)
Students must provide proof of completion of the American Heart Association Health Care Provider level Cardiopulmonary Resuscitation (CPR) course prior to participation in any practicum course. The student must maintain current CPR Provider status throughout their practicum courses at South University.

Health Insurance Portability and Accountability Act (HIPAA)/Occupational Safety and Health Administration (OSHA)
All students are required to submit a current (within the last 12 months) certificate of completion for HIPAA and OSHA training. South University will accept a certificate of completion from your employer if you complete this training as part of an annual competency at your place of employment.

Documentation of HIPAA/OSHA training is required prior to entering the practicum site. Send a certificate of completion from your employer (completed in last 12 months), or find an online site that provides training (suggestions are noted below). In addition to HIPAA, there are requirements for OSHA training that must consist of blood borne pathogens and hazard communication training.

There are many HIPAA/OSHA training sites on the Internet. The sites listed below are not endorsed by South University, but appear to meet all of the requirements for HIPAA/OSHA training. You may also find your own online sites for HIPAA/OSHA training.

*HIPAA and OSHA training is at the expense of the student since it is required by clinical facilities prior to practicum placement.

HIPAA
- HIPAA General Awareness Training Course ($29.99)
My HIPAA Training: http://myhipaatraining.com/
- Basic HIPAA Training Course $25.00

OSHA
- Hazard Communication (free) (do not insert your ss#)
OSHAcademy Occupational Safety & Health Training: http://www.oshatrain.org/courses/index.html
- Blood borne pathogens (course number 755) listed under free courses (costs $11.95 for PDF certificate of completion)
Criminal Background Checks
All students in the Master of Science in Nursing programs are required to have a criminal background check, since many of the agencies where students do their clinical work require all employees and workers in the facility, including students, to have a criminal background check. The College of Nursing requires students to use Certified Background since this company will search the databases required by the affiliating schools/hospitals. South University does not have any financial interests in this company. The student is responsible for all costs incurred. South University must receive the Background Check prior to the approval of any Affiliation Agreement for practicum course placement.

Certified Background Directions:
Overview: CertifiedBackground.com is a service that allows students to order their own background check online. All drug testing information is obtained through CertifiedBackground.com. Information collected through CertifiedBackground.com is secure, tamper-proof, and kept confidential. The services performed by Certified Background are based on guidelines provided by your organization, so you know you'll get the information you need, all from one source. The results are posted on the CertifiedBackground.com website where the student, as well as the school, can view them.

Ordering Instructions:
1. Go to www.CertifiedBackground.com and click on "Students."
2. In the Package Code box, enter the package code provided by your Assistant Clinical Coordinator.
3. Enter your payment information – Visa, MasterCard, or Money Order. Follow the online instructions to complete your order.

Retrieval Instructions
Once your order is submitted, you will receive a confirmation email containing the password needed to view the results of your background check. To view your results, visit www.CertifiedBackground.com, and enter your password in the area provided on the lower right side of the homepage, then enter the last four digits of your Social Security Number. Results are typically available in approximately three days, though some searches take longer so please allow adequate time when ordering. The Assistant Clinical Coordinator or Campus Program Directors will be able to view your results in CertifiedBackground.com once complete. For A Summary of Your Rights Under the Fair Credit Reporting Act visit www.ftc.gov.

Drug Testing
Students will submit to urine drug screening through CertifiedBackground.com. Students with positive urine drug screens may not attend clinical practice courses, which could result in dismissal from the nursing program. Students are responsible for the financial costs of required drug tests.

Clinical Practice Policies
Clinical Evaluation: Preceptors complete the Clinical Evaluation (Appendices) of student performance at midterm (Week 5) and toward the end of the course (Week 10). The evaluation provides the student with feedback related to their practice performance. Students may receive a failure at the mid-term evaluation only. A failure will be formally evaluated by the preceptor and discussed with the student and course faculty member providing feedback using the Clinical Counseling Form (Appendices). Students must pass all objectives at final evaluation in order to successfully pass the clinical requirements of the practicum course.
Absences/Tardiness: Students are required to notify their preceptor in the event of an absence or tardiness to the clinical practice setting prior to the scheduled educational experience.

Impaired Ability: Students with any condition (regardless of cause) that impairs their judgment and ability to function are not permitted in any practicum setting.

General Information for Preceptors
Thank you for serving as a preceptor for South University. As a preceptor, you have a unique opportunity to share your knowledge, attitudes and skills with our Nurse Administrator students who have limited experience in your area of expertise. As the preceptor, you are the expert and have the opportunity to facilitate someone learning about your professional practice setting.

The preceptor serves as a role model for the student. A role model allows the student to see and experience what the preceptor, in the role of expert, does on a daily basis while encouraging the student to ask questions. The preceptor challenges, guides, and directs. Fundamental to this process is the preceptor’s willingness to share professional values, beliefs, and skills while incorporating legal, ethical, and professional practice standards. The student is a professional nurse, but he/she is new or unfamiliar with the practice area of the preceptor. The preceptor needs to recall that the student is an adult learner and is motivated by professional and personal attributes. While the learner may be experiencing some anxiety and uncertainty, he/she is there to learn.

The course faculty member is responsible for contacting you by phone at Week 1, Week 5 and Week 10. The purpose of these phone calls is to discuss student progress and achievement of practicum objectives. At midterm (Week 5) and toward the end of the practicum experience (Week 10), we will ask that you evaluate the student’s clinical practicum experience using the Clinical Evaluation tool (Appendices). Once this is completed, this form is to be submitted to the course faculty member who will be working with you during the practicum experience.

While being a preceptor may involve some apprehension, we believe this role has many benefits. Benefits center on the professional satisfaction of teaching a novice about the area of nursing that you enjoy and mentoring a future administrator with the wisdom and guidance you have accrued. With your help, the student will experience professional development due to your efforts. While South University College of Nursing does not provide financial compensation to the preceptor, the University acknowledges your participation in providing educational opportunities to the student.

Preceptor Guidelines
South University College of Nursing defines preceptors as qualified individuals who work one-on-one with MSN practicum students in a practice setting to promote achievement of student learning objectives. Preceptors are currently licensed registered nurses who have a minimum of a Master’s degree in nursing.

We require our students to find appropriate practicum preceptors. Preceptors serve as role models and mentors for the practicum experience. Preceptors do not replace faculty, but work closely with faculty in facilitating student success. Preceptors are vital in contributing information for evaluating student performance; however, the course faculty member maintains the responsibility for the final student grade.

Precepted Course Policy
Before the student enters the practice setting, the Assistant Clinical Coordinator or Campus Program
Director will verify all of the following:

1. Both the student and the preceptor have an active, clear, unencumbered license to practice nursing in that state.
2. A Preceptor Agreement (See Appendices) is in place and the credentials of the preceptor have been reviewed for appropriateness for the particular practice area. The curriculum vitae or résumé of the preceptor is to be submitted along with the Preceptor Agreement.
3. An Affiliation Agreement (See Appendices) with the facility/agency is completed and in effect through the end of the scheduled practice course.
4. South University has met the legal and regulatory requirements for conducting clinical practice courses in the state.
5. Mechanisms are in place for communication, feedback, and evaluation of the student’s experiences from the student, preceptor and facility/agency.
6. Compliance with items 1-5 is documented in the student record.
Responsibilities of the Student, Preceptor and Course Faculty

In order to be consistent with preceptor policy and provide clarification of roles, the following responsibilities are identified:

**Student Responsibilities**

1. The student will adhere to all academic and practice setting policies and procedures.
2. The student will adhere to all South University College of Nursing policies and procedures identified in the University Catalog and MSN Student Handbook. Failure to exhibit integrity, ethical conduct, or professional standards may warrant dismissal from South University.
3. The student will comply with the health and other professional requirements of the practice setting prior to the start of the practicum experience.
4. The student will dress in a professional manner consistent with facility guidelines and be clearly identified as being a South University student. **ID Badges** must be worn at all times in the practice setting identifying the student as a South University student.
   a. For students registered through South University Online Programs
      i. Log into the Campus Common and access the Form Center. Complete the form for an ID request.
      ii. Provide the following information:
         1. Full Name
         2. Student ID Number
         3. Mailing Address
         4. Name of the Program (MSN-Nurse Administrator)
         5. Headshot Photo: jpeg format (less than 100kb); Front face (no profiles); No sunglasses or hats/headgear.
         6. Copy of your Driver’s License
      iii. If you have any additional questions or concerns, please contact the Student Support Center at studentsupport@southuniversity.edu
   b. For students registered through ground campuses:
      i. Contact the office on campus responsible for taking photos (the Library or the College Bookstore) to have a photo taken. Other arrangements can be made for those of you not living near the campus.
      ii. Provide the information identified in ii.1-6 above.
   c. ID Badges should be ordered one session in advance of enrolling in the first practicum course (NSG 6620 Practicum I: Quantitative Skills in Nursing Administration).
5. The student will be prepared to work in the practice setting in a safe manner that demonstrates professional standards and will arrive at the agreed time.
6. The student will attend all established practicum days, or notify the preceptor of absence, establishing a practice setting make-up experience.
7. The student is required to fulfill a practicum requirement consisting of 240 hours (120 hours per practicum course). Students should plan to allocate at least 12-15 hours per week for the precepted experiences. Please note all hours **must be completed by Week 10** and verified by the preceptor.

   *Examples of activities are as follows: (keep in mind that this is a “hands on” experience)*

   Preceptor and student interaction
   a. Observation of preceptor’s administrative functions and interactions with peers, direct reports, or others in the organizational hierarchy
   b. Discussions with preceptor
   c. Actual participation during preceptor workday meetings including interactions with
preceptor’s peers, direct reports or others in the organizational hierarchy

d. Other activities as discussed with preceptor

Preparation for organizational interactions -

a. Meetings, educational programs, and forums

Attending informational meetings with preceptor

a. Interactions and meetings with other administrators, perhaps in other organizations
b. Interactions and meetings with preceptor community involvement
c. Attending a conference on a topic related to nursing administration
d. Other meetings which are approved by preceptor or faculty

Preceptor Responsibilities
(The preceptor is the person who will be directly supervising the student in the Practicum setting)
1. The preceptor must hold at least a Master’s degree in nursing and be currently licensed in the state where the practicum will take place.
2. The preceptor must submit a Curriculum Vitae or résumé and complete the Preceptor Agreement (Appendices).
3. The preceptor/facility will provide an orientation for the student which includes institutional policies and procedures. The preceptor will obtain approval for precepting of student.
4. Neither the preceptor nor the facility will compensate the student or consider the student an employee during the hours the student is fulfilling his/her practicum requirements.
5. The preceptor will assist, and guide the student in their administrative experience at the practicum site, provide ongoing feedback to the student on his/her performance, and notify course faculty in writing via email or phone of any concerns, problems, or incidents involving the student. There will be no monetary compensation for the preceptor’s service.
6. The preceptor will be participating in a phone discussion with course faculty at three time points:
   a. Beginning of the Term (Week 1): Meet and greet and discuss course objectives, review student’s Nurse Administrator Practicum Proposal Plan (Appendices) and share any questions/concerns.
   b. Mid-Term (Week 5): Review feedback on the completed Clinical Evaluation (Appendices) and to confirm completion of reported clinical hours.
   c. End-Term (Week 10): Review final feedback on the completed Clinical Evaluation and confirm completion of reported clinical hours (Appendices).
7. The preceptor will complete and submit to course faculty (by Email or fax) the following forms at mid-term (Week 5) and at practicum completion (Week 10):
   a. Clinical Evaluation (see Appendices): The purpose of this form is to assess student performance and completion of course objectives and includes the Verification of Clinical Hours. The purpose of this form is to verify that the student has completed the required supervised hours per practicum.

Course Faculty Responsibilities
1. Course faculty is required to contact the preceptor three times by phone and submit a summary log of this communication to the Assistant Clinical Coordinator or Campus Program Director.
   a. Beginning of the Term (Week 1): Meet and greet and discuss course objectives, review student’s Nurse Administrator Practicum Proposal (Appendices) and answer any questions/concerns.
   b. Mid-Term (Week 5): Contact the preceptor to review their feedback on the completed
Clinical Evaluation (Appendices) and to confirm completion of reported clinical hours. For any student that has failed an objective, the faculty member will complete the Clinical Counseling Form (Appendices) at midterm and review with the preceptor.

c. **End-Term** (Week 10): Contact the preceptor to review their final feedback on the completed Clinical Evaluation and confirm completion of reported clinical hours (Appendices).

2. The faculty will consult, assist, and problem solve with the student and preceptor during the practicum.

3. The faculty, in collaboration with the preceptor and the student, will determine if the student has successfully met practicum objectives and Nurse Administrator competencies.

4. The faculty will maintain responsibility for the final grade determination based on the grading rubric and the clinical performance evaluation.

**South University Practicum Guidelines and Student Checklist**

**Practice Setting Requirements**

**NSG6620 Practicum I: Quantitative Skills in Nursing Administration** must be completed in an administrative setting, i.e. a place that provides organized patient care services. Students should avoid completing Practicum I with their employer if possible. Students must disclose to the Assistant Clinical Coordinator that they are seeking to complete their Practicum with their employer prior to submitting any documentation.

**NSG6630 Practicum II: Qualitative Skills in Nursing Administration** may be completed in an administrative setting of your choice, subject to approval of the Assistant Clinical Coordinator. This may be in an acute care center, a nursing educational site, an inpatient setting or in a community care environment.

**Required Document Checklist**

Prior to final approval of your Practicum site, all of the following documents must be received and approved by the Assistant Clinical Coordinator or Campus Program Director:

| ☐ Nurse Administrator Practicum Proposal Plan | ☐ Physical with PPD/Titers | ☐ Evidence of HIPAA/OSHA Training |
| ☐ Signed Affiliation Agreement | ☐ Criminal Background Check | ☐ Current AHA Healthcare Provider Level CPR Card |
| ☐ Signed Preceptor Agreement that includes the preceptor’s Curriculum Vitae or Résumé | ☐ Drug Testing | ☐ Copy of Student’s Active, Unencumbered RN License in State where Practicum is conducted |

Prior to starting the Practicum Course, all documents must be completed and the arrangements for the practicum approved by the Assistant Clinical Coordinator or Campus Program Director. The Affiliation Agreement MUST be in place PRIOR to the student engaging in any practicum experiences at the designated practicum institution. **All Practicum documents are due FOUR weeks prior to the Practicum start date.** The student may not take part in any activities on site at the practicum institution until the affiliation agreement and all other documents have been received, and approved by South University. The student will receive an email from the Assistant Clinical Coordinator or Campus Program Director indicating final approval of the Practicum site, once all documents are received and approved.
### Student Responsibility Checklist

- The student is responsible for **identifying and contacting** a Nurse Administrator in a patient care setting and arranging for the Practicum experience. **PLEASE NOTE:** If the Practicum Clinical Coordinator of Online Instruction or Campus Program Director **must** review and approve the arrangement.

- The student must **obtain agreement** from an individual in a position to act as the preceptor in the Nurse Administrator role.

- The preceptor **MUST** possess and provide documentation of a minimum of a Master’s degree in NURSING and maintain a current unencumbered registered nurse license in the state of the Practicum.

- The student **MUST** provide the preceptor with a copy of this Practicum Information Packet. After meeting with the Preceptor, the student must submit the Practicum Proposal to the Assistant Clinical Coordinator for approval. Once approved, the student may begin the process of submitting facility/preceptor agreements.

- The student **MUST** direct the preceptor to complete and sign the Preceptor Agreement **AND** provide a copy of his/her curriculum vitae/resume. All information must be provided on the agreement including the preceptor’s position title, licensure information and contact information (telephone number and email address).

- The student **MUST** direct the preceptor to forward the Affiliation Agreement (to be executed between South University and the preceptorship institution to the representative of that institution who may sign the agreement). **PLEASE NOTE:** the Affiliation Agreement must be reviewed by legal counsel and this may take some time to complete. The student is advised to start the process as soon as possible prior to the start of the academic session in which the Practicum will be started.

- The signed affiliation agreement, preceptor agreement and curriculum vitae/resume of the preceptor **MUST** be faxed, scanned, or emailed to the Assistant Clinical Coordinator or Campus Program Director. Once the agreement is signed a copy of the signed and fully executed affiliation agreement is returned to the practicum institution.
APPENDICES
Please complete this document outlining your proposed site, preceptor, and ability to meet the practicum objectives. Please review the course syllabus for objectives.

Name ___________________________ Date ______ Practicum Date ______ 6620 / 6630 (circle one)

Practicum site (must be a patient care setting for NSG6620)
________________________________________

Students are strongly discouraged from completing their Practicum with their employer. Students requesting to complete their Practicum with their employer must submit evidence of the following:

- Preceptor does not report to you or student does not report to Preceptor (directly or indirectly)
- Student must complete their Practicum in a different role and setting than their current employee role, i.e. different hospital department, etc.

Are you employed by this practicum site? ________ If yes, please call the Assistant Clinical Coordinator before proceeding; if no, please complete this form.

Preceptor Name ___________________________ Credentials ________ (must have MSN)

Practicum Proposal (what will you do in your practicum? How do you plan to meet the objectives? Have you discussed your goals/objectives with your potential preceptor?)
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Practicum Proposal Approved: YES______NO______

Documents Submitted:

| ☐ | Signed Affiliation Agreement | ☐ | Physical with PPD/Titors | ☐ | Evidence of HIPAA/OSHA Training |
| ☐ | Signed Preceptor Agreement that includes the preceptor’s Curriculum Vitae or Résumé | ☐ | Criminal Background Check | ☐ | Current AHA Healthcare Provider Level CPR Card |
| ☐ | Drug Testing | ☐ | Copy of student’s Active, Unencumbered RN License in State where Practicum is Conducted. |

ALL documents must be current (within last 12 months).

All documents must be received at least FOUR weeks prior to the first day of class
MSN Nurse Administrator Student Health Assessment

Name ___________________________ Date _______ / _______ / _______
Address _________________________________________________________________

Date of Birth _______ / _______ / _______ Male _______ Female _______ Phone __________

Please note: This health assessment must be completed by an MD, DO, PA or ARNP. Assessment by other health care providers will NOT be accepted.

PHYSICAL ASSESSMENT

Height _______ Weight _______ Vital Signs: BP _______ P _______ R _______ Temperature_________

Visual Acuity (R)_______(L)______Uses Eyeglasses ☐ YES ☐ NO Uses contact lens ☐ YES ☐ NO

Hearing Acuity (R)__________(L)_________ Uses hearing aid ☐ YES ☐ NO

MEDICAL HISTORY:

| ALLERGIES | ☐ YES | ☐ NO | IF YES EXPLAIN ______________________________ |
| MAJOR ILLNESSES | ☐ YES | ☐ NO | IF YES EXPLAIN ______________________________ |
| HOSPITALIZATIONS | ☐ YES | ☐ NO | IF YES EXPLAIN ______________________________ |
| ORTHOPEDIC PROBLEMS | ☐ YES | ☐ NO | IF YES EXPLAIN ______________________________ |
| MAJOR SURGERIES | ☐ YES | ☐ NO | IF YES EXPLAIN ______________________________ |
| HEART PROBLEMS | ☐ YES | ☐ NO | IF YES EXPLAIN ______________________________ |
| LUNG PROBLEMS | ☐ YES | ☐ NO | IF YES EXPLAIN ______________________________ |

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<tr>
<th>Normal</th>
<th>Abnormal</th>
<th>Comments if Abnormal</th>
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<tbody>
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<td>Skin</td>
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<td>HEENT</td>
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### Immunization Verification Instructions

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<th>Immunization Contact Information</th>
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<tr>
<td><strong>Hotline</strong></td>
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<td><strong>Email</strong></td>
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<td><strong>Website</strong></td>
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<table>
<thead>
<tr>
<th>Immunization</th>
<th>Instructions</th>
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<tbody>
<tr>
<td><strong>TB test</strong></td>
<td>Must be 0 mm annually. If POS, repeat TB test not required, but must have CXR within 5 years.</td>
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<tr>
<td><strong>Tetanus Vaccination/TDAP</strong></td>
<td>Every ten years.</td>
</tr>
<tr>
<td><strong>Influenza Vaccination</strong></td>
<td>Give 1 dose of TIV or LAIV annually. Give TIV intramuscularly or LAIV intranasally.</td>
</tr>
<tr>
<td><strong>Hepatitis B Vaccination</strong></td>
<td>Must show three vaccine dates AND proof of POS Ab. OR just a POS Ab is fine, even with no vaccine dates. We just want to know that the student is immune. If they are a non-responder (NEG Ab in spite of vaccine), there is a protocol to follow. They should see their healthcare provider or go to the Health Department. This usually requires a booster and a recheck of titer.</td>
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<tr>
<td><strong>MMR</strong> (Measles, Mumps, Rubella)</td>
<td>If student was born before 1956, they are only required to have one MMR. Those born after 1956 must have two separate MMR vaccines OR proof of POS Titers to all three diseases (Mumps, Rubella, and Rubeola). Serology titers are not required if two vaccines were documented and dated. If no vaccine dates are available, then serology titers are required.</td>
</tr>
<tr>
<td><strong>Varicella</strong> (Chicken Pox)</td>
<td>Must have a positive Varicella titer, OR must have proof of vaccination.</td>
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</table>

Healthcare provider **MUST** have signed the bottom of the Immunization and Statement of Health Form that the student has been screened, **AND** that the vaccinations have been verified.

The student **MUST** sign the bottom of the form.
IMMUNIZATION VERIFICATION AND STATEMENT OF HEALTH

NAME: ______________________________________ DOB: __________

Tuberculin Skin Test (PPD)
Required annually and must be 0 mm. _____/____/____ _____ mm
If POS, repeat TB test not required, but _____/____/____ _____ mm (update) ____ (Initials)
must have CXR within five years. _____/____/____ _____ mm (update) ____ (Initials)

Tetanus Vaccination /TDAP
Required every 10 years. _____/____/____ _____ (update) ____ (Initials)

Recombivax (Hep B Vaccination) Hep B Surface Ab Pos: ☐ YES ☐ NO
# 1 _____/____/____ NOTES: ______________________________________
# 2 _____/____/____
# 3 _____/____/____

Influenza Vaccination
Prior to matriculation and annually.
# 1 _____/____/____ # 2 _____/____/____ # 3 _____/____/____

MMR (Measles, Mumps, and Rubella)
Evidence of Immunity: Rubella Titer ☐ POS ☐ NEG
Or evidence of immunity:
Rubeola Titer ☐ POS ☐ NEG
Mumps Titer ☐ POS ☐ NEG

Students born in 1956 or earlier # 1 _____/____/____
Students born after 1956 # 1 _____/____/____
# 2 _____/____/____

History of Varicella
Chicken Pox ☐ YES ☐ NO
Negative History Varicella Titer ☐ POS ☐ NEG
Varicella Titer Neg Varicella Vaccine _____/____/____

Based upon standard history and physical exam findings, this applicant is free from communicable diseases and able to provide patient care services. All immunization dates above are hereby certified and all other medical records of this applicant are on file at the physician’s office.

____________________________________________________________________________________
HEALTHCARE PROVIDER’S SIGNATURE DATE
____________________________________________________________________________________
HEALTHCARE PROVIDER’S NAME PRINTED TELEPHONE NUMBER
____________________________________________________________________________________
HEALTHCARE PROVIDER’S ADDRESS

ALL immunization requirements MUST be met prior to matriculation into the South University Graduate Nursing Program unless approved special circumstances exist. By signing this statement, the applicant provides a waiver for the South University Graduate Nursing Program faculty and staff to maintain and release immunization and tuberculosis screening results.

____________________________________________________________________________________
STUDENT’S SIGNATURE

Nurse Administrator Practicum Packet
22
THIS APPLICANT IS IN GOOD PHYSICAL AND MENTAL HEALTH AND POSES NO THREAT TO THE HEALTH OF OTHERS.

☐ YES ☐ NO  (if no, state reason) ___________________________________________________________
_____________________________________________________________________________________

Healthcare Provider Name and Title  (PRINT)

Healthcare Provider Signature                        Date

Healthcare Provider Address                           City    State    Zip
( )                                                  _______________________

Healthcare Provider Telephone Number
College of Nursing Hepatitis B Vaccine Statement and Information

The Nursing Faculty of South University strongly encourages all nursing students to receive immunization against the Hepatitis B virus (HBV). The Hepatitis B virus is transmitted through exposure to blood and body fluids and presents a health risk to all health care providers. Students may be exposed to blood and body fluids during the educational process while attending the South University Nursing Program. In addition to encouraging students to receive the HBV immunization, students will be taught standard precautions to minimize the risk of exposure to blood and body fluids.

_____________________________
STUDENT ACKNOWLEDGEMENT AND COURSE OF ACTION

I understand the above statement and am choosing the following course of action. (Check one)

☐ I am immunized against HBV and will obtain a blood test (titers) when completing my physical.

☐ I am in the process of obtaining the HBV immunization series and will obtain a blood test (titers) upon completion of the immunization series.

☐ I have decided not to pursue immunization for HBV at this time, even though I understand that I am at risk for potential exposure to the disease. Therefore, I am signing this waiver releasing South University of any responsibility for the possibility of my contracting Hepatitis B virus.

I understand that South University is not responsible or liable in matters of exposure to potential health hazards.

_____________________________
STUDENT NAME (PRINT)

/ / /
_____________________________
STUDENT SIGNATURE DATE

/ / /
_____________________________
WITNESS SIGNATURE DATE
MSN Nurse Administrator Preceptor Agreement

Student Name: _____________________________ Course #: _____________________________

Preceptor Name & Credentials: __________________________________________________________

Nursing License Number/State/Year of Expiration: __________________________________________

Title: ___________________________________ Agency:  ______________________________________

Office Phone Number: _________________ Fax Number: _____________________

E-Mail Address: ______________________________________________________

South University College of Nursing Expectations of the Nurse Preceptor

I. Professional Role Model
   A. Must have a Masters in Nursing and is currently licensed in the state where the practicum will take place.
   B. Provides teaching/learning experiences according to established standards and facility policy and procedures.
   C. Effectively communicates with student and others.
   D. Exhibits leadership skills.
   E. Demonstrates professional responsibilities.

II. Educator
   A. Assesses the student learning needs.
   B. Collaborates with the student to plan effective learning experiences.
   C. Provides ongoing feedback and evaluation of student.
      1. Collaborate with course faculty to evaluate the student’s practicum performance.
      2. Course faculty will determine final course evaluation after collaboration with the preceptor.
      3. A satisfactory practicum evaluation is necessary to complete the course and graduate.
   D. Socializer
      1. Welcomes the student and actively integrates the student into the administrative setting
      2. Assists the student to transition smoothly to the Nurse Administrator role
   E. Communication with South University Course Faculty and Online Clinical Coordinator or Campus Program Director
      1. Communicates with course faculty by phone at the beginning of course (Week 1), mid-term (Week 5), and with the final evaluation (Week 10).
      2. Contacts course faculty and online clinical coordinator or campus program director for concerns, problems, or incidents involving the student.

III. Student Schedules
   A. Total number of practicum hours- 120 clock hours (per practicum).
   B. The practicum experience will conclude when the student has completed the minimum required hours, although the online course will continue for the entire 11 weeks.
   C. The student can only work with the contracted Preceptor. Any change in Preceptors must be approved by the Clinical Coordinator prior to any changes.
   D. The student must notify the Nurse Preceptor and the South University Nursing Faculty of any absences.
   E. Each student must receive an orientation to the facility.

_________________________________________________
Sign and Date

PLEASE ATTACH CURRICULUM VITAE/RESUME and fax a copy of the contract and CV/resume to the Assistant Clinical Coordinator or Campus Program Director.
The preceptor evaluation of the student’s clinical performance addresses practicum objectives as they relate to the South University College of Nursing Conceptual Framework: Caring, Communication, Critical Thinking, Professionalism and Holism.

Evaluation is conducted at midterm (Week 5) and toward the end of the course (Week 10) and is intended to assess overall student performance in the practice setting. The evaluation is based on successful completion of the following course objectives:

**NSG 6620: Practicum I: Quantitative Skills in Nursing Administration**
Upon completion of the course, the student will have the opportunity to:
- Analyze the role of the nurse executive and/or administrator in various organizational encounters.
- Prepare a formal budget.
- Enact the role of the nurse executive and/or administrator in a clinical setting.
- Identify the key attributes in effective communication, motivation, and team building.
- Compare and contrast the characteristics of leadership versus management.
- Evaluate the use of the five pillars of the College of Nursing Conceptual Framework into the administrative experience.
- Create an organizational change plan for a significant issue within the practicum experience setting.

**NSG 6630: Practicum II: Qualitative Skills in Nursing Administration**
Upon completion of this course the student will have the opportunity to:
- Assimilate the role of the nurse executive and/or administrator into various managerial and organizational encounters.
- Explore the management of patient care outcomes in health care organizations.
- Employ different methods for the measurement and improvement of health care processes.
- Incorporate the five pillars of the College of Nursing Conceptual Framework into the administrative experience.
- Create an evidence-based strategic plan to improve patient care/outcomes.
- Evaluate the role of nursing leadership in staff performance management and collective bargaining.

**Scoring Guidelines:** The grading rubric is provided below. Students may receive a failure at the mid-term evaluation only. A failure will be formally evaluated by the preceptor and discussed with the student and course faculty member providing feedback using the Clinical Counseling Form. Students must pass all objectives at final evaluation with a Level 4 or greater in order to successfully pass the requirements of the practicum course.

**Grading Rubric:**
Level 1=Not observed
Level 2=Needs constant guidance
Level 3=Needs frequent guidance
Level 4=Needs occasional guidance
Level 5=Functions independently and seeks guidance when appropriate
## MSN Nurse Administrator Clinical Evaluation

**Student Name:** ____________________  **Date:** ____________________  **Preceptor Name:** ____________________

### Grading Rubric:
- Level 1 = Not observed
- Level 2 = Needs constant guidance
- Level 3 = Needs frequent guidance
- Level 4 = Needs occasional guidance
- Level 5 = Functions independently and seeks guidance when appropriate

### Conceptual Framework Pillars

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<tr>
<th>Caring</th>
<th>MIDTERM</th>
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<tr>
<td>1</td>
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<tr>
<td>Demonstrates interest in and respect for persons in subordinate roles.</td>
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<tr>
<td>Recognizes multicultural, gender and experiential influences on leadership and managerial interactions</td>
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<tr>
<td>Uses personal attributes (e.g., caring, confidence, patience, integrity and flexibility) to facilitate administrative actions.</td>
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<th>Communication</th>
<th>MIDTERM</th>
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<tr>
<td>Practices skilled oral, written, and electronic communication that reflects an awareness of self and others, along with an ability to convey ideas in a variety of contexts.</td>
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<tr>
<td>Provides timely, constructive and thoughtful feedback to subordinates and superiors.</td>
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<td>Consults with preceptor as appropriate.</td>
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<th>Critical Thinking</th>
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<tr>
<td>Grounds managerial actions in organizational theory and evidence-based leadership practices.</td>
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<td>Models critical and reflective thinking.</td>
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<tr>
<td>Creates opportunities for subordinates to develop their critical thinking and critical reasoning skills.</td>
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<tr>
<td>Implements evidence-based assessment and evaluation strategies that are appropriate to the managerial or leadership learning situation</td>
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<tr>
<td>Demonstrates adaptability and flexibility in leadership situations</td>
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<tr>
<th>Professionalism</th>
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<tr>
<td>Implements a variety of managerial strategies appropriate to specific situations within an organizational setting.</td>
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<td>Uses information technologies and provides resources to skillfully support the managerial process.</td>
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<td>Shows enthusiasm for mentoring, managing, and leading that inspires and motivates subordinates and peers.</td>
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<td>Develops collegial working relationships with subordinates, preceptor, and clinical agency personnel to promote positive learning experiences.</td>
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<td>Conveys the professional practice knowledge base needed to help subordinates prepare for contemporary nursing practice.</td>
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<tr>
<td>Maintains HIPAA compliance and addresses competence, legal, ethical, political, and economic issues with subordinates during the practicum experience.</td>
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<tr>
<td>Assesses individual working styles and unique working needs and fosters the cognitive, psychomotor, and affective development of mentees, subordinates and peers.</td>
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<tr>
<td>Practices in a safe manner that demonstrates professional standards and arrives at the agreed time.</td>
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<tr>
<td>Attends all established practicum days, or notify clinical preceptor of absence and establish clinical make-up experience</td>
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<tr>
<th>Holism</th>
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<tr>
<td>Engages in self-reflection and continued learning to improve administrative practices that facilitate leading and managing.</td>
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<tr>
<td>Serves as a role model of professional nursing with the importance of addressing the physiological, intellectual, emotional, spiritual, philosophical and cultural components in the practice of nursing care.</td>
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<tr>
<td>MIDTERM (Due Week 5)</td>
<td>FINAL (Due Week 10)</td>
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<td>DATE: ___________________</td>
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<td>HOURS COMPLETED (verified on clinical log): __</td>
<td>HOURS COMPLETED (verified on clinical log): _</td>
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<td>MIDTERM PRECEPTOR COMMENTS: ____________</td>
<td>FINAL PRECEPTOR COMMENTS: ____________</td>
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**PRECEPTOR AFFIRMATION OF CLINICAL HOURS:**

I AFFIRM THAT THE STUDENT HAS SPENT __________ HOURS UNDER MY DIRECTION.

PRECEPTOR SIGNATURE ___________________________ DATE __/__/____

Additional Comments: ________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

*Both preceptor and student must sign the MIDTERM and FINAL evaluation prior to submission to course faculty.*
# MSN Nurse Administrator Clinical Evaluation

## Verification of Clinical Hours Log

Student Name: ___________________________________________________

Course and Required Clinical Hours: ___________________________________________________

Preceptor(s) Name and Title: ___________________________________________________

Site Name and Address: ___________________________________________________

*Directions: Student to maintain record and submitted by preceptor (signed) at midterm (Week 5) and at end of term (Week 10) to course faculty with the completed clinical evaluation.*

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<th>DATE</th>
<th>HOURS COMPLETED</th>
<th>BRIEF DESCRIPTION</th>
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Total Number of Clinical Hours Completed: _____________________________

Preceptor Signature Week 5: ___________________________  Date: ______________

Preceptor Signature Week 10: ___________________________  Date: ______________
MSN Nurse Administrator Clinical Counseling Form

Faculty: _________________________ Student: _________________________ Date: _________

Areas Discussed for Improvement:

[List areas where student failed midterm here]

Student Responsibilities/Plan of Action and Dates:

Faculty Responsibilities:

[Discuss with preceptor and student, monitor student performance with regard to responsibilities and plan of action and timeline.]

Contact with student by [email/phone]

Faculty Signature and Date_____________________________________

Student signature and Date_____________________________________