



MSN Student Handbook 2022-2023

Liberty University School of Nursing

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LETTER FROM THE ADMINISTRATIVE DEAN OF THE ONLINE NURSING EDUCATION PROGRAM

Dear MSN Student:

On behalf of the Liberty University's MSN Program faculty and staff, I would like to extend to you a warm welcome to the RN-BSN program. The MSN program at Liberty University prepares nurses to work at advanced levels of nursing practice, translating evidence into practice, and providing and/or designing expert patient care at the individual, family, and community level. Students apply theory, clinical and administrative knowledge, as well as best practices and policy, to design and implement inter-collaborative innovative solutions to improve health care. The School of Nursing is committed to excellence in nursing education and preparing nurses to serve others as the hands and feet of Jesus. We understand starting the MSN program requires a significant commitment of time and resources on your part. Faculty and staff are here to support your professional and educational experience and growth.

The MSN program supports The Essentials of Baccalaureate Education for Professional Nursing Practice as set forth by the American Association of Colleges of Nursing (AACN) 2018. The curriculum is distinctly Christian and based on the Christian World View.

Please feel free to contact any member of the faculty or staff should you have questions or concerns. It is our privilege to foster your educational experience. Following, you will find a quick list of resources and contacts. I wish you the best as you work towards your MSN.

Warm regards,

A handwritten signature in black ink, appearing to read 'D Murphy', with a stylized, cursive script.

Dottie Murphy, DNP, FNP-BC, CNE
Administrative Dean – Online Nursing Education Program
Professor of Nursing
School of Nursing

INTRODUCTION

The MSN Student Handbook provides students with information and detailed guidelines that will assist them as they matriculate in the MSN program. Students should refer to the Liberty University MSN website and the Liberty University Graduate Catalog for additional information. The MSN Student Handbook is revised as needed annually. If necessary, students are notified via email about updates in program or procedure prior to the publication of the updated handbook.

THIS HANDBOOK SETS FORTH THE GENERAL GUIDELINES OF LIBERTY UNIVERSITY'S MSN 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. THESE POLICIES APPLY TO ALL STUDENTS ENROLLED IN NURSING COURSES. 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. THIS HANDBOOK DOES NOT CONVEY ANY CONTRACTUAL RIGHT IN, TO OR UPON ANY STUDENT. THESE POLICIES APPLY TO ALL STUDENTS ENROLLED IN MSN COURSES, REGARDLESS OF WHETHER THEY ARE IN THE MSN PROGRAM. IF YOU HAVE SPECIFIC QUESTIONS ABOUT THIS HANDBOOK OR REQUIREMENTS LISTED, YOU MUST RESOLVE ALL QUESTIONS AND CONCERNS BEFORE ENROLLING IN THE PROGRAM.

MSN PROGRAM GENERAL INFORMATION

If You Have Questions

Practicum Coordinators: Joanne Jones & Michelle Davis PracticumCoordinator@liberty.edu

MSN Admissions: MSN@liberty.edu

Online Student Support Coordinator: Nicole Horsch nhorsch@liberty.edu

Certified Background Castle Branch Background Check and document deposit questions:
888-914-7279 orservicedesk.cu@castlebranch.com

Liberty University Information Services: <https://www.liberty.edu/informationsservices/>

MSN Chair: Dr. Elizabeth Whorley ecwhorley@liberty.edu

Graduate Academic Information and Policies: <https://www.liberty.edu/index.cfm?PID=39273>

Graduate Catalog: <https://www.liberty.edu/academics/catalogs/index.cfm?PID=39289>

Graduate and Online Community Life:
<https://www.liberty.edu/studentaffairs/communitylife/index.cfm?PID=19155>

Graduate Writing Center, Graduate Writing Tips, APA Formatting Tips, Tutoring and More:
<https://www.liberty.edu/online/casas/writing-center/>

IT Market Place purchase software and computers at reduced rates:
<https://www.liberty.edu/informationsservices/index.cfm?PID=30890>

Liberty University Jerry Falwell Library: <https://www.liberty.edu/library/>

Liberty University Institutional Review Board
<http://www.liberty.edu/academics/graduate/irb/index.cfm?PID=12606>

Nursing Library Research Page:
<http://libguides.liberty.edu/content.php?pid=548925&sid=4520188>

LIBERTY UNIVERSITY INFORMATION

The University

Liberty University is the largest university in Virginia. Nestled in the Blue Ridge Mountains on more than 7,000 beautiful acres in Lynchburg, VA, Liberty offers over 600 programs from the certificate to the doctoral level, and is home to more than 100,000 residential and online students.

Accreditation

Liberty University is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) (SACS-COC) to award associate, bachelors, masters, specialist, and doctoral degrees. The School of Nursing offers a generic residential Bachelor of Science in Nursing (BSN) degree, a RN to BSN degree, a Master of Science in Nursing (MSN) degree and a Doctor of Nursing Practice degree which are all fully accredited by the [Commission on Collegiate Nursing Education](#) (CCNE) and approved by the Virginia State Board of Nursing. The School of Nursing also offers a PhD in Nursing: Nursing Education Concentration.

Academic Facilities

The Arthur S. DeMoss Learning Center houses several large lecture halls, modern classrooms, and simulation labs. The School of Nursing is housed on the second floor of DeMoss Hall and includes 32,300 square feet, an OB Theater equipped with a birthing mannequin, static and high-fidelity mannequins, health assessment suites and an interactive team spot/classroom spot.

Location

In the heart of Virginia, Liberty University is located in Lynchburg on the south banks of the historic James River with the scenic Blue Ridge Mountains as a back drop. The city is over 200 years old and is noted for its culture, beauty, and educational advantages. Lynchburg is at the crossroads of U.S. highway 29 and 460 and has adequate transportation facilities via bus, railway, and air.

Statement of Mission and Purpose

Maintaining the vision of the founder, Dr. Jerry Falwell, Liberty University develops Christ-centered men and women with the values, knowledge, and skills essential to impact the world.

Through its residential and online programs, services, facilities, and collaborations, the University educates men and women who will make important contributions to their workplaces and communities, follow their chosen vocations as callings to glorify God, and fulfill the Great Commission.

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 and undergraduate programs where appropriate.

4. Promote the synthesis of academic knowledge and a Christian worldview in order that there might be a maturing of spiritual, intellectual, social and physical value-driven behavior.
5. Enable students to engage in a major field of study 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.

LIBERTY UNIVERSITY SCHOOL OF NURSING

“Training Champions for Christ who care with their hearts and their minds, exhibiting both our art and our science to care for those most in need here and around the world by impacting and investing in the lives others.”

Philosophy

The primary goal of the Liberty University School of Nursing is to educate Christian students to minister to others through the profession of nursing. The School of Nursing supports the following propositions based on the Bible, nursing process, and nursing theory.

God, the infinite source of all things, has shown us truth through Jesus Christ in the Holy Scripture and in a personal relationship with Him.

Persons are spiritual, rational, moral, social, and physical beings, created in the image of God. They are, therefore, able to know and to value themselves and other persons, the universe, and God. The metaparadigm of Person can include the family unit, larger communities, and specific populations. Nursing care should be patient centered and representative of patient needs and desires.

Education as the process of teaching and learning, involves the whole person, by developing the knowledge, skills, and attitudes which enable each individual to change freely. Thus, learning occurs most effectively when both instructor and student are properly related to God and each other through Christ. (Liberty University, 2014)

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 and based on science derived from research and scholarship. Nurses must have knowledge, skills, and attitudes to meet the needs of diverse patient populations.

Environment is more than the place where nursing care is offered. Environment is the place where a person is physically, spiritually, mentally, and emotionally present. Nursing care should be designed to care for the whole client in their personal environment, to educate at their level of understanding, and to support through the sharing of available resources.

Health is defined by the client and can vary based on their personal life experiences. The nurse's role is to help the client define health expectations and create a plan to reach their personal health goals.

(Cross-referenced with Student Handbooks)

Guiding Theories

The nursing faculty believes that teaching and learning are independent lifelong processes. Learning is a progressive and cumulative experience producing beneficial changes in behavior. Learning takes place in three domains: cognitive, affective, and psychomotor. Learner motivation and readiness are necessary if learning is to take place.

Building off Benner's Model for Skill Acquisition for nurse clinicians, faculty guide students through the learning process starting at the novice level and supporting their personal growth. Similarly faculty progress from the novice faculty role to the expert faculty role. Each level is reached through experience, longevity, and knowledge growth. The School of Nursing is dedicated to assisting faculty to progress through each level.

(Cross-referenced with Student Handbooks)

Kirkpatrick's four-level evaluation model is used to assess the areas of reaction, learning, behavior, and results (Palaganas, 2015). Evaluation tools assist with internal, critical thinking of self. It is also used to improve simulation design and facilitation. Of Kirkpatrick's four levels, the final level, "result", is evaluated during student clinical rotations. Clinical instructors as faculty, provide feedback on student performance in the clinical setting with the online Clinical Evaluation form. Simulation educational activities are developed based on the Jeffries Simulation Theory and the Plus-Delta Model.

(Cross-referenced with Simulation Center Website)

Additionally, Kolb's Theory of Experiential Learning guides novice faculty as they learn through observation of master teachers, through the experience of teaching, and through constructive feedback from master teachers and LUSON administrators.

Nursing and nursing education should be based on caring for the whole person and the whole student. Created in God's Image (Genesis 1:26), mankind has physical, spiritual, and mental elements that should be considered by nurses in their care of patients as well as when educating student nurses.

History

The nursing program began in 1982 with the opening of the RN to BSN program for students who were already RN's desiring to continue their education with a BSN degree. The first Director, Dr. Eleanor Treece, led the initial processes of creating curriculum and achieving accreditation. The first class boasted three students, and the second class had five.

In 1986, through the efforts of our first Chair, Dr. Linda Miller, the four-year residential BSN program was opened for students who wanted to become nurses. The first class of forty students was admitted in spite of the fact that the Admissions Department was unaware of the opening of the new program and told inquiring students that Liberty did not have a nursing program!

In 1991, thirty-six students graduated from the pre-licensure BSN program and went out to serve as the hands and feet of Jesus across the country and the world. Since those humble beginnings, the School of Nursing has graduated thousands of students who desire to serve the Lord through the ministry of nursing. Among our graduates are many long-term missionaries, several of our own faculty members, and numerous excellent bedside nurses, nurse practitioners, nurse anesthetist, and nurse leaders. Students experience many opportunities for local and global service learning in addition to clinical skills gained in clinical experiences and simulation. Recruiters all over the nation seek out our graduates for that "something different" seen in them. They often do not know how to describe what they are seeing, but we know it is the compassion, integrity, and grace of Jesus.

Since opening in 1982, the RN to BSN program has continued to support the nursing profession by offering online courses for practicing nurses. For nearly forty years, the program has encouraged the growth of professional nurses and improved patient outcomes. The RN to BSN program offers students additional theory, practice, and leadership growth.

In 2004, the Masters of Science in Nursing (MSN) program began with the Clinical Nurse Specialist program. Later the MSN program transitioned to the online environment with the Nurse Educator concentration. In 2013, the Clinical Nurse Specialist program was closed when the program added the Nursing Administration concentration. The Nursing Informatics concentration began in 2017, along with an RN to BSN to MSN program, along with two dual degrees with the School of Business (MSN/MBA and MSN/MSHA), all due to increased demand in the marketplace. In spring 2019, the MSN program opened two additional tracks: Community Health and Health Care Policy.

Under the leadership of Dr. Deanna Britt, the Nursing Department transitioned to the School of Nursing in 2014. She was the founding Dean for LUSON and served the University and Nursing for over 30 years.

The Doctor of Nursing Practice Program (DNP) opened in the fall of 2014. It has three concentrations: one for students who already have master's degree and wish to complete a doctoral degree in nursing practice and the other for students who wish to become family nurse practitioners or psychiatric mental health nurse practitioners with doctoral degree preparation as they enter practice. In the fall of 2018, the DNP program began offering an online format of the Family Nurse Practitioner DNP and opened a new concentration, Psychiatric Mental Health Nurse Practitioner – certificate and degree.

In fall 2019, LUSON began the Philosophy in Nursing (PhD) doctoral program with a focus on nursing education. The PhD program trains nurse educators to teach the next generation of nurses in all specialties.

The Simulation Center supports all levels of nursing students in their clinical preparation. Deliberate practice, high fidelity simulation, standardized patients and virtual patient experiences as well as telehealth are all offered to enhance and promote confidence and competence through critical thinking at the patient bedside. In the rapidly changing environment of healthcare delivery, the Simulation Center seeks ongoing excellence in student centered learning. In 2014, the Simulation Center underwent an expansion project which added additional state of the art rooms and equipment. The Simulation Center grew to 14,019 square feet which included 42 separate rooms for simulation, debriefing, skill acquisition and standardized patient encounters. The Simulation Center is equipped with B-Line cameras for filming and debriefing simulation.

Expansion in 2018, increased the number of standardized patient exam rooms, high fidelity medication administration, and telehealth robot doubles. The Simulation Center offers over learner contact hours each year to promote patient safety and improve patient outcomes, not only to the LUSON but also to area community partners. The Simulation Center is accredited by the Society for Simulation in Healthcare. Oversight of the Simulation Center is by a certified healthcare simulation educator.

In Spring 2022, the LUSON undergraduate program will be launching the Veteran to BSN and the BA/BS to BSN programs to support the needs of the adult learner in an accelerated format.

LUSON has continued to grow in number and in maturity, and along the way, the Lord has provided all we needed including committed faculty and staff, dedicated students, laboratory and clinical space, and equipment to fill it. To God be the glory... great things He has done.

HONOR SOCIETY OF NURSING

The Liberty University School of Nursing has a chartered chapter of [Sigma Theta Tau International, Psi Delta](#), 2016. The criteria for admission to the Psi Delta Chapter are consistent with Sigma Theta Tau International, Incorporated Bylaws. Each year LUSON nursing students are invited to Psi Delta Chapter membership based on the 2013-2015 Biennium Honor Society Bylaws:

- Students in graduate programs shall be eligible for membership if they have achieved excellence according to the standards approved by the Society.
- Graduate program is defined as an accredited program of graduate study in nursing including master, post-master, doctoral, and post-doctoral.
- Students shall have completed a minimum of one-quarter of the required graduate curriculum.
- Students in graduate programs, who are registered nurses, legally recognized to practice in their country, and have a minimum of a baccalaureate degree or equivalent in any field, shall be eligible to be considered as a nurse leader at any point in the program.
- Exceptions may be made at the discretion of the chapter's governance committee following the guidelines adopted by the International Board of Directors.

MSN PROGRAM OVERVIEW

MSN Program Description

Liberty University's Masters of Science in Nursing program is founded on a Christian worldview and is designed to prepare competent men and women as nurse administrators for careers in nursing leadership and nurse educators for careers in schools of nursing or in other environments such as hospital-based departments of education, or community education. Graduates are equipped with the critical thinking skills, leadership, and knowledge needed to promote the profession of nursing through clinical practice, teaching, nursing leadership, research, program development and implementation, and scholarship.

MSN Mission and Philosophy

The MSN Program is consistent with Liberty University's mission. To produce Christ-centered men and women with values, knowledge, and skills required to transform health care and provide specialty care to diverse populations and improve outcomes through leadership, quality improvement and translational research.

In keeping with the philosophy of the School of Nursing, the MSN program supports the following propositions:

- 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.

MSN Purpose Statement

Liberty University's Masters of Science in Nursing program is founded on a Christian worldview and is designed to prepare competent men and women as nurse administrators for careers in nursing leadership, nurse educators for careers in schools of nursing or other environments such as hospital-based departments of education, or community education, and nurse informaticists for careers in healthcare settings. Graduates are equipped with the critical thinking skills, leadership, and knowledge needed to promote the profession of nursing through clinical practice, teaching, nursing leadership, research, program development and implementation, health policy, and scholarship.

STANDARDS OF CONDUCT & ETHICS AND CLINICAL QUALITY BOARD POLICY & PROCEDURE

Purpose Statement

The Liberty University School of Nursing Standards of Conduct is based on the premise that a Christ-centered University must be dedicated to the formation of Champions for Christ. Champions of Christ are, at least in part, individuals dedicated to conducting their lives in a way that honors the Lord. In partnership with Liberty University, the mission of the School of Nursing is to prepare professional nurses to be the hands and feet of Christ to a lost and hurting world. In order to achieve this mission, the School of Nursing has instituted a process for upholding the Standards of Conduct. For more serious violations of the Standards of Conduct, there is an Ethics & Clinical Quality Board (also referred to as the “Board”) that will hold students accountable to their faculty (including staff), student peers, and colleagues.

Scope of Application

The Standards of Conduct applies to all nursing students in the School of Nursing’s programs. It applies to conduct in the classroom and in clinical settings, as well as to personal conduct on and off the Liberty University campus. Under the Standards of Conduct, it is expected that the students will conduct themselves in such a manner as to bring honor to the Lord, to Liberty University, to the School of Nursing and to themselves. Each member of the School of Nursing (including students and faculty) is responsible for upholding and enforcing the Standards of Conduct. Knowledge of a known or suspected violation and failure to timely and appropriately report it, if required and as described below, by any member of the School of Nursing constitutes a violation of the Standards of Conduct (for students) or the policies in this Faculty Handbook (for faculty).

Standards of Conduct

Liberty University has always sought to positively impact the world by producing Champions for Christ. Honor, integrity, positive testimony and professionalism are viewed by the School of Nursing as essential elements to successful completion of nursing programs. Liberty University’s School of Nursing graduates who practice in the profession of nursing are widely recognized as demonstrating excellence in clinical skills, work ethic, and leadership. In recognition of this rich heritage and in order to assure that current students will continue to benefit from this legacy, the Standards of Conduct has been formed and trained individuals, including the Ethics & Clinical Quality Board, review reports of possible violations of the Standards of Conduct, determine if a violation has occurred, and recommend sanctions when violations are found to have occurred. All members of the School of Nursing are responsible for knowing and following the Standards of Conduct, and ignorance of those standards (and infractions) is not an excuse for violating the Standards of Conduct (for students) or the policies in this Faculty Handbook (for faculty). If a member of the School of Nursing is uncertain about whether an act violates the Standards of Conduct or the policies in this Faculty Handbook, he or she should first consult with School of Nursing dean, the appropriate program chair, or the chair of the Board before engaging in the act that may be a violation. Please note that some of these standards and infractions overlap, and a single act may violate multiple standards and/or infractions (e.g., plagiarism), as well as other applicable policies such as a student honor code (e.g., The Liberty Way), although any sanctions will be based on the conduct found to have occurred rather than the number of standards and/or infractions that were violated.

The following standards (and supporting foundational values) constitute the Standards of Conduct expected of all students by the School of Nursing and its faculty.

Truthfulness

Truthfulness will permeate each written and spoken word (Proverbs 3:3). Honesty and trustworthiness in all transactions and acts will be a hallmark of the student and will contribute to a community characterized by mutual trust (Hebrews 13:8). By doing so, the student will not knowingly become a stumbling block to fellow believers or squelch the work of the holy Spirit with non-believers (Luke 17:2). A failure to demonstrate and encourage truthfulness is a violation of the Standards of Conduct.

Integrity

Encourage fellow students to achieve excellence without compromising integrity or assisting another student in compromising their integrity to achieve a higher grade. Plagiarism, in any form, will not be tolerated. Plagiarism occurs when one uses the words of another, rephrasing of another's work, or inappropriately citing work so that the implication is that the words are the student's original work. Knowledge and use of appropriate American Psychological Association (APA) formatting is the responsibility of each student. Work will be conducted independently, unless otherwise specified by the faculty. A failure to demonstrate or encourage integrity is a violation of the Standards of Conduct.

Respect

Respect all persons and honor their ownership of work and possessions so as to protect personal integrity (1 Peter 3:1-2). To take anything without permission is a violation of trust and an affront to the owner. A failure to show respect is a violation of the Standards of Conduct.

Professionalism

Guard all words and deeds and uphold professional conduct. Professionalism is an aspect of the education process and should be exhibited at increasing levels consistent with the student's present educational level throughout the educational experience. The student will take instruction and correction in a respectful, Christian spirit. A failure to act in a professional manner is a violation of the Standards of Conduct.

Clinical Excellence

Protect the safety of all patients, peers and colleagues. This includes paying careful attention to the accepted medical standards and the protocols of each treatment provider, medical facility, or other clinical setting. Illegal actions, impaired performance or any other serious infraction of corporate compliance and institutional policies and procedures in the clinical setting is prohibited. A failure to demonstrate clinical excellence in any manner, including a failure to do so as specified in this section or in the Essential Attributes, is a violation of the Standards of Conduct.

In addition to a failure to meet any of the above standards, the following specific acts are infractions that also violate the Standards of Conduct:

Furnishing False Information

Furnishing false information is the intentional mis-statement or concealment of facts with the purpose of misleading another. Furnishing false information is a violation of the Standards of Conduct regardless of the form in which it occurs (e.g., verbal, electronic or written form). Some examples of furnishing false information that violate the Standards of Conduct include, but are not limited to: a) furnishing false information to fellow students, b) furnishing false information in the classroom in regard to ownership of work, circumstances for extensions, completion of clinical preparation in or out of the learning laboratory, c)

furnishing false information in a clinical setting in regard to documentation, completion of work or taking ownership of errors of omission or commission, d) furnishing false information in regard to student, academic, or professional status, and e) any other act of furnishing false information.

Unauthorized Disclosure of Private or Confidential Client Information

Respect for clients receiving care is expressed, in part, by holding their personal information confidential. This includes their healthcare information (for example: diagnosis and treatment plan), personal information (for example: age, address, family information), and other private or confidential information that may be learned while caring for a client or working at a facility (including conversations with a client's family). Not only is unauthorized disclosure of private or confidential client information a violation of the Standards of Conduct, but it may also violate applicable ethical codes or laws. (See Information on the Health Insurance Portability and Accountability Act of 1996, HIPAA.)

Cheating

Cheating is the commission of a dishonest or unfair act to gain an advantage. Forms of cheating may include taking the work or ideas of another person without his or her prior permission, sharing content of evaluation materials or tests without faculty permission, or the preparation of work in a compromising fashion in order to gain an unfair advantage. Specifically, cheating includes, but is not limited to, the following: a) the act of plagiarism, b) giving or receiving unauthorized assistance on a paper, project, quiz or test, c) collaboration with another student on any graded work that is not designated by the professor as a group project, d) the use of unauthorized materials, tools, or devices to complete an assignment or a test, e) disclosing test content, either in the form of test questions or areas of information to study for a test, f) the act of manipulation of the timetable for a test, project, or assignment in order to obtain additional time for completion, and g) any other dishonest or unfair act done to gain an advantage.

Abuse of Property

Abuse of Property is the attempted or actual taking or misappropriation of, and/or damage to, the real or intellectual property of another person or entity to which the property belongs without the owner's permission. Some examples of abuse of property include, but are not limited to, the following: a) the unauthorized removal of materials, supplies, or equipment from the lab, nursing offices, faculty offices, or classrooms, and b) the unauthorized taking of material possessions, ideas, or works of another.

Unprofessional Behavior

Unprofessional behavior is behavior that fails to meet the standards of the academic and/or nursing profession. Communication in any form (e.g., oral, written, or physical expression) or platform (e.g., personally delivered, posted, or sent, including through email and social media), that would demean or disrespect a faculty member, a student, the University, the School of Nursing, a colleague, or the nursing or academic profession in general, whether in or out of the clinical setting, fails to meet such professional standards. Some specific examples of unprofessional behavior include, but are not limited to, the following:

1. Addressing one in a position of authority, a patient, or a patient's family member, without using the appropriate title (i.e., Dr., Mrs., Ms., Mr.).
2. Participating in a conversation or activity that would bring one's integrity into question or compromise one's good reputation or failing to promptly remove oneself from the area of such conversation or activity.

3. Failing to follow all applicable Liberty University policies (including the applicable student honor code (e.g., The Liberty Way), student handbook, and course syllabi), as well as all applicable policies of the treatment provider and medical facility in the clinical setting, regardless of the student's location:
4. Insubordination.
5. Failing to document accurately in an effort to minimize or to cover up an error or omission of professional duty in the clinical setting.
6. Publishing information that leads to identification of patient information on cellular devices, social media or other sources of media.
7. Making threatening, harassing, profane, obscene, sexually explicit, or seriously offensive derogatory comments directed at another person or entity.
8. Failing to demonstrate any of the Essential Attributes for nursing (with or without reasonable accommodation), as defined by the School of Nursing; Essential Attributes are outlined in the LUSON Student Handbooks.
9. Failing to timely and appropriately report a known or suspected violation of the Standards of Conduct, as required and described below.
10. Violating an applicable code of ethics or applicable law, including the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") or, for student-workers and teaching assistants, the Family Educational Rights and Privacy Act of 1974 ("FERPA"); and
11. Failing to follow email/etiquette guidelines.

Compromising the Safety of a Person

Compromising the safety of a person occurs when the student disregards medical protocol, commits an illegal act, demonstrates impaired performance, or engages in any infraction of corporate compliance and/or institutional policies and procedures that either compromises the safety of a patient, student peer, colleague or other person or increases the likelihood that the safety of a person could be compromised. Examples of behaviors that may compromise the safety of a person include, but are not limited to, the following:

1. Committing medication errors (e.g., administering the wrong medication or dosage).
2. Practicing while under the influence of alcohol, tobacco, marijuana, or any other drug (including a drug prescribed by a licensed medical physician) that could compromise individual cognition or patient care.
3. Misusing or abusing a controlled drug. This includes practicing while under the influence of alcohol, tobacco, marijuana, or any other controlled drug (including a controlled drug prescribed by a licensed medical physician) that could compromise individual cognition or patient care, as well as a positive drug test for using a controlled drug not prescribed by a licensed medical physician or any drug that violates the law or applicable Liberty University policy, regardless of whether the drug is or was used while practicing.
4. Being unprepared for clinical experiences, in the discretion of the clinical faculty.

Operational Procedures and Protocols for Standards of Conduct Enforcement

The School of Nursing, including the Ethics & Clinical Quality Board, will operate on the ethical principles of veracity (truth), fidelity (loyalty to the duty of nursing), confidentiality, and autonomy. The School of Nursing follows operating policies and procedures that are based on Biblical principles and professional standards of conduct in carrying out its function. Such policies and procedures apply in matters of reporting known or suspected violations, as required and described below; investigating reports of violations; determining whether a violation occurred and, if so, appropriate sanctions; and handling appeals of certain decisions.

Reporting and Investigating Known and Suspected Violations of the Standards of Conduct

In recognition of the high standards of a Christ-centered University community, it is the responsibility of each member of the School of Nursing (including students and faculty) to report any known or suspected violation of the Standards of Conduct, if required and as described below. As stated above, failure by students to timely and appropriate report a known or suspected violation, if required and as described below, compromises the integrity of the nursing program and constitutes a violation of the Standards of Conduct.

PROCEDURES FOR STUDENT REPORTING

If a student believes that a fellow student has or may have violated the Standards of Conduct, he or she has a duty to confront the accused student personally in a Biblical, respectful, and professional manner as described below.

1. The student must report the alleged violation immediately to the classroom/clinical professor. If the alleged violation is not connected to any particular class, the student must report the incident immediately to the Program Chair.
2. The confrontation of the accused student should involve a private meeting between the reporting student and the accused student. The reporting student may also wish to include a faculty member.
3. The reporting student (and any faculty member) should confront the accused student with the alleged violation, providing evidence of the alleged violation.
4. The reporting student (and any faculty member) should request an explanation from the accused student regarding the alleged violation.
5. The accused student has the right to discuss the matter by providing an explanation or to declining to discuss the matter at that time. If the explanation is sufficient for the accused student (and any faculty member) to conclude no violation occurred, the reporting student (and any faculty member) may agree to drop the matter without any further reporting obligation.
6. If the accused student either declines to discuss the matter or provides an insufficient explanation for the reporting student (and any faculty member) to conclude that no violation occurred, the reporting student (and any faculty member) must submit a written report to the Program Chair via email (or, for the faculty member, in accordance with the instructions below) within 24 hours of the confrontation, or, in the event that the 24-hour deadline falls on a weekend or school break, on the next day classes are in session. The accused student also has the right to report himself or herself to the Program Chair within 24 hours, or, in the event that the 24-hour deadline falls on a weekend or school break, on the

next day classes are in session. A self-report by the accused student does not relieve the reporting student (or any faculty member) from any obligation he or she has to submit a written report to the Program Chair.

NOTE: If a student files a self-report of a Tier 4 or Tier 5 violation of the Standards of Conduct that is forwarded Ethics & Clinical Quality Board, it will be viewed as an act of cooperation with the Board and will be taken into account in determining whether or not to sanction the student and the level of severity of any sanction, if the Board determines the self-reported conduct was such a violation.

Guidance for Violations and Possible Sanctions

The following are instances of academic misconduct that will result in a Beacon Academic Misconduct Incident Report being filed as a permanent part of your student record at Liberty University.

In tiers where there is more than one sanction listed, the sanction selected is at the discretion of the Chair of the BSN program and the lead faculty for the course.

Any Tier 4 or 5 sanction will result in an Ethics and Clinical Quality Board hearing within Liberty University's School of Nursing.

The following guidance includes a non-exclusive list of examples of violations of the Standards of Conduct and possible sanctions that may be imposed for such violations. Please note that the School of Nursing has considerable discretion to determine the tier of the violation based on its seriousness and an appropriate sanction when a violation has been found to have occurred. The examples of violations and possible sanctions below should serve as a guide to faculty. Moreover, multiple sanctions may be imposed for each violation, if considered appropriate. As indicated above, these violations and sanctions occur within the School of Nursing, and other violations and sanctions may occur within other Liberty University departments or offices (e.g., the Office of Community Life).

Tier 1 Violations

- Failure to follow all applicable Liberty University policies (including the applicable student honor code (e.g., The Liberty Way), student handbook, and course syllabi).
- First time occurrence of non-attendance without sufficient excuse, failure to communicate appropriately, or addressing one in a position of authority, a patient, or a patient's family member without using the appropriate title (e.g., Dr., Mrs., Ms., Mr.).
- Omitting quotation marks/markings around quoted material BUT providing citation on the source.
- Tardiness.
- Failure to follow email/etiquette and other professional guidelines.
- Failure to timely submit required medical and certification documents to online clinical database.
- Other similar types of violations, in the Program Chair's discretion.

Possible Tier 1 Violation Sanctions

- Warning.
- Probation.
- Written apology.
- Reduced grade.
- Restriction from participation.
- Skill remediation.
- In-course assignment rubric or Beacon penalty.
- Instructor feedback and guidance.
- Corrections may be made and assignment resubmitted.
- Any other sanction not listed above, as determined appropriate under the circumstances.

Tier 2 Violations

- Failure to follow all applicable Liberty University policies (including the applicable student honor code (e.g., The Liberty Way), student handbook, and course syllabi).
- Failure to demonstrate any of the Essential Attributes for nursing at a sufficient level (with or without reasonable accommodation), in the discretion of the School of Nursing. The Essential Attributes are outlined in the LUSON Student Handbook.
- First time occurrence or insubordination or being unprepared for a clinical experience, in the discretion of the clinical faculty.
- Second time occurrence of non-attendance without sufficient excuse, failure to communicate appropriately, or addressing one in a position of authority, a patient, or a patient's family member without using the appropriate title (e.g., Dr., Mrs., Ms., Mr.).
- Including a source in a bibliography that was neither cited nor consulted in the body of the paper.
- One instance of referencing a specific passage from a source without proper citation/reference.
- Submitting previously used course work from an institution without permission from faculty members.
- Unauthorized collaboration on any coursework.
- Multiple Tier 1 violations or an egregious Tier 1 violation.
- Other similar types of violations, in the discretion of the Program Chair.

Possible Tier 2 Violation Sanctions

- Community service.
- Educational programs, assignments, or training.
- Corrections must be made and the assignment resubmitted in order to receive a non-zero grade for the assignment.
- Final grade for the resubmitted assignment can include up to a 20% reduction of assignment grade.
- Restorative practices.
- Any sanction listed for Tier 1 violations above.
- Any other sanction not listed above, as determined appropriate under the circumstances.

Tier 3 Violations

- Failure to follow all applicable Liberty University policies (including the applicable student honor code (e.g., The Liberty Way), student handbook, and course syllabi).
- Failure to demonstrate any of the Essential Attributes for nursing at a sufficient level (with or without reasonable accommodation), in the discretion of the School of Nursing. The Essential Attributes are outlined in the LUSON Student Handbook.
- First time occurrence of medication error, failure to timely and appropriately report known or suspected violation of the Standards of Conduct, or lack or insufficient demonstration of required psychomotor/technical skill.
- Second time occurrence of insubordination or being unprepared for a clinical experience, in the discretion of the clinical faculty.
- Abuse of property.
- Allowing another student to copy any part of one's work not described in this list of violations.
- Citing a source that is known not to exist.
- Multiple instances referencing a specific passage from a source without proper citation/reference.
- Partially replicating another person's work and submitting it as an original work.
- Using unauthorized aids of any kind.
- Multiple Tier 1-2 violations or an egregious Tier 2 violation.
- Other similar types of violations, in the Program Chair's discretion.

Possible Tier 3 Violation Sanctions

- Assignment is to be redone to eliminate all instances of plagiarism, cheating, and/or falsification in order to receive a non-zero grade for the assignment. If the student does not take this opportunity, a zero (0) can be given for the assignment, test, or project.
- Final grade for the resubmitted assignment can include at least 20% and no greater than 50% reduction in assignment grade.
- Any sanction listed for other tier violations above.
- Any other sanction not listed above, as determined appropriate under the circumstances.

Tier 4 Violations

- Violation of an applicable code of ethics or applicable law, including HIPAA. This also includes publishing information on cellular or mobile devices, social media, the Internet, or another platform that can lead to identification of a patient.
- Failure to follow all applicable Liberty University policies (including the applicable student honor code (e.g., The Liberty Way), student handbook, and course syllabi).
- Failure to demonstrate any of the Essential Attributes for nursing at a sufficient level (with or without reasonable accommodation), in the discretion of the School of Nursing. The Essential Attributes are outlined in the LUSON Student Handbook.
- Failure to document accurately in an effort to minimize or cover up an error or omission of professional duty in the clinical setting.
- Disrespect to a faculty member, another student, a patient or patient's family member, or a colleague.
- Furnishing false information.

- Second time occurrence of a medication error, a failure to accurately and timely report a known or suspected violation of the Standards of Conduct, or lack or insufficient demonstration of required psychomotor/technical skill.
- Collaborating on any assignment with another person without the permission of the instructor.
- Copying from or viewing another student's work during an examination.
- Facilitating or aiding in any act of academic dishonesty.
- Knowingly assisting on any form of academic misconduct.
- Purchasing material of any kind and representing it as one's own work.
- Replicating another person's work and submitting it as an original work.
- Stealing, buying, receiving, selling or transmitting coursework of any kind.
- Multiple Tier 1-3 violations or an egregious Tier 3 violation.
- Other similar types of violations, in the Program Chair's discretion.

Possible Tier 4 Violation Sanctions

- An immediate grade of zero (o) for the assignment, test, or project.
- Clinical experience or course failure.
- Suspension for a certain period of time or Permanent Dismissal from the School of Nursing program.
- Administrative withdrawal from Liberty University.
- Any sanction listed for other tier violations above.
- Any other sanction not listed above, as determined appropriate under the circumstances.

Tier 5 Violations

- Violation of an applicable code of ethics or applicable law, including HIPAA. This also includes publishing information on cellular or mobile devices, social media, the Internet, or another platform that can lead to identification of a patient.
- Failure to follow all applicable Liberty University policies (including the applicable student honor code (e.g., The Liberty Way), student handbook, and course syllabi).
- Failure to demonstrate any of the Essential Attributes for nursing at a sufficient level (with or without reasonable accommodation), in the discretion of the School of Nursing. The Essential Attributes are outlined in the LUSON Student Handbook.
- Lack of clinical judgment that fails to prioritize patient care.
- Abuse, abandonment, or neglect of patient care or other professional duty.
- Misuse or abuse of a controlled drug, as described above.
- Altering any document, correspondence, or assignment that may mislead or distort the truth.
- Attempt to solicit another student to complete any assignment.
- Making threatening, harassing, profane, obscene, sexually explicit, or seriously offensive or derogatory communications or gestures to another person or entity.
- Dishonestly answering or providing false information to the university.
- Falsification of attendance and/or participation.
- Intentionally distorting the meaning or applicability of data.
- Inventing or intentionally distorting data or statistical result.
- Sabotaging another student's work.
- Submitting altered or falsified data.

- Substituting for another person or permitting another person to complete any assignment.
- Multiple Tier 1-4 violations or an egregious Tier 3-4 violation.
- Other similar types of violations, in the Program Chair's discretion.

Possible Tier 5 Violation Sanctions

- Any sanction listed for other tier violations above.
- Any other sanction not listed above, as determined appropriate under the circumstances.

STATEMENT OF ESSENTIAL ATTRIBUTES

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. This Statement of Essential Attributes is based on an understanding that practicing nursing as a student necessarily involves an agreement to uphold the trust which society has placed in us (ANA Code of Ethics for Nursing Students, 2001). The following statements are standards that comprise four core essential student nursing competencies. In addition to academic qualifications, the Liberty University School of Nursing considers the ability to consistently demonstrate these personal and professional attributes essential for entrance to, continuation in and graduation from its nursing degree programs.

Admitted and current students who may not possess one or more of the below attributes are strongly encouraged to request a disability accommodation as soon as possible, preferably at least two weeks before the start of classes. Online nursing students may submit their requests for accommodations by following the policies and procedures located on the Liberty University Online Office of Disability Accommodation Support (ODAS) webpage <https://www.liberty.edu/online/online-disability-accommodation-support/>. Residential nursing students may submit their requests for accommodations by following the policies and procedures located on the Liberty University Office of Disability Accommodation Support webpage <https://www.liberty.edu/disability-support/>. Students are responsible for knowing and following the policies and procedures for requesting and receiving disability accommodations. ODAS will engage in an individualized interactive process with each student who requests accommodations to process the requests in a timely manner. Please note that disability accommodations cannot be applied retroactively to assignments that have already been completed.

Physical Attributes

Nursing students must possess sufficient motor and sensory skills to provide safe nursing care and participate in the classroom and clinical experiences deemed necessary to meet both professional nursing practice standards and academic nursing program standards.

Students must be able to:

- (Motor) Move throughout the classroom/clinical site and stand for periods of time to carry out patient care activities; be physically capable of performing patient care duties for up to 12 hours at a time, day or night; and lift 50 pounds.
- (Vision) See and accurately read print, computer screens and handwriting, including patient care orders and other documents, and demonstrate the ability to differentiate colors.
- (Hearing) Hear and differentiate tonal variances or do so with the assistance of technology such as an amplified stethoscope.
- (Smell) Differentiate smells, such as smoke, bodily fluids and other odors.
- (Tactile) Accurately distinguish texture, temperature, pulsations, and moisture, with or without gloves.
- (Gross/Fine Motor) Manipulate equipment and tools necessary for providing safe nursing care such as medical equipment/devices, syringes/needles, stethoscope and computers.

Cognitive Attributes

Nursing students must exhibit sufficient knowledge and clarity of thinking to process the information and apply it appropriately to situations in classroom and clinical experiences.

Students must be able to:

- Learn effectively through a variety of modalities including, but not limited to, classroom instruction, small group discussion, group assignments, individual study of materials, preparation and presentation of written and oral reports and use of computer based technology.
- Assimilate knowledge acquired through the modalities above and effectively apply that knowledge in clinical settings for a variety of individual, family or community needs and problems.
- Write and comprehend both spoken and written English.
- Speak English well enough to understand content presented in the program, adequately complete all oral assignments and meet objectives of assigned clinical experiences.
- Accurately apply basic mathematical skills such as ratio/proportion concepts, use of conversion tables and calculations of drug doses and solutions.
- Organize thoughts to communicate effectively through written documents that are correct in style, grammar, spelling, mechanics and American Psychological Association (APA) referencing.
- Gather data, develop a plan of action, establish priorities and monitor treatment plans.
- Utilize appropriate judgment and critical thinking behaviors such as properly incorporating previous knowledge from a wide range of subject areas into current patient care situations.

Interpersonal Attributes

Nursing students must possess ability to identify behaviors and attitudes in themselves and others, as well as to self-regulate their own behaviors and attitudes, to ensure professional practice and delivery of care.

Students must be able to:

- Establish rapport with individuals, families and groups.
- Respect individual differences such as cultural, ethnic, religious, gender, age and sexual orientation.
- Relate effectively to other students, faculty, university/hospital staff and patients/families to fulfill ethical obligations of the nursing profession including altruism, autonomy, human dignity, integrity and social justice.
- Negotiate interpersonal conflicts effectively.
- Maintain sufficient mental/emotional stability to tolerate stressful situations, adapt to changes, respond to the unexpected, maintain objectivity and recognize personal strengths and limitations consistent with safe clinical practice so as to ensure no direct threat to the health or safety of others.
- Sustain safe nursing practice without demonstrated behavior of addiction to, abuse of or dependence on alcohol or other drugs that may impair behavior or judgment.
- Preserve confidentiality in regards to collaboration and patient care.
- Maintain professional relationships and expectations in all areas of student life, including academic, work and personal.
- Critically examine and self-edit social media content posted and hosted with the understanding that they impact both educational and professional opportunities while refraining from posting distasteful, offensive, immoral, unethical or confidential content.
- Accept appropriate ownership of responsibility for their own actions and for the impact of these actions on others.
- Abide by the American Nurses Association Code of Ethics (located at <http://www.nursingworld.org/codeofethics>).

Performance Attributes

Nursing students must be able to maintain clinical agency, university and nursing program performance standards while upholding and enhancing the reputation of the nursing programs and the university at large.

Students must be able to:

- Continuously exhibit a functional state of alert, self-aware, and respectful behavior during classroom and clinical experiences.
- Perform multiple assignments/tasks concurrently and in a timely manner.
- Provide patient safety in various stressful situations and settings which may be physically and emotionally demanding.
- Arrange travel to and from academic and clinical sites, both local and distant.
- Tolerate the mental demands of differing shifts, body rhythm changes, increasingly difficult patient workloads and fatigue.
- Timely submit required medical and certification documents to online database.
- Critically think and concentrate with ability to respond quickly to changes in patient and unit conditions.
- Maintain integrity of the Liberty University nursing uniform, which is to be worn only in its entirety in approved clinical and academic settings.
- Comply with all applicable Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) standards.

I ACKNOWLEDGE I HAVE CAREFULLY READ AND UNDERSTAND THE INFORMATION ABOVE AND THAT I UNDERSTAND I MAY BE REQUIRED TO DEMONSTRATE THE ABOVE ESSENTIAL ATTRIBUTES EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION TO REMAIN ENROLLED IN AND GRADUATE FROM ANY OF LIBERTY UNIVERSITY'S NURSING DEGREE PROGRAMS. I FURTHER ACKNOWLEDGE THAT, IF I WANT TO REQUEST A DISABILITY-RELATED ACCOMMODATION, I UNDERSTAND THE PROCESS FOR MAKING SUCH A REQUEST.

MSN ADMISSION INFORMATION

MSN Admission Policies

All policies in the current Liberty University Graduate Catalog apply unless otherwise stated. The School of Nursing does not engage in unlawful discrimination in its admissions decisions. The School of Nursing's non-discrimination statement is located at the following link:

<http://www.liberty.edu/administration/institutionaleffectiveness/index.cfm?PID=30442>.

Applicants must have a 3.0 or above cumulative combined GPA for all accredited colleges previously attended or for high school. A regionally or nationally accredited Bachelor's degree is required for admission in good standing. Please visit our [Admission Requirements Page](#) for more detailed admissions related information. Admission to the program is not guaranteed, and the School of Nursing reserves the right to make admissions decisions based on its discretion.

All applicants must have one year minimum of nursing practice as a registered nurse and must submit the following:

- Admission Application
- One Recommendation Form with Recommender's Contact Information.
- Current license to practice as a Registered Nurse.
- Unofficial college transcripts and submit a transcript request form.
- Proof of English proficiency.

The MSN program offers the following degree completion plans:

- | | |
|--------------------------|---------------------------------------|
| ➤ Nurse Educator | ➤ MSN MSHA |
| ➤ Nursing Administration | ➤ RN-BSN-MSN Nurse Educator |
| ➤ Nursing Informatics | ➤ RN-BSN-MSN Nursing Administration |
| ➤ Community Health | ➤ RN-BSN-MSN Nursing Informatics |
| ➤ Health Policy | ➤ RN-BSN-MSN Community Health |
| ➤ MSN/MBA | ➤ RN-BSN-MSN Health Policy |

Through the practicum courses in each concentration including Nurse Educator, Nursing Administration, Community Health, Health Policy, and Nursing Informatics, students are provided direction through faculty and approved nurse preceptors/mentors to achieve practicum goals and objectives. A practice learning experience is required for the Informatics DCP. All concentrations will complete a deliverable

Students enrolled in practicum courses must reside in the United States and hold a current and active RN license from one of the 50 states. All practicum hours are completed in an approved practicum site location within the United States, or approved U.S. Military bases. Practice learning experience hours will be approved by faculty facilitating Informatics Capstone Course.

GPA Maintenance

The following applies for a GPA below 3.0:

- The student is placed on Academic Probation during the first semester the GPA falls below 3.0.
- The student has one semester to obtain a GPA of 3.0 or above.

- If student's GPA remains lower than 3.0 at the end of the following semester, regardless of course grades, the student is dismissed from the program for not maintaining an overall program standard 3.0 GPA.

Transfer Policy

- Students may request a transfer for up to 50% of the degree with an earned minimum grade of B, from an accredited institution, comparable to Liberty University graduate courses.
- All graduate transfer courses must have been earned within 5 years of being admitted into the MSN Program and are subject to approval by the MSN Chair.
- Transfer credit is only considered from regionally accredited institutions or schools accredited by other accrediting agencies approved by the U.S. Department of Education.
- Official transcripts for transfer courses are submitted to the Registrar's Office.
- Prior Learning Assessment is handled through the Registrar's Office.
- No transfer credit is accepted for practicum courses; they must be completed through MSN Program..

Valid RN Licensure

- Students are required to hold and maintain a valid current and active Registered Nurse license issued in one the 50 United States at all times while enrolled in the MSN program.
- Students must report any changes, sanctions, accusations, or other updates to their license including, but not limited to, restriction by a state board, probation, suspension, etc., immediately to the MSN program Chair. Failure to do so could result in dismissal from the program.
 - Students who are on probation or are in a review process for disciplinary action by a state board of nursing will be reviewed by a School of Nursing Review committee to determine if they will be able to remain in the program. Students who are denied progression in the program and are dismissed may appeal using the following chain of command:
Program Chair >Associate Dean >Dean of the Liberty University School of Nursing.
- If a student's license expires, a hold is placed on enrollment in all courses until the RN license is renewed and current and active
- If at any time a student's RN license receives an actual or pending sanction, restriction or discipline from a state board of nursing, the student may be removed from the graduate nursing program without refund by or recourse against Liberty University. The student's grade for any course during which they are removed is an "F".

Applicants with a Non-B.S.N. Degree – Bridge Courses

MSN applicants who have baccalaureate degrees in a discipline other than nursing are required to take the following undergraduate bridge courses:

- [NURS 226 – Post-Licensure Nursing Research](#)
- [NURS 440 - Community Health](#)
- [NURS 446 – Post-Licensure Population Health](#) (Required for 2013-14 DCPs and later)
- [NURS 489 - Nursing Leadership](#)
- [NURS 491 - Nursing Management](#) (Required for 2013-14 DCPs and later)

BRIDGE COURSES:

- May be offered in residential intensive and online formats through the undergraduate RN-BSN Online Program.
- Must be completed in the first year of enrollment in the MSN Program.
- Are in addition to the student's MSN graduate plan of study.
- Must be passed with a grade of C- or higher, prior to enrollment in any MSN courses.

Required Undergraduate Courses for all MSN Students

All MSN students, with or without a B.S.N. degree, must meet the below undergraduate prerequisites:

[NURS 211 – Post-Licensure Health Assessment](#)

[MATH 201 - Probability & Statistics](#)

Full and Part-time Status

Students may enroll in the program on either a full or part-time status.

- Full Time: enrolled in a minimum of 9 credit hours per semester.
- Part Time: enrolled in 6-8 credit hours per semester.

Prerequisites

- Students are responsible to know pre-requisite requirements for all courses, including MSN program courses per the degree completion plan and bridge courses, if applicable.
- Students should review the prerequisite requirements of the required course located in the [Graduate Course Catalog](#) and plan their program of study accordingly.
- All students are evaluated for program admission based on these courses: statistics, health assessment, nursing research, community health, population health, nursing leadership, and nursing management.
 - It is possible for students with B.S.N. degrees to be deficient in one or more of the undergraduate prerequisites. Students will need to complete any missing undergraduate prerequisites before enrolling graduate courses.
- Students are strongly encouraged to contact their [MSN Student Liaison](#) for degree completion planning to avoid delays in program completion or course conflicts.
- Course prerequisites must be completed successfully, before enrolling in any MSN program course; this also applies to bridge courses.
- The prerequisite course cannot overlap the course for which it is a prerequisite. This is important as students plan summer courses to ensure the correct course sequence is being followed.
 - Note: Practicum courses are successive prerequisites. For example, NURS 617 (Practicum I) is a prerequisite to NURS 618 (Practicum II). The B and D sub-terms overlap in the summer semester. Due to prerequisites, students may only take one practicum course in the summer semester.

Contact by Liberty University

By enrolling in the graduate nursing program, students give their consent to receive phone calls and emails regarding the graduate nursing program and other programs and services offered by Liberty University.

COURSE REGISTRATION AND PAYMENT

Students who are ready to register for courses may contact the [Nursing Academic Advisor](#) or call 855-LUNURSE. However, students may also register themselves via ASIST.

Tuition and Fees

- Course materials such as books are purchased separately through [MBS Direct](#).
- [Liberty University's Tuition and Financing](#)

Late Financial Check-In Fee

Students will be charged a late financial check-in fee if check-in is not completed by the financial check-in deadline. Students who have not completed check-in by this date will be dropped from courses (excluding military students who pay by Tuition Assistance).

Broken Enrollment Fee

If a student does not take a course within an academic year, he or she will break enrollment by the start of the next academic year. The student must submit a new application to Liberty Online. There will be a re-application fee of \$50 for all students who have broken enrollment. This fee will apply to students who allow more than one year to elapse from their original course end date before they begin a new course.

Methods of Payment

Students may pay for their courses in one of four ways:

Out of pocket – credit card, check, money order (payment plans are available)

[Employer Tuition Assistance](#)

[Military Tuition Assistance](#)

[Financial Aid](#)

Once the method of payment is selected and students are registered for courses then you must complete [Financial Check-In](#).

MSN LEARNING OUTCOMES AND OBJECTIVES

The following outcomes and objectives developed by the School of Nursing MSN program are based on the guidelines and criteria set forth by the [American Association of Colleges of Nursing](#) (AACN) for graduate nursing.

The MSN graduate will:

1. Integrate research and scholarship into advanced nursing practice (AACN/CCNE I, IV, NLN 7, ANA-Admin. 10, 13, 15).
2. Influence nursing practice by integrating policy criteria and advocacy skills (AACN/CCNE VI, NLN 8, ANA-Admin. 16).
3. Employ quality improvement, safety standards, and outcomes management to support best practices in nursing. (AACN/CCNE III, IX, NLN 6, ANA-Admin 7).
4. Collaborate with members of Inter-professional teams to promote culturally competent population health care and clinical prevention in a variety of settings. (AACN/CCNE VII, VIII, ANA-Admin 5b, 10, 11).
5. Utilize innovative health care technologies in a variety of practice settings. (AACN/CCNE V, NLN 1, ANA-Admin. 14).
6. Apply Christian Worldview and ethical decision making to Advanced Nursing Practice (LU mission, AACN/CCNE IX, NLN 6, ANA-Admin 12).
7. Demonstrate leadership in a variety of professional practice and educational settings. (AACN/CCNE II, IX, NLN 5, 8, ANA-Admin. 3, 15).

Master of Science in Nursing (M.S.N.) Nurse Educator Concentration

Liberty University's Master of Science in Nursing – Nurse Educator, will prepare you for a cutting-edge career that combines a passion for nursing and teaching. Through the program, you will be equipped with the critical thinking skills and knowledge needed to promote the profession of nursing through teaching, clinical practice, program development and implementation, and scholarship.

You also will develop skills relevant in:

- Evaluation Strategies
 - Population Health Management
 - Health Policy and Ethics
8. Design nursing curricula that reflects the student learning needs, innovative teaching strategies, assessment and evaluation of learning outcomes that support a positive learning environment. (NLN competencies 3 and 4).
 9. Construct a learning environment based on educational theory and evidence-based practice which promotes individual learner needs. (NLN competency 1).
 10. Demonstrate the knowledge, skills, and abilities in creating a learning environment that supports individual goals and diverse student needs. (NLN competency 2).

Master of Science in Nursing (M.S.N.) Nursing Administration Concentration

Liberty University's Master of Science in Nursing - Nursing Administration, is designed to prepare you for employment or advancement in nursing leadership/management by providing you with the tools and skills to effectively provide for and support your team. You will be equipped to demonstrate skills in consultation and collaboration with interdisciplinary teams and direct health care systems; courses integrate research and scholarship with advanced practices.

You will be equipped with an understanding in:

- Organizational Design and Structure
 - Contemporary Issues in Human Resource Management
 - Financial and Resource Management for Nurse Leaders
11. Demonstrate consultation and collaboration with interdisciplinary teams to direct health care systems delivery of nursing services and professional practice (ANA-Admin 5c, 11, 10).
 12. Provide health care systems management utilizing the nursing process* to perform strategic planning, fiscal and resource management and evaluation of outcomes (ANA-Admin 1-6, 14)
 13. Utilize evidence to create a culture of safety and quality based on nursing values; advocacy; current nursing practice; legal, ethical, and regulatory compliance (ANA-Admin 7, 8, 9, 12).

Master of Science in Nursing (M.S.N.) Nursing Informatics Concentration

Liberty University's Master of Science in Nursing - Nursing Informatics, is designed to allow you to integrate nursing science with various information sciences to improve healthcare outcomes. When you specialize in nursing informatics, you will learn how to manage resources to achieve easier access to care and better care management.

Courses will provide you with a foundation in:

- Epidemiology
 - Health Informatics
 - Health Information Systems and Integrated Technologies
14. Design nursing informatics solutions to reach a community need, resolve a healthcare issue, or improve an outcome in the healthcare setting (ANA-Nursing Inform. 1, 4, 5).
 15. Collaborate with key stakeholders in the healthcare setting to create strategies for informatics solutions (ANA-Nursing Inform. 6, 11, 13).
 16. Synthesize available data, information, evidence, and knowledge to create a culture of safety and quality based on legal, ethical, and regulatory compliance (ANA_Nursing Inform. 1, 7, 10, 15).

Master of Science in Nursing (M.S.N.) Community Health Concentration

Liberty University's Master of Science in Nursing - Community Health degree, is designed to widen your experience of nursing within the needs of local communities, paying close attention to the assessment of community wellness and health needs. The required practicum hours in our online nursing program provide the opportunity to start making an impact on your community immediately.

Community Health graduates will:

- Learn how to apply community health and nursing principles in the care of populations and individuals/families in a variety of community/public health settings.
 - Develop projects or initiatives in school, occupational health, or other community health agencies.
17. Value how various organizations, positions and roles contribute to carrying out public health's core functions and essential services.
 18. Apply principles derived from the basic public health sciences to planning, implementing and evaluating public health interventions, disaster preparedness, and emergency response activities

Master of Science in Nursing (M.S.N.) Health Policy Concentration

Liberty University's Master of Science in Nursing - Health Policy degree, will equip you with the knowledge to work with leaders and government officials to improve healthcare in your community and across the nation. As an MSN in Health Policy you are in a position to advocate for patients at top decision-making levels.

Health Policy Graduates will:

- Health policy development and/or expected outcomes of policy option
 - Coordinate/develop programs and activities,
 - Collect and analyze information relevant to specific health policy issues
 - Develop policy recommendations
 - Create an advocacy or advertisement campaign.
19. Analyze specific health policy decisions and related issues that shape the organization, finances, and implementation of healthcare services and delivery
 20. Evaluate the role of political actors in the analysis, formation and implementation of health policy and the impact of law and regulation on health policy

Master of Science in Nursing (M.S.N.) and Master of Business Administration (M.B.A.)

Liberty University's Master of Science in Nursing/Master of Business Administration (M.S.N. /M.B.A.) – Dual Degree, is designed to sharpen your knowledge, skills, and abilities to manage in the healthcare profession. You will be equipped with a variety of skills in business leadership, organization, and structure while integrating that information seamlessly into the nursing aspects of healthcare.

The program will expand your knowledge in:

- Health Policy and Ethics
- Managing Population Health
- Legal Issues in Business
- The Global Economic Environment

Master of Science in Nursing (M.S.N.) and Master of Science in Healthcare Administration (M.S.)

Liberty University's Master of Science in Nursing/Master of Science in Healthcare Administration (M.S.N. /M.S.)

– Dual Degree, will prepare you for placement in the healthcare field with knowledge and skills essential to identifying and addressing a variety of administrative and nursing situations. You will receive a well-rounded degree that provides an in-depth view of administration in technology and marketing.

This program will expand your knowledge in:

- Health Policy and Ethics
- Nursing Issues, Informatics, and Technology
- Healthcare Administration
- Strategic Marketing and Management for Health Professionals

CURRICULAR PLAN OF STUDY

- All MSN online classes are offered at least once a year; many are offered each semester.
- Download the [Degree Completion Plan](#) for information about the required courses and recommended course sequence for your MSN concentration.
- Online courses are offered in an 8-week format. All nurse educator and nursing administration practicum courses are eight weeks in length.
- Students must complete a total of 200 practicum hours while enrolled in three concentration specific practicum courses.
- Students must meet all practicum course requirements prior to practicum course registration.
- There are no on-campus course requirements for the online MSN program.

Student Pre-Enrollment Responsibilities

It is the student's responsibility before enrolling in the MSN program to:

1. Check with their states Department of Education, Board of Nursing, or other regulatory body regarding state regulations about access to direct care clinical /practicum sites (some states may reserve access to clinical sites for in-state residential nursing students only).*
2. Check with accrediting bodies regarding certification requirements for Nursing Administration, Nurse Educator, Nursing Informatics, Community Health, and Health Policy certification.**
3. Verify the availability of practicum study sites and qualified preceptors in your area/state. You may contact the [MSN Practicum Coordinator](#) to see if there are existing approved practicum sites and/or qualified preceptors in your area.*

*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.

**Certification is not the goal of the MSN program.

Non-Nursing Majors Enrolled in Nursing Courses

Students who are non-nursing majors and enrolled in MSN nursing courses must abide by all the MSN program policies and procedures outlined in this handbook (grading, course expectations, etc.)

GRADING

Students must earn a minimum grade of “B-” in all graduate-level courses.

A - Excellent		A 940-1010	A- 920 - 939
B - Good	B+ 900-919	B 860-899	B- 840 - 859
C - Unsatisfactory	C+ 820-839	C 780-819	C- 760 - 779
D/F - Failure	D+ 740-759	D 700-739	D- 680 - 699
	F 679 and below		

NOTE: A grade of C+, C or C- is unacceptable for successful completion of a course. Plus and minus course work will reflect stronger/weaker effort within the grade range for each letter. There is no A+ grade. Any grade of D or F is a failing grade.

GRADUATE COURSE REPEAT POLICY

- Students who earn a grade of C plus or lower, in a graduate level course must repeat that course.
- Students must earn a grade of B- or higher in the repeated graduate level course in order to remain in the program.*
- Students may repeat three graduate level courses or up to 9 credit hours throughout their enrollment in the MSN program.*

Note:

*Students who receive more than three graduate course grades of C plus or lower are automatically dismissed from the program, without the option to repeat courses or reapply to the MSN program.

* A pattern of withdrawals" may result in remediation, written warnings, program probation, immediate withdrawal or failure from clinical/practicum setting, dismissal from the program among other actions.

MSN PROGRAM DISMISSAL

Automatic dismissal without the option for extension, to repeat courses, or to reapply to the MSN program occurs when students:

- Earn more than three graduate course grades of C plus or lower (>3 C's, or >2 C's and 1 D, F or FN)
- Earn more than one graduate course grade of D plus, D, D minus, F, or FN
- Earn a GPA lower than 3.0 for two consecutive semesters.
- Fail to report any changes, sanctions, or other updates to their RN license to the MSN program Chair.
- Are in violation of the [Liberty University Online Honor Code](#) (LU Login Required)

Students who begin attendance and then stop participating and cease to progress are withdrawn, and a grade of “FN” is posted (see [Liberty University Online Academic Policies](#)).

STUDENT TECHNOLOGY REQUIREMENTS

Computer Needs

Each student accepted into the MSN program must have basic computer competencies. Students will complete assignments using various software applications. In order to successfully complete assignments students must have access to a computer that has the capacity to:

Read and write in Microsoft Word. (Microsoft Office is available through Liberty University at no cost.)

- PowerPoint
- Access online sites including the Liberty sites.
- Daily send and receive email via Liberty webmail.

It is recommended that MSN students also have the following programs installed on the computer:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Adobe Reader

Upon admission each student is assigned a Liberty University User ID account and an email address on Liberty University’s network computer system. Correspondence from the campus, including the School of Nursing faculty and staff is delivered to your Liberty email address, please check your email daily.

Email and ASIST Instructions

Students are required to check their Liberty email at minimum, every 48 hours.

How do I create my username and password?

- Log into [myLU Sign In](#)
- Click on the ‘Account Login’ option, followed by ‘Claim Account’
- You will need to enter your student ID# which has been provided for you. Once your username and password has been created, close the window

How do I change my password?

- Log into [myLU Sign In](#)
- Click on ‘Forgot password’
- Follow the instructions to change your password

How do I logon to my ASIST account?

- Log into [myLU Sign In](#)
- Click on “ASIST”

How do I logon to my webmail account?

- Log into [myLU Sign In](#)
- Click on “Webmail”
- Enter your username and password in the Microsoft Outlook page

Canvas

[Canvas](#) is the online learning environment used to support the School of Nursing as well as most other Liberty University academic departments. Canvas is user friendly and provides a direct link between the student and the professor. Each course in the MSN DCP includes Blackboard support.

Required Writing Resources

American Psychological Association. *Publication manual of the American Psychological Association* (Current Ed.). Washington, DC: American Psychology Association.

MSN PROGRAM PROGRESSION

Student Responsibilities

It is the student's responsibility to know and abide by all applicable university policies and guidelines, including the Graduate Nursing Student Handbook policies and guidelines.

At the beginning of each academic year, and as needed, the Graduate Nursing Student Handbook is revised and posted on the Liberty University's School of Nursing and the LU Online websites. As needed, the student body is informed of any major revisions via email.

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 will rule.

Written Assignments/Scholarship

Students seeking additional instruction in APA writing style and formatting may enroll in GRST 500: Introduction to Graduate Writing. Introduction to Graduate Writing is an optional course for online graduate students who are apprehensive about future graduate-level writing assignments. The course will help students to research and write at the graduate level.

- The course fee is \$100. If a student repeats, the student is charged an additional \$100 for every subsequent registration
- Register for GRST 500 through ASIST. Select "Graduate Studies" GRST 500 as the subject in the course lookup feature when you go to register through ASIST, and be sure to select "online" as the instructional method.
- This class is a zero credit hour class and the class will not affect the student's GPA.
- Students will take a short quiz every other week.
- This class has a few assignments in which student's practice making arguments and using sources.
- GRST 500 is designed to be taken with your first course.
- The Online Writing Center will suggest revisions the student's paper and make recommendations for improvement.

The [Graduate Writing Center](#) offers many helpful writing tips, tutorials, tutors and other resources.

Elective Course

- 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, School of Business, School of Health Sciences, Seminary, NURS 519, and NURS 520 may be of interest.
- Students taking electives outside of the LU School of Nursing must meet all prerequisites for that elective course. To determine eligibility for enrollment in graduate courses in another school/department, students need to check with the Online Student Support Coordinator Nicole Horsch.
- For transfer of an elective course outside Liberty University, an official transcript is required.

Important Note: Nursing academic policies apply to all elective courses (see page 16).

Proctor Requirements for NURS 505 Advanced Health/Physical Assessment

Students create a video of an integrated head-to-toe assessment of a consenting adult (18 years of age or older) under the supervision of an approved and qualified proctor. A Clinical Site Affiliation Agreement is not required for NURS 505.

Prior to clinical for NURS 505, students must, through their own efforts, obtain a proctor that meets the following requirements:

- Masters or doctoral level prepared licensed RN in good standing.
- Preferably an Advanced Practice Nurse, such as a:
 - Nurse Practitioner
 - Certified Nurse Specialist
 - Nurse Anesthetist
 - Nurse Midwife

NURS 505 INTEGRATED PHYSICAL EXAMINATION GUIDELINES

The proctor will:

1. Have an MSN, current RN and if applicable advanced practice nursing license issued in one of the United States.
2. Observe and rate the MSN student performing an integrated system physical examination on a “volunteer patient” (a consenting healthy adult age 18 or older), and Complete the exam in one hour.
3. State his/her name and credentials in front of the video camera at the beginning of the exam.
4. Document grade, sign, date, and return the Integrated Physical Examination form to the student.
Note: It is the student’s responsibility to upload the video to their personal YouTube account and submit to Bb.

The student will:

1. Provide the proctor with a copy of the Integrated Systems Physical Examination Guidelines.
2. Scan and submit a copy of the proctor’s CV via Canvas.
3. Video and upload to student hosted private YouTube channel, their Integrated Physical Examination
 - a. Identify yourself prior to beginning the assessment.
 - b. Scan and submit the grading grid signed, dated, and graded by the proctor via Blackboard upon completion of the Integrated Physical Examination.
 - c. Email their course instructor the link to the YouTube video for review.
4. Provide the name and contact information of his/her NURS 505 faculty member to their proctor.

Practicum Probation

Students who do not perform up to standards during a practicum course are placed on practicum probation (documentation is recorded in student’s file). The practicum course professor and preceptor will establish a plan of remediation for the student. The student must successfully complete this practicum course with the established plan of remediation with a B- or higher.

If the student does not demonstrate improvement, student will not successfully complete the practicum course (refer to course repeat policy). More than one incident of practicum probation will merit faculty review and may result in dismissal from the program.

A student may fail a practicum course and be dismissed from the program for unprofessional behaviors, unsafe nursing practice, or practice which does not support attainment of minimal competencies in the practicum site as required by practicum goals and objectives/course requirements.

Academic Misconduct

Online students must follow all applicable policies included in this handbook and the [Online Honor Code](#)

Grievances/Appeal Process

GRIEVANCES RELATED TO GRADES

A student wishing to appeal a final grade must submit the appeal to their professor and seek to resolve the situation with them. If the student wishes to appeal further they must within 30 calendar days of the end of the term, submit an appeal to the Online Chair using the [Grade Appeal Request Form](#). To access the form, you need to login using your Liberty username and password.

Criteria for appeal:

Only final posted grades may be appealed beyond the professor. Appeals are accepted only when the grade assigned conflicts with:

- The published grading rubrics for the course assignments
- Written communication (e.g., email, announcements, etc.)
- Calculation error on an assignment (resulting in a change to the final grade)

Appeals, other than those mentioned above, are not reviewed.

The student must provide written documentation that demonstrates the occurrence of one or more of the above grounds for appeal. Documentation may be in the form of email correspondence, graded assignments, proof of timely submission, etc.

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 to the student advocate office – per policy. Please refer to [The Liberty University Online Advocate Office](#).

Graduate Portfolio

GUIDELINES

As part of course requirements for the practicum courses, graduate students are required to complete a portfolio that highlights components of their coursework, special projects, and practicum experiences.

The portfolio is finalized and due at the conclusion of this course via electronic submission. In preparation for your portfolio all students are must:

- Begin developing their portfolio as they matriculate through the program.
- Save all previous course assignments and course related documents in preparation for the final portfolio, to a backup drive. This is very important because past student assignments are inaccessible from Canvas.

Introduction: Student must provide a statement of their philosophy of nursing practice and specific career objectives. Edit and use your NURS 502 philosophy paper.

WELL-DEVELOPED SUMMARY OF PROFESSIONAL AND CLINICAL EXPERTISE

This section provides information relevant to what students have to offer as advanced practice nurses 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 TO INCLUDE IN PORTFOLIO

Students are to include materials that demonstrate knowledge and experiences related to selected areas of expertise. Be selective when choosing copies of the projects/papers you have completed throughout the program, include work which showcases your strengths and what you have to offer in your role as an advanced practice nurse. For example:

- Presentations
- Clinical practicum (experiences/related projects)
- Elective course(s)
- Continuing Education/Workshops
- Awards, Certifications
- Community involvement
- Leadership activities
- Practicum logs

PROFESSIONAL RESUME/CURRICULUM VITAE: Update/further develop CV as needed.

NOTE: Avoid including any past accomplishments related to undergraduate endeavors unless they serve to strengthen your stated area of expertise. All the above serves as a guideline, your course professor will provide you with detailed directions. Portfolios are now submitted electronically, through either Typhon or Blackboard (Refer to Assignment Instructions with the course).

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 by a faculty member who is willing to guide the student through the process.

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 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
- Approval of the affiliate's or institution's Instructional Review Board.

This process may take up to six months or more. All students participating in research are required to complete CITI training sessions as directed by the IRB. For more information about the IRB and research proposal requirements, please view [Liberty University Institutional Review Board](#) website for important information and forms.

Please direct questions to the MSN faculty member or IRB resource. Please copy faculty member on all [Liberty University Institutional Review Board email](#).

PRACTICUM GUIDELINES AND EXPECTATIONS

These guidelines provide students with an overview of the practicum experience, including requirements and documents.

This guideline has three areas of information:

- An Overview of Practicum
- Student, Faculty and Preceptor Responsibilities
- Use this link for [Typhon](#) Guidelines

Practicum Guidelines and Overview

The [National League for Nursing](#) Nurse Educator competencies serve as the framework for the Nurse Educator students' practicum.

The [American Nurses Association's](#) Scope and Standards of Nursing Administration serve as the framework for the Nurse Administration students' practicum.

The [American Nurses Association's](#) Scope and Standards of Practice: Nursing Informatics serve as the framework for the Nurse Informatics concentration.

The [American Nurses Association's](#) Scope and Standards of Practice: Public Health Nursing serve as the framework for the Community Health concentration.

The [American Nurses Association's](#) Nursing: Scope and Standards of Practice and the ANA Nursing Social Policy Statement: The Essence of the Profession serve as the framework for the Health Policy concentration.

Practicum Compliance Database - CastleBranch

Students are required to submit the following documents to the MSN approved onboarding database - CastleBranch. Please contact the MSN practicum coordinator or review the information in the Pre-Practicum Blackboard Organization for links and further details.

All documents required must be finalized, signatures obtained, and submitted as instructed before practicum registration will be allowed. Nurse Educator students may need more than one preceptor, e.g., one preceptor for the clinical component of NURS 617 and another preceptor for the education component of NURS 618 and 619. In addition, your practicum site may have onboarding requirements; those must also be completed prior to practicum course registration.

Student Nametag

Students must wear their Liberty University Student Nametag while completing practicum hours at their specific facility. See Practicum section for details on ordering nametag.

Current RN License

Documentation of a current and active RN license issued in one of the United States, without sanctions, restrictions or disciplines, actual or pending, issued by a State Board of Nursing or other agency must be submitted to CastleBranch. NOTE: The student must notify the practicum coordinator immediately of any

disciplines, sanctions, or other action taken against their professional RN nursing license while the student is enrolled in the MSN program.

Malpractice Insurance

Liberty University provides professional malpractice coverage for all students enrolled in the BSN, MSN and DNP curriculum who are required to participate in practicum/clinicals—Liberty University supervised sessions in real world healthcare environments. Liberty students should be aware this coverage is only for Liberty scheduled practicum/clinicals.

Shadowing, moonlighting, employment, and volunteering outside of supervision of Liberty or continuing a relationship that began as an internship beyond the specific clinical hours involved in the clinical internship would not be covered under Liberty's professional malpractice policy.

Students should consider purchasing medical malpractice coverage on a personal policy through a plan offered by one of the professional nursing associations if this is the case.

Malpractice Insurance for Global Clinical/Practicum Experiences

There may be opportunities for you to complete your clinical practicum hours through global nursing outside of the United States. Often, this is a Liberty-University endorsed trip that is organized either through the Liberty University Office of International Education & Internships, Liberty University College of Osteopathic Medicine, or LU Send. Your participation in an opportunity endorsed by Liberty University, where the nursing care you provide is supervised by another Liberty University faculty member, is covered under the malpractice insurance provided by Liberty University.

Should you choose to participate in a global nursing trip that is not endorsed by Liberty University, you will be required to purchase your own individual malpractice insurance.

CPR

American Heart Association Healthcare Provider Basic Life Support CPR with AED is to be submitted to CastleBranch (only American Heart Association CPR is accepted)

Release of Information Form

This form is required information between Liberty University and the Affiliate and must be submitted to MSN approved student database.

Statement of Essential Attributes Form

This form is required to document that students have read the Statement of Essential Attributes and are certifying that they meet the standards.

Proof of Immunizations

Submit immunization documents to CastleBranch for verification.

___ Hepatitis B

___ MMR (Measles, Mumps, and Rubella)

___ Varicella (Chickenpox)

___ Tetanus

___ Tuberculosis (A negative PPD, Quantiferon, or T-Spot test, or a negative chest x-ray)

___ Influenza within the past 12 months.

HIPAA Form

All students must read specific information about HIPAA and acknowledge understanding by signing and submitting the HIPAA document located in the pre-practicum course. Additional education may be required by the practicum facility selected by the student.

Bloodborne Pathogens Exposure Control Plan (OSHA)

All students must read through the Bloodborne Pathogens Exposure Training document and acknowledge understanding by signing and submitting pg. 13 to CastleBranch. If you also sign the Hepatitis B Vaccine Declination Form, you must submit that portion to the practicum coordinator through PracticumCoordinator@liberty.edu

Preceptor Verification and Agreement Forms

These forms must be completed and submitted to CastleBranch along with the Preceptor's Curriculum Vita. The Preceptor Verification and Agreement forms must contain the preceptor's work email address and phone number. Personal phone numbers and emails are not accepted.

Preceptor Curriculum Vitae

The preceptor's CV must be submitted to the MSN-approved student database with current professional license numbers, current work email, and phone number. The CV must also contain all education schools/degrees and employment history. (Preceptor requirements are located in the Preceptor Section following).

NOTE

Students are responsible for determining ahead of time the availability of a preceptor in their state and their state's guidelines for working with a preceptor. The MSN program works with students to secure preceptors that will allow them to complete practicum requirements for their selected MSN concentration. Funds expended for the above requirements are not refunded if students are unable to secure a preceptor in their state or if their state guidelines prohibit their completion of practicum hours with a preceptor.

The student is responsible for complying with all practicum requirements and any and all fees associated with practicum, including, but not limited to background checks, drug screen, updating immunization compliance, etc. All students must comply with the pre-practicum requirements for enrollment in practicum courses. Affiliates may require students to complete additional requirements including but not limited to, health screenings, drug screenings, background checks, orientation, and/or in-service education to comply with organizational requirements prior to registering for practicum. Students assume responsibility for all costs associated with pre-practicum requirements, including any and all fees required by the facility. In addition, students may also incur costs related to meals, travel, parking, organizational name badge, preceptor stipend or other expenses related to attending a practicum site for the course practicum experiences. All expenses are the student's responsibility. The MSN program is not responsible for paying any extra costs incurred by practicum.

Background Check and 10 Panel Drug Screen

Students must complete a specific background check and a 10 panel drug screen, this information will be communicated by the practicum coordinator. Background checks and drug screens are good for one year. If a background check and/or drug screen expires while in practicum, the student is required to complete a new background check and/or drug screen.

LIBERTY UNIVERSITY SCHOOL OF NURSING MSN CRIMINAL BACKGROUND CHECK POLICY AND DRUG SCREEN POLICY

1. All MSN students are required to complete a background check and 10 panel drug screen through the MSN approved database at the student's cost.
2. All students are required to report any prior and/or current or pending criminal, civil, and traffic charges, and arrests convicted and any criminal arrests or convictions occurring during enrollment to the Practicum Coordinator. Certain criminal convictions and unresolved criminal matters reported on the background check may result in the student's inability to enroll in a practicum course and may result in dismissal from the Nursing program. Every prior conviction is not an automatic bar to participation in a practicum (or completion of the nursing program), only matters relevant to the nursing profession are taken into account.
3. The School of Nursing reserves the right to determine the location of practicum placement eligibility and to use information regarding a student's criminal history and drug screen results in making such decisions.
4. Background checks and drug screen results may be shared with the practicum facility. Should the practicum facility make this request, the MSN Practicum Coordinator will send an official copy of your background check, if the student wishes to proceed with that site.

BACKGROUND CHECK PROGRESSION

1. MSN students complete the background check and drug screen application through the MSN approved student database CastleBranch. A report is generated and sent to the MSN Practicum Coordinator.
2. Reports are reviewed by the MSN Practicum Coordinator as part of the pre-practicum approval process prior to the student's approval for practicum enrollment. The review process begins with the receipt of the background check and 10 panel drug screen. The results of the background check and/or drug screen are either:

Drug Screening

- a. NOT FLAGGED - Clear, no positive drug screen findings and or annual process which may include practicum placement continues.
- b. FLAGGED - Positive Drug Screen -this matter will be reviewed by Medical Review Office. If cleared by the Medical Review Officer (MRO) the report will be listed as clear. If the report is not cleared by the MRO, the MSN Nursing Review Committee will review. A hold will be placed on the report will be changed to clear, no positives. The MSN Nursing Review Committee and the Medical Review Officer sent to the MSN Nursing Review Committee. A hold will be placed on practicum progression until the School of Nursing has reviewed this matter. The matter will be reviewed. It may result in dismissal from the program. A repeat test may also be required. If an

existing student this may involve additional review at the University level for potential breach of the code of conduct.

Background check

- a) NOT FLAGGED- Clear, no discrepancies or caution warranted- the background check is filed, and the practicum placement continues.
 - b) FLAGGED- Caution warranted – the background check will be sent to the MSN Nursing Review Committee. A hold will be placed on the practicum placement process until the School of Nursing has cleared the applicant’s background check or has rejected the practicum placement.
3. If flagged: The MSN Review Committee will review the flagged background check report. The student will be contacted and asked to review the report and write a response with explanation as to the circumstances surrounding the incident reported, and why the information reported should not be considered a disqualifying factor for placement in a nursing practicum or for continuing in the nursing program. The student should email the response no later than three working days to LUSONMSN@liberty.edu. This will provide the student an opportunity to provide additional information regarding the findings of the background report, if requested. The student must demonstrate essential character traits, free from disqualifying legal and ethical indicators, to be placed in a professional nursing program and practicum sites with a preceptor. The MSN Review Committee will review all material presented and will make a decision regarding eligibility for practicum placement. The School of Nursing reserves the right to make decisions regarding eligibility for admission. A signed records release document may be required in order to secure this approval. This information may be shared within the University and if applicable, practicum sites on a need-to-know basis. Certain criminal convictions and pending criminal charges reported on the background check or reported by a student may result in ineligibility to continuation in the program, limitations on a student’s practicum placement, or a student’s ineligibility for practicum placement, and in some cases, dismissal from the nursing program.

Typhon

Typhon functions as a complete electronic student tracking system, including comprehensive clinical skill logs and reports, a fully featured evaluation and survey component for assessments, management of student rotation scheduling, student electronic portfolios, student and preceptor databases, clinical site database, and secure document management, and much more.

Students are added to Typhon during the first week of their first practicum course; however, students must pay for their subscription before gaining access to the program. User name and password information are sent to your Liberty email address. All students are required to pay \$50 to Typhon for activation of their Typhon account during week one of their first practicum course. This fee covers the use of Typhon during your practicum enrollment and up to three years post-graduation. Please contact your course instructor or Practicum Coordinator if you do not receive your login information by Friday of week one.

InPlace Student Placement Systems

The Liberty University School of Nursing will be partner with InPlace Student Placement Systems during the 2022-23 school year. This system will replace Typhon Group. This will begin with students who are starting in their first practicum course in Fall 2022 B term. It will also be required for any students who have broken enrollment in practicum courses after Summer 2022 D term. Students will be responsible for the program fee. This program will be used to support practicum placement, clinical performance of students and other instructional and supportive services. The software product documents and tracks evaluations of students' clinical progression and provides a structure for student portfolios and a preceptor/contract/clinical database, practicum placement compliance, and other services.

Liberty University Clinical Program Affiliation Agreement

- Students are encouraged to work with affiliates that will accept the Liberty University Clinical Program Affiliation Agreement form. If the students work with an affiliate which requires the use of their own form/contract, this may delay the approval process, pending legal and administration negotiations for both parties. In rare instances, an agreement may not be reached. Liberty University is under no obligation to agree to affiliate contracts.
- Some facilities may not require an affiliation agreement. If your facility does not require an agreement they will need to sign an "Attestation of Agreement" letter, which states that the agreement is between the facility and the student.
- Both Liberty University and the practicum facility must sign and receive the affiliation agreement. Nurse Educator students may require more than one affiliation agreement, i.e., both the clinical component of NURS 617 and the education component of NURS 618 and 619.

Note: Students are permitted to complete their practicum within their existing workplace, provided the following is met:

- As long as your practicum hours are unpaid.
- You have established a Clinical Program Affiliation Agreement between Liberty University and your place of work.
- The practicum site meets your practicum course requirements.
- You work in a different program, level, course, unit, department, where you are not currently employed.

Preceptor Requirements

Preceptors are utilized as extensions of the practicum faculty who are overseeing practicum courses. Preceptors must be approved by the School of Nursing and must be academically and experientially qualified for their role to support the achievement of the mission, goals and expected student outcomes. Preceptors/mentors are utilized for MSN Nurse Administration, Nurse Educator, Nursing Informatics*, Community Health, and Health Policy students. All preceptors must meet the following requirements:

- Hold an RN license in good standing issued in one of the 50 United States. Note: Preceptors who incur a disciplinary action against their license while precepting an MSN student, are not approved to continue acting as a preceptor. The MSN student needs to find a new preceptor with a clear license to complete their practicum hours.

- Hold a Master's of Science in Nursing or approved by the School of Nursing. If you are unsure if your preceptor meets these requirements, please send preceptor CV to the MSN Practicum Coordinator for review.
- Meet approval of Liberty University School of Nursing. Certification is preferred, but not required for MSN practicum preceptors. It is preferable for practicum preceptors to hold a doctorate level degree, either Ph.D., DNP, DNS, or Ed.D.
- Two years of experience as a nurse, preferred.
- Mentors are utilized for the Nurse Informatics concentration in which students complete a project under the mentorship of an experienced clinician in the informatics setting.
- Nurse Educator Preceptors must have knowledge and skills specific to an area of clinical practice, such as oncology nursing, surgical nursing, maternal-child, critical care, acute care, mental health, or emergency services, for the first practicum course, NURS 617. No Physicians or Physician Assistants may serve as preceptors for NURS 617 practicum. For NURS 618 and 619, preceptors must be in an education setting, such as staff education, patient education or the academic setting.
- Nurse Administration Preceptors must be in a nursing administration/leadership role and provide experiences which may include projects or initiatives in such as: systems leadership, resource management with financial Management, developing practicing environments, apply regulations, legal and ethical consideration to policy and procedures, using research or EBP to explore theory and application to the ANA's Scope and Standard of Nursing Practice.
- Nurse Informatics preceptors or mentors must be in an informatics setting and provide opportunities that will allow students to develop projects for new systems, enhancement or process improvement projects, enhancement projects for current healthcare technology systems, and/or performance measures that need to be incorporated in current healthcare technology systems.
 - *Mentors are utilized for the Nurse Informatics concentration in which students complete a project under the mentorship of an experienced clinician in the informatics setting.*
- Community Health Preceptors must be in a community health setting providing experiences that focus on the application of public health and nursing principles in the care of populations and individuals/families in a variety of community/public health settings. These experiences may include public health departments, schools, occupational health, correctional health, and other appropriate agencies.
- Health Policy Preceptors must be in a setting that will allow students the opportunity to work with health policy development and/or expected outcomes of policy option, coordinate/develop programs and activities, collect information relevant to specific health policy issues and develop policy recommendations, and/or advertisement campaign.
- Preceptors must be screened by the practicum coordinator and approved by Chair of the MSN program. Students must work with one preceptor during a course who will provide the evaluation at the conclusion of the course. There are times when preceptors must change between courses, but this may not occur during the course. Additionally, the approved preceptor is the person the student will spend 80% of their time with. It is understood students will sometimes attend meetings which may support their learning and goals or objectives. However, it should be noted the approved preceptor is the student's primary point of contact throughout the course.

Preceptor Qualification and Responsibilities

Liberty University School of Nursing reserves the right to approve or disapprove of any preceptor candidate. The student must submit all preceptor documentation, curriculum vitae and agreement for consideration.

THE PRECEPTOR:

- Is capable of assisting, guiding, and directing graduate students to meet their clinical, administration or education focused, practicum goals and objectives.
- Is an experienced professional role model, resource person, consultant, and mentor who is committed to teaching.
- Works closely with the student and collaboratively with the faculty advisor to facilitate meaningful and appropriate learning experiences for the student.
- Engages with the student in process and summative evaluation of the practicum experience. The preceptor will validate the number of hours completed by the student in practicum.
- Will maintain communication throughout the student's enrollment in practicum courses [should interact/conference at least every week and more often if necessary].
- Agrees to email the student's evaluation from his/her work email address to the course professor or complete the online evaluation if requested to do so.
- Works with the student to ensure safe professional practice occurs at the graduate student level. If the preceptor has concerns about the student's practice, he/she should discuss with the student any incidents of unsafe or unprofessional practice. If the matter cannot be resolved, the preceptor should immediately contact the professor by email or phone.
- Must complete Preceptor Evaluation of Nursing Student through Typhon.

THE STUDENT:

- Meets with their preceptor, during the course term dates, prior to logging practicum hours to review:
 - Course Syllabus
 - MSN Handbook Practicum Section
 - Goals and Objectives
 - Practicum Schedule
 - This initial meeting with your preceptor, if you choose, may be logged as practicum hours.
- Completes their evaluation of site & preceptor through documentation system Typhon or InPlace.

Professor/Student Practicum Relationship

THE COURSE PROFESSOR:

- Works with the School of Nursing approved preceptors.
- Communicates with the student and preceptor periodically for problem solving and to discuss progress.
- Monitors student's achievement of goals and objectives and final evaluation of student performance.
- Provides feedback on the student's practicum log throughout the practicum experience.

- Is available by phone, Liberty University e-mail to student and preceptor for support and consultation.

THE STUDENT:

- Provides goals/objectives for approval to course Professor.
- Waits to begin practicum with Preceptor until course Professor issues final approval.
- Notifies the Practicum Coordinator and course Professor if the preceptor goes on medical leave or if their employment status changes.

PRACTICUM

Nurse Education, Nursing Administration, Nursing Informatics, Community Health, and Health Policy Practicum/Practice Experience Basics

- All prerequisites must be met prior to enrollment.
- The approval to begin practicum is a two-step process:
 - The student must complete all pre-practicum/practice experience requirements and receive approval for your first practicum course registration from the Practicum Coordinator before enrollment. Students are responsible to keep all immunizations and certifications current in order to proceed with subsequent practicum courses.
 - Once enrolled in a practicum course, the student's goals and objectives are approved by the practicum professor. The professor provides final approval for the student to start practicum. The student gives the preceptor a copy of the final goals & objectives once the professor has approved them.
- Students may enroll in one practicum course per sub-term, no exceptions can be made to this requirement. Due to the shorter length of the summer semester, the B and D sub-terms overlap by two weeks. Students are not permitted to take a prerequisite to a practicum course and a practicum course, or two practicum courses in the summer.
- Practicum hours must be completed during the course term dates not before or after the term starts or ends.
- The student must meet with their preceptor, during the course term dates, prior to logging practicum hours to review:
 - Course Syllabus
 - MSN Handbook Practicum Section
 - Goals and Objectives
 - Create a Practicum Schedule
- During week one of the practicum course students provide:
 - The preceptor's contact information to the course professor.
 - The course professor's name and Liberty University email address to the preceptor.

This initial meeting with your preceptor, if you choose, may be logged as practicum hours.
- To create a practicum log:
 - Practicum Students use Typhon or InPlace
- Students must complete all assigned hours in each practicum course for consideration of a passing grade. The Graduate Nursing grading policy applies.

Nurse Educator Practicum

Nurse Educator students focus on nursing education and the role of the 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.

Use the chart below to determine your first practicum course:

Nurse Educator Practicum Hours
NURS 617 – 75 Practicum Hours NURS 618 – 75 Practicum Hours NURS 619 – 50 Practicum Hours Total: 200 Hours
2 Sets of Goals and Objectives (see below)

- Practicum hours for NURS 617 must be logged with a preceptor in a direct access patient population setting, not in a classroom or online setting. Settings which have the opportunity for hands-on patient assessment is ideal.
- There may be opportunities for global nursing in NURS 617. Together with the Liberty University College of Medicine, medical mission trips to Guatemala take place twice per year. There may be other mission trips that qualify for your practicum experience in NURS 617. These will be approved on an individual basis. Satisfactory academic performance is required in order for approval to be given for a global clinical experience. An approved preceptor must accompany you on the mission trip.
- Knowledge gained from your advanced practice core courses of pharmacology (NURS 504), physical assessment (NURS 505), and pathophysiology (NURS 506) are used to evaluate care given to a selected patient population, under the observation of your preceptor.
- The student's NURS 617 preceptor must have a MSN degree or higher. Appropriate preceptors include but are not limited to:
 - CNS, Nurse Practitioner
 - Certified Nurse Midwife
 - Nurse Anesthetist

Practicum hours NURS 618 and 619 may include projects or initiatives in:

- Hospital settings:
 - Teaching patients and staff
- Academic settings:
 - Developing course/curriculum materials
 - Engaging in various teaching methods
 - Using research or EBP to explore nursing education theory and application to NLN's Nurse Educator Competencies

Nurse Educator Practicum Goals and Objectives

Nurse Educator students work with their course preceptor to develop practicum goals and objectives based on the National League for Nursing's (NLN) Nurse Educator Competencies prior to logging practicum hours.

- Students enrolled in NURS 617 must develop a separate set of goals and objectives for NURS 617 to be met at the conclusion of the course. These goals & objectives will focus on the 3 Ps, known as Pathophysiology, Pharmacology, & Physical Assessment.
- Nurse Educator students will establish a set of goals and objectives developed in NURS 618 that will follow the student through the remaining practicum courses and should be met by the conclusion of NURS 620. These goals are focused on the role as an educator. Nursing Administration Practicum

Nursing Administration Practicum

Nursing Administration Practicum Options and Overview

Nursing Administration students focus on nursing administration/leadership, and the role of nurse administrator. Most students plan to pursue careers as nursing leaders, unit managers, directors or nurse executives in health care systems or facilities.

Nursing Administration Practicum Hours
NURS 623 – 75 Practicum Hours NURS 625 – 75 Practicum Hours NURS 626 – 50 Practicum Hours Total: 200 Hours
1 Set of Goals and Objectives (see below)

Nursing Administration Practicum Goals and Objectives

Students develop practicum goals and objective based on the American Nurses Association (ANA) Scope and Standards for Nurse Administrator Competencies prior to logging practicum hours.

Practicum hours NURS 623, 625, and 626 may include projects or initiatives in such as:

- Systems Leadership
- Resource Management with Financial Management
- Developing Practicing Environments
- Apply Regulations
- Legal and Ethical Consideration to Policy and Procedures
- Using research or EBP to explore theory and application to the ANA's Scope and Standard of Nursing Practice.

Nursing Informatics Practice Experience

Nursing Informatics Practice Experience
INFO 668 – 50 Hours NURS 635 50 hours NURS 636 – 100 Practice Experience Hours Total: 200 Hours
1 Set of Goals and Objectives (see below)

Nursing Informatics Practice Experience Goals and Objectives

Nursing Informatics students work with their practice experience faculty to develop goals and objectives based on the ANA Scope and Standards of Practice: Nursing Informatics.

Nurse Informatics mentors must be in an informatics setting and provide opportunities that will allow students to:

- Develop projects for new systems.
- Enhancement or process improvement projects.
- Enhancement projects for current healthcare technology systems.
- Performance measures that need to be incorporated in current healthcare technology systems.

Community Health Practicum

Nursing Community Health Practicum Hours
NURS 631 – 75 Practicum Hours NURS 632 – 75 Practicum Hours NURS 633 – 50 Practicum Hours Total: 200 Hours
1 Set of Goals and Objectives (see below)

Community Health Practicum Goals and Objectives

Community Health students work with their practicum faculty to develop practicum goals and objectives based on the ANA Scope and Standards of Practice: Public Health Nursing.

Community Health Preceptors must be in a community health setting providing experiences that focus on application of community health and nursing principles in the care of populations and individuals/families in a variety of community/public health settings.

Practicum hours NURS 631, 632, 633 may include projects or initiatives such in community agencies such as Schools:

- Occupational Health

- Correctional Health
- Other Appropriate Agencies

Health Policy Practicum Hours

Health Policy Practicum Hours
NURS 627 – 75 Practicum Hours NURS 628 – 75 Practicum Hours NURS 629 – 50 Practicum Hours Total: 200 Hours
1 Set of Goals and Objectives (see below)

Health Policy Practicum Goals and Objectives

Health Policy students work with their practicum faculty to develop practicum goals and objectives based on the ANA Nursing: Scope and Standards of Practice and the ANA Nursing Social Policy Statement: The Essence of the Profession.

Health Policy Preceptors must be in a setting providing experiences that will allow students the opportunity to work with:

- Health Policy Development and any Expected Outcomes of Policy Option
- Coordinate/Develop Programs and Activities
- Collect Information Relevant to Specific Health Policy Issues
- Develop Policy Recommendations
- Create an Advocacy or Advertisement Campaign

Break Down of Practicum Hours

NURSE EDUCATORS, NURSING ADMINISTRATORS, NURSING INFORMATICS, COMMUNITY HEALTH, AND HEALTH POLICY

Description	Hours	Percentage of All Hours
Professional Development	Up to 20	10%
Goal Development/Research	Up to 20	10%
Preceptor Supervised Setting	160 or Remaining	80% or Remaining

- Students are required to submit a CE form documenting hours to the practicum professor that is then uploaded to Typhon under External Documents.
- Students may be awarded practicum hours for completion of their goals and objectives.

Practicum Professional Behavior

Attendance

Students are expected to arrange a schedule for the semester with the preceptor. Students must be punctual in attendance. If an emergency situation arises and the student cannot attend practicum, they are to notify their preceptor prior to the start of the scheduled shift/hours. Students are expected to complete all practicum hours for each course during the assigned practicum schedule.

Professionalism

Students are to adhere to the professional scope and standards of practice within the policies and procedures of the affiliated practicum institution. Students may be required to attend additional orientation or in-services prior to using computer systems or engaging in other responsibilities to adhere to the affiliate policies. Students should perform at the graduate student nurse level under the guidance of their preceptor. Any unsafe or unprofessional, unsatisfactory performance in the practicum site will result in clinical /practicum probation and may result in clinical failure of the course and /or dismissal from the MSN program. Students should not use their personal cell phone for calls/ texts/emails or surf the web while in practicum. All activities should be directed at obtaining practicum goals and objectives. Students should be highly motivated, self-directed adult learners, and seek opportunities to learn and assist others throughout the clinical practicum experience. The student is expected to be highly motivated, self-directed, and responsible for their own learning throughout the clinical practicum experience.

Professional Interactions

Face to face, written, email, phone calls, etc., with the preceptor, Liberty University professor, staff, co-workers, patients, and the public at-large are expected by the student. Any breach of professional behavior may result in a practicum failure and/or sanctions in accordance with the LUO Code of Honor.

Attire

Nurse Educators and Nursing Administration students should dress professionally at all times while in the practicum setting with neat, clean, pressed, and professional looking attire. Should a female student wear a dress/skirt it must be knee length, two-inch wide shoulder straps are required, modest neck lines. No tight fitting attire. Wear clean, neat dress shoes with an appropriate level heel. Some clinical areas may not permit open toed shoes for safety /OSHA standards; please check with your affiliate. Men should wear khaki or dress pants, coat, or dress shirt/tie or polo shirt. Clean dress shoes and socks are required. A lab coat may be required. Students in the healthcare facility should wear dress clothes or scrub attire, with a lab coat, as directed by the practicum site and on-site activities for the day.

Hair

No unnatural hair colors, such as blue or pink.

Nails

Cut short; if polish is worn, it should be a clear or light pink tint, no bright colors.

Jewelry

A wrist watch and wedding ring may be worn in the practicum site.

Piercings

If earrings are worn, only one small post earring on each ear lobe is acceptable. Other ear or body piercings must be covered.

Tattoos

Covered at all times while in the practicum setting.

NOTE

All students must adhere to the dress code policies of both Liberty University and the affiliate, with any difference in policies addressed by adhering to whichever provides a more professional dress code.

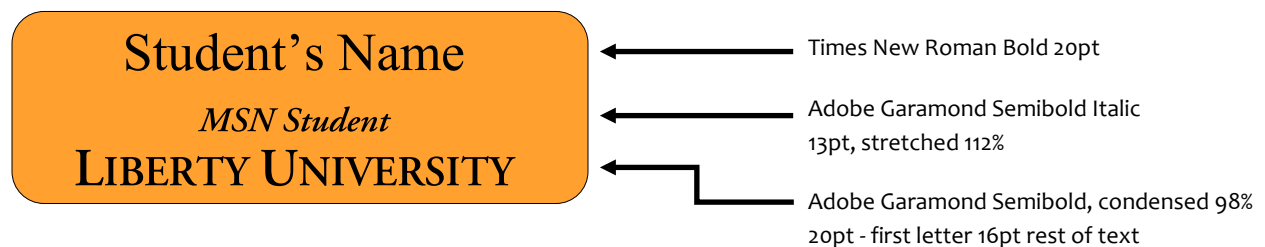
Student Identification Name Badge

The student must comply with requirements of the practicum site. Students must obtain a Liberty University Student ID Badge.

NOTE:

Student may also be requested to purchase an affiliate ID badge. All expenses related to student ID are the student's responsibility. For students who reside in the Lynchburg area: [Lynchburg Specialty Engraving](#) provides name badges to these specifications for \$7.80 per badge and has the template below on file. Prices are subject to change.

Identification Badge must be gold with black lettering.



LUSON VIRTUES

LOVE

American Nurses Association Code of Ethics

Provision Three of the ANA Code of Ethics states, “The nurse promotes, advocates for and protects the rights, health, and safety of the patient” (ANA, 2018, p. V). “The nurse is the patient advocate. Advocacy includes active support through education including policies surrounding but not limited to patient care, confidentiality, privacy and protection. Interpretive Statement One (ANA, 2010), states the nurse must protect the patient from unwanted intrusions, promote physical privacy and safeguard patient information. Interpretive Statement Two (ANA, 2010), expounds on protection of the patient, reminding that protection of patient information is also required ethical behavior. Such protection of information includes written and electronic communication that could jeopardize the patient, destroy professional trust, or impair the safety of the patient” (Miller, 2016, p.18).

Creed

I sacrificially and unconditionally love and forgive others.

Key Scripture

“This is love: not that we loved God, but that He loved us and sent His Son as an atoning sacrifice for our sins. Dear friends, since God so loved us, we also ought to love one another. No one has ever seen God; but if we love one another, God lives in us and His love is made complete in us.”

1 John 4:10-12

Assessment Statements

- God’s grace enables me to forgive people who have hurt me.
- I rejoice when good things happen to other people.
- I will strive to love all men unconditionally.
- I sacrifice my personal desires for the needs of others.

JOY

American Nurses Association Code of Ethics

Provision Five of the ANA Code of Ethics states, “The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence and continue personal and professional growth” (ANA, 2018, p.V). The overarching themes found within Provision Five include duties grounded in self-respect, professional competence, preservation and growth that come with lifelong learning, character and integrity (2010). Interpretive Statement One (ANA, 2010) suggests that the same worth and value due to others is due to self. Obligations are owed to self and become the duty of the nurse where professional capability, skill, and personal character are involved. Maintaining and increasing professional knowledge, skill and credentialing, enhances ability for quality in patient care and improves the nursing profession. Statement Two notes that requirement of Provision Five (ANA, 2010 for lifelong learning improves self-esteem and meaningfulness within the work environment, fostering consultation, collegiality and professionalism” (Miller, 2016, p.24).

Creed

I have inner contentment and purpose in spite of my circumstances.

Key Scripture

“Lord, you alone are my portion and my cup; you make my lot secure.”

Psalms 16:5

Assessment Statements

- I have inner contentment, even when things go wrong.
- I strive to choose joy when presented with adverse circumstances.
- I find joy in the promises of God for my life.
- I find joy in each stage of my life.

PEACE

American Nurses Association Code of Ethics

Provision six of the ANA Code of Ethics states, “The nurse through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care” (ANA, 2018, p. V). “Influence and responsibility within the healthcare environment impact nursing capability. Virtues and excellences are noted as character qualities that promote what is right and encourage or predispose people to work above the level of mediocrity. Environments are stated to either promote or thwart virtues and excellences. Interpretive Statement One (ANA, 2010), emboldens nurses to foster work place environments that support and uphold such character qualities and in so doing increase nursing’s ability to meet ethical demands of the profession” (Miller, 2016, p.27).

Creed

I am free from anxiety because things are right between God, myself, and others.

Key Scripture

“Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus.”
Philippians 4:6-7

Assessment Statements

- I find peace in the knowing my sins are wiped away; past, present and future.
- I choose daily to put aside bitterness and anger.
- I choose to forgive because I am called to forgive.
- I have an inner peace from knowing God.

RESPECT

American Nurses Association Code of Ethics

Provision One of the ANA Code of Ethics states, “The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person” (ANA, 2018, p.V). ”Respect for patients, families and colleagues as well as respect for the autonomy of others is clearly outlined in Provision One as a key ethical component. Five interpretive statements for Provision One (ANA, 2016) include topics of human dignity, relationships with patients and colleagues, nature of health and health problems, and autonomous rights surrounding self – determination” (Miller, 2016, p.8).

“Human dignity and worth are fundamentally accepted as foundations of the nursing practice according to interpretive statement 1.1 (ANA, 2010). Based on this initial understanding, nurses are to provide relational care consistent with the patient’s individual values, associations, beliefs and expectations. According to interpretive statement 1.2 (ANA, 2010), even when these values are in direct contrast to those of the nurse, it is the nurses’ duty to respect the needs and desires of the patient “(Miller, 2016, p.8).

Creed

I understand that each person I interact with is someone who is so precious in God’s sight that He gave His only son to die for him/her.

Key Scripture

“Be devoted to one another in love. Honor one another above yourselves.”

Romans 12:10

Assessment Statements

- I will strive to see others as God sees them.
- I choose to overlook offense and faults in others.
- I find value in other personalities, viewpoints and cultures.
- I am courteous and considerate toward others.

INTEGRITY

American Nurses Association Code of Ethics

Provision Two of the ANA Code of Ethics states, “The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population” (ANA, 2018, p.V). “This statement concretes the patient as the center of nursing care and therefore the center of nursing ethics. Interpretive statement 2.1(ANA, 2010) addresses the patient’s interest as being primary, unique and individual. It encourages the plan of care to reflect these statements and to include the patient as an active part of decision making. Further notation is given to this provision in the face of changing models of ethics that reflect increasingly complex clinical issues, economic and political environments (ANA, 2016). The nurse patient dyad as the core unit must be met with ethical sensitivity on the part of the nurse. Such sensitivity is noted as requiring an understanding and commitment to respect, autonomy, nonmaleficence, beneficence, fairness, honesty and integrity of keeping one’s word” (Miller, 2016, p.12).

Creed

I do the right thing, even when no one is watching.

Key Scripture

“Whoever walks in integrity walks securely, but whoever takes crooked paths will be found out.”
Proverbs 10:9

Assessment Statements

- I am known as an honest person.
- I strive to protect my reputation from the appearance of sin.
- I desire to please God in the way I live my life.
- I choose to be accountable to the authorities in my life.

CONTENTMENT

American Nurses Association Code of Ethics

Provision Nine of the ANA Code of Ethics states, “The Profession of nursing , collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy” (ANA, 2018, p.V). Should we be content with current healthcare policy? “Provision Nine differs in its directedness towards the profession of nursing instead of to the individual nurse’s practice. Rallying and reinforcing the profession’s values, this final provisional statement moves to encourage the nursing profession as a whole to an effort that will markedly shape social policy” (Miller, 2016, p.35).

Creed

I am confident that God has good plans for me regardless of how my circumstances may look at the present time.

Key Scripture

“I have learned the secret of being content in any and every situation, whether well fed or hungry, whether living in plenty or in want. I can do everything through him who gives me strength.” *Philippians 4:12-13*

Assessment Statements

- I make every effort to live in the present moment rather than dwelling on the past or worrying about the future.
- I aim to have a cheerful attitude in my present circumstances.
- I make an effort to find the positive in difficult situations.
- I appreciate what I have and what God has blessed me with.

PATIENCE

American Nurses Association Code of Ethics

Provision One of the ANA Code of Ethics states, “The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person” (ANA, 2018, p.V).” Respect for patients, families and colleagues as well as respect for the autonomy of others is clearly outlined in Provision One as a key ethical component. Five interpretive statements for Provision One include topics of human dignity, relationships with patients and colleagues, nature of health and health problems, and autonomous rights surrounding self – determination (ANA, 2016).

“Human dignity and worth are fundamentally accepted as foundations of the nursing practice according to interpretive statement 1.1 (ANA, 2010). Based on this initial understanding, nurses are to provide relational care consistent with the patient’s individual values, associations, beliefs and expectations. According to interpretive statement 1.2 (ANA, 2010), even when these values are in direct contrast to those of the nurse, it is the nurses’ duty to respect the needs and desires of the patient” (Miller, 2016, p.8).

Creed

I take a long time to overheat, and I endure patiently the unavoidable pressures of life.

Key Scripture

“Wait for the Lord; be strong, and let your heart take courage; wait for the Lord!”

Psalms 27:14

Assessment Statements

- I am strong when I am patient on the Lord.
- I will listen patiently to others when I’m not in agreement.
- I am patient with others because we are all created in the image of God.
- I am patient with myself when I fall short, for my relationship with the Lord is growing.

FAITHFULNESS

American Nurses Association Code of Ethics

Provision Three of the ANA Code of Ethics states, “The nurse promotes, advocates for and protects the rights, health, and safety of the patient” (ANA, 2018, p. V). “The nurse is [faithful to be] the patient advocate. Advocacy includes active support through education including policies surrounding but not limited to patient care, confidentiality, privacy and protection. Interpretive Statement One (ANA, 2010), states the nurse must protect the patient from unwanted intrusions, promote physical privacy and safeguard patient information. Interpretive Statement Two (ANA, 2010), expounds on protection of the patient, reminding that protection of patient information is also required ethical behavior. Such protection of information includes written and electronic communication that could jeopardize the patient, destroy professional trust, or impair the safety of the patient” (Miller, 2016, p.18).

Creed

I have established a good name with God and with others based on my long-term loyalty to that relationship.

Key Scripture

“But the Lord is faithful. He will establish you and guard you against the evil one.”
2 Thessalonians 3:3

Assessment Statements

- I am faithful in my relationships because He is faithful to me.
- I recognize His character won’t change and I can remain faithful.
- I will remain faithful and seek God’s will in difficult circumstances.
- I am faithful to meet deadlines because it is a reflection of His character in me.

PERSEVERANCE

American Nurses Association Code of Ethics

Provision Four of the ANA Code of Ethics states, “The nurse has authority, accountability, and responsibility for nursing practice; makes decisions and takes action consistent with the obligation to promote health and to provide optimal care” (ANA, 2018, p. V). “Interpretive Statements One through Four focus on accountability and responsibilities surrounding nursing action and nursing judgment including delegation of tasks. Accountability is defined for the profession as taking ownership of self-action. Nurses are individually accountable [to persevere in] their own actions in all areas of nursing practice including direct patient care competence, delegation, education, scholarly research, management and supervision” (Miller, 2016, p.21).

Creed

I do not give up on people or projects.

Key Scripture

“And let us not grow weary of doing good, for in due season we will reap, if we do not give up.”
Galatians 6:9

Assessment Statements

- I fill my mind with the truths of Scripture.
- I am not one to feel sorry for myself.
- I do not get overly discouraged by difficulties.
- I am creative in finding alternate solutions to problems when initial plans don't work out.

FORGIVENESS

American Nurses Association Code of Ethics

Provision Five of the ANA Code of Ethics states, “The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth” (ANA, 2015, p. V). Interpretive statement one addresses “moral respect accords moral worth and dignity to all human beings regardless of their personal attributes or life situation”. Key to the interpretation is the duties to self and others. This provision then speaks to promotion of personal health, safety, and wellbeing, preservation of wholeness of character, and integrity. Relationship with patients, colleagues, and others are addressed in provision one, and the impact of open communication and collaboration for health outcomes that requires trust is discussed under provision two (ANA, 2015). Participation of nursing in collaborative partnerships, community organizations, and institutions assist in the overall recognition of health care needs. Cultural diversity and culturally varied health needs nationally and internationally are reflected in the awareness of the nurse. Caring practices [consistent with mutual forgiveness], that include careful listening, presencing, and the use of culturally sensitive assessment tools are recommended” (Miller, 2016, p.33).

Creed

I choose to do the right things in my relationships with others.

Key Scripture

“Let love and faithfulness never leave you; bind them around your neck, write them on the tablet of your heart.” *Proverbs 3:3*

Assessment Statements

- I forgive others because God in Christ has forgiven me
- Forgiveness will connect me to goodness.
- I can pray with a clear conscience when I forgive.
- My love is expressed in forgiving others including my enemies.

SELF-CONTROL

American Nurses Association Code of Ethics

Provision seven of the ANA Code of Ethics states, “The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy” (ANA, 2018, p.V). “This includes active involvement in policy, professional standards of practice, and dissemination of new knowledge into practice. Professional contribution in the form of mentorship, leadership and membership in professional organizations is encouraged for advancement of the nursing profession. Healthcare activities within the community at the local, state, federal and international level are also recommended of nurses to advance the professional role (2010). Development of policies and procedures, guidelines and standards within nursing advances and distinguishes the profession” (Miller, 2016, p.30).

Creed

I have power, through Christ, to control myself.

Key Scripture

“Fools give full vent to their rage, but the wise bring calm in the end.”

Proverbs 29:11

Assessment Statements

- I will manage my emotions so that I can overcome evil with good.
- I choose to speak gently rather than choosing harsh words to stir up wrath.
- Discipline in my life will honor God and bless those around me.
- I submit my will to His in order to bring His control into my life.

COMPASSION

American Nurses Association Code of Ethics

Provision One of the ANA Code of Ethics states, “The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person” (ANA, 2018, p. V). “Respect for patients, families and colleagues as well as respect for the autonomy of others is clearly outlined in Provision One as a key ethical component. Five interpretive statements for Provision One (ANA, 2010) include topics of human dignity, relationships with patients and colleagues, nature of health and health problems, and autonomous rights surrounding self – determination” (Miller, 2016, p.8).

Creed

I am filled with the love of Christ and want others to know His love like me.

Key Scripture

“The steadfast love of the Lord never ceases; his mercies never come to an end;”

Lamentations 3:22

Assessment Statements

- I will display His compassion throughout my daily interactions.
- I let God soften my heart towards those I encounter.
- I seek to give abundantly to those in need.
- I will give more than is comfortable, because it is His character.

GENTLENESS

American Nurses Association Code of Ethics

Provision One of the ANA Code of Ethics states, “The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person” (ANA, 2018, p. V). “Respect for patients, families and colleagues as well as respect for the autonomy of others is clearly outlined in Provision One as a key ethical component. Five interpretive statements for Provision One (ANA, 2010) include topics of human dignity, relationships with patients and colleagues, nature of health and health problems, and autonomous rights surrounding self – determination” (Miller, 2016, p.8).

Creed

I am thoughtful, considerate, and calm in dealing with others.

Key Scripture

“Be completely humble and gentle; be patient, bearing with one another in love.”

Ephesians 4:2

Assessment Statements

- I consider my own shortcomings when others fail.
- I am known as a person who is sensitive to the needs of others.
- I am known for not raising my voice.
- I am known to remain calm in stressful situations.

HUMILITY

American Nurses Association Code of Ethics

Provision Two of the ANA Code of Ethics states, “The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population” (ANA, 2018, p. V). “This statement concretizes the patient as the center of nursing care and therefore the center of nursing ethics. Interpretive statement 2.1(ANA, 2010) addresses the patient’s interest as being primary, unique and individual. It encourages the plan of care to reflect these statements and to include the patient as an active part of decision-making. Further notation is given to this provision in the face of changing models of ethics that reflect increasingly complex clinical issues, economic and political environments (ANA, 2016). “The nurse patient dyad as the core unit must be met with ethical sensitivity on the part of the nurse. Such sensitivity is noted as requiring an understanding and commitment to respect, autonomy, non-maleficence, beneficence, fairness, honesty and integrity of keeping one’s word”(Miller, 2016, p.12).

Creed

I choose to esteem others above myself.

Key Scripture

“When pride comes, then comes disgrace, but with humility comes wisdom.”
Proverbs 11:2

Assessment Statements

- As a child of God, I do not think too highly or too lowly of myself.
- I am not known as a person who brags.
- I am honest about my shortcomings.
- I am not upset when my achievements are not recognized.

HOPE

American Nurses Association Code of Ethics

Provision Eight of the ANA Code of Ethics states, “The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities” (ANA, 2018, p. V). “The broader requirements of nursing to the health of the population are addressed in Interpretive Statement One (2010). Key to the interpretation is the responsibility of the nurse to all people. This provision then speaks to hunger, pollution, human rights and healthcare resources around the world and the accountability of nursing to partner for equitable care of all. Responsibility to the public at large for ongoing health concerns is further interpreted in Statement Two (ANA, 2010). Participation of nursing in collaborative partnerships, community organizations and institutions assists in overall recognition of health care needs. Cultural diversity and culturally varied health needs nationally and internationally are reflected in the awareness of the nurse. Caring practices [consistent with kindness], that include careful listening, presencing and the use of culturally sensitive assessment tools are recommended” (Miller, 2016, p.33).

Creed

I can cope with the hardships of life and death because of the hope I have in Jesus Christ.

Key Scripture

“Even youths grow tired and weary, and young men stumble and fall; but those who hope in the Lord will renew their strength.” *Isaiah 40:30-31a*

Assessment Statements

- I think a great deal about heaven and what God is preparing for me as a believer.
- I am confident God is working everything out for my good, regardless of the circumstances today.
- My hope in God increases through my daily focus on Christ.
- My hope for the future is not found in my success, but in God.

COURAGE

American Nurses Association Code of Ethics

Provision six of the ANA Code of Ethics states, “The nurse through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care” (ANA, 2018, p. V). “Influence and responsibility within the healthcare environment impact nursing capability. Virtues and excellences are noted as character qualities that promote what is right and encourage or predispose people to work above the level of mediocrity. Environments are stated to either promote or thwart virtues and excellences. Interpretive Statement One (ANA, 2010), emboldens nurses to [courageously] foster work place environments that support and uphold such character qualities and in so doing increase nursing’s ability to meet ethical demands of the profession” (Miller, 2016, p.27).

Creed

With knowledge that God is beside me, I am courageous when facing my challenges and fears.

Key Scripture

“Be strong, and let your heart take courage, all you who wait for the Lord!”

Psalms 31:24

Assessment Statements

- I face challenges knowing that God is by my side.
- I encourage others to overcome their fears.
- I give God the glory in the midst of my challenges.
- I seek opportunities to grow my courage.

GENEROSITY

American Nurses Association Code of Ethics

Provision Three of the ANA Code of Ethics states, “The nurse promotes, advocates for and protects the rights, health, and safety of the patient” (ANA, 2018, p. V). “The nurse is the patient advocate. Advocacy includes active support through education including policies surrounding but not limited to patient care, confidentiality, privacy and protection. Interpretive Statement One (ANA, 2010), states the nurse must protect the patient from unwanted intrusions, promote physical privacy and safeguard patient information. Interpretive Statement Two (ANA, 2010), expounds on protection of the patient, reminding that protection of patient information is also required ethical behavior. Such protection of information includes written and electronic communication that could jeopardize the patient, destroy professional trust, or impair the safety of the patient” (Miller, 2016, p.18).

Creed

I sacrificially give to God through the gifting of my talents, time, and finances.

Key Scripture

“Blessed be the God and Father of our Lord Jesus Christ, who has blessed us in Christ with every spiritual blessing in the heavenly places.” *Ephesians 1:3*

Assessment Statements

- God’s grace enables me to give to people who have needs, physical, emotional, and spiritual.
- I rejoice when using my God-given talents.
- I gladly bless others in the way God has blessed me.
- I demonstrate love when giving of my time, talent, and finances.

Note: LUO programs use Courage during Thanksgiving and Spring Breaks and Generosity is the last virtue of the fall and spring semesters.

References

American Nurses Association. (2018). Code of Ethics for Nurses. Retrieved from <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

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