INTRODUCTION

The Graduate Nursing Student Handbook is designed to provide students with specific information that will assist them as they matriculate in the Online MSN Program. Students should refer to Liberty University’s website and the Liberty University Graduate Catalog for additional information. The Graduate Nursing Student Handbook is revised as needed each fall. If necessary, students are notified via email about changes in program or procedure prior to the publication of the updated handbook.

THIS HANDBOOK SETS FORTH THE GENERAL GUIDELINES OF LIBERTY UNIVERSITY’S GRADUATE NURSING PROGRAM. IT IS NOT AN EXHAUSTIVE, ALL INCLUSIVE SET OF LIBERTY UNIVERSITY’S POLICIES AND REQUIREMENTS FOR THE PROGRAM. OTHER DOCUMENTS AND POLICIES MAY APPLY TO STUDENTS IN THE PROGRAM AND SUCH POLICIES ARE SUBJECT TO CHANGE AT ANY TIME, WITHOUT NOTICE. THIS HANDBOOK DOES NOT CONVEY ANY CONTRACTUAL RIGHTS IN, TO OR UPON ANY STUDENT. IF YOU HAVE SPECIFIC QUESTIONS ABOUT THIS HANDBOOK OR ANY REQUIREMENT OF YOU, YOU ARE INSTRUCTED TO RESOLVE SUCH QUESTIONS BEFORE ENROLLING IN THE PROGRAM.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL INFORMATION: MASTERS OF SCIENCE IN NURSING</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>UNIVERSITY MISSION STATEMENT</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>OVERVIEW OF MSN PROGRAM</strong></td>
<td>9</td>
</tr>
<tr>
<td>Purpose Statement</td>
<td>9</td>
</tr>
<tr>
<td>Mission and Philosophy of Nursing and Advanced Practices</td>
<td>9</td>
</tr>
<tr>
<td>Specific Learning Outcomes</td>
<td>10</td>
</tr>
<tr>
<td>Curricular Plan of Study</td>
<td>11</td>
</tr>
<tr>
<td>Admissions and Graduation Requirements</td>
<td>11</td>
</tr>
<tr>
<td>Grading, Transcript, and Transfer Policies</td>
<td>12</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>13</td>
</tr>
<tr>
<td>Registration</td>
<td>13</td>
</tr>
<tr>
<td><strong>PROGRESSION THROUGH THE PROGRAM</strong></td>
<td>14</td>
</tr>
<tr>
<td>1. Student Responsibility for Content of <em>Graduate Nursing Student Handbook</em></td>
<td>14</td>
</tr>
<tr>
<td>2. Computer Competency</td>
<td>14</td>
</tr>
<tr>
<td>3. Written Assignments/Scholarship</td>
<td>14</td>
</tr>
<tr>
<td>4. Bridge courses for Non-BSN Graduates</td>
<td>16</td>
</tr>
<tr>
<td>5. Transfer of Credit</td>
<td>16</td>
</tr>
<tr>
<td>6. Elective Course</td>
<td>16</td>
</tr>
<tr>
<td>7. Independent Study</td>
<td>16</td>
</tr>
<tr>
<td>8. Full or Part Time Status</td>
<td>16</td>
</tr>
<tr>
<td>9. Preceptor/Mentor Requirement</td>
<td>17</td>
</tr>
<tr>
<td>10. Probation</td>
<td>17</td>
</tr>
<tr>
<td>11. Grievance Policy</td>
<td>17</td>
</tr>
<tr>
<td>12. Portfolio</td>
<td>17</td>
</tr>
<tr>
<td>13. Institutional Review Board –Research and Evidence Based Practice</td>
<td>17</td>
</tr>
<tr>
<td>14. Safe Assign/Blackboard</td>
<td>18</td>
</tr>
<tr>
<td>15. Disability Assistance</td>
<td>18</td>
</tr>
<tr>
<td><strong>SELECTED COURSE AND PROGRAM INFORMATION: BRIDGE COURSES DESCRIPTIONS</strong></td>
<td>19</td>
</tr>
<tr>
<td><strong>GRADUATE PORTFOLIO GUIDELINES</strong></td>
<td>20</td>
</tr>
<tr>
<td>FACULTY ROSTER: GRADUATE FACULTY</td>
<td>21</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----</td>
</tr>
<tr>
<td>CLINICAL AFFILIATIONS</td>
<td>21</td>
</tr>
<tr>
<td>APPENDICES</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>---</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>LU MSN Program CNS &amp; Nurse Educator Specializations: Conceptual Framework</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>Qualitative Indicators for Grading Scale</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>Practicum Requirements and Documents</td>
</tr>
<tr>
<td></td>
<td>Share Point Instructions for Practicum Documentation</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>Guidelines for Clinical or Educator: Student-Preceptor Practicum Contract, MSN Practicum Checklist</td>
</tr>
<tr>
<td></td>
<td>Pre Practicum Course (non credit, non tuition)</td>
</tr>
<tr>
<td></td>
<td>Guidelines for Clinical or Educator: Student-Preceptor Practicum Contract, MSN Practicum Checklist continued</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>MSN Practicum Checklist</td>
</tr>
<tr>
<td></td>
<td>LU Tracker</td>
</tr>
<tr>
<td></td>
<td>Immunization Tracking System</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>Clinical and Education Practicum: Faculty, Preceptor, and Student responsibilities</td>
</tr>
<tr>
<td></td>
<td>MSN Student Identification Name Badge Template</td>
</tr>
<tr>
<td><strong>G</strong></td>
<td>Clinical Practicum Guidelines and Overview: Clinical Nurse Specialist</td>
</tr>
<tr>
<td></td>
<td>Clinical Practicum Information/Guidelines: Nurse Educator</td>
</tr>
<tr>
<td><strong>G</strong></td>
<td>MSN Practicum Documents Introduction</td>
</tr>
<tr>
<td></td>
<td>Liberty University Clinical Programs Affiliation Agreement with Schedule A Student Agreement and Schedule B Preceptor Agreement</td>
</tr>
<tr>
<td></td>
<td>CLINICAL PRACTICUM CONTRACT CNS Track Preceptor Agreement form (if using NON –LU Affiliate Agreement)</td>
</tr>
<tr>
<td></td>
<td>CLINICAL PRACTICUM CONTRACT NURSE EDUCATOR Track Preceptor Agreement form (if using NON –LU Affiliate Agreement)</td>
</tr>
<tr>
<td></td>
<td>CNS Preceptor Verification Form</td>
</tr>
<tr>
<td>Form Name</td>
<td>Page</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Nurse Educator Preceptor Verification Form</td>
<td>75</td>
</tr>
<tr>
<td>Blood Borne Pathogens Risk Acknowledgement/ OSHA Form</td>
<td>76</td>
</tr>
<tr>
<td>HIPAA Education Form</td>
<td>77</td>
</tr>
<tr>
<td>Release of Information Form</td>
<td>78</td>
</tr>
</tbody>
</table>
LIBERTY UNIVERSITY
MASTER OF SCIENCE IN NURSING
GENERAL INFORMATION

THE UNIVERSITY
Founded in 1971 by Dr. Jerry Falwell, Liberty University provides a Christian, comprehensive, coeducational environment committed to serious scholarship at the undergraduate and graduate levels. The University is situated on a 5000-acre campus complete with classroom, dormitory, study, leisure, and recreational facilities. Over 400 full-time and about the same number of adjunct faculty members provide Christ-centered education to residential and distance learning [online] students throughout the United States and beyond. Liberty University is approved by the State Council of Higher Education for Virginia and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate’s, bachelor’s, master’s, and doctoral degrees. There are more than 11,000 undergraduate and graduate students in the traditional resident program. Currently, Liberty University’s Online Program has a combined enrollment of nearly 40,000 undergraduate and graduate students.

In January, 2008 Liberty’s Online Program was ranked 3rd in the nation based on evaluative criteria such as admission and retention rates, student-faculty ratios, financial aid support, scholarly citation, and number of years accredited ([http://www.luonline.com/index.cfm?PID=16335](http://www.luonline.com/index.cfm?PID=16335)). The student body represents all 50 states and more than 74 countries.

THE DEPARTMENT OF NURSING
The Department of Nursing offers a generic Bachelor of Science in Nursing (BSN) degree, RN to BSN degree, and a Master of Science in Nursing (MSN) degree. Liberty University’s undergraduate and graduate nursing programs are fully accredited by the Commission on Collegiate Nursing Education (CCNE), the Southern Association of Colleges and Schools, and approved by the Virginia State Board of Nursing and the State Council of Higher Education for Virginia.

Liberty University’s Online 36-credit hour MSN program, based on the curriculum guidelines set forth by the American Association of Colleges of Nursing and the CCNE, prepares graduates to function as advanced practice adult-focused clinical nurse specialists or nurse educators. With guidance of faculty and faculty approved nurse preceptors, students develop goals and objectives for either a clinical or educational focused practicum that is typically completed the second year of the program. Students enrolled in practicum courses must reside in the United States and hold a RN license from one of the fifty states. All practicum hours must be completed in an approved site located within the United States.

ACADEMIC FACILITIES
Currently, over 300,000 bound or microfilmed volumes are contained in the library, and the library participates in an area library cooperative program. The Arthur S. DeMoss Learning Center houses several large lecture halls, modern classrooms appointed with state-of-the-art media technology, and labs. The Department of Nursing is housed on the second floor of the DeMoss facility and includes fully-equipped general and critical care clinical learning laboratories, 4 large classrooms, study areas, and faculty offices.

Liberty has a comprehensive computer system structure and Internet support system that allows students to reach their professors, podcasts, pastoral counseling, ministry broadcasts, and various campus offices. In addition, students have full access to an extensive interlibrary loan system that includes selected full text research articles and textbooks. Students may purchase computer software programs such as the latest version of Microsoft Office at a greatly reduced cost.
LIBERTY UNIVERSITY’S MISSION STATEMENT

To produce Christ-centered men and women with values, knowledge, and skills required to impact tomorrow’s world. The mission is carried out through a rigorous academic program and online structured social environment.

AIMS

In support of its Philosophy and Mission, Liberty University seeks to provide its students with the values, knowledge and skills essential to impact the world: Liberty University will:

1. Emphasize excellence in teaching and learning.
2. Foster university-level competencies in communication, critical thinking, information literacy, and mathematics in all undergraduate programs.
3. Ensure competency in scholarship, research and professional communication in all graduate programs.
4. Promote the synthesis of academic knowledge and Christian worldview in order that there might be a maturing of spiritual, intellectual, social and physical value-driven behavior.
5. Enable student to engage in a major field of student in career-focused disciplines built on a solid foundation in the liberal arts.
6. Promote an understanding of the Western tradition and the diverse elements of American cultural history, especially the importance of the individual in maintaining democratic and free market processes.
7. Contribute to a knowledge and understanding of other cultures and of international events
8. Encourage a commitment to the Christian life, one of personal integrity, sensitivity to the needs of others, social responsibility and active communication of the Christian faith,, and, as it is lived out, a life that leads people to Jesus Christ as the Lord of the universe and their own personal Savior.
OVERVIEW OF THE MSN PROGRAM

PURPOSE STATEMENT

Liberty University’s Master of Science in Nursing program is founded on a Christian worldview and designed to prepare competent men and women to provide advanced practice nursing care as adult/acute clinical nurses specialists in a variety of practice settings. The program also prepares students for careers in the field of nursing education as nurse educators in schools of nursing or as nurse educator in other environments such as hospital-based Departments of Education or the community. Graduates are equipped with the critical thinking skills, leadership, and knowledge needed to promote the profession of nursing through clinical practice, teaching, research, program development and implementation, and scholarship.

MISSION AND PHILOSOPHY OF NURSING AND ADVANCED PRACTICE

The MSN Program is consistent with the University’s mission statement, “To produce Christ-centered men and women with values, knowledge, and skills required to impact tomorrow’s world,” and the aim of Liberty University to provide students with “encouragement in choosing and following their vocation as a calling to do the will of God throughout all of life” (see University Mission Statement, Graduate Catalog).

In keeping with the philosophy of the Department of Nursing, the Graduate Faculty support the following propositions based on the Bible and theorist Patricia Benner (1985/1996).

- God, the infinite source of all things, has shown us truth through Christ in nature, history, and above all, in Scripture.
- Persons are spiritual, rational, moral, social and physical, created in the image of God. Persons are self-interpreted beings who become defined as they experience life, having the capacity to be in a situation in meaningful ways because of embodied intelligence.
- Nursing is a multiform activity that provides a wide range of health care to society. It revolves around the need for assessment, goal development, selection of interactions, delivery of care, and evaluation of responses. Nursing is a healing art communicated through the ministry of caring.

Furthermore, the Graduate Faculty members believe that graduate education designed to prepare nurses for advanced practice builds upon the knowledge and skills acquired at the undergraduate level and clinical practice as a registered nurse. Advanced practice is defined by the American Nurses Association (1996/2004) as follows:

Advanced practice registered nurses manifest a high level of expertise in the assessment, diagnosis, and treatment of complex responses of individuals, families, or communities to actual or potential health problems, prevention of illness and injury, maintenance of wellness, and provision of comfort. The advanced practice registered nurse has a master’s or doctoral education concentrating in a specific area of advanced nursing practice, had supervised practice during graduate education, and has ongoing clinical experiences. The advanced practice registered nurse continues to perform many of the same interventions used in basic nursing practice. The difference in this practice relates to a greater depth and breadth of knowledge, a greater degree of synthesis of data, and complexity of skills and interventions.
The MSN Program prepares registered nurses for advanced practice as clinical nurse specialists as defined by Hamric, Spross, and Hanson (2009). They define clinical nurse specialists as expert clinicians and client advocates who specialize in a particular area of nursing practice. As clinical nurse specialists, nurses provide comprehensive direct client care, pharmacologic (prescriptive authority varies by state) and non-pharmacologic treatment of health problems, and health promotion and preventive care within their practice specialties. In addition, clinical nurse specialists are involved in indirect practice activities with the goal of improving the quality of care and serve as change agents.

Education, research, and consultation are also identified as important sub-roles of clinical nurse specialist practice. Liberty University’s MSN faculty believes that the knowledge gained from the advanced practice core courses provides a strong foundation for teaching in schools or programs of nursing or to support the continuing education teaching learning needs of practicing nurses. The nurse educator track provides students with the necessary skill set and knowledge base to function within the field of nursing education. The National League of Nursing (NLN) Core Competencies for nurse educators serves as a framework for the nurse educator track curriculum and related practicum components (see Appendix A for Conceptual Framework).

**SPECIFIC LEARNING OUTCOMES**

The following outcomes developed by the Department of Nursing Graduate Faculty Committee are based on the guidelines and criteria set forth by the American Association of Colleges of Nursing. These outcomes and objectives fit with the stated curriculum objectives of the MSN program. Graduates of the MSN Program are able to:

1. Practice as clinical nurse specialists (advanced practice nurse) in selected areas of practice such as primary, acute, or long-term care.
2. Provide complex nursing care to individuals, families, and selected populations.
3. Integrate advanced practice nursing core knowledge into education practice.
4. Able to assume an entry level faculty position in a school of nursing or function in the role of nurse educator in other health care related or community environments.
5. Participate in research, scholarly activities such as writing for publication and formal presentations.
6. Act in leadership roles within the health care and nursing education venues related to activities such teaching, curriculum design and development, health promotion and disease prevention, development and evaluation of health policy, consultation, advocacy, and management of multidimensional nursing care in a variety of health care settings.
7. Demonstrate an understanding of the importance of applying Christian principles to clinical nursing care and education practice.
CURRICULAR PLAN OF STUDY

The Degree Completion Plans that provide information about the required courses and recommended sequence of courses are available online via the following link:
http://www.luonline.com/index.cfm?PID=14415

All MSN online classes are offered at least once a year, many are offered each semester.

| Most of the online courses are offered in an 8-week intensive format except for the clinical practicum courses that are typically completed the second year of the program. The practicum courses are each 16 weeks in length, (summer sessions are 14 weeks in length). While enrolled in the practicum “track” courses, CNS students must complete a minimum of 500 clinical practicum hours. (Track courses are being edited to an eight week format). Nurse educator students must complete a total of 200 practicum hours over the course of the 3 nurse educator track courses. Students must meet all practicum course requirements. There are no residency requirements for the Online MSN program. |
| NOTE: It is each student’s responsibility to check, before enrolling in the nursing program, with their state Departments of Education or Boards of Nursing, or other regulatory body regarding state regulations regarding access to direct care clinical practicum sites [some states may reserve access to clinical sites for in-state residential nursing students only] It is also each student’s responsibility to check with accrediting bodies regarding certification requirements for Certified Nurse Specialist and Nurse Educator certification. In the event the laws, rules or regulations applicable to your state of study do not allow you access to clinical sites for practicum study, you are not entitled to any refund of tuition paid or any other relief from Liberty University, and you hereby waive your right to the same. ACCORDINGLY, IT IS IMPORTANT YOU VERIFY THE AVAILABILITY OF PRACTICUM STUDY SITES IN YOUR AREA/STATE BEFORE ENROLLING IN LIBERTY UNIVERSITY’S NURSING PROGRAM. |

Human Service majors who elect to focus on health/wellness enroll in NURS 501: Health Policy; NURS 503 Health Promotion/Disease Prevention; NURS 519 End of Life; and complete a capstone project related to health promotion, NURS 668: Health/Wellness Capstone Project. These students bring valuable insight and experiences from a non-nursing perspective.

ADMISSION AND GRADUATION REQUIREMENTS

(All policies and procedure as stated in the current Liberty University Graduate Catalog apply unless otherwise stated).

NOTE: Probation Status

Students who may not fully meet admission requirements [i.e. < 3.0 GPA] may be admitted via probationary status. Students admitted with less than the required GPA will be required to take GRST 500 which is a writing course designed to promote graduate level writing skills.

Refer to the current Liberty University Graduate Catalog for complete information about admission requirements.

Degree Requirements

1. Satisfactory completion of all course and clinical requirements (minimum grade of B); total of 36 credit hours.
2. Students who receive more than one “C” are automatically dropped from the program [see Repeat Policy below]. Any “D” or “F” grade results in dismissal from program without option to repeat course.
3. Students who begin attendance, but then stop participating and cease to progress will be withdrawn and a grade of “FN” will be posted. See LU Online Attendance – Withdrawal policy http://www.liberty.edu/index.cfm?pid=7123

4. All MSN Applicants must hold a valid unencumbered RN license from one of the fifty United States without sanctions or accusations, active or pending

5. See Liberty University Graduate Catalog for detailed information about requirements for graduations such as completing final paperwork, and granting of diplomas.

**GRADING, TRANSCRIPT, AND TRANSFER POLICIES**

(All policies and procedure as stated in the current Liberty University Graduate Catalog apply unless otherwise stated).

**Grading**

The master’s student standing in each course will be indicated by the following letter grades: A (excellent); B (good); C (unsatisfactory); and D (failure). Students must earn a minimum grade of “B” in all graduate-level courses. A = 960–1000  A- = 940–959  B+ = 920–939  B = 900–919  B- = 880–899  C+ = 860–879  C = 840–859  C- = 820–839  D+ = 800–819  D = 780–799  D- = 760–779  F = 759 and below

(see Appendix B for Qualitative Indicators related to grading scale).

**Grade of B minus:**

Student receiving a grade of “B minus” in a course will be permitted to remain in the program, unless their GPA drops below 3.0. Then the following applies: students whose GPA is less than 3.0 will be placed on Academic Probation during the first semester the GPA is below 3.0. Students will have one semester to obtain a GPA of 3.0 or above. If their GPA remains lower than 3.0 a second semester, regardless of course grades, the student will be dismissed from the program for not maintaining an overall 3.0 GPA, which is a program standard.

**Course Repeat Policy**

Course repeat policy allows students to repeat only one course if they earn a grade of “C” (C plus–C-C minus-). To successfully complete the program, students must earn a minimum grade of “B” for all graduate courses.

**Transfer Policy**

Students may transfer up to two graduate level courses (total of 6 credit hours) from an accredited institution. In order to transfer credit, students must have earned the minimum grade of B; courses must have been completed within 5 years of the start date of the program. Students may receive transfer credit for graduate courses that were required for another master’s degree. No correspondence or life experience study will be accepted for credit in the MSN program.

**Academic Dishonesty**

Definition: During examinations, academic dishonesty shall include referring to information not specifically condoned by the professor. It shall further include receiving information from a fellow student, as well as stealing, buying, selling or transmitting a copy of any examination. All tests and course work are to be completed by the individual student. All course work is completed by individually, unless otherwise noted in the assignment instructions. All tests are taken individually without the assistance of others. All work submitted must be original student work and when appropriate cited in APA format. Plagiarism/cheating shall include but is not limited to the following:
1. Omitting quotation marks or other conventional markings around material quoted from any printed source.
2. Paraphrasing a specific passage from a specific source without properly referencing the source.
3. Sharing student work from one student to another for nursing and other classes, assignments.
4. Replicating another student’s or other’s work or parts thereof, submitting as a student’s original.
5. It is suggested; students become familiar with APA citation requirements and how to “avoid plagiarism.” The following web links contain helpful information: Copyright at Integrated Learning Resource Center http://www.liberty.edu/informationservices/ilrc/library/index.cfm?PID=20123

Students must adhere to the Code of Honor and all standards for academic and professional integrity. Please refer to the Liberty University Code of Honor for Online Undergraduate and Graduate Students http://www.liberty.edu/index.cfm?PID=19459

Contact by Liberty University
By enrolling in the graduate nursing program, students provide their consent to be contacted by Liberty University by telephone and email regarding the graduate nursing program and other programs and services offered by Liberty University.

Dismissal by Practicum Facility
In the event any student is dismissed by a practicum facility for cause, including, without limitation, misconduct or inappropriate behavior, the student shall be removed from the graduate nursing program without refund by or recourse against the University. The student’s grade in any course during which they are so removed shall be and ‘F’.

FINANCIAL AID
Students who have been accepted into the MSN program may qualify for scholarships or loans. Students who are considering applying for scholarships, grants, or student loans must complete a Free Application for Federal Student Aid (FAFSA) form by March 1 of each year in which financial aid is desired. The FAFSA form is available http://www.fafsa.gov. Liberty University school code is 010392.

REGISTRATION
Once students have been enrolled in their first course(s), they are to register online for subsequent courses. Students may call the computer Help Desk, 592-7800 assistance with establishing an account and accessing Liberty University’s website. Students complete registration online. Students are required to notify the Registrar’s office if their personal information is listed incorrectly on ASIST. It is the student’s responsibility to review the student splash web page for postings/messages related to registration protocols and deadlines. NOTE: Financial check-in must be completed on-line via ASIST by deadline to avoid late fees. After initial admission and enrollment in MSN classes, graduate students are directed to contact the MSN coordinator regarding matriculation in the program at: MSNcoordinator@liberty.edu or 4343-592-3819.

For Online Admissions: Contact 1-800-424-9596; Fax 1-800-628-7977.
PROGRESSION THROUGH THE PROGRAM

1. **Student Responsibility for Contents of Graduate Handbook**

   Upon admission to the MSN program, students are required to read the *Graduate Nursing Student Handbook*. Students are required to read the handbook each year for updates and revisions. It is the student’s responsibility to be familiar and abide by the Graduate Nursing Student Handbook policies and guidelines.

   At the beginning of each academic year, the *Graduate Nursing Student Handbook* is revised as needed and posted on the Liberty University’s Department of Nursing and the LU Online websites. As needed, the student body is informed of any major revisions via emails and periodic electronic memos.

   Note: To the extent any provision or term of the Graduate Nursing Student Handbook conflicts with the Graduate Catalog, the term or provision creating the greater obligation or greater burden on the student shall control.

2. **Computer Competency**

   The MSN program does not require students to pass a computer competency exam. However, students are expected to possess basic computer skills related to the use of Microsoft Office Products such as Word, PowerPoint, Excel, and SharePoint. In addition, students should be familiar with the use of the Internet, sending attachments, converting documents to PDF files, saving documents, and use of e-mail communication. Students are responsible for learning software utilized for course work or practicum and the use of Blackboard [Blackboard tutorials available online].

   Liberty University maintains a Computer Lab that offers assistance in the use of some of the computer programs. Also, software for computer programs, i.e., Microsoft Office is available for student purchase, at a greatly reduced price, from Liberty University’s IT Market Place:


   If students do not possess computer skills, it is highly recommended that they enroll in a computer course prior to admission.

3. **Written Assignments/Scholarship**

   All students must complete the online writing assessment requirement. Student must receive a passing score or they will be required to take and successfully complete GRST 500: Introduction to Writing during their first semester. Any student admitted with a GPA less than the required 3.0 must successfully complete GRST 500: Introduction to Graduate Writing. This one-credit hour Pass/Fail course is designed to facilitate quality writing at the graduate level. Other students may take this course as desired.

   All formal papers and written assignments are to be formatted according to the latest edition of the *Publication Manual of the American Psychological Association (APA)*. Some students may find it beneficial to enroll in Advanced Communications, an RNBSN undergraduate course, to refresh writing skills and gain experience with APA format. The APA Manual may be purchased from Liberty’s Bookstore and is also available for purchase from online sources. Other student resources include the Graduate Writing Center, which
offers many helpful writing tips, tutorials and other resources:
http://www.liberty.edu/academics/graduate/writing/index.cfm?PID=11859
4. **Bridge Courses for Non-BSN Graduates**

Non-BSN RN applicants who have baccalaureate degrees in another discipline must satisfy requirements for the following undergraduate bridge courses: NURS 225 Research, NURS 440 Community Health, and NURS 490 Leadership. All bridge courses are offered in resident and the online [RN-BSN Online Program]. These courses may be incorporated into the student’s graduate plan of study. These courses must be completed with the first year of enrollment in the MSN program.

5. **Transfer of Credit**

Students may request transfer of graduate coursework (maximum of 6 credit hours) into the MSN program. All graduate transfer credits must have been earned within 5 years of admission to the program and are subject to approval of the Director and Graduate Faculty Committee as appropriate. Courses must carry a grade of at least a “B” and be comparable to Liberty University graduate courses. Transfer credit will only be considered from regionally accredited institutions or schools accredited by another accrediting agency approved by the U.S. Department of Education. Official transcripts for transfer courses should be submitted to the Registrar’s Office.

6. **Elective Course**

Students are required to enroll in one elective course. The course must be graduate level and three credit hours. It is the student’s responsibility to review available graduate level courses offered by Liberty University or another accredited institution. Graduate courses offered by Liberty University’s School of Education, Department of Psychology, School of Business, and Seminary may be of interest.

To determine eligibility for enrollment in graduate courses in another school/department, students need to check with the administrator of the program or the course professor. For transfer of an elective course not taken at Liberty University, an official transcript is required.

7. **Independent Study**

Students interested in working on a special project with a faculty member may enroll in a 3-credit hour independent study course pending faculty approval. Students collaborate with a graduate faculty member to develop goals and objectives for the independent study. This course can be in addition to required coursework or may serve as an elective.

8. **Full and Part-time Status**

Students may enroll in the program on either a full or part-time status. To be classified as full time, students must be enrolled in a minimum of 9 credit hours per semester. Most students are part-time status and enroll in 6 credit hours per semester. Part-time MSN students typically take two 3-credit hour courses, (1) in “B” term; (1) in “D” term. The degree completion plans for both the CNS and Nurse Educator track provide recommended sequencing of courses and are available online via [http://www.luonline.com/index.cfm?PID=14415](http://www.luonline.com/index.cfm?PID=14415), if additional information is needed email the MSN Coordinator at [MSNcoordinator@Liberty.edu](mailto:MSNcoordinator@Liberty.edu) or call 434-592-3819.
9. **Preceptor/Mentor Requirement**

Prior to clinicals for NURS 505: Advanced Health/Physical Assessment, students must, through their own efforts, obtain a preceptor [MSN prepared advanced practice nurse, CNS preferred or NP; Students must also provide proof of malpractice insurance]. The preceptor for NURS 505 will proctor and evaluate the final hands-on physical examination. Preceptors are also required for all track courses. Requirements for Practicum preceptors will be discussed in Appendix D – Practicum Requirements and Documents.

10. **Probation**

Students who do not perform up to standards [minimum grade of B] during a clinical or education practicum course will be placed on clinical probation [appropriate documentation will be placed into the student’s file]. The practicum course professor and clinical preceptor will meet with student to discuss the situation and to develop a plan of action. If the student does not demonstrate improvement, she/he will not successfully complete the practicum course (refer to course repeat policy). More than one incident of clinical or education practicum probation will merit full faculty review and may result in dismissal from the program.

11. **Grievance Policy**

**Grievances Related to Grades**

Students must contact the course professor regarding resolution of grievance related to grades. If the issue is not resolved at this point, students may submit the grievance in writing or via email to the program director within one week of the instructor’s decision. Please refer to the grade appeal process in current *Liberty University Graduate Catalog*.

**Other Grievances**

Graduate students must first make a serious effort to resolve the matter with the individual with whom the grievance originated. The next step in this process is to appeal [in writing or email communication] in order as necessary to the following individuals: Director of Graduate Studies in Nursing, Chair of the Department of Nursing, and Assistant Dean of Online Graduate Studies. If the grievance is not resolved at the Dean level, students may appeal to the Provost. The decision of the Provost is final.

12. **Portfolio**

All students are required to submit a professional portfolio at the conclusion of the program. Students are encouraged to begin developing the portfolio as they matriculate through the program [the portfolio will be finalized and due at the conclusion of the final practicum [Track III] course...}

13. **Research or Evidence Based Practice- Institutional Review Board Process**

All students considering engaging in a research or evidence based practice (EBP) project must consult with the faculty member facilitating their course. Any project completed while enrolled in the MSN program at Liberty University as part of any course work must first be approved a faculty member who is willing to guide the student through the
process. Also research projects must be approved by the Liberty University Institutional Review Board (IRB) to ensure ethical and legal considerations are met for the protection of human subjects and research methods prior to start of the project. Additional education in the protection of human subjects may also be required. Students will also submit all projects, EBP or research to the affiliate or institution’s (practicum site’s) Institutional Review Board and follow the affiliate’s protocols for project approval. The three steps for approval prior to participation in any research project include: Approval from a MSN faculty member, Approval from the Liberty University Institutional Review Board. All IRB paper work and research proposal must be approved by the faculty member prior to the student submitting the paperwork to the Liberty University (IRB). This will ensure the research proposal is ready for IRB review and may reduce approval time. In addition, approval from the affiliate IRB must be on file. This process may take up to six months or more. For more information about the IRB and research proposal requirements please view the Liberty University IRB website for important education and forms: http://www.liberty.edu/academics/graduate/irb/index.cfm?PID=12606

Please direct questions to the MSN faculty member or IRB resource- please copy faculty member on emails to the IRB. The IRB email address is: irb@liberty.edu

14. Safe Assign / Blackboard

Courses are taught using Blackboard platform. Safe Assign software is utilized by the university to verify the originality of written work. Student may be required to submit assignments through Safe Assign software submitted or posted in Blackboard courses. Students needing assistance with SafeAssign or Blackboard are directed to utilize the tutorials located at the following link:

http://www.liberty.edu/academics/cafe/bb/index.cfm?PID=20252

15. Disability Assistance

Students with a documented disability may contact LU Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations.
SELECTED COURSE AND PROGRAM INFORMATION

BRIDGE COURSES DESCRIPTIONS

NOTE: Graduate nursing students who need to enroll in any of the bridge courses will register for the courses that are offered for RN-BSN students [these courses are offered in residential and online formats]. Registered Nurse students who do not hold a BSN and who are admitted to the MSN program will be required to complete all bridge courses within the first year of enrollment in the MSN program. Student not meeting this requirement will not be permitted to enroll in additional MSN courses until the bridge course requirement is met.

NURS 225 Research in Nursing

This course provides a comprehensive overview of the research process including methodology, design, and interpretation of findings. It focuses on the acquisition of knowledge and skills essential for critical evaluation of research reports as well as guidance in developing a formal research proposal. Previous learning related to theories of adaptation, nursing, human growth and development, education, health on a continuum, systems, caring, and environment are incorporated into the research process with an emphasis on client care.

NURS 440 Strategies for Community Health Care

This course focuses on the application of the nursing process to a population or community group. Emphasis is placed on community assessment process and the development of nursing strategies to assist multi-problem families, considering health on a continuum, throughout the lifespan. Family systems theory, theories of adaptation and educational needs of various populations are addressed. The clinical focus is on the development of a broader perspective of the nurse’s role in a variety of clinical and environmental settings. In addition, the nurse’s role on the community health team and an understanding of health care needs of different cultural groups is studied (course has a 6 hour per week clinical component).

NURS 490 Leadership/Management in Nursing

Health Care organizations and the leadership/management skills required in various nursing care delivery systems are explored in this course. Emphasis is on the leadership roles of the nurse as an individual and a group member. While caring for groups of patients and individuals, students will explore a variety of nursing roles such as associate nurse, primary nurse, medication administrator, and patient caregiver. Students are expected to synthesize previously learned knowledge in complex nursing situations and to expand their abilities to use the problem solving and decision making processes (course has a 6 hour per week clinical component).
GRADUATE PORTFOLIO GUIDELINES

As part of course requirements for the Track III courses [NURS 609; NURS 620], senior graduate students are required to complete a portfolio that highlights components of their coursework, special projects, and clinical practicum experiences. It is recommended that each student include materials that demonstrate knowledge and expertise in their particular focus areas of practice and clinical expertise. Students are encouraged to begin collecting materials for portfolio as they begin matriculation in the program.

**Introduction:** Student must provide statement of philosophy of nursing practice and specific career objectives [use the philosophy paper that you wrote for NURS 502 Theory, be sure to edit as needed].

**Well-developed Summary of Professional and Clinical Expertise:** This section provides information relevant to what students have to offer as advanced practice nurses and educators within their particular field of specialty (some students may choose to market their skills and abilities by developing a job description that fits with an area of practice they wish to pursue). Students must provide a narrative about their career goals and objectives.

**Examples of Work/Projects:** Students are to include materials that demonstrate knowledge and experiences related to selected areas of expertise. Do not include copies of all of the projects/papers you have completed throughout the program. Be selective. Include work that showcases your strengths and what you have to offer in your role as an advanced practice nurse or nurse educator.

For example:
- Sample papers
- Presentations
- Clinical practicum (experiences/related projects)
- Elective course(s)
- Continuing Education/Workshops
- Awards, Certifications
- Community involvement
- Leadership activities

Do not include copies of all of the projects/papers you have completed throughout the program. Consider two to five samples of work/assignments. Be selective. Include work that showcases your strengths and what you have to offer in your role as an advanced practice nurse or nurse educator.

**Professional Resume/Curriculum Vitae:** Update/further develop CV as needed.

**NOTE:** Your portfolio must be professional in appearance. Include examples of your work such as papers/projects, relevant seminars, and clinical practice or teaching experiences. Do not include all course assignments – be selective, the primary purpose of the portfolio is to demonstrate experiences/expertise related to your specialty area of practice; do not include papers with comments from course professor, make edits and corrections as necessary. Personal photos should not be included in this document; also do not include past accomplishments related to undergraduate endeavors unless they serve to strengthen your stated area of expertise. The length [number of pages for portfolio] will vary. Portfolios typically range from about 30-40 pages. This document is to serve as a guideline. Your course professor may provide you with additional direction or suggestions as you finalize your portfolio.
**FACULTY ROSTER: GRADUATE FACULTY**

Deanna Britt, Ph. D, MSN, RN, Professor, Chair Department of Nursing: MSN, University of Virginia, Ph.D, Virginia Tech Clinical Focus: Pediatrics Research Interests: Child development, stress and coping, children’s health issues

Cynthia Goodrich, Ed.D, MSN, RN, Associate Professor: MSN, University of Virginia, Ed.D, University of Sarasota Clinical Focus: Adult health, gerontology, community health Research Interests: Administration and leadership, gerontology, pain management, women’s health

Sharon Kopis, Ed.D, MS, RN, Assistant Professor, Director, Graduate Studies in Nursing: MS, Medical College of Virginia, Post Graduate Family Nurse Practitioner, Old Dominion University, Ed.D, Argosy University Clinical Focus: Community Health, Administration, Parish Nursing Research Interests: Nursing education, integration of Christian worldview, nursing leadership

Lynne Sanders, Ed.D, MSN, RN Associate Professor: MSN, University of Virginia, Ed.D, University of Sarasota Clinical Focus: Acute Care, Critical Care Research Interests: Stress and coping, mental health; psychosocial aspects of nursing

Angela Olmsted, Pharm. D., Assistant Professor: Doctor of Pharmacy, Pharm. D Medical College of VA Clinical Pharmacist, Centra Health

Gretchen Cline, BFA Online Program Coordinator/Advisor

Carolyn Adams, MS, Ed. D.  
Martha Baker, MSN, CNE, NEA-BC, Ph.D  
Ann Crawford, MSN, CNS, Ph.D.  
Susan Crocker, MSN, Ph.D.  
Karla, Giese, MSN, CDE, FNP-BC  
Leland N. Holland, Ph.D.  
Catherine Kay, MSN, Ed.D.  
Carrie Keib, MS, ANP, Ph.D.  
Crystal Lane-Tillerson, MS, M.Ed., Ph.D.  
Cynthia Lewis-Washington, DNP, FNP-BC  
Linda Miller, MSN, Ed.D.  
Patricia Powers, Pharm. D.  
Susan Salladay, MSN, Ph.D.  
Susan Sanner, MSN, Ph.D  
Caleb Selby, Pharm, D.  
Susan Tasker, MSN, Ed.D.  
Kathryn Tinkelenberg, MS, Ph.D.  
Amanda Whidden, Pharm. D.

**PROFESSIONAL INVOLVEMENT**

American Association of Colleges of Nursing  
American Nurses Association  
Commission on Collegiate Nursing Education  
Virginia Nurse’s Association  
Student Nurses Association  
Southern Nursing Research Society

**CLINICAL AFFILIATIONS FOR STUDENTS FROM LOCALES BEYOND VIRGINIA**

Students are responsible for obtaining preceptors/mentors for the advanced health assessment course and for the three practicum courses. They also make initial contact with selected institutions and facilities to establish a clinical contract and affiliation with Liberty University
APPENDICES
APPENDIX A

Liberty University Master of Science in Nursing Program CNS and Nurse Educator Specializations

Conceptual Framework


3. The NLN Core Competencies for nurse educators are foundational to the nurse educator track course curriculum and related practicum experiences.
The following objectives serve as a general guide that illustrates student performance behaviors related to assignment of a grade. Note that the grade of “C” is unacceptable for successful completion of a course. Plus minus course work will reflect stronger / weaker effort within the grade range for each letter. There is no A plus grade. Students must maintain a GPA of 3.0.

<table>
<thead>
<tr>
<th>AN “A” STUDENT:</th>
<th>A “B” STUDENT:</th>
<th>A “C” STUDENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participates in analysis and synthesis of course content.</td>
<td>Participates in analysis and synthesis of course content inconsistently.</td>
<td>Interprets course content superficially; fails to synthesize information.</td>
</tr>
<tr>
<td>Is self-directed, motivated, identifies problem areas, strengths, goals.</td>
<td>Requires guidance to identify problem areas, strengths, and goals.</td>
<td>Fails to identify, with guidance, problems, strengths, goals.</td>
</tr>
<tr>
<td>Uses self-evaluation and feedback to achieve goals.</td>
<td>Uses feedback selectively.</td>
<td>Demonstrates limited effort to use or respond to feedback.</td>
</tr>
<tr>
<td>Demonstrates leadership, critical thinking, application of knowledge.</td>
<td>Demonstrates some elements of leadership; does not consistently apply knowledge or critical thinking.</td>
<td>Is not actively engaged in the learning process, does not demonstrate leadership.</td>
</tr>
<tr>
<td>Written assignments are reflective of serious effort (critical analysis, synthesis of information, understanding of content, valid documentation), includes required elements based on guidelines, grammatically and structurally sound, proper use of APA format.</td>
<td>Written assignments are reflective of good effort (somewhat lacking in critical analysis, synthesis of information, and in-depth understanding); all required elements not addressed, some weaknesses regarding proper citation, grammar, structure, and proper use of APA format.</td>
<td>Written assignments reflective of minimal to poor effort (no clear evidence of critical analysis, synthesis of information, or understanding of content) many required elements are not included, poor grammar, structure, and improper use of APA format.</td>
</tr>
</tbody>
</table>
APPENDIX C
Practicum Requirements and Documents

Introduction: This appendix provides students an overview of the practicum experience including requirements and documents. This appendix has four areas of information: An Overview of Practicum, Student, Faculty and Preceptor Responsibilities, Step by Step Guidelines for using the Liberty University Criminal Background Check and Immunization “Tracker” website, and required documents.

PRACTICUM GUIDELINES AND OVERVIEW

Framework for Clinical Practicum Hours

The National Association of Clinical Nurse Specialists (NACNS) views the role the Clinical Nurse Specialist in terms of the following spheres of practice and influence: Nursing and Nursing Practice; Client Direct Care; and/or Organizations and Systems [see Figure below]. Students may accrue practicum hours that fall within these spheres and that are guided by selected areas of specialty practice and standards, specialty competencies and skills, and clinical practicum goals and objectives designed to promote advanced practice knowledge and expertise [National Association of Clinical Nurse Specialists [NACNS] (2004), Statement on Clinical Nurse Specialist practice and education. Harrisburg, PA: NACNS].

Interventions and management of care is designed to serve the best interests of the selected patient population. [American Nurses Association (1995), Nursing’s Social Policy Statement, Silver Spring, MD: Author].

Websites for the National Organization of Clinical Nurse Specialists [NACNS]: nacnsorg@nacns.org; http://www.nacns.org/faqs.shtml

Clinical practicum hours are initiated in Track I courses. Clinical practicum experiences should be focused on a particular area of practice/specialty. The practicum experiences can be broad enough to cover a range of experiences but goal/objectives must be reflective of serious thought and synthesis of personal goals developed to obtain/expand a defined knowledge base and area of clinical and/or nursing educational knowledge and expertise.

Figure 1. CNS practice conceptualized as core competencies in three interacting spheres actualized in specialty practice, and guided by specialty knowledge and specialty standards.
Practicum Requirements: Prior to practicum experience student must meet the following requirements and submit documentation:

- Current professional /malpractice /liability insurance 1Million/3 Million coverage standard coverage
- Current CPR card, Health Care Providers with AED, American Heart Association
- Release of Information form is needed to exchange information between Liberty University and the affiliate.
- Background Check (through LU tracker)
- Proof of Immunizations and negative TB (Form provided in LU tracker)
- Physical Examination documented by physician or Nurse Practitioner (must provide form or letter)
- OSHA education and signature form
- HIPAA education and signature form
- Affiliate agreement (it is suggested students work with affiliates that accept the LU Clinical Affiliate form). If the student works with an affiliate which requires the use of their own form, this will delay the approval process pending legal and administrative negotiations for both parties. In rare instances an agreement may not be reached.
- Preceptor Verification Form
- Preceptor Curriculum Vita
- Preceptor Agreement
- Student agreement (Schedule A) if using the Liberty University Affiliate form.

Note: the student assumes responsibility to comply with all requirements and is solely responsible for any and all fees associated with obtaining any of the practicum requirements, i.e. background checks, physical examination, etc. All students will comply with the pre-practicum requirements for enrollment in practicum courses. It must also be noted, affiliates may require students to complete additional health screenings such as Urine Drug Screenings, additional background checks, additional orientation or in-service education, etc. to comply with organizational requirements. The student is responsible to pay for any fees associated with additional requirements.

Following are some examples of clinical and education practicum activities [with input from course professor and preceptor, students will develop appropriate practicum goals and objectives]:

**Clinical Nurse Specialist Focus** [500 clinical hours required]

Gain advanced practice knowledge and expertise in selected area of adult-focused specialty

Patient Education

Provide staff in-service programs

With prior approval, attend conference(s); workshops related to area of specialty and advanced practice

Direct patient care [clinical practice is main emphasis in CNS track]

Take part in the development and implementation of health promoting programs/initiatives.

**Nurse Educator Focus** [200 clinical hours required, ineligible for CNS certification]

Gain knowledge about teaching/learning methods related to nursing education
Participate in classroom and clinical teaching

Developing teaching intervention/program for nursing students or other selected populations

Teach in schools of nursing or other venues such as hospital-based Departments of Education or community settings

Certifications

Students must complete a minimum of 500 clinical hours to apply for certification as clinical nurse specialists. Adult/Acute CNS graduates may be eligible for the Adult Health Clinical Nurse Specialist [CNS] certification offered by the American Nurses Credentialing Center [ANCC]. Students who complete their practicum hours in the critical care setting and who complete NURS 508 and NURS 509 may be eligible for the critical care adult CNS certification exam offered by the American Association of Critical Care Nurses [ACCN].

Graduates may be eligible for CNS certifications offered by certifying bodies other than the ANCC.

It is the student’s responsibility to research certifications and to obtain materials [study guide/application] available through the ANCC or other certifying bodies. Most certifying agencies have similar minimum requirements such as graduation from an accredited MSN CNS focused program and at least 500 clinical practicum hours. However, some organizations may have other course or clinical requirements. Also, students should contact their respective State Boards of Nursing to obtain information about CNS certification requirements, recognitions, and state nurse practice acts as these factors vary by state.

NOTE: Certification and eligibility requirements are changed periodically by the credentialing bodies and are beyond the control of any academic institution. Credentialing bodies such as the American Nurses Credentialing Center and the American Association of Critical Care Nurses make the final determination regarding eligibility to sit for any of the CNS exams they may offer.

Nurse educator students must fulfill 200 practicum hours and are not eligible for CNS certification. However, students who take 9 graduate credit hours in education courses [courses taken at Liberty University or from another accredited institution] and have at least 2 years experience in a nursing faculty role may be eligible to take the National League of Nursing certification exam for nurse educators.

Practicum Options and Hours

Clinical Nurse Specialist Focus: CNS students may obtain 25 hours of practicum credit for conferences and workshops that are directly related to their area of specialization. The remaining hours must be preceptor guided direct patient care or related activities in support of the learning outcomes of the CNS program.

Nurse Educator Focus: Students may accrue 10 hours of practicum credit for conferences and workshops that are related to nursing education. The remaining hours must be related to a tangible process/outcome, i.e. course development, teaching intervention, student evaluation process, etc. or other precepted activity related to the nurse educator learning outcomes.

Clinical Nurse Specialist Focus

<table>
<thead>
<tr>
<th>Track</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track I</td>
<td>90 Hours</td>
</tr>
<tr>
<td>Track II</td>
<td>160 Hours</td>
</tr>
<tr>
<td>Track III</td>
<td>250 Hours</td>
</tr>
</tbody>
</table>
2

Nurse Educator Focus

<table>
<thead>
<tr>
<th>Track</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track I</td>
<td>50</td>
</tr>
<tr>
<td>Track II</td>
<td>75</td>
</tr>
<tr>
<td>Track III</td>
<td>75</td>
</tr>
</tbody>
</table>

1,2 Students must complete practicum hours throughout each track course as listed above. They may not complete all required practicum hours while enrolled in just one of the track courses. Hours must be completed as listed above in partial fulfillment of course requirements in consideration for passing the track courses. Satisfactory clinical/practicum performance must be demonstrated, failure to do so may result in failure of the track course or clinical probation.

**NOTE:** The related practicum goals and objectives are developed and approved in Track I courses. All clinical or education focused practicum activities/hours must be documented in a detailed log/journal that demonstrates achievement of goals and objectives, ongoing analysis of experience, self-evaluation, and theoretical/evidence-based related components of practice (guidelines for log will be presented in Track I courses). Students will record time spent at various clinical sites and educational settings. Clinical logs for new track students and those who began their track courses in fall 2011 will be documented in SharePoint. Detailed student instructions are located at the end of this appendix.

All practicum hours must be completed prior to graduation and document attainment of learning outcomes, goals and objectives.

NOTE THE CNS ADULT/ACUTE TRACK IS NO LONGER ACCEPTING NEW APPLICATIONS AS OF FALL 2011. ADULT/ACUTE TRACK STUDENTS ARE ADVISED TO CONTACT THEIR ADVISOR: MSNCOORDINATOR@liberty.edu for advising regarding program completion. The program must be completed no later than Fall 2013.
Practicum / Clinical Log Documentation System (SharePoint)
Student Instructions

Before you begin…

1. Please remember to always use Internet Explorer as your web-browser. Other browsers, including FireFox, Chrome, and Safari, do not support all of the features of SharePoint that you will need to utilize this form (especially the initial setup).

2. When logging-in to SharePoint, please use your liberty email address (or SENSENET\username) when prompted.

3. If you ever want to print any part of this form, use the print view at the top left of the browser window:
Initial Setup:

1. Please use this link to access your Practicum / Clinical Log for the first time.
   Note: A different link will be emailed to your Liberty email account after completing the initial setup.
   Note: If Internet Explorer is not your default browser, please open Internet Explorer and paste this address:
   https://community.liberty.edu/Academics/CollegeOfArtsSciences/Nursing/_layouts/FormServer.aspx?XsnLocation=https://community.liberty.edu/Academics/CollegeOfArtsSciences/Nursing/Practicum_Logs/Forms/template.xsn&SaveLocation=https%3A%2F%2Fcommunity%2Eedu%2FAcademics%2FCollegeOfArtsSciences%2FNursing%2FPracticum%5FLogs&Source=https%3A%2F%2Fcommunity%2Eliberty%2Eedu%2FAcademics%2FCollegeOfArtsSciences%2FNursing%2FPracticum%5FLogs%2FForms%2FStudent%2520View%2Easpx&DefaultItemOpen=1

2. Fill out the “Personal Information” section.
   - Name: Type your username or email address and click the blue check to validate.
   - Email Address: This will automatically populate after entering your name correctly.
   - ID number: Use the L00000000 format (capital “L” followed by 8 numeric digits).
   - Status: Leave this as “Active.”
   - Track: Select your academic track.

3. Save your work! After clicking the “Save” button, an email will be sent to your Liberty email account with a link to return to your personal Log in the future.
Getting Started

1. After completing the initial setup, access the form by clicking your personalized link that was sent to your Liberty email account. You should see your personal information that was previously saved. Note: For convenience, it is advisable that you add this link to your internet favorites.

2. You should now see a menu with the appropriate courses listed for your academic track.

3. To access your Log for a particular course, click “View” beside the course title. To upload documents, such as your final log, student evaluation, or your preceptor evaluation, use the “Click here to attach a file” buttons.
Course Practicum / Clinical Log

1. The first time you access this screen for each course, you’ll need to enter your Preceptor’s name, email address, and section number for your course. Don’t forget to save your work!

2. Document your log hours (Daily).
a. Date: Click the date picker and select the date.
b. Hours & Minutes: Type the number of hours and minutes (in 15 minute intervals).
c. Status: Select the status of your goals for this log entry.
d. Objectives, Supportive Narrative, and Application: Mouse-over each box for detailed instructions.
e. Comments: This section is for faculty to provide students with constructive feedback.
f. Don’t forget to save your work! If you don’t see this screen, then you have not saved your work:
Appendix D

GUIDELINES FOR CLINICAL or EDUCATOR
STUDENT-PRECEPTOR AND PRACTICUM CONTRACT

Students are required to obtain a clinical /education affiliate agreement (hospital or education facility), preceptor agreement and submit all required documents prior to the start of practicum hours. All documents must be finalized and all signatures obtained prior to the start of the practicum experience. Once enrolled in the first track course, students will work with their professor and at times preceptor to finalize an approved set of practicum goals and objectives. The practicum goals and objectives must be approved by the course professor prior to the start of practicum hours in addition to all other practicum requirements. Students should submit an approved copy of their goals and objectives to the preceptor and, if requested, the affiliate’s representative.

Both the Nurse Educator and Adult/Acute CNS tracks in the Master of Science in Nursing program require practicum courses. These courses must be completed in an approved site, i.e. hospital or educational institution located in the United States. Nurses enrolled in the practicum courses must hold a valid unencumbered RN license, (no actual or pending issues) issued in one of the fifty United States. Student must attend practicum hours within the enrollment periods of the practicum courses. Students may not participate in any practicum hours outside of enrollment periods. In addition, all preceptors must meet the requirements as set forth herein.

Preceptor Requirements:

Practicum Course for CNS Student’s Preceptors: CNS students must obtain an MSN prepared advanced practice nurse [Certified Nurse Specialist]. If a CNS is not available a Nurse Practitioner may be considered depending on the site and position. Nurse preceptors work with students in the clinical/practicum setting in during practicum/track courses. If the MSN prepared nurse who serves as preceptor for NURS 505 also has practice experience and expertise in the student’s specialty area, he/she may also serve as the preceptor for the final practicum courses. If an advanced practice CNS nurse preceptor is not available, another MSN prepared advanced practice nurse preceptor may be considered by the University, but will only be approved in the University’s discretion. Preceptors must meet University requirements for consideration. Physicians may not serve as preceptors.

Pre-Practicum Requirements: Prior to initiation of CNS and Nurse Educator track practicum hours, students are required to obtain at their expense and must submit proof to the University of malpractice insurance, criminal background check, immunization record, current CPR card, clinical affiliation agreement, preceptor approval form, preceptor agreement and Curriculum Vita, HIPAA education form, OSHA education form, and approved practicum goals and objectives and other documents or requirements as deemed necessary by the practicum /clinical facility and as required by the affiliate. The amount and type of insurance is determined by the requirements of the facility in which the student completes his or her practicum study, but in no event shall it be less than $1,000,000 per occurrence or $3,000,000 in the aggregate. Guidelines for submission of all these documents and the practicum experience in this appendix.

Pre-Practicum Course:

Students must submit these required practicum forms, documentation and agreements prior to enrollment in their first track course (NURS 607 or 618). Students will be enrolled in a pre-practicum course concurrent with enrollment in NURS 504. Transfer students will be enrolled as soon as possible. Students will be enrolled in a pre-practicum course in which they will complete their pre-practicum requirements prior to enrollment in the first practicum course. This course is non credit, non-tuition. Students will be notified by the practicum coordinator via email of enrollment during the semester or two prior to the start of their practicum usually concurrent with enrollment in NURS 504. Students will work with the practicum coordinator to complete the pre-practicum requirements.
**General Preceptor Requirements:** All preceptors: CNS or Nurse Educator must have the following requirements:

- RN License: All preceptors must hold a RN license in good standing issued in the one of the fifty United States.
- Master of Science in Nursing: All preceptors must hold a MSN in nursing.
- Certification: Certification is preferred as either a CNS or Nurse Educator certification. A nurse practitioner may also serve as a CNS student’s preceptor.
- Additional Education: It is preferred for nurse educator preceptor’s to hold a doctorate level degree, either Ph.D., DNP or Ed.D.
- No physicians or physician assistants may serve as preceptors for practicum.
- All preceptors must meet approval of the Liberty University Department of Nursing

**Preceptor Documents:** All students must submit the following preceptor documents during the pre-practicum course and prior to the start of practicum:

- Preceptor Agreement- Signed: Either Schedule B if using LU Affiliate Agreement or “stand along” preceptor agreement form if using a Non-LU Affiliate Agreement. (Forms provided in the forms section of this handbook).
- Preceptor Credentials Verification Form- This form provides a concise document of the preceptor’s credentials
- Curriculum Vita (all forms are submitted as directed in the pre-practicum course)

**CNS Clinical Practicum Options and Overview**

*Adult/Acute* CNS students focus on a clinical specialty area of practice among adult populations primarily in a hospital setting. CNS students must obtain an advanced practice, master’s prepared nurse preceptor [CNS preferred] for the graduate clinical practicum experience. Students play an active role in the selection of a clinical practicum preceptor and in the development of clinical goals and objectives. With the assistance of faculty advisors and preceptors, students develop their clinical practicum experiences based on their clinical interests and specialties. Typically, the clinical practicum experiences are fulfilled during the last year of the program.

Most students are part-time and enroll in the CNS track courses during their second year of study. Clinical practicum hours are initiated in NURS 607, continued in NURS 608 and completed in either NURS 609. Track courses are 16 weeks in length (summer sessions are 14 weeks in length). Track courses must be taken ONE course at a time. It is highly recommended that ALL coursework be completed prior to enrollment in the Track III course [NURS 609].

*CNS students must complete a minimum of 500 clinical hours throughout their CNS track courses.*

**Nurse Educator Practicum Options and Overview**

Nurse Educator students focus on nursing education and the role of nurse educator. Most students plan to pursue careers as nursing faculty in schools of nursing; however, some students may opt to focus more on the role of nurse educator within other venues such as hospital-based Departments of Education, Staff Development, or community-based settings. Students are to obtain a nurse educator preceptor who will serve as a role model and mentor. Preceptors should be prepared at the doctoral level [Ed.D, PhD, DNP], but experienced MSN prepared educators will be considered. Faculty and preceptors guide students as they develop education-based practicum goals and objectives. Most students are part-time and enroll and begin Nurse Educator track courses in their second year of study. Track courses are 16 weeks in length, summer sessions are 14 weeks in length. It is highly recommended that ALL coursework be completed prior to enrollment in the Track III course [NURS 620]. Track courses are transitioning to eight weeks courses starting fall 2012

*Nurse Educator students must complete a minimum of 200 hours of practicum throughout their nurse educator track courses.*

Page 38
**Other Pre-Practicum Requirements:**

**Malpractice Insurance and Immunizations:** Students are required to confirm current state licensure [in state of residence] as a registered nurse and must have malpractice insurance in place prior to initiation of practicum hours [CNS and as applicable Nurse Educator practicums]. The amount and type of insurance is determined by the requirements of the facility in which the student completes his or her practicum study, but in no event shall it be less than $1,000,000 per occurrence or $3,000,000 in the aggregate. Documentation related to requirements such as up-to-date immunizations, TB testing, criminal background check, HIPAA education, OSHA education, current CPR card are required and must be submitted by the student following the guidelines outlined in the Graduate Nurse Handbook. Release of information forms must also be on file. Students must have all required documents on file before they begin their practicum in either NURS 607 or NURS 618. NOTE: Some affiliates may request urine drug screens, physical examinations or other requirements.

**Health Insurance Portability and Accountability Act [HIPAA] and OSHA Education** All students must read specific information about HIPAA and Occupational Safety and Health Administration (OSHA) and acknowledge understanding by signing and submitting a HIPAA and OSHA document located in Appendix H. Additional education may be required by the practicum facility selected by the student. Additional education and signature forms may be requested by the affiliate.

**Criminal Background Check:** Students must submit a background check completed through American Databank. Convictions and findings reported on the background check may result in the student’s inability to be enrolled in a practicum course and may result in dismissal from the program. Students are also responsible to inform the MSN Practicum Coordinator of all convictions including any occurring during enrollment in the MSN program. The Department of Nursing reserves the right to make determination of practicum placement eligibility.

Students are required to submit the pre-practicum documents and documentation prior to the start of their practicum during the pre-practicum course. Students are solely responsible for all fees /costs associated with tracking documents and obtaining a criminal background check. Students are responsible to comply with all requirements of the practicum facility, such as but not limited to drug screenings, additional background checks, physical examinations or other requirements and all accompanying fees. Student who have not completed their pre-practicum requirements or who do not maintain current requirements, such as annual TB testing, current CPR and malpractice insurance will not be permitted to participate in their practicum, this will result in failure of the course.
**MSN Practicum CHECKLIST:**

- ___ LU Affiliate Agreement with Schedule A Student Addendum and Schedule B Student Preceptor Agreement (high recommended) 1) **Submit** to Affiliate, 2) Affiliate will sign, mail back or sign and submit via MSNcontracts@liberty.edu. Affiliate may also request this document be sent through the US mail services, please check with affiliate. Note: If the affiliate mandates changes to the document, the document will need to be processed through MSNcontracts@liberty.edu. This will require legal review for both parties and may delay the approval process.

- ___ OR if Affiliate will not accept LU Affiliate Agreement, the affiliate will either mail their agreement to: MSN Practicum Coordinator, Department of Nursing, Liberty University 1971 University Blvd, Lynchburg, VA 24502 or email to MSNcontracts@liberty.edu. This may take additional time as the agreement must be processed through legal review on the part of both parties.

**NOTE:** please share this information with any affiliate submitting any question or documents to MSNcontracts@liberty.edu on student’s behalf or student communication:

<table>
<thead>
<tr>
<th>Please include the following information in the body of the email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s name</td>
</tr>
<tr>
<td>Course Number i.e. NURS 608 (example)</td>
</tr>
<tr>
<td>Organization’s Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Contact Name/Title</td>
</tr>
<tr>
<td>Phone number</td>
</tr>
<tr>
<td>Email</td>
</tr>
</tbody>
</table>

**NOTE:** If a preceptor is emailing, please ask them to also provide contact information

- ___ Affiliate Agreement (Student or affiliate will submit to MSNcontracts@liberty.edu)
- ___Criminal Background Check (submit through LU tracker*)
- ___ CPR Card (Submit through LU tracker*)
- ___ Malpractice Insurance Certificate (Submit through LU tracker*)
- ___ Release of Information form (Submit through LU Tracker*)
- ___ Proof of Health Insurance – submit a letter from insurance carrier or copy of card (Submit through the LU Tracker*)
- ___ HIPPA Education Form (Appendix D) (Print name, sign/date and submit through LU tracker*)
- ___ OSHA Education Form (Appendix D) (Print name, sign/date and submit through LU tracker*)
- ___ Immunization Record (Must use form in LU tracker*, obtain physician /health care provider signature and submit through LU tracker*)

**NOTE:** LU Tracker* information and access information follows in this appendix.

- ___ Signed Preceptor Verification form, Preceptor Agreement and CV _ (Submit documents directed in the LU tracker*, also will submit to the pre-practicum course and submit a copy in each practicum course via Bb Assignment Manager, all documents scanned as one PDF file).
*NOTE:* Fee applies to LU Tracker and Background check. Other requirements may be requested by the affiliate and are the student’s sole responsibility and at their own expense.
LU Tracker

How to use the LU Tracker to begin a Criminal Background Check and Immunization/Document Tracking

To begin please visit www.libertybackgroundcheck.com and select one of the following options:

- *Begin Your Background Check*
- *Immunization Tracking*

**Begin Your Background Check** Read through the instructions found on the home page. Click the “Click Here to Place Order” button to begin your background check.
Select the package and click “Continue With Order”.

Complete the “Applicant Information” order page and click “Next”
Complete the online ‘Disclosure & Release Form’ by affixing your digital signature and click “Continue”
Your Disclosure and Release Form was submitted successfully.

**HOLD ON**

test, your order has not been placed yet!
Click the button below to continue the ordering process.

[CONTINUE TO PLACE ORDER]

click [here](#) to view your eSignature in .PDF format
You will be asked to complete your “Residential History” for the previous 7 years.

Residential History

Instructions:
- Please provide your residential history for the previous Seven years.
- Do not list your current residential address.
- Do not list your current residential address.
- Please click the “Next” button if you do not have any previous residential history.
- Omitting information may cause disqualification.
- Use the ZIP Code look up tool to be sure your ZIP Code is correct.
- If you have an international address that does not require a Zip Code, please fill in "11111".

Price Information:
- Criminal record search locations are defined by applicant provided residential history.
- For each applicant provided alias name, $12 will be added per search location found in the applicant provided residential history.
- If you have lived in any of the following locations the corresponding additional court access fees will be applied to your order: ME($43), MO($22), NE($72), NY($67), VT($47), WY($37)

Previous Residential Address 1

City: [ ]
State: [ ] (Domestic)
Country: For an international address, select "International" and type the foreign Country name below
USA [ ] Country [ ]
ZIP Code: [ ] ZIP code look up tool
Dates at address: From: [ ] To: [ ] (mm/yy)

Previous Residential Address 2

City: [ ]
State: [ ] (Domestic)
Country: For an international address, select "International" and type the foreign Country name below
USA [ ] Country [ ]
ZIP Code: [ ] ZIP code look up tool
Dates at address: From: [ ] To: [ ] (mm/yy)
You will be asked to complete your “Employment History”

**Employment History**

- Please provide your most current employment history.
- If you have never been employed, click the “Next” button to continue.

<table>
<thead>
<tr>
<th>Employment History 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you been employed at any time during the past 5 years?</td>
</tr>
<tr>
<td>Employer/Company Name:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>Dates of Employment:</td>
</tr>
<tr>
<td>Position Held:</td>
</tr>
<tr>
<td>Wage or Salary Amount:</td>
</tr>
<tr>
<td>Reason for Leaving:</td>
</tr>
</tbody>
</table>

**NOTE:** You will have the opportunity to “Edit” your background information before submitting your order and making a payment.
NOTE: Once the order has been submitted, the student will receive a confirmation email, stating that they have submitted their background check through the website. A copy of the student's results will be emailed to them when the background check has been completed by American DataBank (usually within 24–72 hours). Results are also sent to designated Liberty University personnel.
**Immunization Tracking System:**

Click on the “Immunization Tracking System” button found on the home page to begin. Students will then be directed to the home page below, which has complete instructions on how to proceed.
Immunization Forms for each program of study are posted on the website. When students are ready to login to the ITS, they can click on the “Login to the Immunization Tracking System” button.

Welcome to Liberty University Immunization Tracking System (ITS), designed by American DataBank:

Before you begin the immunization process please make sure to follow the steps below:

- **Download Immunization Forms**
  First start by downloading the required Immunization Forms. You can find these forms underneath the “Forms to Download” section on the right. Please follow the directions found on each form. If you are not sure what forms to download, please consult with your Program Director.

- **Create Your Immunization Tracking System Account**
  Click on the “Login to the Immunization Tracking System” button below.

  - **First Time Users:** Are required to create an account. This is a one time annual fee of $30.00 and is accepted as a credit card payment.

  - **Returning Users:** Login to the system to manage your immunization records, check compliance status, and view or post notes.

- **Manage Your Immunization Records**
  All immunization and health care records will require you to fax the corresponding form completed by your physician and/or documented proof to American DataBank at 800-334-7921 or 1-877-819-4139.

If you have questions, please contact American DataBank.

**Email:** support@americandatabank.com

American DataBank
910 16th St., 5th Floor
Denver, CO 80202
**Toll Free:** 1-800-200-0853
Appendix E

CLINICAL AND EDUCATION PRACTICUM: FACULTY, PRECEPTOR, AND STUDENT RESPONSIBILITIES

Faculty Responsibilities

The course professor will approve goals and objectives for the CNS clinical or Nurse Educator practicum [established in the 1st “Track” course, NURS 607 or NURS 618].

The course professor will work with University approved or approve preceptors.

The course professor will guide the student to obtain a formal contract agreement between Liberty University’s Department of Nursing and the health care or education –focused institution/employer of the preceptor. A standard contract will be signed by the University and the agency; in addition, the practicum contract will be signed by the preceptor, faculty advisor, and student.

The course professor will communicate with the student and preceptor periodically for problem solving as needed and to discuss progress.

The course professor will be ultimately responsible for monitoring of student’s achievement of goals and objectives and final evaluation of student performance.

The course professor will be available (phone, e-mail, fax) to student and preceptor for support and consultation.

Preceptor: A preceptor is a registered nurse (minimum of masters in nursing prepared) with expertise in a selected specialty area of practice who is able to facilitate student learning at the graduate level and achievement of specific clinical and/or nursing education objectives.

Preceptor Qualifications and Responsibilities

CNS students should obtain a nurse preceptor who MSN prepared and CNS credentialed. Nurse Educator students should obtain a nurse educator preceptor who is doctorally prepared, also with a MSN. [current CV for all preceptors required].

The preceptor is a person who is capable of assisting, guiding, and directing graduate students to meet their clinical or education focused practicum goals and objectives.

The preceptor is an experienced professional with a commitment to teaching and acts as a role model, resource person, consultant, and mentor.

The preceptor works closely with the student and collaboratively with the faculty advisor to facilitate meaningful and appropriate learning experiences for the student.

The preceptor and student engage together in process and summative evaluation of the practicum experience.

The preceptor and student will maintain communication with one another throughout the student’s enrollment in track courses [should interact/conference at least every 2 – 3 weeks and more often if necessary].
**Student Responsibilities**

The student will develop specific CNS clinical or education focused practicum goals and objectives (see guidelines for practicum contract).

The student will identify and select a preceptor (faculty advisors are also available to assist in this process; faculty advisors must approve student-selected preceptors).

The student will provide preceptors with practicum course and program documents such as an electronic copy of the Graduate Nursing Student Handbook, course syllabi, copy of the signed Preceptor-Student Practicum Contract, and student evaluation form.

The student will consistently demonstrate professional behavior (i.e., being on time, proper attire, conforming to health care agency policies, etc.).

The student will be highly motivated, self-directed, and responsible for own learning throughout the clinical practicum experience.

The student will maintain professional communication with preceptor via email, phone, and face-to-face.

The student will seek assistance from preceptor and faculty advisor as appropriate and will participate in ongoing self-evaluation throughout the practicum experience.

**Student Identification Name Badge**

The student must comply with requirements of the clinical or education based practicum site. Students must obtain a Liberty University Student ID Name Badge. Identification Badge should be gold with black lettering. NOTE: Student may also be requested to purchase an affiliate ID badge. All expenses related to student ID are the student’s responsibility.
Appendix F
Liberty University
Master of Science in Nursing Program
Clinical Practicum Information/Guidelines

CLINICAL NURSE SPECIALIST

The clinical practicum experiences should be focused on a particular area of practice/specialty. The practicum experiences can be broad enough to cover a range of experiences but goal/objectives must be reflective of serious thought and synthesis of personal goals developed to obtain/expand a defined knowledge base and area of advanced practice clinical knowledge and expertise.

Typical clinical hours may be devoted to some of the following activities [will develop clinical practicum objectives with guidance of faculty advisor and input from preceptor/mentor]:

**Clinical Nurse Specialist** [500 clinical hours required]
- Patient Education
- Provide staff in-service program
- Attend conference(s); workshops related to area of specialty
- Direct patient care [primary focus of practicum]

**NOTE:**

The clinical practicum contract is developed prior to Track I [adult/acute care focus] and clinical hours are also initiated. All required clinical practicum hours are to be completed by the conclusion of Track III. All clinical activities/hours must be documented in a detailed clinical log/journal that demonstrates achievement of goals and objectives, ongoing analysis of experience, self-evaluation, and theoretical/evidence-based related components of practice. Students will record time spent at various clinical sites within their selected clinical settings [direct patient care and related activities]. In addition, students should record time spent on activities such as reading relevant research studies [must clearly cite research studies, discuss what was learned, demonstrate understanding, synthesis, and analysis of information], meetings with preceptor/mentor, and workshops/conferences attended. **Student may obtain up to 25 practicum hours related to conferences/workshops, and research based activities.**

**Clinical Practicum Guidelines**

**Overview of Student Requirements and Responsibilities**

The student will fulfill requirements for the clinical practicum experience evidenced by participation in activities such as clinical seminars that will be scheduled throughout the semester, maintaining communication with faculty advisor and preceptor, and by thorough documentation of clinical practicum experiences in clinical journal/log (guidelines provided). Students enrolled in the Adult/Acute Clinical Nurse Specialist (CNS) focus track must complete a minimum of 500 clinical hours by graduation from the program.

It is the student’s responsibility to research certifications available through the American Nurses Credentialing Center [ANCC] or other certifying bodies. Liberty University’s MSN program follows the national standards for advanced practice CNS education. Students in the past have been eligible for Adult CNS certification offered by the American Nurses Credentialing Center [ANCC]. Requirements are subject to change per the ANCC guidelines and are beyond the control of Liberty University or any other academic institution.

The American Association of Critical Care Nurses [ACCN] offers the Adult Critical Care CNS certification exam. Critical care focused students may seek this certification but must take (2) additional courses: NURS 508 Advanced Critical Care I and NURS 509 Advanced Critical Care II [per representative from ACCN]. Again, requirements for credentialing exams are subject to change.
Practicum Options

Clinical Nurse Specialist:
Prior to practicum experiences, students must verify current RN license, professional/malpractice/liability insurance, CPR certification, and meet physical health requirements of agency (immunizations, TB testing, etc.), and HIPAA and OSHA education. Some other requirements may be mandated by particular agencies/facilities that students may contract with for clinical experiences. For example, some agencies require a criminal background check, additional immunizations, and proof of HIPAA education.

Clinical Nurse Specialist Focus

<table>
<thead>
<tr>
<th>Track</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track I</td>
<td>90</td>
</tr>
<tr>
<td>Track II</td>
<td>160</td>
</tr>
<tr>
<td>Track III</td>
<td>250</td>
</tr>
</tbody>
</table>

1 Recommended hours per Track course, students may “flex” by increasing or decreasing as needed, but must complete the required total of number at the conclusion of the Track III, final practicum course [practicum hours are obtained throughout enrollment in track courses – student may not “work ahead” and complete required hours by the end of Track I or II].

Faculty Advisor Responsibilities

Typically, the faculty advisor will be the professor of the track course.

The faculty advisor will review for approval goals and objectives for the clinical practicum, which are to be developed by the student in conjunction with the faculty advisor.

The faculty advisor will review for approval selected preceptors. It is the student’s responsibility to arrange for an appropriate preceptor for approval.

The faculty advisor will verify that a formal contract agreement between Liberty University’s Department of Nursing and the health care agency/employer of the preceptor has been established prior to initiation of practicum hours. The University will sign its standard affiliation agreement with the agency. In the event the agency refuses to sign the University’s standard agreement, it is the responsibility of the student to cooperate with the University in negotiating an appropriate affiliation agreement with the agency. In the event the agency is unwilling to agree to the University’s reasonable terms, the University shall not be obligated to allow the student to complete his or her practicum with the agency. In such event, the student will be required to find another agency that is willing to sign a reasonable affiliation agreement with the University. Any question regarding the reasonableness of the terms of any affiliation agreement shall be resolved by the University, in its discretion, in consultation with its legal counsel. In addition, the clinical practicum contract will be signed by the preceptor and student.

The faculty advisor will be available to meet with the student and preceptor periodically at mutually agreeable times to for problem solving as needed and to discuss progress. Such meetings may occur by telephone or other electronic means.

The faculty advisor/professor will monitor student’s achievement of goals and objectives and will perform a final evaluation of student performance.

The faculty advisor will be reasonably available (phone, e-mail) to student and preceptor for support and consultation. In the event any student feels his or her faculty adviser is not reasonably available, he or she must immediately notify the MSN coordinator: MSNcoordinator@liberty.edu
Preceptor and Student Policies and Responsibilities

Preceptor: A preceptor must be a registered nurse (minimum of master’s prepared) with expertise in the selected specialty area of practice who is able to facilitate student learning at the graduate level and achievement of specific clinical practicum goals and objectives.

Preceptor Qualifications and Responsibilities

Individuals who serve as preceptors for graduate students must possess a minimum of a master’s degree (MSN required) and experience/expertise in the selected focus area with the clinical nurse specialist tracks. Master’s degrees in related fields will be considered on a case by case basis an approved by the University in its discretion.

The preceptor must be a person who is capable of assisting, guiding, and directing graduate students to meet their course/clinical goals and objectives.

The preceptor will provide clinical supervision of the student and ensure the student has access to all policies and procedures.

The preceptor will provide the student with skills instruction with competency /return demonstration/documentation in accordance with facility policies prior to supervised patient care.

The preceptor must be an experienced professional with a commitment to teaching and acts as a role model, resource person, consultant, and mentor.

The preceptor shall work closely with the student and collaboratively with the faculty advisor to facilitate meaningful and appropriate learning experiences for the student.

The preceptor and student shall engage together in process and summative evaluation of the practicum experience.

The preceptor and student shall maintain communication with one another (interact/conference on a weekly basis).

Student Responsibilities

The student shall develop specific clinical practicum goals and objectives (see guidelines for practicum contract).

The senior graduate student shall identify and select a preceptor (faculty advisors are also available to assist in this process; faculty advisors must approve student-selected preceptors).

The student shall consistently demonstrate professional behavior (i.e., being on time, proper attire, conforming to health care agency policies, etc.).

The student must be highly motivated, self-directed, and responsible for own learning throughout the clinical practicum experience.

The student shall seek assistance from preceptor and faculty advisor as appropriate and will participate in ongoing self-evaluation throughout the practicum experience.

The student will provide preceptor the name and contact information for practicum course professor each semester.
The plan of study for the nurse educator practicum can be broad enough to cover a range of experiences but goal/objectives must be reflective of serious thought and synthesis of personal goals and objectives. The aim of the practicum is to facilitate the development of a new or expanded defined knowledge base related to nursing education, teaching, curriculum development, evaluation, and the development of related expertise.

Typical clinical hours may be devoted to some of the following activities [will develop clinical practicum objectives with guidance of faculty advisor and input from preceptor/mentor]:

**Nurse Educator Practicum** [200 practicum hours required, ineligible for CNS certification]

Typical nurse educator practicum hours may be devoted to some of the following activities [will develop practicum goals and objectives with guidance of faculty advisor and input from preceptor/mentor]:

- Gain knowledge about teaching/learning methods related to nursing education
- Participate in classroom and clinical teaching
- Developing teaching intervention/program for nursing students
- Teach nursing related content to undergraduate nursing students or other selected populations

Direct patient care is not a requirement of the nurse educator practicum experience. However, if students desire to teach within a specific specialty area [i.e. pediatrics, community, etc.] within a school of nursing it would be valuable to gain additional clinical practice and related knowledge within a specific area of specialization.

**NOTE:** The clinical practicum is developed prior to NURS 618 Nursing Education I: Teaching Strategies and Evaluation and practicum hours are also initiated. All required practicum hours are to be completed by the conclusion of NURS 620: Track III. All practicum activities/hours must be documented in a detailed practicum log/journal that demonstrates achievement of goals and objectives, ongoing analysis of experience, self-evaluation, and theoretical/evidence-based related components of teaching practice]. Students will record time spent at various educational and clinical sites. **Student may obtain up to 10 practicum hours related to conferences/workshops, and research based activities.**
Nurse Educator Practicum Guidelines

Overview of Student Requirements and Responsibilities

The student will fulfill requirements for the clinical practicum experience evidenced by participation in activities such as clinical seminars that will be scheduled throughout the semester, maintaining communication with faculty advisor and preceptor, and by thorough documentation of education-focused practicum experiences in a practicum journal/log (guidelines provided).

Nurse Educator Focus:

Prior to practicum experiences, students must obtain at their expense and verify to Liberty University, Inc. they have in place current professional/malpractice/liability insurance, and all CPR certifications, physical health requirements (immunizations, TB testing, etc.), and other items required by the agency.

Nurse Educator Focus ¹

<table>
<thead>
<tr>
<th>Track</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track I</td>
<td>50</td>
</tr>
<tr>
<td>Track II</td>
<td>75</td>
</tr>
<tr>
<td>Track III</td>
<td>75</td>
</tr>
</tbody>
</table>

¹ Recommended hours per Track course, students may “flex” by increasing or decreasing as needed; however, students must initiate practicum hours in Track I and practicum hours must be completed while enrolled in Track III [practicum hours are to be completed throughout all track courses].

Faculty Advisor Responsibilities

Faculty Advisor Responsibilities

Typically, the faculty advisor shall serve as the professor of the track course.

The faculty advisor will review for approval the goals and objectives for the education-focused practicum. It is the student’s responsibility to develop appropriate goals for approval.

The faculty advisor will review for approval selected preceptors. It is the student’s responsibility to arrange for an appropriate preceptor for approval.

The faculty advisor will review for approval a formal contract agreement between Liberty University’s Department of Nursing and the institution/employer of the preceptor. The University will sign its standard affiliation agreement with the agency. In the event the agency refuses to sign the University’s standard agreement, it is the responsibility of the student to cooperate with the University in negotiating an appropriate affiliation agreement with the agency. In the event the agency is unwilling to agree to the University’s reasonable terms, the University shall not be obligated to allow the student to complete his or her practicum with the agency. In such event, the student will be required to find another agency that is willing to sign a reasonable affiliation agreement with the University. Any question regarding the reasonableness of the terms of any affiliation agreement shall be resolved by the University, in its discretion, in consultation with its legal counsel. In addition, the education-focused practicum contract must be signed by the preceptor and student.

The faculty advisor will be available to meet with the student and preceptor periodically at mutually agreeable times to for problem solving as needed and to discuss progress. Such meetings may occur by telephone or other electronic means.
The faculty advisor/professor will monitor student’s achievement of goals and objectives and will perform a final evaluation of student performance.

The faculty advisor will be reasonably available (phone, e-mail) to student and preceptor for support and consultation.

Preceptor and Student Policies and Responsibilities

Preceptor: A preceptor must be a registered nurse (minimum of master’s prepared) with expertise in the selected specialty area of practice who is able to facilitate student learning at the graduate level and achievement of specific nursing education objectives [and as applicable, clinical objectives].

Preceptor Qualifications and Responsibilities

Individuals who serve as preceptors for graduate students must possess a minimum of a master’s degree (it is preferred that the nurse educator preceptor be prepared at the doctoral level).

The preceptor must be a person who is capable of assisting, guiding, and directing graduate students to meet their course/practicum goals and objectives.

The preceptor must be an experienced professional with a commitment to teaching and acts as a role model, resource person, consultant, and mentor.

The preceptor shall work closely with the student and collaboratively with the faculty advisor to facilitate meaningful and appropriate learning experiences for the student.

The preceptor and student shall engage together in process and summative evaluation of the practicum experience.

The preceptor and student shall maintain communication with one another during the course of each 16 week track course [email/phone/face-to-face communication at least every 2 – 3 weeks].

Student Responsibilities

The student shall develop specific education related practicum goals and objectives (see guidelines for practicum contract).

The senior graduate student shall identify and select a preceptor (faculty advisors are also available to assist in this process; faculty advisors must approve student-selected preceptors).

The student shall consistently demonstrate professional behavior (i.e., being on time, proper attire, conforming to selected educational facilities’ policies and procedures).

The student must be highly motivated, self-directed, and responsible for own learning throughout the practicum experience.

The student shall seek assistance from preceptor and faculty advisor as appropriate and will participate in ongoing self-evaluation throughout the practicum experience.
Appendix G

MSN Practicum Documents

Introduction:
All practicum students must complete pre-practicum requirement prior to enrollment in the practicum course NURS 607 or NURS 618. In this section students will find important documents needed to complete their pre-practicum requirements. Students will be enrolled in a pre-practicum course to complete requirements prior to enrollment in the practicum courses. There are no fees or credit associated with this course. It will show on Bb, once enrolled, but will not appear in ASSIST. Students will be enrolled usually the semester prior to enrollment in their first practicum course. This section discusses the forms needed for practicum.

Affiliate Agreement FORMS:
1) Liberty University Master Affiliate Agreement with Schedule A- Student Addendum, and Schedule B – Student Preceptor Agreement (Using this form will expedite the affiliate agreement approval process). It is highly recommended student work with Affiliates willing to take the LU Master Affiliate Agreement. This form also contains Schedule A- Student Addendum (must be signed by student, and Schedule B (Preceptor – Agreement) must be signed by preceptor and student. Student or affiliate will submit through MSNcontracts@liberty.edu.
2) Non-LU Affiliate Agreement:
If Affiliate (hospital or other institution chosen for practicum) will not use the LU Master Affiliation Agreement document. They may submit their own form to MSNcontracts@liberty.edu. However, this may delay approval and in rare instances an agreement may not be reached. Thus the site will not be used. If submitting an Affiliate’s agreement form, the student must also submit a separate preceptor agreement, which is listed below.

Preceptor Agreement and associated Preceptor forms:

Preceptor Agreement Form (Use this form ONLY if the affiliate will not use the Liberty University Master Affiliate Agreement form (which contains schedule B- Preceptor agreement). NOTE: There is a form for CNS and a different form for Nurse Educator (Both are included in this section).

Preceptor Verification form (submit with preceptor agreement and preceptor Curriculum Vita) (required of all preceptors)

OSHA Education Form

HIPAA Education Form

NOTE: The immunization tracking form is located in the Immunization Tracker and must be signed by MD or Health Care Provider. Students must use the Immunization form provided in the tracker; other health care forms will not be accepted.
LIBERTY UNIVERSITY, INC.
CLINICAL PROGRAMS AFFILIATION AGREEMENT
(GRADUATE PROGRAM)

THIS AGREEMENT (“Agreement”) made this ___ day of __________, 20___ (the “Effective Date”), by and between LIBERTY UNIVERSITY, INC. (“Liberty”) and ____________________________ (“Affiliate”), on behalf of itself and its affiliates and subsidiaries, if any;

RECITALS:

WHEREAS, Liberty, as part of its formal, educational course of studies may require clinical/occupational experiences of students, and desires to assign certain of its students to one or more of Affiliate’s facilities to obtain such clinical/occupational experience; and

WHEREAS, Affiliate, in service to the community and to promote high standards of preparation and training for students, is willing to provide the necessary facilities for clinical/occupational experiences;

NOW, THEREFORE, in consideration of the foregoing premises and mutual covenants and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1.0 Definitions.

1.1 “Liaison” shall mean the individual appointed by or designated by Affiliate to administer the provisions of this Agreement.

1.2 “Clinical/Occupational Experience” shall mean a structured learning experience at an Affiliate facility in which a Student provides care to patients/clients under the guidance of a Preceptor and/or participates in observational and/or other educational activities appropriate to the Student's level of preparation.

1.3 “Director” shall mean the Liberty’s Director of the Program in which the Student is participating.

1.4 “Faculty Member” shall mean the member of Liberty’s academic faculty who has direct oversight of the Student in the program and who has been assigned by Liberty to administer the provisions of this Agreement.

1.5 “Facility” shall mean any facility owned and/or operated by Affiliate, including but not limited to hospitals, clinics, office based clinical programs, emergency care facilities, rehabilitation centers and long-term care facilities.

1.6 “Preceptor” shall mean an individual staffed at the Facility to facilitate Student learning and to provide guidance to Students at the Facility as part of the Clinical/Occupational Experience.

1.7 “Program” shall individually and collectively mean the program(s) in which Student(s) is/are enrolled at Liberty and in which Student receives all pre-placement training and education related to his or her field.
1.8 “School Year” shall mean the period from the first day of the fall semester to the last day of the spring semester on the Liberty academic calendar. If the Clinical/Occupational experience is to initiate, terminate or continue into the summer, the term “School Year” shall include the summer session dates for that particular calendar year on Liberty’s academic calendar.

1.9 “Student” shall mean a student officially enrolled in the Program at Liberty who participates in a Clinical/Occupational Experience at the Facility.

2.0 Obligations of Liberty. Liberty shall:

2.1 Encourage the Student to review his or her objectives for the Clinical/Occupational Experience with the Liaison or the Preceptor prior to the start of the Clinical/Occupational Experience.

2.2 Maintain polices which obligate Students who perform activities pursuant to this Agreement to observe the lawful rules, regulations, policies and procedures of the Facility and to adhere to all laws and regulations pertaining to confidentiality and patient rights.

2.3 Present for Clinical/Occupational Experiences only those Students who have had prior instruction in the relevant program area, and who, in the judgment of the Director or Faculty Member, have successfully fulfilled the prerequisites of the Program curriculum.

2.4 If required for Liberty’s purposes, provide evaluation forms for the evaluation of Students who participate in the Clinical/Occupational Experience.

2.5 Retain responsibility for education of Students in the Program and for the design, delivery, quality and curriculum of the Program.

2.6 Maintain all educational records and reports relating to the Clinical/Occupational Experience of the Students.

2.7 Have the Faculty Member periodically consult with the Liaison regarding Student progress and other issues related to administration of this Agreement.

2.8 Require each Student to execute and submit to Affiliate the Student Addendum attached to this Agreement as Schedule A and to enter into the Preceptor Agreement attached as Schedule B.

3.0 Obligations of Affiliate. Affiliate shall:

3.1 Provide facilities suitable for fulfillment of the course objectives for the Clinical/Occupational Experience, as mutually agreed upon by the parties.

3.2 Determine, upon mutual consideration and agreement, the maximum number of Students to be assigned to the Facility for each Clinical/Occupational Experience and the schedule for each Clinical/Occupational Experience.

3.3 Where applicable, select patients for Student assignments required by the Clinical/Occupational Experience. The Facility may, at its discretion and at any time, make changes in the selection of patients for Student assignments.
3.4 Within normal limits imposed by the institutional setting and space constraints of the Facility, conference rooms, lockers and storage space for the Clinical/Occupational Experience as appropriate.

3.5 Permit Students to use cafeteria facilities at their own expense, if available to Affiliate employees.

3.6 Where available, permit Students to utilize parking spaces. If parking at an Affiliate Facility charges employees for the use of such parking spaces, Students shall be responsible for the payment of such parking fees.

3.7 Where available, permit Students to use the library and research materials for research and study, if available.

3.8 Orient Students to the Facility and provide information regarding the Facility's rules, regulations, policies and procedures.

3.9 Arrange for the Preceptor and provide to the Faculty Member the name and telephone number of the Preceptor. Affiliate shall cause the Preceptor to:

   (i) plan, in conjunction with the Faculty Member, Clinical/Occupational Experiences that will fulfill the Program's educational requirements and meet the objectives mutually agreed upon by the parties hereto;

   (ii) meet with or otherwise contact the Faculty Member to discuss any problems;

   (iii) provide guidance to the Students during the Clinical/Occupational Experiences; and

   (iv) participate in periodic evaluation conferences in which the Clinical/Occupational Experiences are evaluated, and provide an evaluation for each Student who participates in a Clinical/Occupational Experience on forms furnished by Liberty.

4.0 Care to Patients. Affiliate shall retain responsibility for the overall care provided to patients in the Facility. Students shall at all times be under the guidance of a Preceptor or other qualified individual designated by Affiliate while performing activities at the Facility pursuant to the terms of this Agreement. Affiliate reserves the right to establish limits on the numbers and types of Students permitted in each patient care unit of the Facility and to restrict specific Student activities in each patient care unit.

5.0 No Payments. The Clinical/Occupational Experience furnished to Students in connection with this Agreement is gratuitous and voluntary and shall be accomplished without any payment made by Affiliate to the Liberty, its Faculty, Students, employees, or agents.

6.0 Nondiscrimination. Affiliate agrees that it will not discriminate against any Student on the basis of color, race, religion, sex, age or national origin, except where religion, sex, age, or national origin is a bona fide qualification reasonably necessary to the normal operation of the Facility or of Affiliate. Furthermore, the parties shall not discriminate against any Student because of a disability, except where accommodation would result in undue hardship on the Facility or on Affiliate or that would fundamentally alter the nature of the services provided.

7.0 Right to Refuse or Terminate Students.

7.1 Affiliate may refuse acceptance of any Student designated by Liberty for participation in a Clinical/Occupational Experience and to terminate participation by any Student in a Clinical/Occupational Experience if: (i) the Student is deemed to be a risk to the Facility's patients, employees, or to himself or
herself; (ii) the Student fails to meet or abide by the rules, regulations, policies and procedures of the Facility; (iii) the Student's conduct is detrimental to the business or reputation of the Facility or of Affiliate; or (iv) the Student fails to accept or comply with the direction of Facility staff.

7.2 Liberty reserves the right to terminate a Student's participation in a Clinical/Occupational Experience when, in its sole discretion, further participation by the Student would be inappropriate.

8.0 Independent Contractors/No Agency. In the performance of duties and obligations hereunder, no Faculty, Student, employee, or agent of Liberty shall, for any purpose, be deemed to be an agent, servant or employee of Affiliate. No employee or agent of Affiliate shall be authorized to act for or on behalf of the Liberty. Nothing in this Agreement is intended nor shall be construed to create any employer/employee relationship, a joint venture relationship, or to allow the parties to exercise control over one another or over the manner in which their employees or agents perform the services which are the subject of this Agreement.

10.0 Assignment. This Agreement shall not be assigned or subcontracted, whether individually or by operation of law, by either party hereto.

11.0 Term. The initial term of this Agreement shall be for one (1) year from the Effective Date and thereafter shall automatically renew for successive one (1) year periods.

12.0 Termination.

12.1 This Agreement shall run for the Term unless earlier terminated as provided herein.

12.2 This Agreement may be terminated at any time upon written mutual consent of the parties hereto.

12.3 This Agreement may be terminated by either party at any time without cause by giving prior written notice of not less than sixty (60) days.

12.4 This Agreement shall terminate based on a material breach of this Agreement by either party, provided that the breaching party fails to cure the breach within thirty (30) days of the date of a written notice of the breach. If such breach is not cured within thirty (30) days of the notice, the date of termination shall be the thirtieth (30th) day following the date of the notice.

13.0 Confidentiality.

13.1 Liberty, its Faculty, Students, employees and agents shall not at any time during or after the Term of this Agreement, without the prior written consent of Affiliate, either directly or indirectly divulge, disclose or communicate in any manner whatsoever to any person not employed or affiliated with Affiliate: (a) any confidential information, including, but not limited to, patient information and information regarding quality assurance, risk management and peer review activities; and (b) any information concerning any matters affecting or relating to the business or operations or future plans of the Affiliate, including, but not limited to, Facility or Affiliate policies, procedures, rules, regulations, and protocols.

13.2 The parties agree that the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), and regulations promulgated thereunder, including the Privacy Rule (Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and part 164, subparts A and E), require certain protection of Protected Health Information (as defined by HIPAA and the Privacy Rule). Institution acknowledges that its Faculty
and Students may have access to Facility's Protected Health Information during its Students' Clinical/Occupational Experience.

13.3 The parties recognize that a breach of this Confidentiality Section of this Agreement may result in irreparable harm to affiliate. In the event of such material breach, and without limiting the right of affiliate to seek any other remedy or relief to which it may be entitled under law, Affiliate may seek injunctive relief against Institution, its Faculty, Students, employees, and agents.

13.4 This Confidentiality Section shall survive termination of this Agreement.

14.0 Notice. All notices under this Agreement shall be in writing and delivered by hand or deposited, postage prepaid, in first-class U.S. mail, registered and return receipt requested, addressed as follows or to such other address as a party may designate in writing accordance with this Section:

If to Affiliate:
___________________________________
___________________________________
___________________________________

If to Liberty:
Director
Department of Nursing
Liberty University
1971 Liberty University Drive
Lynchburg, VA 24502

15.0 Entire Agreement. This Agreement supersedes all earlier agreements between the parties and contains the final and entire Agreement between the parties with respect to the subject matter hereof and they shall not be bound by any terms, conditions, statements, or representations, oral or written, not herein contained, unless contained in a written executed amendment of this Agreement signed by all parties hereto.

16.0 Severability. Should any provision(s) of this Agreement be held invalid, unlawful or unenforceable, the validity of any other provision(s) of this Agreement or the Agreement as a whole shall not be affected.

17.0 Governing Law. This Agreement shall be construed under and enforced in accordance with the laws of the Commonwealth of Virginia (excluding her choice of law provisions), and it shall be construed in a manner so as to conform with all applicable federal, state and local laws and regulations.

18.0 Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

19.0 Headings. Headings used in this Agreement are solely for the convenience of the parties and shall be given no effect in the construction or interpretation of this Agreement.

20.0 Waiver. No waiver of any breach of this Agreement shall constitute or be deemed a waiver of any other or subsequent breach. All remedies afforded in this Agreement shall be taken and construed as cumulative to every other remedy provided hereby or at law.
22.0 **No Third Party Beneficiaries.** This Agreement is not intended to and shall not confer upon any other person or business entity, other than the parties hereto, any rights or remedies with respect to the subject matter of this Agreement.

23.0 **Indemnification.** The parties shall indemnify, defend and hold harmless each other and each other’s respective officers, employees and agents from and against any and all actions, liabilities, claims, damages, suits, liens, judgments, attorneys’ fees and costs arising out of or resulting from the negligent and/or unlawful acts or omissions of the indemnifying party or the indemnifying party’s officers, employees, agents or subcontractors occurring during or in connection with performance under or regarding this Agreement. The parties’ obligation to indemnify each other and each other’s respective officers, employees and agents shall survive the expiration or termination of this Agreement for any reason.

IN WITNESS WHEREOF, and in agreement hereto, Liberty and Affiliate have caused this Agreement to be executed by their authorized representatives.

LIBERTY UNIVERSITY, INC.

By: _______________________________

It’s _______________________________

AFFILIATE: _______________________________

By: _______________________________

It’s _______________________________
LIBERTY UNIVERSITY, INC.

CLINICAL PROGRAMS AFFILIATION AGREEMENT

(GRADUATE PROGRAM)

STUDENT ADDENDUM

THIS AGREEMENT/ADDENDUM ("Addendum"), is made this _____ day of ______, 20__ between the undersigned Student and _____________________________ ("Affiliate");

RECITALS:

WHEREAS, Student desires to participate in a Clinical/Occupational Experience as a part of a degree Program at Liberty University; and

WHEREAS, the Facility selected by the Student to administer the Clinical/Occupational Experience is owned, run or controlled by Affiliate, which will enter or has entered into a master Clinical Programs Affiliation Agreement, (the "Agreement") with Liberty to allow Students of Liberty to participate in such Clinical/Occupational Experience; and

WHEREAS, pursuant to the Agreement, and in order for Liberty and Affiliate to provide the Clinical/Occupational Experience, Student is required to make certain representations and covenants with Affiliate.

NOW, THEREFORE, for and in consideration of the foregoing, the undersigned Student agrees as follows:

1) All capitalized terms herein will have the same meaning as in the referenced Agreement and this Addendum is subject to the provisions of the Agreement as if incorporated herein.

2) Student agrees to abide by all of the terms and conditions of the foregoing Agreement related to Student and to cooperate fully in the administration of the Agreement by Liberty and Affiliate.

3) Student agrees to abide by all of the rules, regulations, policies and procedures of Affiliate and of the Facility and to abide by all local, state and federal laws pertaining to confidentiality and patient rights.

4) Student agrees to allow Affiliate, at Student’s expense, to obtain a criminal background check, credit history, Social Security Number verification and Positive Identification National Locater/OIG check. This Agreement constitutes a release and authorization of Student for these purposes. Student agrees to provide his or her Social Security number to Affiliate.

5) Student agrees to provide evidence to Affiliate of coverage of Student by professional liability insurance with a minimum of i) combined single limit of One Million Dollars ($1,000,000.00) and
an annual aggregate liability limit of Three Million Dollars ($3,000,000.00), or ii) coverage sufficient to meet the requirements of Affiliate.

6) Student agrees to provide Affiliate with evidence that Student meets all health requirements of Affiliate and has all inoculations that may be required by Affiliate or by the Facility. It is Student’s obligation to inquire as to these requirements.

7) Student agrees to cooperate with Affiliate in fulfilling its obligations under the Agreement and to cooperate with the Preceptor, staff Faculty and administration of Affiliate in fulfilling Student’s obligations for the Clinical/Occupational Experience.

8) Student agrees to maintain good standing with the academic and other requirements of Liberty in order to continue participation in the Clinical/Occupational Experience.

9) Student agrees to maintain the confidentiality required in paragraphs 13.1 and 13.2 of the Agreement.

10) Student agrees and understands that this Addendum does not obligate Affiliate to provide any services or accommodations to Student outside of Affiliate’s obligations to Liberty under the Agreement; and Liberty is deemed to be the sole beneficiary of Affiliate’s obligations under the Agreement and this Addendum to the exclusion of Student. Student understands that but for the representations, obligations and warranties of the Student in this Addendum, Affiliate would not allow student to participate in the Clinical/Occupational Experience under the Agreement.

11) Any failure of Student to fully comply with the terms hereof shall be cause for immediate termination of the Student from further participation in the Clinical/Occupational Experience.

12) This agreement imposed obligations upon Student which are in addition to, and not in lieu of, Student’s other obligations to Liberty.

IN WITNESS WHEREOF, Student has executed this Addendum.

___________________________________ (STUDENT’S PRINTED NAME)

___________________________________ (STUDENT’S SIGNATURE)

___________________________________ (DATE)
SCHEDULE B
LIBERTY UNIVERSITY MSN PROGRAM
CLINICAL / EDUCATOR PRACTICUM CONTRACT

Clinical Courses: __________________________________________________________

Practicum: Clinical Nurse Specialist (CNS) or Nurse Educator (Circle One) .

Preceptor (Print Name): ____________________________________________________

Agency: ___________________________________________________________________

Student (Print Name): ______________________________________________________

I, ____________________________ (Student), agree to fulfill the requirement of __500 clinical practicum hours for CNS or ____200 practicum hours for Nurse Educator (check one), to be initiated in NURS __________ and completed by the conclusion of the semester in which I am enrolled in NURS ______.

I, ____________________________ (Preceptor) will act as preceptor, providing weekly consultation, guidance, and assistance in problem solving as needed. Student will provide preceptor approved goals and objectives during the first practicum course. The goals and objectives as set forth in this contract may be renegotiated and signed by all parties as named above.

Policies. I agree to abide by the policies set forth in the Graduate Nursing Student Handbook, which I acknowledge I have received, read and understand. I, in keeping with these promises, I will also abide by all obligations imposed upon me by any affiliation agreement entered into by Liberty University and my practicum site.

Release of Confidential Information. To allow my practicum study to occur, I hereby authorize Liberty University to release information about me to my practicum site and preceptor, and I waive any right of confidentiality afforded me by the Family Education Rights and Privacy Act regarding such information.

Indemnity. I hereby release, waive my right recover against, and agree to indemnify, defend, and hold harmless Liberty University, Inc. and all of its operators, and parent, subsidiary and related entities, and its and their respective officers, directors, employees, agents, servants and insurers (hereinafter jointly referred to as the “Indemnitee”) from and for any and all claims or causes of action for any losses, damages, property damage, property loss or theft, costs, expenses (including attorney’s fees and opinion witness fees), complaints, personal injury, death or other loss arising from or relating in any way to my participation in practicum study, including, without limitation, my travel to, from and during the practicum study, and wrongful acts of others that are harmful to me.

Waiver. I hereby waive any and all claims that may arise against Liberty University, Inc. and all of its operators, and parent, subsidiary and related entities, and its and their respective officers, directors, employees, agents, servants and insurers as a result of or in any way related to my participation in practicum study, including, without limitation, my travel to, from and during the practicum study, and wrongful acts of others that are harmful to me, including but not limited to claims alleging negligence, gross negligence, and/or willful and wanton bad acts.

Covenant Not To Sue. I promise and agree that I will not sue Liberty University, Inc. or any of its operators, or parent, subsidiary and related entities, or its or their respective officers, directors, employees, agents, servants and insurers for any damages, losses, claims, causes of action, suits, demands, costs, complaints, including those resulting from my illness, injury, and/or death, released and waived in the two preceding paragraphs. The undersigned student further agrees that Liberty University, Inc. may plead this agreement as a full and complete defense to any suit brought in violation of this promise.
Agreements Not Limited by Actions of Liberty University. The agreements and obligations under the three preceding paragraphs shall not be limited or reduced in any way because any of the losses, damages, property damage, property loss or theft, costs, complaints, personal injury, death or other loss, including those resulting from the undersigned’s illness, injury, and/or death, arise or result, in whole or in part, from the negligence of, or breach of any express or implied warranty or duty by Liberty University, Inc. or any of its operators, or parent, subsidiary and related entities, or its or their respective officers, directors, employees, agents, servants, and insurers.

Liberty University, Inc. shall be deemed a third-party beneficiary of this contract.

----------------------------------------------------------------------------------------------

Signatures:

Student:

Name                                  Date

Preceptor:

Name                                  Date
LIBERTY UNIVERSITY MSN PROGRAM

CLINICAL PRACTICUM CONTRACT CNS Track

Clinical Courses: ________________________________

Practicum: Clinical Nurse Specialist ______________

Preceptor (Print Name): ____________________________

Agency: ____________________________

Student (Print Name): ____________________________

I, ____________________________, agree to fulfill the requirement of __500 clinical practicum hours, to be initiated in NURS ________ and completed by the conclusion of the semester in which I am enrolled in NURS ________.

______________________________ will act as preceptor, providing weekly consultation, guidance, and assistance in problem solving as needed. The goals and objectives as set forth in this contract (see attached page) may be renegotiated and signed by all parties as named above.

Policies. I agree to abide by the policies set forth in the Graduate Nursing Student Handbook, which I acknowledge I have received, read and understand. In keeping with these promises, I will also abide by all obligations imposed upon me by any affiliation agreement entered into by Liberty University and my practicum site.

Release of Confidential Information. To allow my practicum study to occur, I hereby authorize Liberty University to release information about me to my practicum site and preceptor, and I waive any right of confidentiality afforded me by the Family Education Rights and Privacy Act regarding such information.

Indemnity. I hereby release, waive my right recover against, and agree to indemnify, defend, and hold harmless Liberty University, Inc. and all of its operators, and parent, subsidiary and related entities, and its and their respective officers, directors, employees, agents, servants and insurers (hereinafter jointly referred to as the “Indemnitee”) from and for any and all claims or causes of action for any losses, damages, property damage, property loss or theft, costs, expenses (including attorney’s fees and opinion witness fees), complaints, personal injury, death or other loss arising from or relating in any way to my participation in practicum study, including, without limitation, my travel to, from and during the practicum study, and wrongful acts of others that are harmful to me.

Waiver. I hereby waive any and all claims that may arise against Liberty University, Inc. and all of its operators, and parent, subsidiary and related entities, and its and their respective officers, directors, employees, agents, servants and insurers as a result of or in any way related to my participation in practicum study, including, without limitation, my travel to, from and during the practicum study, and wrongful acts of others that are harmful to me, including but not limited to claims alleging negligence, gross negligence, and/or willful and wanton bad acts.

Covenant Not To Sue. I promise and agree that I will not sue Liberty University, Inc. or any of its operators, or parent, subsidiary and related entities, or its or their respective officers, directors, employees, agents, servants and insurers for any damages, losses, claims, causes of action, suits, demands, costs, complaints, including those resulting from my illness, injury, and/or death, released and waived in the two preceding paragraphs. The undersigned student further agrees that Liberty University, Inc. may plead this agreement as a full and complete defense to any suit brought in violation of this promise.

Agreements Not Limited by Actions of Liberty University. The agreements and obligations under the three preceding paragraphs shall not be limited or reduced in any way because any of the losses, damages, property
damage, property loss or theft, costs, complaints, personal injury, death or other loss, including those resulting from the undersigneds’ illness, injury, and/or death, arise or result, in whole or in part, from the negligence of, or breach of any express or implied warranty or duty by Liberty University, or any of its operators, or parent, subsidiary and related entities, or its or their respective officers, directors, employees, agents, servants, and insurers.

Liberty University, Inc. shall be deemed a third-party beneficiary of this contract.

---------------------------------------------------------------------------------------------

Signatures:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name

Date
LIBERTY UNIVERSITY MSN PROGRAM

CLINICAL PRACTICUM CONTRACT Nurse Educator Track

Practicum Courses: ________________________________________________

Practicum: Nurse Educator

Preceptor (Print Name): ____________________________________________

Agency: __________________________________________________________

Student (Print Name): ______________________________________________

I, __________________________, agree to fulfill the requirement of __200 practicum hours, to be initiated in NURS ______ and completed by the conclusion of the semester in which I am enrolled in NURS ______.

_________________________ will act as preceptor, providing weekly consultation, guidance, and assistance in problem solving as needed. The goals and objectives as set forth in this contract (see attached page) may be renegotiated and signed by all parties as named above.

Policies. I agree to abide by the policies set forth in the Graduate Nursing Student Handbook, which I acknowledge I have received, read and understand. In keeping with these promises, I will also abide by all obligations imposed upon me by any affiliation agreement entered into by Liberty University and my practicum site.

Release of Confidential Information. To allow my practicum study to occur, I hereby authorize Liberty University to release information about me to my practicum site and preceptor, and I waive any right of confidentiality afforded me by the Family Education Rights and Privacy Act regarding such information.

Indemnity. I hereby release, waive my right recover against, and agree to indemnify, defend, and hold harmless Liberty University, Inc. and all of its operators, and parent, subsidiary and related entities, and its and their respective officers, directors, employees, agents, servants and insurers (hereinafter jointly referred to as the “Indemnitee”) from and for any and all claims or causes of action for any losses, damages, property damage, property loss or theft, costs, expenses (including attorney’s fees and opinion witness fees), complaints, personal injury, death or other loss arising from or relating in any way to my participation in practicum study, including, without limitation, my travel to, from and during the practicum study, and wrongful acts of others that are harmful to me.

Waiver. I hereby waive any and all claims that may arise against Liberty University, Inc. and all of its operators, and parent, subsidiary and related entities, and its and their respective officers, directors, employees, agents, servants and insurers as a result of or in any way related to my participation in practicum study, including, without limitation, my travel to, from and during the practicum study, and wrongful acts of others that are harmful to me, including but not limited to claims alleging negligence, gross negligence, and/or willful and wanton bad acts.

Covenant Not To Sue. I promise and agree that I will not sue Liberty University, Inc. or any of its operators, or parent, subsidiary and related entities, or its or their respective officers, directors, employees, agents, servants and insurers for any damages, losses, claims, causes of action, suits, demands, costs, complaints, including those resulting from my illness, injury, and/or death, released and waived in the two preceding paragraphs. The undersigned student further agrees that Liberty University, Inc. may plead this agreement as a full and complete defense to any suit brought in violation of this promise.

Agreements Not Limited by Actions of Liberty University. The agreements and obligations under the three preceding paragraphs shall not be limited or reduced in any way because any of the losses, damages, property
damage, property loss or theft, costs, complaints, personal injury, death or other loss, including those resulting from
the undersigneds’ illness, injury, and/or death, arise or result, in whole or in part, from the negligence of, or breach
of any express or implied warranty or duty by Liberty University, or any of its operators, or parent, subsidiary and
related entities, or its or their respective officers, directors, employees, agents, servants, and insurers.

Liberty University, Inc. shall be deemed a third-party beneficiary of this contract.

-----------------------------------------------------------------------------------------------------------------------------

Signatures:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
</table>
LIBERTY UNIVERSITY
CNS PRECEPTOR VERIFICATION FORM

Thank you for agreeing to be a preceptor for a student who is currently enrolled in Liberty University's MSN Adult/Acute Clinical Nurse Specialist program. Please provide an electronic copy of the following information to the student: (1) a completed Preceptor Verification Form and (2) a copy of your curriculum vitae as a PDF file. Again, thank you for your willingness to share your time and expertise and for your support of graduate education and the nursing profession.

Please Print:
Student Name: ____________________________________________________

Preceptor Name: ____________________________________________________

Institution and year where BSN obtained: ________________________________

Institution and year where MSN obtained: ________________________________

RN license number and state in which licensed: ____________________________

CNS or NP license number and state in which licensed: _______________________

Clinical specialty area: ________________________________________________

Preceptor: Please email this completed form along with a copy of your current CV as an electronic file [scanned or PDF file] to the student. The student will then submit to the LU tracker, pre-practicum course (once enrolled) and practicum course via assignment manager.
LIBERTY UNIVERSITY
NURSE EDUCATOR PRECEPTOR VERIFICATION FORM

Thank you for agreeing to be a preceptor for a graduate nursing student at Liberty University. Your dedication to the nursing profession and graduate education is greatly appreciated. Please complete this form to verify your professional credentials, clinical specialty, and teaching setting.

**Please Print:**

Student Name:__________________________________________________

Preceptor Name:__________________________________________________

Institution and year where BSN obtained:_____________________________

Institution and year where MSN obtained: _______________________________

Institution and year where PhD or EdD obtained:_____________________________

RN license number and state in which licensed:

_________________________________________________________________

Clinical specialty area:______________________________________________

Teaching/education setting: ___________________________________________

Curriculum vitae: [please attach]

Preceptor: Please email this completed form along with a copy of your current CV as an electronic file [scanned or PDF file] to the student. The student will then submit to the LU tracker, pre-practicum course (once enrolled) and practicum course via assignment manager.
APPENDIX H
Liberty University
Department of Nursing

Blood borne Pathogens Risk Acknowledgement OSHA FORM

All students are required to access and read all materials listed on the Occupational Safety and Health Administration (OSHA) web site under “Bloodborne Pathogens and Needlestick Prevention” (http://www.osha.gov/SLTC/bloodbornepathogens/)

This information is standard health care worker information that you should be familiar with; however, knowing your resources in the event of an exposure is important. Please acknowledge by your signature that you have reviewed and understand the following:

1. Needle stick injuries and legislation
2. Occupational exposure and prevention
3. Information for health care workers about blood borne pathogens
4. Procedures following exposure to blood borne pathogens
5. Exposure control in home care
6. Precautions for emergency responders
7. Post-exposure evaluation and follow-up

After reviewing these publications please read, print name, sign signature and date the following statement:

I have read the OSHA publications regarding the risk to health care workers associated with exposure to blood borne pathogens. I have been informed of this risk through these publications and affirm my understanding of the materials. I will familiarize myself with policies and procedures for post exposure management at the practicum facility. I will report any exposure to blood or body fluids during a course-related experience to nursing faculty, clinical preceptor and report the exposure in accordance with the policies and procedures of the practicum facility. I understand I am responsible for healthcare and payment associated with needlesticks or blood or body fluid exposures including but not limited to HIV/Heb B testing and/or other follow up testing and healthcare. I may ask faculty for additional information if I have any questions prior to signing.

______________________________________________  ______________________
Student Signature                  Date

Print Student Name Here:____________________________________________________

Scan document as a PDF file with printed name, signature and date and submit to:
www.libertybackgroundcheck.com
Open Immunization Tracker tab
Then upload PDF file to the OSHA education link.
Regarding your affiliation with the [__________________________________________] (Print Name of Facility), please print name, sign and date this form to affirm that you will abide by the following requirements and guidelines throughout your clinical practicum experience.

I have read and understand the HIPAA Policies and Guidelines as stated by the Department of Health and Human Services (2008) as they pertain to the protection of patients’ rights and confidentiality. Click on link below for HIPAA education:


I will maintain HIPAA policies of the facility named above throughout my clinical practicum experience.

I will follow policies and procedures of the above named facility.

I will be responsible for payment of any personal medical care that may be necessary while on site of the facility named above.

Print Name Here: _________________________________________________

Signature: _______________________________________________________

Date: ____________________________________________________________

Scan document as a PDF file with printed name, signature and date and submit to:
www.libertybackgroundcheck.com
Open Immunization Tracker tab
Then upload PDF file to the HIPAA education link
LIBERTY UNIVERSITY
CONSENT TO RELEASE OF RECORDS

The undersigned hereby authorizes Liberty University, its employees, staff, agents and contractors to release any and all records maintained by it with regard to the undersigned to any facility (the “Facility”) designated in writing by the undersigned to Liberty University as a facility in which the undersigned wishes to obtain or participate in a practical training program in the undersigned’s chosen field of professional education (the “Practicum”). The undersigned agrees to hold harmless Liberty University, its employees, staff, agents and contractors from and waive any claims against it on account of any use or misuse of information from such records by any such receiving Facility. This release extends to any and all rights and obligations in favor of the undersigned provided by the Family Educational Rights and Privacy Act, the Health Insurance Portability and Accountability Act of 1995 (“HIPAA”), or any other federal, state or local protections against disclosure of personal records or information, including the release of protected health information of individually identifiable health information.

Additionally, the undersigned agrees to provide to Liberty University any and all health and other information required by the Facility in order for the Facility to provide the practicum and agrees to undergo any required health or other testing and to have the results of the same reported to Liberty University.

Practicum Student: ____________________________

Date ____________________________

student no #______________________

Print Name__________________________

Scan document as a PDF file with printed name, signature and date and submit to: www.libertybackgroundcheck.com
Open Immunization Tracker tab
Then upload PDF file to the RECORDS RELEASE link