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Welcome!

Welcome MSN Student!

Congratulations on your next step in advancing your nursing degree! All of us here at Bearcat Nation are excited that you have chosen to continue your educational journey with us. We would like to take this opportunity to tell you about the MSN program that we have established here at the institution.

High standards are in place to promote quality-nursing education. The MSN curriculum is designed in a way to foster academic success for those committed to achieving their educational goal. This handbook, in conjunction with the curriculum plan and quality educators, will help us to achieve our mutual goals.

The nursing department faculty and staff have developed this handbook as a guide for reference throughout the nursing curriculum. If you have questions or are in need of clarification on any of the information contained in this document, please do not hesitate to contact the nursing program. This handbook is an addition to published policies and procedures of the University. This handbook is an addition to published policies and procedures of the University. While the nursing student handbook references specific entities of the nursing program, the student should also be familiar with the Northwest student handbook for specific questions Northwest Student Handbook.

Our goal is to prepare you to provide nursing leadership, understand unique perspectives, apply respect and integrity, integrate scholarship and life-long learning practices, uphold excellence in our field, and ultimately ensure success! This statement outlines the values of the MSN program using the acronym NURSES. You can find out more about the program’s mission, vision, values, and philosophy later in this document.

We wish you the best of luck through your courses here at Northwest! Please let us know if we can be of any further assistance. Go Bearcats!!

Director of Nursing

Revised June 2020
Nursing Program Faculty and Staff

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The nursing program office is located in the Administration Building, Room 305 on the Northwest campus in Maryville, MO. While all of your courses are offered in an online environment, if you find yourself on campus, please do not hesitate to come by and visit! We encourage you to engage in physical campus activities throughout your educational journey.
Northwest Missouri State University MSN Program Description

This curriculum allows active nurses to complete a Master of Science in Nursing degree. The program includes five core courses, and five track-specific courses. Successful completion of the program results in the conferral of the Master of Science in Nursing degree.

Mission, Vision and Philosophy

The nursing programs’ mission, vision, philosophy, and values align with the School of Health Science and Wellness mission and vision along with the University mission, vision, and values.

<table>
<thead>
<tr>
<th>Mission, Vision, Values</th>
<th>University Statements</th>
<th>Graduate School Statements</th>
<th>School of Health Science and Wellness Statements</th>
<th>Nursing Program Statements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mission Statements</strong></td>
<td>Northwest Missouri State University focuses on student success – every student, every day.</td>
<td>The Northwest Missouri State University Graduate School seeks to create a stimulating environment for applied research and interactive learning at the post-baccalaureate level for both students and faculty. The Graduate School provides programs on campus, off-site and through distance learning technologies that are responsive to regional educational needs in the arts, sciences, education, human services, professional fields, and applied studies. It creates national and international links to the region, which in turn expands its students’ experiences to encompass not only</td>
<td>The mission of the School of Health Science and Wellness is to collaboratively educate diverse health and wellness professionals through excellence in student-focused education, and profession-based experiences centered on the science of lifespan health and active living.</td>
<td>The nursing programs will provide an innovative, student-centered nursing education curriculum that prepares professional nurses with the ability to lead, care, and collaborate to meet the needs of a diverse population.</td>
</tr>
</tbody>
</table>

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contemporary society, but also its history and its aspirations. The Graduate School seeks to enhance a lifelong commitment to learning among its students, enabling them to lead professionally rewarding and socially beneficial lives in the 21st century. It promotes the cultivation of scholarship and the expansion of knowledge, the development of professional skills and scholarly research at an advanced level, and the interchange of ideas among students, faculty and staff. The Graduate School helps learners achieve professional competencies and realize broad intellectual and social interests. Responsive to the needs of all academically qualified students, the graduate programs at Northwest provide the foundation for additional graduate studies at the doctoral level and beyond.

**Vision Statements**

<p>| Vision Statements | We will be THE university of choice for a comprehensive, exceptional student experience. | The School of Health Science and Wellness will be the top choice for students seeking cutting-edge educational opportunities in the pre-professional and professional | We will be the top education choice for nurses with the region and the nation seeking an innovative, student-centered educational opportunity. |</p>
<table>
<thead>
<tr>
<th>Values</th>
<th>Philosophy Statement and Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Student success</td>
<td>We believe that the nursing profession is based on caring.</td>
</tr>
<tr>
<td>• Scholarship and life-long learning</td>
<td>We recognize that the nursing profession involves a patient-centered approach that involves recognizing diversity, evidenced-based practice, and collaboration. The nursing profession is ever evolving; nurses must be accountable for their own practice, be committed to a role of lifelong learning, and be prepared to integrate evidence-based practice initiatives.</td>
</tr>
<tr>
<td>• Intercultural competence</td>
<td>The philosophy of the nursing program aligns with the institutional mission, vision, and values. While the philosophy is rooted in ensuring a learning environment that prepares students for the role of a nurse, the faculty also believes that other values are vital to a nursing student’s success; therefore, the programs have formulated core values that provide a guide for program success and further alignment with the institution.</td>
</tr>
<tr>
<td>• Collaboration</td>
<td></td>
</tr>
<tr>
<td>• Respect and integrity</td>
<td></td>
</tr>
<tr>
<td>• Strategic thinking</td>
<td></td>
</tr>
<tr>
<td>• Excellence</td>
<td></td>
</tr>
</tbody>
</table>
We use the acronym NURSES to identify those values most important to our program.

**N- Nursing Leadership**
We provide students with a way to obtain their role in the nursing profession. Faculty and staff encourage students to develop critical thinking and leadership qualities that can aid in personal and professional success.

**U- Unique and Diverse Perspectives**
We provide students with the opportunity of advancing their education in a profession that highlights the importance of diversity. Faculty will provide a support system comprised of diverse backgrounds and skill sets and will utilize unique teaching strategies to ensure students are prepared to care for diverse patient needs.

**R- Respect and Integrity**
We ensure students adhere to the values of respect and integrity both in the online classroom and in their professional roles.

**S- Scholarship and Lifelong Learning**
We encourage students to continue their pursuits of
advanced education to enhance the nursing profession. Faculty and staff provide students with opportunities to develop a habit of life-long learning.

**E- Excellence**
We pride ourselves on delivering an exemplary program that provides students with a high level of education with a student-centered focus.

**S- Student Success**
We are dedicated to seeing our students succeed and grow into safe and competent nursing professionals.
The Northwest Missouri State University MSN program uses several key concepts from the mission statement in selecting the student learning outcomes and in developing the expected curricular outcomes for each track. These key concepts are bolded in the mission statement below:

The nursing programs will provide an **innovative**, **student-centered**, nursing education curriculum that prepares professional nurses with the ability to **lead**, **care**, and **collaborate** to meet the needs of a **diverse** population.

Northwest Missouri State University MSN program expected student learning outcomes are derived from the Quality and Safety Education for Nurses (QSEN Competencies). The curricular program outcomes are identified below each QSEN competency and aligned with the American Association of Colleges of Nursing Essentials of Master’s Education in Nursing (MSN Essentials) and the National League for Nursing (NLN) Core Values (NLN Core Values). Upon successful completion of the MSN program the student will meet the following outcomes.

**Patient-Centered Care**
The student will recognize the patient or designee as the full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.

**Expected Curricular Program Outcomes**
1. Appreciate the impact of culture and diversity within nursing and global health initiatives. (Essential VIII) (Value of Integrity and Value of Diversity).
2. Assess nursing theories and concepts toward the role of a professional nurse (Essential I, Essential IV, and Essential IX) (Value of Integrity and Value of Excellence).
3. Evaluate principles of prevention and health promotion when providing care to individuals, families, and communities (Essential VI, Essential VII, and Essential VIII) (Value of Caring and Value of Excellence).

**Teamwork and Collaboration**
The student will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

**Expected Curricular Program Outcomes**
4. Influence effective professional communication and collaboration to provide quality client care (Essential II and Essential VII) (Value of Caring, Value of Integrity and Value of Diversity).

**Evidence-Based Practice**
The student will integrate best current evidence with clinical expertise and participate in lifelong learning for delivery of optimal health care.

**Expected Curricular Program Outcomes**

5. Interpret research findings that influence evidence-based practice nursing (Essential I and Essential IV) (Value of Excellence).

6. Foster a process of lifelong learning in the development of one's self, nursing practice, and the profession (Essential IV and Essential IX) (Value of Integrity and Value of Excellence).

**Quality Improvement**

The student will use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems.

**Expected Curricular Program Outcomes**


**Safety**

The student will minimize the risk of harm to patients and providers through both system effectiveness and individual performance.

**Expected Curricular Program Outcomes**

8. Formulate leadership skills and knowledge of healthcare policy, fiduciary responsibility, and regulatory systems to advance high quality, safe, professional practice (Essential II, Essential VI, and Essential IX) (Value of Integrity and Excellence).

9. Examine professional values, ethical, and legal aspects of nursing into one's professional practice (Essential II and Essential VI) (Value of Integrity and Value of Excellence).

**Informatics**

The student will use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

**Expected Curricular Program Outcomes**

10. Integrate health information technology into nursing practice to deliver quality client care (Essential I, Essential V, Essential IX) (Value of Excellence and Value of Diversity).

**Nursing Coursework**

The following courses comprise the 30 credit hours of nursing program requirements for MSN students.

Nursing courses are not included in Northwest’s textbook rental program because the program utilizes textbooks in courses across the curriculum. In addition, as a professional nurse textbooks and resources utilized can serve as an ongoing reference in your professional practice. Some textbooks are used in other courses. Those resources are starred below to identify a reuse of the product.

Revised June 2020
All courses will require an APA reference. You may utilize Northwest library APA resources or purchase the APA manual. APA formatting criteria are based on:


**MSN Program Courses Required Textbooks, and Resources**

*Please note, some textbooks will be utilized in multiple classes, and some may be accessible to you as ebooks via the Northwest Missouri State University Library. Please check prior to deciding to rent or purchase textbooks/resources.*

<table>
<thead>
<tr>
<th>MSN Program Core Courses</th>
<th>Course</th>
<th>Course Description</th>
<th>Textbooks and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 01-601</td>
<td>Foundational Concepts for a Nurse Leader (3 credit hours)</td>
<td>Nurses are called to be leaders, to serve as change agents, and to practice to the full extent of their education and training in order to advance health across the population (IOM, 2010). This course will explore the foundational concepts of the graduate-level prepared registered nurse and the advanced functions inherent in that role.</td>
<td>• Marshall, E. S., &amp; Broome, M. E. (Eds.). (2017). <em>Transformational leadership in nursing: From expert clinician to influential leader.</em> New York, NY: Springer Publishing Co. Available on the Northwest Missouri State University Library website as free resource.</td>
</tr>
<tr>
<td>NURS 01-602</td>
<td></td>
<td>The nursing profession is transforming, and nurses</td>
<td>• McGonigle, D. &amp; Mastrian. K. (2018). <em>Nursing informatics and</em></td>
</tr>
</tbody>
</table>

Revised June 2020
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Textbooks</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 01-603</td>
<td>Evidenced Based Practice Research Methods (3 credit hours)</td>
<td>The nursing profession is challenged with staying abreast of new information influencing nursing practice. Nurses must be able to analyze research methods, and research findings to evaluate its relevance to nursing practice and quality improvement efforts. This course will focus on analyzing quantitative and qualitative approaches to research, data collection methods, data analysis, and the legal and ethical issues of research. Students will apply their knowledge of research to an evidence-based practice initiative.</td>
<td>Melnyk, B., &amp; Overholt-Fineout, E. (2019). <em>Evidence-Based Practice in Nursing and Healthcare: A Guide to Best Practice</em> (4th ed.). Wolters Kluwer.</td>
</tr>
</tbody>
</table>
| NURS 01-605 Nursing and Healthcare Policies (3 credit hours) | University Library website as free resource.  


|  | Nurses influence policy to promote health (ANA Scope and Standards, 2015). They must be actively involved in policy development to accelerate the nursing profession and to support the overall health of the population. This course will discuss policy development in healthcare and evaluate nursing’s responsibility in shaping public and private policy.  


### MSN Nurse Executive Track

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Description</th>
<th>Textbooks and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 01-611</td>
<td>Professional Practice of the Nurse Executive in Healthcare Organizations (3 credit hours)</td>
<td>Nursing leaders recognize organizational and systems leadership are critical to the promotion of high quality and safe patient care. Leadership skills are needed that emphasize ethical and critical decision making, effective working relationships, and a systems-perspective (AACN, 2011). This course focuses on the essential competencies nurse executives require to lead within modern healthcare organizations. Includes an experiential learning experience.</td>
</tr>
<tr>
<td>NURS 01-612</td>
<td>Structures and Processes of a Nurse Executive (3 credit hours)</td>
<td>The nurse executive needs to understand and manage the financial implications within the healthcare system. This course will focus on reimbursement systems, effective and efficient models of nursing care, and financial policy. Processes for operational and capital budgeting, strategic planning, revenue management, and</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Course Description</td>
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<td>-------------</td>
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</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>NURS 01-614</td>
<td>Knowledge Management of the Nurse Executive (3 credit hours)</td>
<td>Nurse executives are life-long learners. They use the leadership role to establish an organizational culture and processes to promote research innovation and application of research outcomes to practice (AACN, 2011). This course will focus on knowledge translation to practice models, research evaluation and dissemination, IRB requirements, evidence-based practice application, and quality improvement processes. Includes an experiential learning experience.</td>
</tr>
</tbody>
</table>


The nurse executive leads, influences, and governs within the healthcare environment to foster a culture of clinical excellence, innovation, transformation, and engagement (ANA, 2016). In this course students will participate in an experiential learning experience with a nurse leader within a healthcare organization. They will apply complex knowledge and skills to address the developing needs of the healthcare system. The student will design an evidence-based, data supported master's leadership project. (45 contact hours). Includes an experiential learning experience.

### MSN Program Nurse Educator Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Textbooks and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 01-621</td>
<td>Advanced Pathophysiology, Health Assessment and Pharmacology (3 credit hours)</td>
<td>This course builds upon undergraduate nursing education and practice experience to refine and further develop nursing knowledge and skills related to pathophysiology, health assessment, and pharmacology across the lifespan. The focus is on advanced knowledge and skills needed by nurse educators in both direct- and indirect-care roles. In this course students integrate concepts of pathophysiological processes, physical assessment and diagnostic findings, and pharmacologic management. Includes an experiential learning experience.</td>
</tr>
<tr>
<td>NURS 01-622</td>
<td>Curriculum Development (3 credit hours)</td>
<td>The nursing profession is ever evolving; therefore, nurse educators must formulate</td>
</tr>
<tr>
<td>Course Code</td>
<td>Title</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>NURS 01-623</td>
<td>Instructional Strategies in Learning and Teaching (3 credit hours)</td>
<td>Teaching in nursing education is a complex undertaking that utilizes evidence-based practice findings to enhance innovative teaching and learning strategies (Billings &amp; Halstead, 2020). This course will focus on effective teaching and learning methods used in a variety of teaching settings with diverse student needs. Theoretical frameworks of teaching and learning will be discussed. Includes an experiential learning experience.</td>
</tr>
<tr>
<td>NURS 01-624</td>
<td>Assessment and Evaluation Techniques (3 credit hours)</td>
<td>A nurse educator should be prepared to use evidence-based assessment and evaluation methods to measure student learning, and to identify quality improvement efforts across the nursing program. This course will focus on the application of assessment and evaluation methods for outcome measurement in nursing education. Includes an experiential learning experience.</td>
</tr>
</tbody>
</table>


NURS 01-625 Nurse Educator Capstone (3 credit hours)

Nurse educators are required to utilize the NLN core competencies to understand how to effectively teach and practice within healthcare and higher education organizations (Halstead, 2019). In this course, students will participate in an experiential learning experience with a nurse educator. The student will apply complex knowledge and skills to address the developing needs of the nurse educator role. The student will design an evidence-based, data supported master’s project focused on the NLN core competencies of the nurse educator. (45 contact hours). Includes an experiential learning experience.

• Textbooks and materials from previous MSN courses.

Quality Nursing Education

The MSN program was approved by the Board of Regents in 2020. The nursing program is accredited by the Higher Learning Commission. The nursing program is pursuing nursing pre-accreditation by the Commission for Nursing Education Accreditation (CNEA). Dependent on the student’s future educational plans, a degree from a nursing accredited program may be required. Please discuss future educational pursuits with MSN advisor to develop a plan that benefits your future goals! Faculty and staff have worked diligently to create an MSN program that fulfills the educational needs of professional nurses. We pride ourselves on student success by helping each student meet their goals!

MSN Program Curriculum Plans

The following courses comprise the 30 credit hours of nursing program requirements for MSN students.

Curriculum Design – The MSN program curriculum is designed to specifically to incorporate QSEN Competencies, MSN Essentials, and NLN Core Values into each course. Courses were selected using research of like MSN program curricula. The program’s curriculum outcomes are also aligned with university competencies.

Course Sequencing - The curriculum is designed to have one course as “first course” taken by all students in their first session and 2 courses designed to be taken as the final 2 courses in the program. The

Revised June 2020
remaining nursing courses may be taken in any order to increase flexibility for students. Course development focuses on non-duplication of topics, assignments, and outcomes.

**Required Nursing Courses (30 Hours)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 01-601</td>
<td>Foundational Concepts for a Nurse Leader*</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-602</td>
<td>Nursing Informatics and Technology for the Advanced Nurse</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-603</td>
<td>Evidence Based Practice Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-604</td>
<td>Global Health Systems</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-605</td>
<td>Nursing and Healthcare Policies</td>
<td>3</td>
</tr>
</tbody>
</table>

*First course

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 01-611</td>
<td>Professional Practice of the Nurse Executive in Healthcare Organization</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-612</td>
<td>Structures and Processes of a Nurse Executive</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-613</td>
<td>Leadership Effectiveness of the Nurse Leader</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-614</td>
<td>Knowledge Management of the Nurse Executive**</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-615</td>
<td>Nurse Executive/Administration Capstone**</td>
<td>3</td>
</tr>
</tbody>
</table>

**Final 2 courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 01-621</td>
<td>Teaching Advanced Pathophysiology, Health Assessment, and Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-622</td>
<td>Curriculum Development</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-623</td>
<td>Instructional Strategies in Learning and Teaching</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-624</td>
<td>Assessment and Evaluation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-625</td>
<td>Nurse Educator Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

**Final 2 courses

**Total Credit Hours for MSN degree: 30**
Advisement Process

You are assigned an advisor in the nursing department. The advisor will reach out to you to set up an advisement time to discuss your degree plan. The MSN curriculum offers seven-week courses. Graduate students are considered full-time when taking six or more graduate hours in a semester. The program may be completed in 18 months for a full-time enrolled student. The MSN degree must be completed within a period of 8 years. Your degree plan is personalized to meet your needs.

If you have questions regarding registration please see the Northwest Nursing Canvas course or contact the nursing program advisor. When a student is preparing to graduate the university will send an email identifying that they need to apply.

Graduation Information

Academic Standards

Grading in Nursing Courses
All students must maintain the required 3.0 GPA through graduate course work as specified in the following policy:

The overall grade point average must be 3.00 ("B") or above in the major study area. All graduate coursework taken at Northwest must average 3.00 or above, with no more than six hours of "C," and no hours of "D" or "F". Transfer credit grades do not apply to calculating the 3.00 GPA in courses taken at Northwest.

Nursing Grading Scale

Northwest Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>68 and below</td>
</tr>
</tbody>
</table>

Graduate students who earn below a 3.00 grade point average for two consecutive terms of enrollment will be suspended for one term. A student who has been readmitted after a one-term suspension and who does not achieve a 3.00 grade point average for the term of readmission will not be permitted to continue in that master’s degree program.

All grades are calculated and will NOT be rounded.

Superseding Grades/ Repeating Courses
A student may re-enroll in a course once for purposes of improving the grade and demonstrating greater competency. The student must have a written petition (forms are available online) and the approval of the graduate advisor or school director, and the Associate Provost of Graduate Studies and Special Programs. A student may not be allowed to supersede a grade earned at Northwest by completing an equivalent course at another institution.

Conditional Admission—Progression Policies
Students entering the program with Conditional Admission status will attain full admission to the program with the following:

Revised June 2020
• Must earn grade of B or higher in first three (3) MSN core courses
• First two courses are taken singly and cannot be taken expedited (2 courses at a time)

Conditionally admitted students, initially enrolled in eight or more hours, who withdraw from all graduate classes during their enrollment as a conditional student, will also be suspended from graduate study for one calendar year. Re-admission is possible after one year by application for re-admission to the program.

Grade Appeal Process

Experiential Learning Experiences

You will complete experiential learning experiences while taking specialty track courses. The American Association of Colleges of Nursing (AACN), The Essentials of Master’s Education in Nursing requires graduates of a master’s nursing program to have supervised practice experiences that are sufficient to demonstrate mastery of the Essentials. The term “supervised” is used broadly and can include precepted experiences with faculty site contact. These experiential learning experiences may be accomplished through diverse teaching methods, including face-to-face or simulated methods. In addition, development of clinical proficiency is facilitated through the use of focused and sustained clinical experiences designed to strengthen patient care delivery skills, as well as system assessment and intervention skills, which will lead to an enhanced understanding of organizational dynamics. These immersion experiences afford the student an opportunity to focus on a population of interest or may focus on a specific role. Most often, the immersion experience occurs toward the end of the program as a culminating synthesis experience (AACN, 2011, p. 8-9).

The primary goals of clinical learning experiences are the opportunities to:
• Lead change to improve quality care outcomes,
• Advance a culture of excellence through lifelong learning
• Build and lead collaborative interprofessional care teams,
• Navigate and integrate care services across the healthcare system,
• Design innovative nursing practices, and
• Translate evidence into practice (AACN, 2011, p. 29).

Benefits of Experiential Learning

Through experiential learning, faculty can provide students with authentic learning experiences that measure the achievement of key student outcomes in a manner consistent with real-world practice. In addition, experiential learning tends to improve student engagement with course content, promote faculty-student interaction, and deepen student learning (Hill, 2017). Experiential learning allows students to assume a new professional role, improve autonomy (Rodríguez-García, Medina-Moya, González-Pascual, J.L., & Cardenete-Reyes, 2018), increase knowledge, and grow confidence, all of which lead to more informed decision making (Gilbert, Banks, Houser, Rhodes, & Lees, 2014).

As an MSN student, you will be asked to complete experiential learning experiences that promote the application of information learned in the program. Students can accomplish these experiential learning experiences through various strategies; however, if a student would like to utilize a healthcare or educational organization for experiential learning experiences, articulation agreements with that
institution may be required. It is the responsibility of the student to ensure this document is in place before completing a learning experience at the institution.

- Students who choose to utilize a healthcare or educational organization to complete learning experiences may be required to submit additional documentation including background and drug screening. The cost of the background and drug screening is the responsibility of the student. The registration information for the screening is included in your nursing orientation module and will not be required until the semester before a learning experience course.
- Students who choose to utilize a healthcare or educational organization to complete learning experiences may be required to provide additional documentation such as: a signed HIPAA form and/or FERPA form provided by the facility and/or verification of immunization status.

**Affordable Tuition**

Northwest Missouri State University Online Tuition Information—[MSN Program](#) [Financial Assistance](#)

**Student Program and Institutional Responsibility**

Northwest MSN students must:

- Ensure your RN license is current and unencumbered during your coursework here at Northwest.
- Students must have proof of their Registered Nursing license at the end of their first semester of nursing coursework. – please email your nursing license number to NWNursing@nwmissouri.edu
- Review the Northwest Policy Library webpage for important information [Welcome | Policy Library | Northwest](#)
- Review the policies on p. 21-23 of the student handbook
- Sign and return the student handbook page identifying that you have read and understood the material within this document.

**Getting Started**

- You have access to the following orientation courses approximately a week before courses start.
  - Review the modules in the [MSN Northwest Nursing E-Lounge course](#) site in Canvas. This course site is where the program will update you on any new policies procedures and answer questions you have regarding the program.
  - Complete the Module titled: Required Tutorials
  - Review the modules in the [Welcome to Northwest Online Orientation](#) course site in Canvas. This course site reviews tools that Northwest offers online students.
  - Don’t worry; we do not expect you to remember everything in these modules. They are provided so that you can refer to them during your journey.
- Study and devote time and energy to learning the information that will be pertinent to your profession
- Reach out to the instructors if you have questions or concerns (We are here for you!)

Revised June 2020
• Enjoy Learning!

**Student Resources**

The Northwest MSN program offers various resources to aid in your educational success. Table 1 identifies various resources you may utilize during your journey. If there is an area not identified that you need, please contact our office. **The nursing program requires written and verbal communication in English.** **If you are an English as a Second Language (ESL) Student and believe that this could hinder program success, please contact the nursing program Director immediately.**

<table>
<thead>
<tr>
<th>Service</th>
<th>Staff</th>
<th>Accessibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Brooke McAtee- Nursing Program Director</td>
<td>Phone conference- 660-562-1973 Zoom web conference</td>
</tr>
<tr>
<td></td>
<td>Machelle Skinner- nursing Faculty</td>
<td>Face to Face- 800 University Drive</td>
</tr>
<tr>
<td></td>
<td>Darci Wray- Nursing Secretary</td>
<td>Office: Administration Building Room 305</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:nwnursing@nwmissouri.edu">nwnursing@nwmissouri.edu</a></td>
</tr>
<tr>
<td>Graduate School</td>
<td>Cindy Williams— Executive Secretary</td>
<td>Graduate Office</td>
</tr>
<tr>
<td></td>
<td>Zachary Ragan— Graduate Records Specialist</td>
<td>Northwest Missouri State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>800 University Drive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maryville, MO 64468-6001</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Toll Free: 1.800.633.1175</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office: 660.562.1145</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 660.562.1096</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:gradsch@nwmissouri.edu">gradsch@nwmissouri.edu</a></td>
</tr>
<tr>
<td>Library Services</td>
<td>Carolyn Johnson- Library Services</td>
<td>Email: <a href="mailto:carolyn@nwmissouri.edu">carolyn@nwmissouri.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 660-562-1534</td>
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<tr>
<td></td>
<td></td>
<td>Library website offers:</td>
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<td></td>
<td></td>
<td>Text a Librarian: 660.474.4111</td>
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<td></td>
<td></td>
<td>Monday-Thursday 24 hours</td>
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<td></td>
<td></td>
<td>Friday 8 am - 4:45 pm</td>
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<tr>
<td></td>
<td></td>
<td>Saturday 10 am - 10 pm</td>
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<td></td>
<td></td>
<td>Sunday 10 am - midnight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Walk-in research services hours:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sunday 5 pm - 9 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monday - Thursday 8 am - 9 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Friday 8 am - 4:45 pm</td>
</tr>
<tr>
<td>Writing Center</td>
<td>Ashley Strickland- Associate Director</td>
<td>Make appointment via phone 660.562.1480 and need</td>
</tr>
<tr>
<td></td>
<td>Academic Support</td>
<td>their email is <a href="mailto:wc@nwmissouri.edu">wc@nwmissouri.edu</a></td>
</tr>
<tr>
<td>Tutoring Services</td>
<td>Ashley Strickland- Associate Director</td>
<td>Online tutoring sessions available via the website</td>
</tr>
<tr>
<td></td>
<td>Academic Support</td>
<td>Northwest Tutoring Services</td>
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<tr>
<td></td>
<td></td>
<td>By phone 660-562-1726</td>
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<td></td>
<td></td>
<td>Face to face meetings</td>
</tr>
<tr>
<td>SMARTTHINKING tutoring</td>
<td>Ashley Strickland- Associate Director</td>
<td>Online Tutoring: An Online Tutoring link within</td>
</tr>
<tr>
<td></td>
<td>Academic Support</td>
<td>Northwest Online is available 24/7 for students to</td>
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<tr>
<td></td>
<td></td>
<td>access online tutoring. This tutoring is support</td>
</tr>
<tr>
<td></td>
<td></td>
<td>through Smarthinking. It includes a suite of nursing</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>Charles Mayfield- Director of Financial Aid</td>
<td>Office of Scholarships and Financial Assistance</td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>Student Senate</strong></td>
<td>Kori Hoffman- Associate Vice President for Student Engagement and Development</td>
<td>Website: Student Senate Webpage</td>
</tr>
<tr>
<td><strong>Student Activities</strong></td>
<td>Nursing Program</td>
<td>Link to the university calendar is shared with student in their Nursing E-lounge if students would like to attend various events.</td>
</tr>
<tr>
<td><strong>Disability and Accessibility Services</strong></td>
<td>Coordinator of Accessibility</td>
<td>Email <a href="mailto:ada@nwmissouri.edu">ada@nwmissouri.edu</a></td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>Scott Yocum</td>
<td>660-582-5151</td>
</tr>
<tr>
<td><strong>Technical Support</strong></td>
<td>Northwest Helpdesk</td>
<td>• Northwest Helpdesk: Online students can access self-service assistance with managing their Northwest Network account and password changes using the online assistance at <a href="https://nwpass.nwmissouri.edu/pm/">https://nwpass.nwmissouri.edu/pm/</a>. Phone and e-mail information for the Northwest local helpdesk is included in the Start Here area of the course site.</td>
</tr>
</tbody>
</table>

**Policies**

It is important for you to be aware of the nursing program policies, Graduate School policies, and University policies. Below is information regarding the Nursing program policies and links to University policies. Policy changes within the MSN program will be communicated to students within 30 days of the policy implementation via the MSN Northwest Nursing E-Lounge and student email. Your signature on the handbook page acknowledges your review of the policy information.

Revised June 2020
Nursing Program Policies

Licensure
All current and former nursing licenses must be unencumbered/unrestricted at the time of application and remain unencumbered/unrestricted until graduation from the MSN program. If your license becomes encumbered, it is your responsibility to notify the nursing program. The student will be unable to continue NURS coded courses until the student is able to provide documentation of an unencumbered/unrestricted license.

Students will be required to submit a copy of their NURSYS license report to the nursing program to continue enrollment when they begin their track courses (NURS 01-611 or NURS 01-621) and when they begin their capstone course (NURS 01-615 or NURS 01-625). Please follow the directions below. The program must have verification of an unencumbered license in the states that the nurse is licensed to practice within the first week of each course. If the license is not sent to the program within the designated period, students may be unable to continue coursework and may be dismissed from the program.

Reminder: An unencumbered RN license is required for students to continue coursework and graduate from the nursing program.

2. Click: I agree
3. Provide the information requested- Last name or license number- make sure that state is identified in the report.
4. Click view report

Click to email report: Enter the email: NWnursing@nwmissouri.edu

Health Form
If the student has a scheduled experiential learning experience with a healthcare facility the student must meet the guidelines set by the organization regarding immunization requirements/documentation.

HIPAA
Students may be asked to sign a HIPPA agreement for experiential learning experiences per facility request.

Background and Drug Screening
Students may be asked to complete a background check and drug screening prior to an experiential learning experience per facility request. The nursing program has access to Castlebranch at the student’s request.

Policy Change Communication
Policy changes within the MSN program will be communicated to students within 30 days of the policy implementation.

Communication
Course Communication Policy

Revised June 2020
Communication throughout the nursing courses will be conducted through postings in the announcement section of the Northwest online site as well as through email. It is expected that students in the course check their announcements and emails daily. Students must communicate using their Northwest email account. In addition, the nurse educator may provide Zoom meetings to allow students opportunity to ask questions about the course. Instructors will respond to student questions within 48 hours.

Course Communication Guidelines (Netiquette)
“Netiquette” is network etiquette, the do's and don'ts of online communication. Netiquette covers both common courtesy online and the informal "rules of the road" of cyberspace. The welcome to Northwest Online Orientation canvas course has an area that identifies the elements of netiquette. For more information, a link is provided on the core rules of participation in an online class.
http://www.albion.com/netiquette/corerules.html

Additional Policy Information
Northwest Missouri State University house all University specific policies at the website within the University Policy Library https://www.nwmissouri.edu/policies/. Students may conduct a policy search in this area or click on a specific category of the policy. The following are only a few of those policies referenced. While the nursing program has made efforts to align policies with the institution there have been some areas identified where program requirements exceed college policies. Table 2 presents additional information about differences between university, graduate school, and nursing program polices.

<table>
<thead>
<tr>
<th>University Policy</th>
<th>Nursing policy</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Requirements <a href="https://online.nwmissouri.edu/admissions.aspx">https://online.nwmissouri.edu/admissions.aspx</a></td>
<td>We follow the graduate school/Northwest Online admission guidelines. We have set additional requirements based on gpa and nursing licensure.</td>
<td>The admission requirements for the nursing program have a set gpa, and we offer a conditional admission option.</td>
</tr>
</tbody>
</table>

Revised June 2020
The MSN program requires an unencumbered RN nursing license.

<table>
<thead>
<tr>
<th>Health Form</th>
<th><a href="https://www.nwmissouri.edu/wellness/PDF/HealthForm.pdf">https://www.nwmissouri.edu/wellness/PDF/HealthForm.pdf</a></th>
<th>Additionally, if the student has a scheduled experiential learning experience with a healthcare facility, the student must meet the guidelines set by the organization regarding immunization requirements and health documentation.</th>
<th>In order for students to participate in experiential learning experiences in facilities, they must meet requirements of healthcare organizations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to enrollment, students are required to comply with certain health requirements, including:</td>
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<tr>
<td>➢ Completion of a Health History Form (required for all students)</td>
<td></td>
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<tr>
<td>➢ Measles, Mumps, and Rubella (MMR) Requirement (required for all students except online only students and dual-enrolled students)</td>
<td></td>
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<tr>
<td>➢ Meningococcal Conjugate (MCV4) Vaccine Requirement (required for students living on campus or in Greek Life Chapter Houses)</td>
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<tr>
<td>➢ Tuberculosis Testing (required for first-time students who are foreign-born, or any students, domestic or foreign-born, who have spent more than three weeks outside the U.S., and/or have a known exposure to tuberculosis)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><a href="http://nwmissouri.smartcatalogiq.com/2019-2020/Graduate-Catalog/Resources-and-Services/Wellness-Services">http://nwmissouri.smartcatalogiq.com/2019-2020/Graduate-Catalog/Resources-and-Services/Wellness-Services</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confidentiality (HIPAA &amp; FERPA Agreements) No policy</td>
<td>Students will be required to sign a Confidentiality Agreement per nursing program policy.</td>
<td>During Experiential learning experiences, students may encounter protected personal health information, student educational information, and/or confidential organizational data. Students may be required to sign additional HiPAA and/or FERPA agreements per organizational policy.</td>
<td></td>
</tr>
<tr>
<td>Policy change communication</td>
<td><a href="https://www.nwmissouri.edu/policies/operations/Policy-on-Policies.pdf">https://www.nwmissouri.edu/policies/operations/Policy-on-Policies.pdf</a></td>
<td>Policy changes within the MSN program will be communicated to students within 30 days of the policy implementation.</td>
<td>There is not a set communication timeline within the University policy.</td>
</tr>
<tr>
<td>Background and drug screening</td>
<td>Students may be asked to complete a background check and drug screening</td>
<td></td>
<td>In order for students to</td>
</tr>
<tr>
<td><strong>No background or drug screening policy in place</strong></td>
<td>prior to an experiential learning experience per facility request. The nursing program has access to Castlebranch at the student’s request.</td>
<td>participate in experiential learning experiences in facilities, they must meet requirements of healthcare organizations.</td>
<td></td>
</tr>
<tr>
<td>---</td>
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</tr>
</tbody>
</table>
| **RN Licensure**  
**No policy** | Students must submit their RN license number for program for verification through Nursys database. This is to ensure their license is unencumbered and valid in their state of practice. Students are required to provide this information upon application to program, when they start their track courses, and before beginning capstone course. Students are to notify the program if their license becomes encumbered. | No policy at the University is in place, but is required for the MSN program. |
| **Textbook Rental program**  
https://www.nwmissouri.edu/policies/student/Textbook-Rental-Program.pdf | No policy. | Students in the MSN program are not included in the textbook rental policy because they are not charged that student fee. |
| **Student Health-Clinic Services**  
[https://www.nwmissouri.edu/studentaffairs/PDF/StudentHandbook.pdf](https://www.nwmissouri.edu/studentaffairs/PDF/StudentHandbook.pdf)  
p. 25 of the student handbook | No policy. | Students in the MSN program are not able to access student health clinic services because they are not charged that student fee. |

**Graduation**

- Complete the Graduation Application online in CatPAWs. This application is required within the first three weeks of each term or as directed by your advisor.
- Contact your capstone advisor to arrange for your final Capstone Project/Portfolio Presentation. Your advisor will notify you with specific date and time that assessment/presentation is due.
- Verify your graduation requirements have been met through Degree Audit.
- You will be notified via university e-mail with all information regarding the graduation process and directions to order your cap and gown.
- A one-time graduation fee will be assessed by the Cashiering Office; this fee must be paid even if the student does not participate in the commencement ceremony.
- Capstone Project/Portfolio must be submitted by the department before the last day of the term you plan to graduate.

Revised June 2020
**Northwest Student Involvement**

As an online student, we want you to be aware of the role you play at Northwest Missouri State University. We encourage you to be as active in student life at Northwest as you desire. We have included a link to the student calendar for any upcoming events or important dates [Northwest Missouri State University Calendar](#).

We encourage you to attend Northwest athletic and performing arts events if you are close to campus.

We also encourage students to be involved in student governance. Here is a link to the Northwest website to find out more. [Student Senate](#). Although student senate meets on the Northwest campus, you will have access to the recorded senate meetings at their Facebook page [Northwest Senate Facebook page](#). This information is also accessible in your Northwest Nursing Canvas course.

**Nursing Program Involvement**

**Nursing Program Meetings:**
The nursing program holds monthly department meetings. Students are welcome to send agenda items to a member of the nursing faculty and staff. Students can request to attend the program meetings to obtain information. Meeting minutes of the program meetings will be shared with students with the redaction of personal student information on the Northwest Nursing Canvas course.

**Advisory Committee Meetings:**
The nursing program also holds advisory committee meetings with members of various healthcare and educational institutions three times a year (July, November, and March). All students are invited to participate in these meetings; however, if students are unable to attend, minutes will be placed in the Northwest Nursing Canvas course.

**QI Team:**
As a student in the MSN program, you are a member of the nursing programs continuous quality improvement team! As nurses, you should understand the importance of continuous quality improvement (CQI), this element of CQI also exists within nursing education. Throughout your time at Northwest, you will be asked to suggest a quality improvement initiative for the program. We want to hear from students on what we can do better. Students will share their ideas with the faculty and staff regarding quality improvement ideas in the Northwest Nursing Canvas course.

As you progress through your courses take note of what could have helped you along your journey. We seek to be the best nursing program nationwide; however, we must have your help to accomplish this goal! The nursing program utilizes the P-D-S-A model to aid in quality improvement initiatives. Updates to quality improvement initiatives will be posted in the Northwest Nursing Canvas course.

Revised June 2020
Follow Us on Social Media

Northwest Nursing Program on Facebook: https://www.facebook.com/NWMSUNursing/
Northwest Nursing on Twitter: https://twitter.com/NWMSUNursing
School of Health Science and Wellness on Facebook: https://www.facebook.com/nwmsuhsaw/
Northwest Facebook: https://www.facebook.com/nwmissouri/
Northwest Instagram: nwmostate
Northwest Twitter: https://twitter.com/NWMOSTATE

References


Revised June 2020
Verification of Understanding

I, _________________________________________________, hereby certify that I have read the MSN Student Nursing Handbook and Graduate Catalog for the academic year of 2020-2021. I realize my signature indicates that I understand that I am responsible for and will be held accountable to the standards, policies, and guidelines therein. I understand the process and have had the opportunity to ask questions for clarification. Failure to comply with the policies/guidelines may result in disciplinary action and/or dismissal from the program.

_______________________________________________                _____________________
Applicant Signature                                                                                                            Date

RN License Number:_______________________________

State Issued:_____________________________________

**You may use a digital signature but the signature sheet must be submitted to your MSN nursing e-lounge by the end of your first week of course work

Revised June 2020
Appendix A - Confidentiality Agreement

Confidentiality Agreement

Students enrolled at Northwest Missouri State University Nursing Program may encounter health Protected Health Information (PHI) protected by the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) through various sources including, but not limited to, interoffice communications, data or software maintenance, electronic media, verbal interactions, health plan claims, student records, or medical records.

PHI includes medical records, student records, and financial or billing information relating to a patient’s or student’s past, present or future mental or physical condition; or past, present or future provision of healthcare; or past present or future payment for provision of healthcare and contains any of the following identifiers that may be used to identify the patient or student in relation to PHI.

- Names
- Geographic subdivisions smaller than a state
- Telephone/fax numbers
- E-mail addresses
- Social Security Numbers
- Medical Record Numbers
- Health plan beneficiary numbers
- Account numbers
- All elements of dates related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89
- Certificate/license numbers
- Vehicle identifiers and serial numbers including license numbers
- Device identifiers/ serial numbers
- Web Universal Resource Locators (URLs), Internet Protocol (IP address number)
- Biometric identifier (voice, finger prints)
- Full face photo image
- Any other unique identifying number, characteristic, or code

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the confidentiality of student education information. Protected education information are those records that are directly related to a student that are maintained by an educational institution or by a party acting for the institution. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. As a student it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this Federal law.

- You must not, under any circumstances, release to any person(s) information about a student, unless your position specifically requires you to do so. You must refer any requests for information about a student to your supervisor to ensure that you do not violate FERPA.

- You must not release any information about a student unless authorized to do so by your supervisor.

Revised June 2020
You must avoid acquiring student record information that you do not need to do your job, nor should you disclose/release information about students that you may have learned while performing your job. Even a minor disclosure of information may be a violation.

I understand that Northwest Missouri State University and its affiliated organizations have a legal and ethical responsibility to maintain and protect the privacy and confidentiality of protected health information (PHI) and protected education information to safeguard the privacy of patients, students, Northwest Missouri State University and its affiliated organizations’ information. In addition, I understand that during the course of my affiliation as a student at Northwest Missouri State University and its affiliated organizations, I may see or hear other Confidential Information such as financial data and operational information that Northwest Missouri State University and its affiliated organizations are obligated to maintain as confidential.

Students with access to such information shall not discuss, disclose, or give access to confidential health information except as needed to perform an essential student function or to those having a legal right to such information. They must further agree to access, use and disclose only the minimum protected health information and/or education information necessary to perform student functions and to follow the HIPAA and FERPA covered entity’s policies and procedures that address the technical, physical and administrative safeguarding and security of protected health and education information. Any breach of confidentiality in violation of the HIPAA and FERPA covered entity’s policies, professional standards, or state and federal laws and regulations governing protected health and education information, may result in applicable sanctions and/or university disciplinary action against the responsible student.

By signing below, I certify that I am aware of the HIPAA and FERPA Privacy Regulations and that I will abide by the HIPAA and FERPA covered entity’s policies and procedures to ensure appropriate confidentiality and security of the health and education information that I encounter to perform student functions.

Student’s Signature __________________________________________________
Print name ___________________________________________________________
Date _________________________________