

Graduate Nursing Student Handbook 2025-2026

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INTRODUCTION & WELCOME

Dear Student,

Congratulations and welcome (or welcome back) to Messiah University! Entry into a Graduate Program in Nursing is an exciting new adventure in your professional career. The transition back to school may feel unfamiliar for some of you, but the faculty and staff are committed to supporting you.

The Graduate Nursing Student Handbook is available online via the “Graduate Nursing Resources Canvas sites” or via the [Graduate Nursing webpage](#). The handbook's purpose is to provide students with essential information about the Graduate Program in Nursing, requirements for your program of study, and overall expectations of Messiah graduate students. It is the student’s responsibility to review the handbook and become familiar with its contents. This handbook is regularly updated as policies and procedures change. We will do our best to communicate changes to you promptly. At a minimum, you are required to review the handbook in the fall semester of each academic year. This handbook is a supplement to the Messiah University [Graduate Catalog](#) and the [Graduate Student Code of Conduct](#), which you should also review each academic year.

Course duration varies and can range from 1 to 16 weeks. Some terms will go by very quickly, so it is important to remain organized. In most cases, you can expect faculty to respond to emails or other communications within **2-3 business days**. If they do not, please contact the Director for assistance (see below). Throughout your program, you will be asked to provide feedback about your courses. Please give us your honest and constructive feedback with recommendations for improvement. We value your input! If you have feedback related to a specific course, we ask that you first discuss your thoughts with the course faculty. If, after that, your concerns have not been fully addressed, please contact me for further assistance.

We hope that you find Messiah University to be a welcoming and rewarding educational experience. On behalf of the faculty and staff, we welcome you into our community and wish you the best for a successful academic year. We are happy you are here.

“Whatever you do, work at it with all your heart, as if working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.” Colossians 3:23-24

In Him,



Brenda Elliott, Ph.D., RN, CNE, ANEF
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DISCLAIMER

The Graduate Nursing Program Student Handbook (“Handbook”) serves as a reference guide regarding the program’s policies, procedures, and services. Several things are important to keep in mind about this Handbook:

First, this Handbook contains only general information and guidelines. It is not intended to be comprehensive, and it does not contain all the rules, regulations, policies, and procedures that relate to graduate students. If you have any questions concerning the applicability of any rules, regulations, policies, or procedures, you should address your specific questions with your program coordinator.

Second, this Handbook does not confer any contractual right, either expressed or implied, between the student and Messiah University (“University”).

Third, the University reserves the right to amend, revise, modify, or revoke the policies, procedures, rules, regulations, and services, both academic and financial, described herein at any time. The University will endeavor to inform students of any changes as they occur. However, it is the students’ responsibility to keep themselves apprised of current policies and procedures by referencing the graduate programs’ websites, as well as to always adhere to the policies. Publishing on the graduate programs’ websites shall be deemed to be reasonable notice of any such change.

Finally, the Messiah University [Graduate Catalog](#) and the [Graduate Student Code of Conduct](#) also contain information regarding policies, rules, procedures, and services for graduate students. The Graduate Catalog and Graduate Student Code of Conduct should be used in conjunction with this Handbook. However, it is not uncommon for individual programs to establish policies and expectations that exceed the minimum standards delineated in these documents. When this occurs, the text of this Handbook supersedes that which addresses the same topic in the general Messiah University [Graduate Catalog](#) and the [Graduate Student Code of Conduct](#). Suspension and/or dismissal from the program may result from a lack of compliance.

ABOUT THE DEPARTMENT

Mission & Vision

University Mission

Our Mission is to educate men and women toward maturity of intellect, character, and Christian faith in preparation for lives of service, leadership, and reconciliation in church and society.

Department of Nursing Mission

The Mission of the Department of Nursing at Messiah University is to prepare baccalaureate and graduate professional nurses within the context of liberal arts and sciences from a Christian worldview for beginning and advanced professional nursing roles. The educational process facilitates the knowledge, skills, and attitudes needed to promote professional nursing excellence, interprofessional collaborative practice, and lifelong learning. The distinctives of a Messiah University nurse include commitment to academic excellence, service to others with insight and creativity, compassion through cultural humility, caring leadership, and reconciliation from a Christian worldview.

Department of Nursing Philosophy

The Philosophy of the Department of Nursing, stated as Foundational Beliefs, is consistent with the Mission, Foundational Values, Undergraduate Learning Outcomes (ULOs), and Graduate Learning Outcomes (GLOs) of Messiah University. Herein are stated the [Foundational Beliefs of the Department of Nursing](#).

Committee Opportunities

Graduate nursing students can serve on several university and department specific committees. The various committees may include the Graduate Council, Interprofessional Education Committee (IPEC), Graduate Nursing Committee (GNC), COE Senate, and the Department of Nursing Advisory Council. For additional information, please email the graduate administrative assistant, graduatenursing@messiah.edu.

Department & School Faculty and Staff

A list of faculty and staff can be found on the [Messiah University Graduate Program in Nursing](#) webpage. A list of faculty and staff who support Graduate Studies can be found at [Meet the School of Graduate and Professional Studies Team](#).

UNIVERSITY & DEPARTMENT POLICIES AND PROTOCOLS

Standards & Expectations

Professional Values

Students are at the center of the educational program and are supported in their personal development as they integrate faith and learning. The nursing program seeks to link students' motivation for service to God and humanity with the development of professional nursing values. Christian ideals provide the basis and meaning for professional nursing values of altruism, autonomy or freedom, human dignity, and integrity and social justice fundamental to the discipline of nursing (AACN, 2008). Students are given opportunities to link professional values and the Christian worldview and to practice ethical caring that incorporates them both.

Commonwealth of Pennsylvania Code of Professional and Vocational Standards

Available online at: [21.18 \(PA Code, 2010\) Standards of Nursing Conduct.](#)

Educational Process

The process of nursing education is the mutual responsibility of both students and faculty. Faculty are expected to demonstrate accomplishments in teaching, scholarship, practice, and service. Faculty serve as socializing agents for the professional role through both formal and informal educational experiences with students. Through participation in the educational process, students identify with nursing as they internalize values, knowledge, skills, and behaviors of the profession.

Professionalism and Civility

As future advanced practice nurses and healthcare leaders, graduate students are held to the highest standards of ethical behavior, communication, and interpersonal engagement. The Graduate Nursing Program is committed to fostering a culture of mutual respect, integrity, accountability, and professionalism. All students are expected to consistently demonstrate civil behaviors that reflect these values in all academic and clinical settings, including verbal and written communication.

Standards of Professionalism and Civility

1. Respectful Communication

- a. Use respectful, inclusive, and non-discriminatory language in all written or verbal communication with peers, faculty, staff, patients, and preceptors.
- b. Engage in constructive dialogue and active listening, even in times of disagreement.
- c. Avoid disruptive, intimidating, or bullying behavior in all settings.
- d. Adhere to the following communication pathway for routine course questions:
 - Contact course faculty, allowing 48-72 business hours to respond, unless otherwise stated in the syllabus.
 - If there is no response by 72 hours and a cell phone number was provided by the faculty member, students may send a text message to the course faculty to inquire about the nature of the email. Please allow 24 hours for a response.
 - If there is no response, contact your advisor. Students should contact the advisor only after all other means of reaching course faculty have been exhausted.

- For concerns about breaches of professionalism or civility that may not be appropriate for course faculty, contact your advisor.
- 2. Ethical Conduct
 - a. Uphold the standards outlined in the American Nurses Association (ANA) Code of Ethics for Nurses (ANA, 2025).
 - b. Exhibit composure and emotional maturity in stressful, high-pressure, and disappointing situations.
- 3. Accountability and Responsibility
 - a. Carefully review all constructive feedback and demonstrate a commitment to self-improvement, a growth mindset, and lifelong learning. Direct any remaining questions to the course faculty.
 - b. Schedule clinical site visits (FNP students only) according to clinical site visit guidelines.
- 4. Collaboration and Teamwork
 - a. Demonstrate cooperation and flexibility when interacting with course faculty and administrators. Faculty and administrators cannot modify course requirements or schedules to accommodate individual student preferences or work obligations if doing so would create an unfair advantage or disadvantage for other students.
 - b. Address conflicts professionally and seek faculty or administrative support when needed.
- 5. Use social media and digital communication tools responsibly, refraining from posting confidential, inappropriate, or inflammatory content.
- 6. Follow institutional guidelines for online behavior and privacy.

Netiquette

The purpose of online postings in discussion forums is so that students more actively engage with the material by reflecting on that material and communicating thoughts, observations, and questions on that material with each other (e.g., students/students; students/faculty; faculty/students). To ensure that the learning experience is both productive and enjoyable, students are expected to follow rules of online etiquette or, netiquette, when posting:

- Avoid repetition.
- Do not respond too quickly.
- For response posts:
 - Summarize or quote what the student has said and include their name.
 - State your position clearly.
 - Always re-read what you have written in response to another.
- Respond to someone else's comment(s) about your original posting(s).
- Support your position with solid reasoning and justification.
- Cite reliable sources appropriately.
 - Do not use cut and paste.
 - Paraphrase; don't quote verbatim.
- Use proper grammar, proper case, and avoid abbreviations.
- No foul language.
- Spell check your document before posting.
- Encourage the participation of others.
- Demonstrate courtesy and respect.

Social Media

The term “social media” includes, but is not limited to, blogs, social networks, apps, podcasts, discussion forums, video sharing, Really Simple Syndication (RSS) feeds, and online collaborative information and publishing systems (i.e., Wikis).

The Messiah University Graduate Program in Nursing recognizes that social media sites like Facebook, Instagram, Twitter, YouTube, and others have become important communication tools for the community. Therefore, the Graduate Program in Nursing supports using social media in personal/non-school or non-work contexts. Students at Messiah University may encounter confidential information within the University or within the patient care environment during clinical practicum. It is the students’ responsibility to refrain from any of the following:

- Using patients’ names (any identifier including initials, hospital name, etc.) or personal health information in any way
- Disclosing confidential information about the University, its employees, or its students
- Stating personal opinions as being endorsed by the University
- Using information and conducting activities that may violate Messiah University academic policies, or may violate local, state, or federal laws, and regulations

If students identify themselves as a Messiah University student online, it should be clear that any views expressed are not necessarily those of the institution. If opposing views arise on a social media feed, exercise professional judgment. Messiah University does not tolerate content from students that is defamatory, harassing, libelous, or inhospitable to a reasonable academic/work environment. Social media may be used to investigate student behavior.

Rules for Graduate Nursing student participation in social media include:

1. Students must remain respectful of Messiah University, clinical agencies, and faculty/peers at all times. Students should not engage in any activity that reflects negatively upon Messiah University, clinical agencies, and faculty/peers.
2. Students may not post material that is obscene, vulgar, discriminatory, sexually explicit, defamatory, threatening, harassing, abusive, racist, lewd, filthy, unlawful, hateful, or embarrassing to another user or any other person or entity.
3. Students may not disclose any confidential or proprietary information regarding Messiah University, patients, and faculty/peers.
4. Students may not use or disclose any patient identifying information of any kind on any social media without the express written permission of the patient and authorization by the Graduate Program in Nursing. This rule applies even if the patient is not identified by name if the information may enable a reader, viewer or web search agent to identify the patient.
5. Students are personally responsible and legally liable for what they post on their own sites and on the sites of others.
6. Students may not use their Messiah University email address in their personal profiles on social media sites.
7. Students may not “friend” current or former patients on social media sites; this practice risks violating the professional boundaries of the therapeutic relationship.

8. Students should not use location-based services on their mobile phone while in the clinical setting. Students should not place clinical sites as an online check-in location.
9. Students may not use messaging on social networking sites such as Twitter, Facebook, or LinkedIn to contact faculty. These sites are not secure and not every faculty member engages in social media.
10. Social media is not to be accessed or used during class or clinical time unless specific approval is given by the nursing faculty or preceptor. This also includes the use of SMS (mobile phone text messaging).
11. Students may not take pictures with a camera or phone and post them on a social media site without the express written permission of those in the picture and authorization by the Graduate Program in Nursing.
12. Students may not upload tests/quizzes, class notes, PowerPoints, or faculty information on any website.
13. Students may not establish a Messiah University social media site without the approval of the Graduate Program in Nursing.
14. Students are advised to consider the long-term implications of social media posts. Employers, organizations, and agencies conduct retrospective web searches on job candidates, license applicants, and persons seeking a variety of resources and services.
15. The Graduate Program in Nursing may exercise broad discretion if students disregard these expectations. Consequences may range from verbal warnings to dismissal from the program.
16. Students are encouraged to follow the Graduate Nursing Program social media accounts, and to submit their successes and accomplishments for distribution on these accounts:
 - <https://www.instagram.com/messiahgradnursing/>
 - <https://www.facebook.com/MessiahUniversityGraduateNursing>
 - <https://www.linkedin.com/company/messiah-university-graduate-nursing>

Academic Integrity/Plagiarism

Personal integrity is a behavioral expectation for all members of the Messiah community: administration, faculty, staff, and students. Violations of academic integrity are not consistent with the community standards of Messiah University. In all instances of violations of the Academic Integrity Policy, the faculty member will assign sanctions within the context of the course.

Students are expected to read and adhere to Messiah University [Academic Integrity Policies](#) in the 2025-2026 Academic Catalog. Primary responsibility for knowledge of, and compliance with, this policy rests with the student. Procedures for perceived, multiple, or egregious violations and of academic integrity and the penalties for violations can be found at the link above. Likewise, students who find it necessary to request an exception to academic policy can find the procedure in the catalog. Graduate nursing students are expected to annually review the University's plagiarism policy found in the catalog.

Artificial Intelligence (AI)

Students are expected to adhere to the guidelines for AI use as outlined in each course

syllabus. Permissible use of AI tools may vary by course, and it is the student's responsibility to understand and comply with the expectations set by each instructor. Misuse of AI tools may be considered a violation of the university's academic integrity policy.

Violations and Consequences

Violations of the Graduate Student Code of Conduct should be reported as follows:

All incidents of general concern and conduct violations should be reported directly to:

Jennifer Fisler, Dean of the School of Graduate & Professional Studies

JFisler@messiah.edu, 717-796-1800 ext. 6715

Any concerns regarding interpersonal violence may be directed to the Title IX Coordinator:

Amanda Coffey, VP of Human Resources & Compliance

ACoffey@messiah.edu, 717-796-1800 ext. 3320

Failure to adhere to the expectations of professionalism and civility may result in disciplinary action, including but not limited to:

- Formal warnings or written reprimands
- Remediation or professionalism contracts
- Probation, suspension, or dismissal from the program
- Disciplinary decisions will be made in accordance with the institution's student conduct and academic integrity policies.

Academic Policies

Academic Appeals & Complaints

Students may choose to dispute a final grade or administrative decisions. Policies for the appeal process can be found in the [Academic Policies and Procedures](#) section of the [Graduate Catalog](#).

Messiah University has established processes for graduate student complaints that fall under specific categories including, but not limited to, concerns founded upon: Academic-related issues, Americans with Disabilities Act, Harassment or Discrimination, Title IX, and the Family Educational Rights and Privacy Act (FERPA); which may be reviewed on the [Student Complaints Processes website](#). These policies and procedures are also published in the [Graduate Catalog](#), as well as program-specific student handbooks and supplemental materials.

For complaints that fall outside of the due process, such as those that may be submitted by personnel, patients, students, or other stakeholders affiliated with a clinical, fieldwork, practicum, or other setting, individuals may submit a written statement to the Director, Graduate Program in Nursing, or complete the form linked on the [General Complaint Outside Due Process webpage](#) within 30 days of the offending incident. If a complaint is related to the program director or is associated with the graduate school or a specific graduate program, it should be submitted directly to the Dean should be submitted directly to the Provost. Other University offices or personnel may be consulted when addressing the complaint, when appropriate.

All grievances filed in good faith will be taken seriously and reviewed with university personnel as is appropriate for addressing the matter. The University will respond to the complainant in a timely fashion. Retaliation for filing a complaint or participating in the review of a complaint is strictly prohibited. The complaint will be documented in the appropriate University records as designated by the University's record retention policy.

Academic Calendars

[Graduate academic calendars](#) can be found on the Messiah University website.

Advising

An academic advisor is assigned to each student. The advisor assists the student in planning the coursework for the program of study. Together, the student and academic advisor develop a plan of study customized for each student to meet all the graduation requirements. Advisor communication occurs via email, Canvas advising site, Degree Works, Zoom, telephone, or face-to-face. Each student is expected to communicate regularly with their advisor to discuss developing and implementing a plan of short- and long-term academic goals. However, the final responsibility in meeting graduation requirements rests with the student. More information about academic advising is found in the Messiah University [Graduate Catalog](#).

Students will receive an advisor evaluation survey each year. We welcome your feedback and suggestions through this survey. Your completion of this survey helps us improve our advising and determine ways to improve the experience for all students.

Course Registration

Messiah University graduate programs follow a three-semester calendar: fall, spring, and summer. Before each registration period, the student and advisor will confirm plans for the following semester. Course registration is completed online once the advisement process has been completed. Before registration, students must ensure all accounts are updated with the Business Office, or they will be unable to register. More information [about academic advising and registration dates](#) can be found on the Messiah University website.

Withdrawals, Medical or Other Leave, Transfer Credits, Name/Address Changes

For leave of absence, medical leave, withdraw, transfer credit, track change, or address/name change, forms are located on the [Forms for Current Students](#) webpage.

Family Rights and Privacy Act of 1974 (FERPA) and Access to University Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, provides enrolled students the right to inspect their "educational records" (defined generally as records, files, documents, and other materials maintained by the University which contain information directly related to the student and from which students can be individually identified) and to have a right to consent to most types of disclosure of these records. At Messiah University, educational records include cumulative academic records, grades, course schedules, most student disciplinary records, and most student account and financial aid records. More information about FERPA and University Records can be found in the respective academic catalog under Academic Policies and Procedures.

Grading

The grading system can be roughly divided into two major categories: letter grades and auxiliary symbols.

- **Letter Grades.** Letter grades carry a quality point value and are used in the computation of semester and cumulative grade point averages (GPA).
- **Auxiliary Symbols.** Auxiliary symbols do not carry a quality point value and are not used in the computation of semester and cumulative grade point averages (GPA).
 - W = Withdraw. Given to any student who withdraws from all courses (i.e. withdraw from Messiah), or from a specific course after the 100% refund period for that course and before the final third of the part-of-term.
 - I = Incomplete. A grade of incomplete may be assigned if a student is unable to complete the course work for extraordinary reasons such as illness, emergency, or other reasonable cause; has completed at least two-thirds of the course; has a passing grade average; and a well-defined plan to complete the remaining course work within four weeks from the last day of the particular course.
 - P = Pass. Used for a passing grade in a Pass/Fail-only course.

Grade	Grading Scale	Quality Point Value
A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	78-79%	2.3
C	75-77%	2.0
I	N/A	0.0
F*	Less than 75%	0.0

**Percentage course grades lower than 75.0% will result in an F grade for the course and an academic dismissal from the Graduate Nursing Program.*

Grade Calculations for Exams in FNP Didactic Courses

In each FNP didactic course, examination grades will be recorded as earned and will not be rounded up to the nearest whole number. The student must earn a cumulative exam average of 75% on all examinations to pass the following courses: NURS 701, 703, 707, 709, 721, and 725. If the average examination grade is less than 75%, the final course grade will be the letter grade equivalent to the examination average of less than 75%. No additional course assignment grades will be considered in a final course grade to raise a course grade if the examination average is less than 75%.

After the examination grade average is determined to be 75% or above, additional course assignments will then be calculated in the final course grade. Rounding up of the final course grade will be at the discretion of the course faculty. Course requirements and additional grading criteria will be addressed in each course syllabus.

Please note: Unexcused late assignment submissions will receive a five percent (5%) deduction for each day that the assignment is overdue, so long as the assignment is submitted prior to the last day of the course. Collaborative activities (i.e., discussion forums or group assignments) submitted late will be handled on a case-by-case basis, understanding that only portions of an assignment can be assessed when completion requires communication/interaction between classmates. Late submission of a Pass/Fail assignment may result in a 5% overall course grade deduction at faculty discretion.

Grade Calculations for DNP Project Courses

Information about grading in DNP Project courses can be found in the DNP Project Toolkit, which can be found in the [Graduate Nursing Resources & Orientation Canvas](#) course and course syllabi.

Please refer to the Graduate Catalog for additional information on [Grading Policy](#) for Graduate Programs at Messiah University.

Graduation Requirements & Application

The final responsibility in meeting graduation requirements rests with the student. Each student is expected to complete an exit survey prior to graduation.

Students working toward a graduate degree must file an online Application for Degree with the Registrar's Office at the beginning of their last full year in the Program. Applications require the approval of the Graduate Council and the Community of Educators before students are formally admitted to degree candidacy. For additional graduation requirements and commencement information, please contact gradregistrar@messiah.edu

Progression

All students (including international students) enrolled at Messiah University are subject to the academic standards of the University, which are printed in the Graduation Information section of the University catalog. In addition, students receiving financial aid, in order to continue to receive financial aid, must meet other requirements as described in detail in the [Satisfactory Academic Progress \(SAP\) page](#) in the [Graduate Catalog](#).

Students must maintain a cumulative grade point average of 3.00. A student who does not meet this standard will need to complete the steps outlined in the Graduate Catalog in order to regain Satisfactory Academic Progress. Students are personally responsible for tracking their own academic progress via Canvas and Degree Audit and for knowing the progression standards of the Graduate Program in Nursing and Messiah University.

Academic Dismissal & Readmission

Information regarding academic dismissal, notice & appeal, and readmission can be found in the Graduate Catalog in the section titled Standards of Academic Scholarship and Academic Standing.

Clinical & Healthcare Policies

Performance and Essential Functions of Nursing

Students must maintain the ability to practice the essential functions of nursing as defined by the PA Board of Nursing laws and regulations [regarding PA state licensure](#) and [Responsibilities of the Registered Nurse](#). Students must also maintain an active registered nursing license for the duration of the program. If a student's registered nurse license is found to be expired, revoked, or otherwise inactive or out of compliance with the standards (including inappropriate use of drugs/alcohol), the student's circumstances will be reviewed on a case-by-case basis and may be dismissed from the program.

Candidates should be aware that some types or degrees of disability might prevent a student from meeting accepted standards for performance. The university does not have authority over the provision of accommodations at cooperating/clinical agencies.

In situations where the student cannot be sufficiently accommodated or is unable to meet competency/performance requirements, the student is encouraged to find another area of study. Requests for reasonable accommodation from an otherwise qualified individual must be supported by appropriate documentation and submitted to the university's Director of the [Office of Academic Accessibility](#).

If it becomes apparent to the nursing faculty that the student is having difficulty meeting performance standards, Messiah University reserves the right to require additional medical and/or psychological evaluation at the student's expense and/or to suspend or remove the student from the program. The student shall be given notice of such action and shall be permitted to obtain a review of the action by using the [Grievance Procedure](#).

Clinical Requirements

Prior to the start of clinical experiences, all documents and requirements must be completed and approved in Exxat, the clinical tracking software used by Graduate Nursing programs. Individual clinical agencies may require additional prerequisites, such as completion of educational modules or computer access request forms, prior to approval of clinical placement. The student is responsible for completing and submitting the requirements of the chosen agency in a timely manner. The Clinical Liaison/Placement Coordinator and Exxat will notify the student of any missing, incomplete, or additional documents needed to confirm and/or begin the clinical experience. See the Clinical Requirements Checklist in the [Graduate Nursing Resources & Orientation Canvas site](#) for a list of all required documents.

Failure to complete the requirements will cause a delay in beginning clinical hours and could lead to course failure or plan of study change, determined by the Director, Graduate Program in Nursing.

Clinical and Simulation Preparation

Students should adequately prepare for clinical and/or simulation learning by completing all required readings, lectures, and assigned course preparation. Students are expected to retain knowledge learned in previous courses and apply it to clinical or simulation experiences.

The Graduate Nursing Program may incorporate simulated clinical experiences into the curriculum to prepare students for actual patient scenarios. During these experiences, the student is expected to treat the simulation space/patients realistically and maintain confidentiality of all scenarios and simulation components. Audio/visual recording may be used for educational purposes only.

Criminal Background & Clearances

Each student must have a current State Police Criminal Background Check, Child Abuse Clearance, and FBI Clearance from the state in which they plan to complete clinical experiences. Each state will have its own background check, FBI, and clearance processes. Please check with your local police/state police if you are uncertain of your state's procedure.

To comply with the Commonwealth of PA Older Adult Protective Services Act and Chapter 63 of 23 PA Consolidated Statutes Annotated relating to the Child Protective Services law, the student who decides to pursue the Graduate Nursing Program must provide evidence that he/she has no record of disqualifying criminal offenses. The complete Criminal History Background Checks Policy and Procedure is distributed to each nursing student before the clinical nursing course. A positive criminal history will result in dismissal from the program.

The student who pursues nursing at Messiah University does so with the understanding that these clearances will need to be obtained and the results made known to the Graduate Program in Nursing. Progression in the nursing program is conditional pending results of the criminal history background checks. Failure to comply with criminal background checks will prohibit progression in the Graduate Nursing Program. **No student may enter any clinical site without completion. All background check procedures and associated costs will be the student's responsibility.** If, during routine criminal checks, a student is found in violation of any University Policy or Ethos, the Graduate Program in Nursing will report those violations to the appropriate University office and/or offices. Additional background checks may be requested at any time during the nursing curriculum if deemed necessary.

Drug Screen

It is the policy of Messiah University's Graduate Program in Nursing to adhere to all policies of clinical facilities with which the University affiliates for student clinical learning experiences, many of which require drug testing of all students. Use of drugs, prescribed or otherwise, may create a risk of being denied a clinical placement. This includes, but is not limited to, prescribed medical marijuana or opiates. Sites may have their own policies regarding medical marijuana use and user transparency, and students are required to adhere to these policies. **All graduate nursing students must have and pay for an initial drug screening.** Additionally, any student suspected of being under the influence of alcohol or drugs will be required to submit to an immediate substance screening as a condition of remaining in the program. The student will pay the cost of any subsequent drug screening.

The nursing program maintains a no-tolerance policy regarding substance abuse. Students must demonstrate a clear urine drug test except for documented and prescribed medications. When submitting a urine specimen for drug screening, the student must disclose any prescribed

medications on the intake form accompanying the specimen. Failure to undergo the drug test will result in dismissal from the program. If the urine drug test is positive for any substance not prescribed by a health care provider, the student will be dismissed from the program. If the drug screen is diluted or adulterated, the student will be allowed one retest. If the student fails or refuses the second test, the student will be dismissed from the program.

If, during drug screenings, a student is found violating any University Policy or Ethos; the Graduate Program in Nursing will report those violations to the appropriate University office and/or offices. Additional drug screenings may be requested at any time during the nursing curriculum if deemed necessary.

Instructions: Tell the laboratory or urgent care center you need a **10-Panel Urine Drug Screening**. Ten different drugs must be tested, and results included for each. Costs and drugs screened vary based on location. You can go to a vendor of your choice. Upload a copy of your results into Exxat including which drugs were tested.

A typical 10-drug screen includes:

<ul style="list-style-type: none"> • Amphetamines • Barbiturates • Benzodiazepines 	<ul style="list-style-type: none"> • Cannabinoids (marijuana) • Cocaine • Methadone 	<ul style="list-style-type: none"> • Methaqualone • Opiates • Phencyclidine (PCP) • Propoxyphene
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Universal Precautions & Exposure Policy

Students may encounter additional exposure to communicable disease during clinical experiences. A basic infection control measure is good hand washing. To prevent contamination by blood and body fluids, the official guidelines published by the Centers for Disease Control and Prevention will be used as the final authority in determining safety precautions. [Here](#) is the University's Exposure Control Plan. Additionally, students should use personal protective equipment (PPE) as indicated based on the setting and types of patients with whom the student may contact. Please notify the program coordinator if the student is responsible for providing their own PPE for clinical placements. Prior to participation in clinical courses, students must review and sign any required waivers located in Exxat. Students who do not comply with the policies and guidelines established in the aforementioned documents will risk termination of their clinical experience and dismissal from the program.

HIPAA & Confidentiality

Messiah University Graduate Nursing Students must abide by the Health Insurance Portability and Accountability Act (HIPAA), the [Messiah University Code of Conduct](#), and the confidentiality policies of all affiliating or prospective agencies. Students are not permitted to remove or have any electronic or paper documents that contain patient information from a current or potential clinical site. Clinical faculty have broad discretion in addressing violations of electronic, paper, and verbal disclosures. Consequences may range from a warning, up to and including course failure or a dismissal from the Graduate Nursing Program and/or Messiah University.

Licensure

All students must maintain an active RN license for the duration of their program. A copy of your *signed* and current RN license or license verification must always be on file. Any change in the status of your license must be reported to the Director, Graduate Program in Nursing.

Dress Code

While graduate nursing students are in clinical institutions, they represent Messiah University. Clinical attire should be discussed with the preceptor and clinical agency, and policies for attire should be followed. Professional appearance and attire are expected to be always maintained. A university ID ([graduate student photo ID badge](#)) must always be worn. A quality stethoscope is required for any experiences requiring the student to perform physical exams.

Transportation

Students must provide their own transportation for the clinical component of each nursing course. The student bears responsibility for safety and compliance with the state's Vehicle Code rules and regulations. Messiah University and the Graduate Program in Nursing are not responsible for providing transportation. They are not liable for any personal injury, accident, or financial loss suffered by the student during this travel. Messiah University and the Graduate Program in Nursing do not reimburse students for mileage, parking, or other travel-related expenses.

Physical Exam

The physical exam must be completed within one year before the student's first clinical course and is valid for the entire student clinical experience unless the clinical agency requires an update or the student's enrollment lapses for more than 1 year. A licensed physician (MD or DO), nurse practitioner, or physician assistant must complete the [Physical Exam Form](#).

Tuberculosis (TB) screening

TB screening must be performed annually—and within one year before the student's first clinical course—with a 1-step purified protein derivative (PPD) or Interferon Gamma Release Assay (IGRA). A positive TB screen requires a provider exam that includes a focused symptom screen and chest x-ray. Documentation of appropriate medical treatment is required following a positive diagnosis of active or latent TB infection. Following a positive TB diagnosis and treatment, documentation (see [TB Screening Form](#)) of an annual symptom screen is required from a licensed physician (MD or DO), physician assistant, or nurse practitioner.

Immunization Requirements

The following immunizations are required for all students enrolled in clinical courses*:

1. Varicella (2 dose series or positive titer)
2. Tdap (current within 10 years)
3. MMR (1 dose plus booster or titers)
4. Hepatitis B (3 dose series or positive titer)
5. Influenza (annually for fall and spring clinical courses only, October through April)
6. COVID-19

*Some clinical sites may allow exemptions. This will be reviewed on a case-by-case basis.

Basic Life Support (BLS)

All students are required to maintain current BLS certification. A signed, current BLS card or certificate should always be on file for students. Students must provide updated cards as indicated throughout their curriculum.

Clinical Incidents

The Graduate Program in Nursing will keep records of any reportable clinical incidents directly related to student performance in the clinical setting that results in the clinical facility or agency formally documenting it as a clinical incident. The [Clinical Incident Report form](#) provides the necessary information should it be needed at a future date. Clinical incident documentation will serve as information to guide possible policy revisions and reviews related to students' clinical/simulation experiences and activities. Any reportable clinical incident related to patient care must be immediately reported to the program coordinator by the faculty. Faculty will assist the student in completing documentation required by the clinical facility and complete the Clinical Incident Report form within 72 hours. The clinical instructor and student involved in the incident will complete the Clinical Incident Report form within 72 hours. The program coordinator will report the incident within 72 hours to the Assistant Dean of Nursing, who will identify any need for further action. The completed form for the clinical incident will be kept in the Graduate Program in Nursing's confidential file for a period of five years after the student is no longer in the nursing program.

Insurance

Medical Insurance

Each student must have and maintain health insurance coverage to meet any and all needs for payment of medical costs while participating in clinical courses. Messiah University will use its best efforts to see that the student receives adequate medical care while participating in any clinical nursing program, but the student assumes all risk and responsibility for the medical or medication needs and costs. Failure to obtain health insurance can result in a student not being permitted to participate in a clinical experience since clinical agencies require students to have health insurance. If an unexpected medical expense is incurred during the experience, the student will be responsible for all fees/charges. Submit a copy of the *front and back* of your health insurance card prior to the start of *each* clinical course. If the information changes during the course, you must submit an updated copy of the card.

Liability Insurance

It is recommended that FNP students obtain NP student liability insurance and that MSN and DNP-NL or DNP-NE students obtain individual RN liability insurance coverage. The minimum recommended amount is \$1 million each claim/\$3 million aggregate. Some organizations that offer nursing liability insurance are [NSO](#), [Proliability](#), and [CPH & Associates](#).

Clinical Placement Requests & Assignments

It is strongly preferred that students secure preceptors for all clinical courses so that the clinical placements are geographically convenient and will fit with the student's personal schedule. Students are encouraged to find placement within their employer's network when possible. However, we strongly discourage students from completing clinicals on their work units to avoid conflicts of interest. These requests will be reviewed on a case-by-case basis.

Please acquire all preceptors **three months prior to the start of the clinical course**. Students may use multiple preceptors for clinical courses. If you are unable to secure a preceptor, please notify the Clinical Liaison/Placement Coordinator **2-4 months** before the course so we can help secure a preceptor. Communication is crucial, as the nursing department holds the bottom line of responsibility for placement. All nursing clinical requirements are mandatory before the student's clinical course starts. Students must have all clinical requirements, [Messiah University Graduate Preceptor Information Microsoft Form](#) sent to preceptors/mentors, and [Student-Project Mentor/Residency Agreement](#) or [Student Preceptor Agreement](#) form uploaded and approved in Exxat. Once finalized, the CLPC will screen the placement, which will be forwarded to the course faculty member and Clinical Liaison/Placement Coordinator for approval. The CLPC will then do a final verification of paperwork and compliance documents and ensure an affiliation agreement is in place before clearing the student for clinical. **The student may not attend any clinical experiences until they have been cleared for clinical using this process and the placement is confirmed in Exxat.**

If for some reason a student is not able to obtain a signed agreement with their preceptor prior to starting clinical, it can be completed on the first day of clinical and uploaded into Exxat under Learning Activities. Students who have not communicated their need for assistance securing a preceptor before the start of clinical/class may be unable to start the course.

Exceptions will be reviewed by the Director and FNP track coordinator on a case-by-case basis. *Please note: At no time can there be any overlap of work and student clinical responsibilities or IT access permissions. Students are not permitted to work during clinical hours or to do clinical during work hours (i.e., double dipping). If students are given separate login or password for student IT/EHR access, they may not access work-related content using their student account or their employee IT access to view any clinical-related content.*

Consequences for Failure to Schedule Clinical Site Visits

To ensure appropriate supervision, support, and evaluation of clinical performance, FNP students are required to schedule clinical site visits with course faculty within the designated timeframe provided each semester. Timely coordination of these visits is essential to maintain compliance with accreditation standards, clinical learning objectives, and program expectations. See [Appendix D: FNP Clinical Site Visit Guidelines](#) for full details.

FNP students who fail to schedule required clinical site visits by the communicated deadline will be subject to the following consequences:

1. **First Occurrence:**
 - a. The student will receive a formal written warning placed in their academic file.
 - b. The student must submit a written action plan outlining steps to ensure timely scheduling in the future.
2. **Second Occurrence:**
 - a. A mandatory meeting with the course faculty and program director will be required to determine continued eligibility for clinical participation.
3. **Third Occurrence:**
 - a. The student will be **prohibited from continuing in clinical activities** until the site visit is scheduled and completed, which may jeopardize the student's ability to meet course

objectives, potentially resulting in a failing grade for the clinical course and dismissal from the program.

Preceptor Guidelines

For accreditation purposes, we must verify each preceptor and have documentation of each preceptor's clinical and educational experiences. Therefore, we require a completed [Messiah University Graduate Preceptor Information Microsoft Form](#) for DNP preceptors to be on file. For MSN students, the preceptor's CV/resume and licensure verification must also be on file.

Preceptors may not have two students simultaneously on the same unit completing clinical hours. Preceptors with two of our graduate nursing students should prioritize the most senior student. If the preceptor is uncertain of the student's academic standing, they should inquire with the CLPC.

Amorous relationships between students and preceptors are strictly prohibited (i.e., dating, sexual, or romantic relationships between individuals in unequal power positions). Additionally, preceptors should not be family members or intimate partners. Failure to abide by this policy will result in disciplinary action, including dismissal from the program.

Preceptors will provide formative assessment data to the student and clinical faculty members throughout the course. After each course, preceptors must complete the *Assessment of Student by Preceptor Tool* in Exxat. Preceptors do not give grades and are not responsible for final course grades.

International Clinical Experiences

FNP students can count a maximum of 215 hours across the curriculum from international experiences. Students need Wi-Fi access to keep up with the coursework from the didactic and clinical courses during international experiences. For additional explanations and requirements, please contact the FNP track coordinator or the CLPC. MSN Students interested in international clinical experiences should contact the Director, Graduate Program in Nursing or the CLPC for placement possibilities.

School of Graduate and Professional Studies Student Services

Graduate students are a vital part of the Messiah community and graduate student services are available to help you to achieve your educational and personal goals. We realize that you already have a busy life and are likely balancing your graduate education with a career, community involvement, family responsibilities and other commitments. During your time at Messiah University, the goal of [Graduate Student Services](#) is to assist you in meeting your educational goals through a variety of student services. Contact the team at sgpsstudentservices@messiah.edu.

Basic Computer Technology

Student technology recommendations are found on the [Information Technology Services website](#). These guidelines have been put in place to best equip you to have an optimal technological experience in our online programs.

Minimum Computer Skill Requirements

Students must possess basic computer skills and have regular access to a computer with the Minimum System Requirements to participate fully. Specifically, students who enroll in online courses must have basic computer skills including:

- A working knowledge of word processing
- Ability to navigate the internet using different search engines
- Ability to use email (Compose, Attach, Send, Read)
- Ability to use MS Office programs (Word & PowerPoint)
- Ability to copy and paste in documents

Tech support is available to students during the days and times listed on the [Information Technology Services webpage](#). A telephone hotline is available seven days a week to help with technological problems. This hotline is staffed by the University's Information & Technology Services staff and provides 'real person' assistance:

- By phone at (717) 796-4444
- Via email techsupport@messiah.edu

If you leave a message, please provide your name, number, and a brief description of the issue you are experiencing. You will receive a call back as soon as possible. You also have access to technical support (i.e., tutorials, help functions, etc.) through the University's portal, FALCONLink, and through the University's Learning Management System, *Canvas-Help* (for graduate students).

Canvas

Canvas is the learning management system Messiah University uses for online courses. For more information on Canvas, please view [this student guide](#). Instructions for learning how to use and navigate Canvas are available in the [Passport to Canvas: Quick Start Guide for Students](#).

Writing

Expectations

With a graduate degree comes the ultimate responsibility for professionalism in communication, both orally and in writing. Technology is making the need for effective written communication even more important than ever before and, in nursing, to be considered a highly educated and well-respected professional, accurate use of APA is imperative. It is *expected* that strict adherence to appropriate grammar and APA 7th edition be followed. Students are also expected to build upon skills obtained in prior courses and correct errors on which they have already received feedback. Therefore, point deductions will increase if the same errors are made after receiving correction. APA provides a necessary scaffolding for professional writing and guidelines can be found in the 7th edition APA manual and on Academic Writer. Please contact course faculty or librarian [Beth Transue](#) for questions related to writing.

Assistance

[Tutorials for Writing in the Sciences](#), Stanford School of Medicine: This is a series of free, online tutorials for improving your writing skills.

[Grammarly](#), a free web-based grammar checker is another helpful resource.

[Heartful Editor](#) provides free writing coaching and editing sessions to all graduate students. Students may place up to two requests (limit one per assignment) per semester at no cost. Any additional editing needs will be the financial responsibility of the student at the rate of \$55/hour. Heartful Editor's team of caring and supportive academic coaches and editors strives to uphold the highest ethical standards in their work with students, blending ethics and compassion to build a responsible and productive editing and coaching experience. To learn more about Heartful Editor or to schedule an appointment for editing or writing coaching please visit the writing help section of the [Graduate Student Services](#) webpage.

Library

Murray Library provides the following services for online students:

- Reference Service
- Connect off campus
- Mobile options
- Request books from Murray Library Collection
- Ebrary (e-books)
- Interlibrary loan for journal articles and books Messiah does not own
- Need a library near your home

Any of these services may be used and viewed through [Murray Library website](#). Please contact Beth Transue, Librarian/Collection Department Coordinator at btransue@messiah.edu or 717-691-6006 ext. 3810. See [this library page](#) and select your program tab at the top for additional information specific to the Graduate Program in Nursing.

Americans with Disabilities Act

Any student whose disability falls within the ADA guidelines should inform the instructor in the first two weeks of each semester of any special accommodation or equipment necessary to complete this course's requirements. Students must register documentation with the Office of Academic Accessibility. Contact: OAA@messiah.edu.

Scholarships

Information for nursing scholarships is located on the [Graduate Student Scholarships](#) webpage.

Career Counseling

Messiah students have access to the university's [Career and Professional Development Center](#), which provides a [full range of specialized services](#) to graduate students and alumni. Contact for Graduate Nursing students is Meg Jones Hoover, mjoneshoover@messiah.edu

Resources

MSN and DNP students: Additional information and student resources can be found on the [Online Graduate Nursing Programs](#) webpage as well as the [Graduate Nursing Resources & Orientation](#) Canvas site.

Financial Aid

MSN and DNP students are eligible to apply for financial aid available to graduate students. Graduate students may be eligible for graduate discounts listed [here](#). More information is available on the [Financial Aid website](#) or by contacting gradfinancialserv@messiah.edu or call 717-691-6004.

TECHNOLOGY APPLICATIONS AND PROGRAMS

Zoom

Zoom is the synchronous video conferencing software that Messiah University uses for virtual classroom sessions and clinical site visits. In the event that a synchronous session is scheduled you will need a microphone and webcam to participate in these classes and should perform a systems check with [Information Technology Services](#) prior to the first session to make sure the equipment is functioning properly. In order to get accustomed to Zoom, please view the [Zoom Guide](#) from IT.

Rosh Review

Students in the Family Nurse Practitioner track will use a university-paid subscription to Rosh Review, which is used throughout the curriculum. The subscription is available to the student until the board exam is passed, with a maximum extension until July 31 of the year of program completion. If access is needed beyond July 31, the student will be charged the current subscription rate. More information is available on the [website](#).

Barkley & Associates Continuing Education

Students in the Family Nurse Practitioner track will use a university-paid subscription to Barkley & Associates Continuing Education courses in NURS 721, *Advanced Family Nursing Application of Clinical Diagnostics*. More information is available on the [website](#).

ExamSoft

Students in the Family Nurse Practitioner track will use a university-paid subscription to ExamSoft. ExamSoft is a secure exam platform that mimics the experience of computer-based standardized testing. Students will be required to verify their identity prior to starting the exam. Each exam will be remotely proctored for exam security. Students will receive login and use instructions prior to the first course. Minimum system requirements per device type and exam taker support instructions are available on the [login screen](#). More information is available on the [ExamSoft website](#).

Exxat PRISM

Clinical Placement & Tracking Software

Exxat PRISM and Approve comprise clinical education management software that streamlines handling data, documents, and relationships with students and clinical sites. Exxat is an internet-based system, allowing students to log in from anywhere there is internet access. An initial fee of \$130 for this software is paid directly by the student. A yearly fee of \$25 is also paid directly by the student, annually through the completion of the program. PRISM tracks clinical data for all clinical, residency, and project courses. Exxat will be used throughout your graduate nursing student clinical, residency, and project courses. You will have access to the data in Exxat for up to 3 months after graduation. Once the CLPC submits the graduate nursing student registration data to Exxat, you will receive an email from Exxat with payment details. Exxat provides helpful tutorials for users.

For problems with Exxat, please email Exxat support at v4support@exxat.com or email the CLPC, lwbrubaker@messiah.edu. Once you have access to Exxat, please start uploading clinical compliance paperwork (i.e., RN license, TB Test, BLS certificate, medical and liability insurance, immunizations, physical exam, clearances, and urine screen).

ACADEMICS

Student Learning Outcomes Essentials

Students of the Master of Science in Nursing (MSN) and Doctor of Nursing Practice (DNP) programs build upon entry-level baccalaureate foundational professional knowledge and expand their knowledge and expertise for higher level understanding and implementation of advanced nursing roles. [*The Essentials: Core Competencies for Professional Nursing Education*](#) (AACN, 2021) provide the advanced-level framework for all tracks of the MSN and DNP programs.

Graduate Learning Outcomes (GLOs)

Messiah University has established learning outcomes for graduate students. These learning outcomes are accomplished through curricular and co-curricular programming and structures. They are:

1. Exhibit mastery of specialized knowledge.
2. Perform scholarly activities informed by professional standards.
3. Demonstrate mastery of competencies required in their field of study.
4. Articulate how Christian faith and principles inform their vocation.
5. Apply ethical principles relevant to their profession.
6. Demonstrate intercultural competence.

Curricular Competencies

Graduates from the Master of Science in Nursing (MSN) and Doctor of Nursing Practice (DNP) programs at Messiah University practice nursing from a Christian worldview and demonstrate the following competencies in their advanced professional nursing roles:

1. Demonstrate clinical judgment in nursing science and practice to synthesize, translate, and integrate established and evolving disciplinary nursing knowledge and ways of knowing.

2. Provide person-centered, evidence-based care that considers social determinants of health and is holistic, just, respectful, compassionate, coordinated, and uses developmentally appropriate approaches focused on diverse individuals, families, and communities across complex contexts.
3. Promote equitable, inclusive, culturally sensitive population health across diverse settings and levels of care through collaborative engagement to improve outcomes that consider social determinants of health.
4. Generate, synthesize, translate, apply, and disseminate evidence-based nursing knowledge using verbal and written scholarly communication to improve health and transform health care.
5. Enhance quality and minimize risk of harm to patients and providers by employing established, emerging, and ethical principles of safety and improvement science through system effectiveness and individual performance.
6. Collaborate and intentionally communicate across professions and with care team members, patients, families, communities, policy makers, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.
7. Coordinate resources to support systems-based practice through high-quality, equitable, compassionate, ethical care and advocacy for safe practice policy within diverse complex health systems.
8. Use information and communication technologies to proficiently provide care, gather data, evaluate programs of care and support quality improvement and drive decision making.
9. Demonstrate sustainable professional nursing identity, accountability, perspective, collaborative disposition, ethical reasoning, and comportment that reflects nursing's characteristics and values from a Christian worldview.
10. Integrate personal health, resilience, well-being, and life-long learning in support of the acquisition of nursing expertise, clinical judgement, and assertion of leadership.

MSN

Program Goals

1. Prepare master's level professional nurses to provide ethical leadership and service by integrating knowledge into practice and applying quality principles for safe, holistic nursing care in advanced nursing roles.
2. Provide a learning environment in which a Christian worldview of service, leadership, and reconciliation emphasizes the use of scientific knowledge, critical thinking, effective communication, and interprofessional collaboration to enhance nursing care and education directed at population health across diverse settings.
3. Promote evidence-based knowledge for integration and dissemination across learning environments and the healthcare system.
4. Provide an educational foundation for doctoral study and lifelong learning.
5. Provide student-centered, evidence-based teaching and learning for nursing practice, leadership, service, and reconciliation.

Program Design

The MSN program is designed to prepare nurses at the master's level to have an opportunity for advancement in professional roles, including nursing education and leadership. Completion

of the MSN curriculum provides graduates with a strong foundation for life-long learning and readiness to pursue additional education at the doctoral level.

Course Delivery

Courses are offered in 6-week (summer), 8-week (fall/spring), 12-week (summer) or 16-week sessions throughout the year. Courses are delivered asynchronously online with synchronous online sessions scheduled as needed. One exception is for FNP students who must attend two on-campus intensives (1- week each). Some courses may offer synchronous online sessions throughout the semester, which are available live or recorded.

Course Descriptions

Course descriptions for all MSN courses are found in the [Graduate Catalog](#).

Track: Dual Degree MSN/MBA

The MSN/MBA coursework is a 61-credit program with courses offered online in 6-, 8-, 12-, or 16- week sessions. The program is completed in four years and has 500 clinical practicum hours. Students will develop the necessary skills to operate effectively as a leader in several executive healthcare roles. In partnership with Messiah's MBA program, this degree track brings together cutting-edge nursing science and practice with executive management skills. Graduates will be qualified to advocate for healthcare quality from both the patient and administrative perspectives. The program can be completed in four years but must be completed within seven years.

A Sample Plan of Study for this program can be found under the Courses & Curriculum tab at <https://www.messiah.edu/graduate/msn-mba-nursing-leadership>.

Clinical Practicum Requirements

- NURS 551 – Leadership Practicum – 180 hours
- BUSA 590 – Business Capstone – 180 hours
- NURS 621 – Principle of Population Health – 20 hours
- NURS 715 – Clinical Residency – 120 hours

Track: MSN Nursing Leadership

The Master of Science in Nursing (MSN) Nursing Leadership track is 40 credits and prepares students to serve diverse patient populations in a variety of healthcare settings. The program is completed in two years and has 500 clinical practicum hours. Students will grow as nursing professionals who lead through ethical decision-making and critical thinking, develop effective teams, and build interprofessional collaborations. Graduates will be prepared to take the American Nurses Credentialing Center (ANCC) [Nurse Executive Board Certification](#) exam after meeting the eligibility requirements. The program can be completed in two years but must be completed within six years.

A Sample Plan of Study for this program can be found under the Courses & Curriculum tab at <https://www.messiah.edu/graduate/msn-nursing-leadership>.

Clinical Practicum Requirements

- NURS 551 – Leadership Practicum – 180 hours
- NURS 590 – MSN Capstone – 180 hours
- NURS 621 – Principle of Population Health – 20 hours
- NURS 715 – Clinical Residency – 120 hours

Standards & Competencies

The [AONL Nurse Leader Competencies](#) (AONE, AONL, 2022) guide the MSN nursing leadership track curriculum, including the MSN portion of the dual MSN/MBA track.

Track: MSN Nurse Educator

The curriculum for the Master of Science in Nursing (MSN) Nurse Educator track is 40 credits and designed to prepare nurse educators at the graduate level to have the opportunity for entry level teaching positions in undergraduate nursing education programs or to serve as clinical nurse educators in clinical practice settings. The program is completed in two years and has 500 clinical practicum hours. Graduates will be prepared to take the National League for Nursing (NLN) [Certified Nurse Educator examination](#) after meeting the eligibility requirements. The program can be completed in two years but must be completed within six years.

A Sample Plan of Study for this program can be found under the Courses & Curriculum tab at <https://www.messiah.edu/graduate/msn-nurse-educator>.

Clinical Practicum Requirements

- NURS 550 – Teaching Practicum – 180 hours
- NURS 590 – MSN Capstone – 180 hours
- NURS 621 – Principle of Population Health – 20 hours
- NURS 715 – Clinical Residency – 120 hours

Standards & Competencies

The NLN [Core Competencies of Nurse Educators](#) (NLN, 2012) guide the curriculum for the MSN nurse educator track.

Preceptor Guidelines - non-FNP students

Preceptors for MSN students must have an MSN degree or higher and a minimum of one year experience in their current role. Students may use multiple preceptors for clinical courses. [Preceptor Data Sheets](#) and preceptor CV/resume must be uploaded in Exxat for each preceptor. Academic and other pertinent information will be shared with clinical agencies upon written request from the agency. The student-preceptor agreement must be completed no later than the first day of each clinical experience and uploaded into Exxat under Learning Activities.

Track: MSN FNP

MSN FNP students expand their knowledge and expertise for the advanced practice role of family nurse practitioner through extensive clinical practice and role preparation in caring for patients across their lifespan within a Christian worldview. The curriculum is designed to prepare baccalaureate degree nurses at the master's level with holistic nursing care in an advanced role as a family nurse practitioner. The program is completed in three years and has 750 FNP specific clinical hours, with an additional 20 hours in NURS 621 Principles of Population Health. The program can be completed in three years but must be finished within eight years.

Graduates will be eligible to take the Family Nurse Practitioner national certification exam through the American Association of Nurse Practitioners (AANP) or the American Nurses Credentialing Center (ANCC) upon completing all FNP didactic and clinical courses.

On Campus Summer Intensives

- NURS 601 - Foundational Concepts of the Family Nurse Practitioner Role I
- NURS 602 - Foundational Concepts of the Family Nurse Practitioner Role II

Clinical Requirements

- NURS 621 – Principle of Population Health – 20 hours
- NURS 701C – Clinical: Advanced Family Nursing Practice of Adults I
 - 120 clinical hours in an adult or family practice **primary care** setting
- NURS 703C – Clinical: Advanced Family Nursing Practice of Adults II
 - 120 clinical hours in an adult or family practice **primary care** setting
- NURS 707C – Clinical: Advanced Family Nursing Practice of Children and Adolescents
 - 90 clinical hours in a **pediatric primary care** setting
- NURS 709C – Clinical: Advanced Family Nursing Practice for Women’s Health
 - 90 clinical hours in a **women’s health** setting with a physician, nurse practitioner, or APRN (nurse midwife)
- NURS 725C – Clinical: Advanced Family Nursing Practice of Older Adults
 - 90 clinical hours in a setting **specific to older adults** or with a significant older adult population (e.g., inpatient, urgent care, cardiology, pulmonology, family practice, long-term care facility, etc.)
- NURS 728 – Clinical: Advanced Family Nursing Practice Clinical Immersion
 - 240 clinical hours in a family practice **primary care** setting (exceptions can be reviewed on a case-by-case basis by the FNP track Coordinator if a student will be hired at the site at the end of their immersion).

Standards & Competencies

The *National Organization for Nurse Practitioner Faculties* (NONPF) [Nurse Practitioner Core Competencies](#) (NONPF, 2022), along with the NONPF [Population-Focused Nurse Practitioner Competencies](#) (NONPF, 2013) guide the curriculum of the Post-BSN to DNP/FNP program. Additionally, the curriculum is guided by the [NTF standards](#) (2022).

FNP Board Certification Process

FNP program graduates are eligible to sit for the ANCC or AANP FNP Certification exams. FNP students should initiate the FNP certification process. Application for the AANP or ANCC exam can be submitted up to 1 year before graduation. Students may sit for the certification exam prior to graduation, if all FNP clinical courses are completed. The exam will be scored; however, the certification number will not be released to the exam taker until a student graduates and their official final transcript is uploaded. Please read and follow the [AANP FNP Candidate Handbook](#) or the [ANCC FNP Certification website](#) for application and examination instructions, which must be followed precisely. If the exam is taken after graduation, the certification number will be released shortly after the exam is passed. After the certification exam is passed and the certification number is obtained, application for state licensure may begin. Directions for state licensure application vary by state. Please see the individual state board

of nursing websites for application instructions. For questions or concerns with this process, contact the Coordinator of the FNP track.

Preceptor Guidelines – FNP students

Preceptors for students in the FNP program must be licensed and certified nurse practitioners (NPs), licensed physicians (DO or MD), or licensed advanced practice nurses (APRNs). Preceptors must have a minimum of one year of experience in the field. Students may use multiple preceptors for clinical courses, but the same preceptor cannot be the sole preceptor for more than two clinical courses (starting in NURS 700 level courses); minimum hours per preceptor may exist. A [Microsoft Form](#) capturing preceptor data must be completed for each preceptor. Students must complete the student-preceptor or student project mentor/residency agreement no later than the first day for each clinical experience and upload it into Exxat under Learning Activities. FNP students must complete approximately 50% of the total clinical hours for the program with a nurse practitioner, which may exclude DNP project hours. Students should only spend clinical time with approved preceptors within the course dates. Academic and other pertinent information will be shared with clinical agencies upon written request from the agency. Please contact the CLPC for any questions about FNP program preceptors.

Certificate of Advanced Graduate Studies (CAGS) - FNP

The post masters FNP track is designed for graduate-prepared nurses seeking to expand their clinical expertise and serve patients across the lifespan. The program is completed in three years and has 750 FNP specific clinical hours. The program can be completed in three years but must be finished within six years. Graduates will be eligible to take the Family Nurse Practitioner national certification exam through the American Association of Nurse Practitioners (AANP) or the American Nurses Credentialing Center (ANCC) upon completing all FNP didactic and clinical courses.

On Campus Summer Intensives

- NURS 601 - Foundational Concepts of the Family Nurse Practitioner Role I
- NURS 602 - Foundational Concepts of the Family Nurse Practitioner Role II

Clinical Requirements

- NURS 621 – Principle of Population Health – 20 hours
- NURS 701C – Clinical: Advanced Family Nursing Practice of Adults I
 - 120 clinical hours in an adult or family practice **primary care** setting
- NURS 703C – Clinical: Advanced Family Nursing Practice of Adults II
 - 120 clinical hours in an adult or family practice **primary care** setting
- NURS 707C – Clinical: Advanced Family Nursing Practice of Children and Adolescents
 - 90 clinical hours in a **pediatric primary care** setting
- NURS 709C – Clinical: Advanced Family Nursing Practice for Women’s Health
 - 90 clinical hours in a **women’s health** setting with a physician, nurse practitioner, or APRN (nurse midwife)
- NURS 725C – Clinical: Advanced Family Nursing Practice of Older Adults
 - 90 clinical hours in a setting **specific to older adults** or with a significant older adult population (e.g., inpatient, urgent care,

- cardiology, pulmonology, family practice, long-term care facility, etc.)
- NURS 728 – Clinical: Advanced Family Nursing Practice Clinical Immersion
 - 240 clinical hours in a family practice **primary care** setting (exceptions can be reviewed on a case-by-case basis by the FNP track Coordinator if a student will be hired at the site at the end of their immersion).

Standards & Competencies

The *National Organization for Nurse Practitioner Faculties* (NONPF) [Nurse Practitioner Core Competencies](#) (NONPF, 2022), along with the NONPF [Population-Focused Nurse Practitioner Competencies](#) (NONPF, 2013) guide the curriculum of the Post-BSN to DNP/FNP program. Additionally, the curriculum is guided by the [NTF standards](#) (2022).

FNP Board Certification Process

FNP program graduates are eligible to sit for the ANCC or AANP FNP Certification exams. FNP students should initiate the FNP certification process. Application for the AANP or ANCC exam can be submitted up to 1 year before graduation. Students may sit for the certification exam prior to graduation, if all FNP clinical courses are completed. The exam will be scored; however, the certification number will not be released to the exam taker until a student graduates and their official final transcript is uploaded. Please read and follow the [AANP FNP Candidate Handbook](#) or the [ANCC FNP Certification website](#) for application and examination instructions, which must be followed precisely. If the exam is taken after graduation, the certification number will be released shortly after the exam is passed. After the certification exam is passed and the certification number is obtained, application for state licensure may begin. Directions for state licensure application vary by state. Please see the individual state board of nursing websites for application instructions. For questions or concerns with this process, contact the Coordinator of the FNP track.

Preceptor Guidelines – FNP students

Preceptors for students in the FNP program must be licensed and certified nurse practitioners (NPs), licensed physicians (DO or MD), or licensed advanced practice nurses (APRNs). Preceptors must have a minimum of one year of experience in the field. Students may use multiple preceptors for clinical courses, but the same preceptor cannot be the sole preceptor for more than two clinical courses (starting in NURS 700 level courses); minimum hours per preceptor may exist. A [Microsoft Form](#) capturing preceptor data must be completed for each preceptor. Students must complete the student-preceptor or student project mentor/residency agreement no later than the first day for each clinical experience and upload it into Exxat under Learning Activities. FNP students must complete approximately 50% of the total clinical hours for the program with a nurse practitioner, which may exclude DNP project hours. Students should only spend clinical time with approved preceptors within the course dates. Academic and other pertinent information will be shared with clinical agencies upon written request from the agency. Please contact the CLPC for any questions about FNP program preceptors.

Program Goals

1. Prepare doctoral-level professional nurses to provide leadership and service in promoting quality, holistic nursing care.
2. Provide a learning environment where a Christian worldview of service and leadership is integrated toward a culture of excellence for life-long learning.
3. Promote evidence-based knowledge for integration across learning environments and the healthcare system.
4. Provide an educational foundation for advanced nursing practice and post-doctoral study.
5. Provide student-centered, evidence-based teaching and learning for advanced nursing practice, leadership, service, and reconciliation.

Program Design

The DNP program is designed to prepare nurses at the doctoral level in an advanced role of nursing leadership and education, or to provide holistic nursing care in an advanced nursing practice role.

Course Delivery

Courses are offered in 1-, 6-, 8-, 12-, or 16-week sessions throughout the year. Courses are delivered asynchronously online except for on-campus intensives (FNP only). Some courses may offer synchronous online sessions throughout the semester, which are available live or recorded.

Course Descriptions

Course descriptions for all DNP courses are found in the [Graduate Catalog](#).

A Sample Plan of Study for this program can be found under the Courses & Curriculum tab at <https://www.messiah.edu/graduate/cags-family-nurse-practitioner>.

DNP

Track: Post-BSN to DNP/FNP

Post-BSN to DNP/FNP students expand their knowledge and expertise for the advanced practice role of family nurse practitioner through extensive clinical practice and role preparation in caring for patients across their lifespan within a Christian worldview. The curriculum for the Post-BSN to DNP/FNP program is designed to prepare baccalaureate degree nurses at the doctoral level with holistic nursing care in an advanced role as a family nurse practitioner. There are two levels in the curriculum design, for a total of 82 credits. The program can be completed in three years but must be finished within eight years. Graduates will be eligible to take the Family Nurse Practitioner national certification exam through the American Association of Nurse Practitioners (AANP) or the American Nurses Credentialing Center (ANCC) upon completing all FNP didactic and clinical courses.

A Sample Plan of Study for this program can be found under the Courses & Curriculum tab at

<https://www.messiah.edu/graduate/dnp-family-nurse-practitioner>.

On Campus Summer Intensives

- NURS 601 - Foundational Concepts of the Family Nurse Practitioner Role I
- NURS 602 - Foundational Concepts of the Family Nurse Practitioner Role II

Clinical Requirements

- NURS 621 – Principle of Population Health – 20 hours
- NURS 701C – Clinical: Advanced Family Nursing Practice of Adults I
 - 120 clinical hours in an adult or family practice **primary care** setting
- NURS 703C – Clinical: Advanced Family Nursing Practice of Adults II
 - 120 clinical hours in an adult or family practice **primary care** setting
- NURS 707C – Clinical: Advanced Family Nursing Practice of Children and Adolescents
 - 90 clinical hours in a **pediatric primary care** setting
- NURS 709C – Clinical: Advanced Family Nursing Practice for Women’s Health
 - 90 clinical hours in a **women’s health** setting with a physician, nurse practitioner, or APRN (nurse midwife)
- NURS 725C – Clinical: Advanced Family Nursing Practice of Older Adults
 - 90 clinical hours in a setting **specific to older adults** or with a significant older adult population (e.g., inpatient, urgent care, cardiology, pulmonology, family practice, long-term care facility, etc.)
- NURS 728 – Clinical: Advanced Family Nursing Practice Clinical Immersion
 - 240 clinical hours in a family practice **primary care** setting (exceptions can reviewed on a case-by-case basis by the FNP track Coordinator if a student will be hired at the site at the end of their immersion).

Standards & Competencies

The *National Organization for Nurse Practitioner Faculties* (NONPF) [Nurse Practitioner Core Competencies](#) (NONPF, 2022), along with the NONPF [Population-Focused Nurse Practitioner Competencies](#) (NONPF, 2013) guide the curriculum of the Post-BSN to DNP/FNP program. Additionally, the curriculum is guided by the [NTF standards](#) (2022).

FNP Board Certification Process

FNP program graduates are eligible to sit for the ANCC or AANP FNP Certification exams. FNP students should initiate the FNP certification process. Application for the AANP or ANCC exam can be submitted up to 1 year before graduation. Students may sit for the certification exam prior to graduation, if all FNP clinical courses are completed. The exam will be scored; however, the certification number will not be released to the exam taker until the student graduates and the official final transcript is uploaded. Please read and follow the [AANP FNP Candidate Handbook](#) or the [ANCC FNP Certification website](#) for application and examination instructions, which must be followed precisely. If the exam is taken after graduation, the certification number will be released shortly after the exam is passed. After the certification exam is passed and the certification number is obtained, application for state licensure may begin. Directions for state licensure application vary by state. Please see the individual state board of nursing websites for application instructions. For questions or concerns with this process, contact the Coordinator of the FNP track.

Preceptor Guidelines

Preceptors for students in the FNP program must be licensed and certified nurse practitioners (NPs), licensed physicians (DO or MD), or licensed advanced practice nurses (APRNs). Preceptors must have a minimum of one year of experience in the field. Students may use multiple preceptors for clinical courses, but the same preceptor cannot be the sole preceptor for more than two clinical courses (starting in NURS 700 level courses); minimum hours per preceptor may exist. A [Microsoft Form](#) capturing preceptor data must be completed for each preceptor. Students must complete the student-preceptor or student project mentor/residency agreement no later than the first day for each clinical experience and upload it into Exxat under Learning Activities. FNP students must complete approximately 50% of the total clinical hours for the program with a nurse practitioner, which may exclude DNP project hours. Students should only spend clinical time with approved preceptors within the course dates. Academic and other pertinent information will be shared with clinical agencies upon written request from the agency. Please contact the CLPC for any questions about FNP program preceptors.

Track: DNP Nursing Leadership

Messiah's post-master's DNP nursing leadership program is appropriate for nurse practitioners, certified registered nurse anesthetists, certified nurse midwives, clinical nurse specialists, nurse educators, nurse administrators, clinical nurse leaders and nurses with master's degrees in other related fields. DNP Nursing Leadership students expand their knowledge and expertise for the advanced nursing role through extensive clinical hours and role preparation within a Christian worldview.

The curriculum for the DNP Nursing Leadership program is designed to prepare advanced practice nurses or nurses with a master's degree in a related field at the graduate level to provide holistic care in an advanced role of nursing leadership. The program is a minimum of 39 credits to include at least 1,000 graduate-level (post-baccalaureate) clinical/project hours.

The program can be completed in two years but must be finished within six years. The curriculum is geared towards preparing students to take the [AONL Nurse Executive Practice Certification](#) upon completing eligibility requirements.

A Sample Plan of Study for this program can be found under the Courses & Curriculum tab at <https://www.messiah.edu/graduate/dnp-nursing-leadership>.

Standards & Competencies

DNP NL graduates are prepared for the highest level of evidence-based practice and research translation. The [AONL Nurse Leader Competencies](#) (AONE, AONL, 2022) guide the curriculum.

Track: DNP Nurse Educator

Messiah's post-master's DNP nurse educator program is appropriate for nurse practitioners, certified registered nurse anesthetists, certified nurse midwives, clinical nurse specialists, nurse educators, nurse administrators, clinical nurse leaders, and nurses in various specialties aiming to transition into or advance in the field of academic or clinical education. DNP Nurse Educator students expand their knowledge and expertise for the advanced nursing role through extensive clinical hours and role preparation within a Christian worldview.

The curriculum for the DNP Nurse Educator program is designed to prepare advanced practice nurses or nurses with a master's degree in a related field at the graduate level to provide holistic care and evidence-based teaching in an advanced role of nursing education. The program is a minimum of 37 credits to include at least 1,000 graduate-level (post-baccalaureate) clinical/project hours. Students on this track must complete at least one credit of Clinical Residency (NURS 715) in a direct care experience if not completed at the MSN level.

The program can be completed in two years but must be finished within six years. The curriculum is geared towards preparing students to take the National League for Nursing (NLN) [Certified Nurse Educator examination](#) upon completing eligibility requirements.

A Sample Plan of Study for this program can be found under the Courses & Curriculum tab at <https://www.messiah.edu/graduate/dnp-nurse-educator>.

Standards & Competencies

DNP NE graduates are prepared for the highest level of evidence-based teaching and research translation. The NLN [Core Competencies of Nurse Educators](#) (NLN, 2012) guide the curriculum.

Mentor Guidelines (post masters tracks)

Mentors for students in the DNP NL or DNP NE program must be representatives from the clinical agency where the residency hours for the DNP project are being conducted. Mentors must have a minimum of one year of experience in the field. Students may use multiple mentors for project or residency courses. Students should spend clinical time with approved mentors only within the course dates. If you have any questions about mentors for the DNP NL or NE program, please contact the Director, Graduate Program in Nursing or CLPC. Academic and other pertinent information will be shared with clinical agencies upon written request from the agency.

DNP Scholarly Project Toolkit

The DNP Project Toolkit, which can be found in the [Graduate Nursing Resources & Orientation Canvas](#) course and course syllabi, is the hallmark of the practice doctorate, demonstrating an outcome of the student's education experience. The DNP Scholarly Project toolkit is a useful document for project-related content.

DNP Course Requirements

- Pre-project course NURS 623
- DNP project courses (NURS 632, 633, 731, and 732)
 - Students will find a project mentor from the clinical practice site where they intend to implement their project.
 - A [Student-Project Mentor/Residency Agreement](#) must be approved prior to beginning hours.
 - Refer to the DNP Project Toolkit, which can be found in the [Graduate Nursing Resources & Orientation Canvas](#) course and course syllabi for more information.
 - All DNP project courses must be taken sequentially. If interruption in project course sequence occurs, students must repeat the course(s) or gain approval for

progression from the Director, Graduate Program in Nursing.

Clinical Residency

Clinical residency (NURS 715) is a variable credit course (0.5 -5 credits) that students take to complete 1000 hours required for a DNP. Requirements are calculated based on a gap analysis completed by the student's advisor. Residency experiences vary and are generally independently completed. In some cases, students might need a mentor and need to complete the [Student-Project Mentor/Residency Agreement](#). Each credit of NURS 715 requires completion of 60 clinical practicum hours.

HANDBOOK ACKNOWLEDGMENT

Each year (or as needed) you will be prompted via your campus email to complete the annual assignment in the [Canvas Graduate Nursing Resources & Orientation](#) site regarding the Graduate Nursing Student Handbook. The handbook,, which can be found at <https://www.messiah.edu/grad-nursing> and is updated at least annually, or as needed. (This assignment is updated and requires a response each year, to be completed within the first three weeks of classes.)

When notified, please go to the annual handbook assignment in the [Canvas Graduate Nursing Resources & Orientation](#) site to complete this annual assignment.

STUDENT ACKNOWLEDGMENT

Please complete the assignment in the [Canvas Graduate Nursing Resources & Orientation](#) site regarding the Student Acknowledgment Form, **which must be completed prior to the advising period of your second semester in the program.**

Graduate Nursing Student Handbook Appendices

Appendix A: Physical Exam Form

Messiah University
ADP in Nursing and Graduate Nursing
Physical Exam Form

Last Name:	First Name:	Date of Birth:	Sex:
Home Address:		City:	State: Zip:
Emergency Contact:	Relationship:	Phone Number:	

TO THE EXAMINER: Please perform a physical examination and comment on all abnormal areas. Healthcare provider must hold licensure as a physician, nurse practitioner, or physician assistant.

Height:	Weight:	Blood Pressure:
Allergies:		

Body System	Normal	Abnormal	Comments:
HEENT			
Skin & Lymph			
Respiratory			
Cardiovascular			
Gastrointestinal			
Genitourinary (including hernia)			
Musculoskeletal			
Neurological			
Psychiatric			

Laboratory Tests and Immunizations:

Please complete ALL of the following and include the dates (or attach immunization record).

TB screen (1 or 2 step PPD or IGRA test) Type: _____ Date: _____ Result: _____

If positive TB test, * Date of Chest X-ray: _____ Result: _____

**Positive TB screen requires a physical exam that includes a focused symptom screen & chest x-ray. Documentation of appropriate medical treatment is required following a positive diagnosis of active or latent TB infection. Following a positive TB screen, documentation of an annual symptom screen is required.*

	Immunization date(s)	Titer date and result
Varicella		
Measles/Mumps/Rubella		
Hepatitis B		
Tdap (within last 10 years)		

Health Care Provider: Signing below indicates that you have found the named student to be in good physical and mental health, free from any health impairment which is of potential risk to patients, personnel, students, or faculty and which might interfere with the performance of his/her nursing student responsibilities, and able to participate fully in a nursing clinical experience.

Signature of Examiner	Printed Name	Credentials	Date
Address		Phone number	License #

Appendix B: TB Screening Form



Tuberculosis (TB) Screening Form

Student to complete this section BEFORE taking to health care provider:

NAME (PRINT) _____

DATE OF BIRTH _____

I have completed the Messiah University tuberculosis pre-screening form and checked YES on questions 1-9. **Because I checked yes on one or more of these questions, I am required to get a PPD** (or if my health care provider deems a blood test is necessary, a T-spot or IGRA).

Check off the questions you checked YES to on the online pre-screening:

- ☐ Have you recently had close contact with someone with infectious tuberculosis
- ☐ Have you had changes on a prior chest x-ray suggesting inactive or latent, or prior tuberculosis infection?
- ☐ Are you positive for HIV?
- ☐ Are you an organ transplant recipient?
- ☐ Are you immunocompromised due to an illness or medications that you take on a regular basis?
- ☐ Do you have a history of using illegal injectable drugs?
- ☐ Are you (or have you been within the last year) a resident, employee, or volunteer in a high-risk setting (e.g. correctional facilities, nursing homes, homeless shelters, hospitals, and other health care facilities)?
- ☐ Were you born in a country with a high incidence of TB (other than North America or West Europe)?
If yes, which country? _____
- ☐ Have you had frequent or prolonged visits (longer than 6 months) to one or more of the countries with a high incidence of TB in the past 2 years?
If yes, which country? _____

I have completed the Messiah University tuberculosis pre-screening form and checked YES on questions 10 and/or 11. **Because I checked yes on one of these questions, I am required to get a TB blood test – either a T spot or IGRA.** A PPD skin test will NOT be accepted under any circumstances and a failure to have this blood test done may cause delays and fees.

Check off the questions you checked YES to on the online pre-screening:

- ☐ Have you ever been vaccinated with BCG?
- ☐ Have you ever had a positive TB test in the past?

THIS SECTION IS TO BE COMPLETED BY HEALTH CARE PROVIDER:

Tuberculin Skin Test: Date placed: _____ Date read: _____ Results: _____ mm		
Lot # _____ Expiration date: _____		
Signature (administered by): _____ IF PPD is greater than 10 mm, proceed to IGRA or Tspot		
Quanti-FERON Test Results: Positive () Negative () T-spot Results: Positive () Negative () <i>Borderline or Indeterminate results must be repeated</i>		
Chest x-ray (required if IGRA or Tspot test is positive): Date: _____ Normal () Abnormal ()		
**MUST ATTACH COPYS of all LABS AND XRAYs		
INH Treatment: Initiate Date _____ X _____ months Declined ()		
Health Care Provider signature _____ Date: _____		

Appendix C: Graduate Nursing Clinical Requirements

Additional requirements may be requested by individual clinical agencies and may include HIPAA training and/or educational modules. Clearances are to be obtained from the state in which clinical experiences will take place. Child Abuse History Clearance requirements vary by state; please check with the Clinical Liaison & Placement Coordinator if you are unsure if your state has a separate clearance.

Document	Requirement Information	Submission due
Current RN license	Renew every 2 years	Before the start of first clinical course and kept current as needed
Clearances:		
State Criminal Background Check	Dated within the last 18 months	Before the start of first clinical course and kept current as needed
Child Abuse History Clearance	Dated within the last 18 months	Before the start of first clinical course and kept current as needed
FBI Fingerprinting Clearance	Dated within the last 18 months	Before the start of first clinical course and kept current as needed
10-panel Urine Drug Screen	Within 1 year of clinical start	Before the start of first clinical course
Health Requirements and Vaccines:		
Varicella	2 vaccinations OR positive varicella titer	Before the start of first clinical course
Tdap	within last 10 years, update if expired	Before the start of first clinical course
MMR	2 vaccinations OR positive titers	Before the start of first clinical course
#Hepatitis B	3 vaccinations	Before the start of first clinical course
#Influenza	Dated after Aug 1 (annual)	Before the start of first clinical course
#COVID-19	Two doses of Moderna or Pfizer, or one dose of J&J (requirement based on sites/ CDC recommendations and subject to change)	Before the start of first clinical course
Physical Examination Form	Exam performed within the year	Before the start of first clinical course
TB Screening blood Test (T-SPOT, or QuantiFERON-TB) or skin test (PPD); chest x-ray if positive; Proof of completed tx if necessary	Less than 1 year before the start of clinical	Before the start of first clinical course and renewed annually
Health Insurance		Before the start of first clinical course and renewed each semester
Certifications and Insurance:		
Basic Life Support for the Healthcare Provider (BLS)	American Heart Association (or American Red Cross as acceptable by sites)	Before the start of first clinical course and kept current as needed
Liability insurance	FNP students required; other programs optional but recommended; \$1 million/ \$3 million minimum	Before the start of first clinical course and kept current as needed

#declination/exemptions available

Appendix D: FNP Clinical Site Visit Guidelines

The Messiah University School of Graduate and Professional Studies is committed to high quality graduate nursing education. These guidelines were developed to support and assess the clinical experiences and the partnerships between the students, faculty, school, preceptors, and clinical sites.

Overall guidelines:

1. Express thanks to the preceptor for their commitment and involvement
2. Address student/preceptor connection with the Messiah University faculty and Graduate Nursing Program
3. Identify opportunities for constructive feedback & teaching “in the moment.”
4. Evaluate and promote professional growth and development.
5. Assess student’s confidence in skill & knowledge.
6. Conduct appropriate number and timing of site visits:
 - a. The number of site visits should equal the number of credits in the clinical course
 - b. Site visits should be equally divided across the students’ scheduled hours
 - i. Ex: 2 credit clinical course should have 2 site visits, as a minimum, approximately 1/3 and 2/3 of the way through the students’ hours. More visits may be indicated based on faculty discretion.
 - ii. Since each student will complete hours at their own pace, the visits should be scheduled across the students’ scheduled hours, not necessarily by weeks of the semester.
7. Deliver clear expectations for future hours/courses.
8. Conduct site visits in-person or via Zoom.

Questions for faculty to ask:

- Did student initiate/schedule the site visit in a timely manner?
- How many clinical hours has the student completed?
- How do the student and preceptor believe the student is performing?
- Does the student exhibit professionalism at the clinical site?
- What types of patients is the student seeing?
- Is the student obtaining HPI/ROS and/or conducting the PE independently?
- To what degree is the student participating in diagnosis/planning/clinical decision making?
- How many patients are seen per day by the student?
- Is the student appropriately proficient in the number of patients seen per day?
- Are there any questions/concerns from the student or preceptor?

Faculty should:

- View a student/patient encounter, if possible. If not possible, faculty should conduct a standardized patient or telehealth simulation to assess student/patient interaction.
- Evaluate computer or SOAP note documentation.

- Identify goals for remaining clinical hours/future semesters.
- Review the number of clinical hours and plan for completing the remaining hours.
- Assess Exxat notes and patient encounters for diversity/appropriateness to the course.
- Evaluate appropriateness of student performance based on timing in semester and curricular placement.

Steps to clinical site visit:

1. Prior to the site visit:

- Student coordinates site visit scheduling based on number of hours completed and availability of preceptor, student, and faculty. **Students who do not establish and maintain appropriate communication with the clinical faculty to schedule the site visit are at risk of not passing the course.** Students should identify 3-4 available days/times and present them to clinical faculty at least 3 weeks in advance. When scheduled, the faculty will establish a Zoom link and send to the student or use the faculty member's Personal Meeting ID number.
 - To ensure appropriate supervision, support, and evaluation of clinical performance, FNP students are required to schedule clinical site visits with course faculty within the designated timeframe provided each semester. Timely coordination of these visits is essential to maintain compliance with accreditation standards, clinical learning objectives, and program expectations. See Consequences for Failure to Schedule Clinical Site Visits policy.
- Faculty should review Exxat for the number of completed hours, types of patients being seen, independence level during patient encounters, and SOAP notes (minimum one per clinical day or at faculty discretion). Faculty should mark clinical hours as "approved" in Exxat after review.

2. During site visit:

- Student meets with the preceptor and clinical faculty.
- Faculty will ask questions of student and preceptor.
- Faculty observes a clinical encounter with patient. If direct patient observation is not possible, the student should be referred for a phone, Zoom-based, or in-person f
- Students should present the observed patient to the faculty, including a management plan review.
- Faculty and students review SOAP notes/documentation records
- Faculty reviews student's Exxat case log summary and debrief about progress, problems, and/or challenges.
- Students and faculty establish goals for the remainder of clinical hours.
- Student and faculty evaluate appropriateness of clinical site in terms of patient population, preceptor/staff dedication, and physical environment.
- The preceptor provides objective input regarding student progress.

3. After site visit:

- Faculty to complete the [Clinical Site Visit Formative Assessment Tool](#) in Exxat.
- Mark the site visit as complete in Canvas.

- Student reviews comments and applies recommendations
- The preceptor completes an end-of-semester assessment of student performance via Exxat.

Appendix E: Clinical Site Visit Formative Assessment Tool

Purpose: The purpose of this tool is to assess student performance and progress through FNP clinical courses and to identify strengths and areas for improvement.

Directions: Clinical course faculty will complete this tool in Exxat using the rating scale below after clinical site visit (virtual or face-to-face) observation or simulation and discussion with the student and preceptor.

N/A = Not seen or not applicable to current clinical site

0 = unable to demonstrate

1 = able to demonstrate with significant assistance

2 = able to demonstrate with some assistance

3 = independent with minimal assistance

4 = mostly independent

5 = completely independent and accurate

Criteria	Rating 0-5	Comments
Reviews health records to gather appropriate data		
Thoroughly collects HPI and ROS		
Conducts physical exams using appropriate technique		
Selects appropriate diagnostic tests		
Demonstrates knowledge of pathophysiology related to common conditions		
Identifies appropriate differential diagnoses		
Develops a thorough plan of care that incorporates the patient's educational needs, lifestyle, culture, and family/community resources		
Considers evidence-based treatments for common conditions		
Quickly identifies emergent situations		
Collaborates with and refers to an interprofessional healthcare team when indicated		
Documents in a well-organized, thorough, and concise manner		
Accepts constructive feedback in a positive manner		
Provides patients and colleagues with warmth, compassion, and respect		
Models professional behavior in communication and timeliness		
Actively pursues learning opportunities and remains engaged throughout clinical experiences		
Strengths:		
Areas for Improvement:		

Appendix F: Student-Preceptor Agreement

STUDENT AND PRECEPTOR INFORMATION

Student Name: _____

Preceptor Name: _____

Clinical Site: _____

Course: _____

Dates: _____ Hours Needed: _____

The student agrees to:

- Schedule all clinical time, including make-up time, at the convenience of the preceptor.
- Be prepared and punctual in the clinical area on scheduled days and times.
- Notify preceptor and faculty of schedule changes, as far in advance as possible.
- Maintain patient confidentiality in accordance with state and federal law.
- Function within the protocols of the clinical agency and clinical scope of practice.
- Demonstrate professionalism in all aspects of the preceptorship, including attendance, meetings, and discussions.
- Complete the agreed upon hours of clinical experience.
- Contact the School of Nursing faculty with any concerns.

The preceptor agrees to:

- Negotiate dates and times for student clinical experiences and arrange for a qualified substitute in the Preceptor's absence
- Meet with the student before the clinical experience begins to discuss the objectives, activities, and outcomes of the preceptorship.
- Provide necessary orientation.
- Serve as a mentor and provide supervision for the student during the duration of the clinical experience.
- Evaluate student's progress and provide regular feedback.
- Inform the School of Nursing of any problems with the student.
- Communicate with the faculty about student performance as requested.

Student Signature _____ Date _____

By signing my name on the line above, I certify that I have read and acknowledge these statements.

Preceptor Signature _____ Date _____

By signing my name on the line above, I certify that I have read and acknowledge these statements.

Appendix G: Student-Project Mentor/Residency Agreement

STUDENT AND MENTOR INFORMATION

Student Name: _____

Mentor Name: _____

Project Site: _____

Course: _____

Project Title: _____

Implementation Dates: _____ Hours Needed: _____

The student agrees to:

- Schedule all project time, including make-up time, at the convenience of the clinical site.
- Be prepared and punctual in the project area on scheduled days and times.
- Notify mentor and faculty of schedule changes as far in advance as possible.
- Maintain patient confidentiality in accordance with state and federal law.
- Function within the protocols of the clinical agency and clinical scope of practice.
- Demonstrate professionalism in all aspects of the project, including attendance, meetings, and discussions.
- Contact the School of Nursing faculty with any concerns.

The mentor agrees to:

- Negotiate dates and times for student project/residency experiences and arrange for a qualified substitute in the mentor's absence.
- Meet with the student before the project/residency begins in order to discuss the objectives, activities, and outcomes of the project.
- Provide necessary orientation.
- Serve as a mentor and provide supervision for the student during the duration of the hours or project implementation.
- Evaluate student's progress and provide regular feedback.
- Inform the faculty of any problems with the student.
- Communicate with the faculty about student performance as requested.

Student Signature _____ Date _____

By signing my name on the line above, I certify that I have read and acknowledge these statements.

Mentor Signature _____ Date _____

By signing my name on the line above, I certify that I have read and acknowledge these statements.

Appendix H: Clinical Incident Process & Report Form

In the event that a student or faculty member is involved in a situation during a clinical experience which warrants the completion of an institutional incident report, the following process must be followed:

POLICY:

The APD & Graduate Program in Nursing will keep records of any reportable clinical incidents directly related to student performance in the clinical setting that results in the clinical facility or agency formally documenting it as a clinical incident.

PURPOSE:

This documentation provides the necessary information, should it be needed at a future date.

Clinical incident documentation will serve as information to guide possible policy revision and review related to clinical/simulation experiences and activities of students.

PROCEDURE:

1. Any reportable clinical incident related to patient care must be immediately reported to the program coordinator by the faculty.
2. Faculty will assist the student in completing documentation required by the clinical facility and complete the Clinical Incident Report form within 72 hours.
3. The clinical instructor and the student involved in the incident will complete the Clinical Incident Report form within 72 hours.
4. The program coordinator will report the incident within 72 hours to the Assistant Dean of Nursing, who will identify any need for further action.
5. The completed form for the clinical incident will be kept in the Graduate Program in Nursing's confidential file for a period of five years after the student is no longer in the nursing program.

CLINICAL INCIDENT REPORT FORM

Agency Name: _____ Agency Contact: _____

Student Name: _____ Faculty Name: _____

Clinical Course: _____ Clinical Rotation: _____

Date of Incident: _____ Time: _____ a.m. /p.m.

List all individuals involved (including titles):

Description of incident & patient response as documented on patient record. Include nature of or potential for injury:

Description of any intervention post-incident:

What was the patient outcome (if known)?

What recommendations were made to prevent this type of incident in the future:

_____ <i>Student Signature</i>	_____ <i>Date</i>	_____ <i>Faculty Signature</i>	_____ <i>Date</i>
_____ <i>Assistant Dean of Nursing Signature</i>	_____ <i>Date</i>	_____ <i>Course Coordinator Signature</i>	_____ <i>Date</i>