

MONMOUTH UNIVERSITY
MARJORIE K. UNTERBERG
SCHOOL OF NURSING AND HEALTH STUDIES
Department of Nursing
MSN STUDENT HANDBOOK
2023 - 2024

Office of the Dean

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Dear Graduate Nursing Student:

Welcome to the Marjorie K. Unterberg School of Nursing and Health Studies at Monmouth University!

Our expert faculty team is here to provide you with an excellent, personalized, and transformational educational experience with strong support from our dedicated administrators and staff. We are excited to offer you immersive learning, scholarship, and service opportunities that will enrich your nursing studies.

The Department of Nursing MSN Student Handbook includes program specific information and resources to supplement the Monmouth University Undergraduate and Graduate Catalogs as well as the University Student Handbook. This handbook serves as a guide for your academic journey at Monmouth University. We ask that you familiarize yourself with its content and abide by the program, school, and university policies.

Please do not hesitate to contact your Academic Advisor, Track Coordinator, MSN Program Director, or the Chair for an appointment if you have any questions, feedback, or concerns. I am also available to assist you if needed.

Thank you for choosing Monmouth University! I wish you much success during your academic journey with us as we learn and grow together.

Sincerely,

A handwritten signature in black ink, appearing to read "Shannon N. Clifford". The signature is stylized with a large, looped "S" and a distinct "C" at the end.

Shannon N. Clifford

Acting Dean

Associate Dean

Marjorie K. Unterberg School of Nursing and Health Studies

Email: scliffor@monmouth.edu

Dear Graduate Nursing Student,

Congratulations!

Thank you for choosing Monmouth University!

I imagine you are excited and a bit nervous. I encourage you – focus on the excitement. The world needs you – a person dedicated to advancing education to grow and reach their potential for leading nursing care for people in a diverse world.

This Department of Nursing Student Handbook includes program specific information and resources to supplement the Monmouth University Undergraduate Catalog Graduate Catalog, as well as the University Student Handbook. An essential element – in both practice and formal education - is owning your responsibility to familiarize yourself with these handbooks and catalogs so that you know how to abide by the policies of the program, school, and university. To support your success, become familiar with the *many resources available*.

Expert faculty committed to lifelong learning, along with support from dedicated administrators and staff, will provide you with a transformational educational experience. All are excited to offer you experiential learning, scholarship, and service opportunities that will prepare you to complete your graduate education and successfully pass future certification exams. More importantly, your learning will transform you into a person prepared to address the health care needs of individuals, families and populations in an increasingly complex interdependent world during a time of ongoing crisis in nursing and in health care. The skill of being able to navigate uncertainty has never been more essential.

If you have questions, feedback, concerns or compliments - do not hesitate to professionally communicate – first, contact faculty who teach your courses and your Academic Advisor. They are your first line of support. In the rare case that they are not able to link you to the resources you need for success, I am available.

I wish you much success during your academic journey with us as we learn and grow together.



Annemarie Dowling-Castronovo, PhD, RN, GNP-BC, ACHPN, FNAP
Professor, Chair
Department of Nursing
adowling@monmouth.edu

History of the School

- 1943- Monmouth Junior College offers pre-clinical training to nursing students in cooperation with the Monmouth Memorial School of Nursing (now Monmouth Medical Center) and the Ann May School of Nursing at Fitkin Memorial Hospital (now Jersey Shore University Medical Center).
- 1981- Monmouth College establishes upper division BSN program beginning with a faculty of three overseeing a cohort of 72 nursing students.
- 1985- RN to BSN program receives accreditation by the National League for Nursing (NLN).
- 1993- RN to BSN program reaccredited by NLN.
- 1995- The MSN program launched to meet the advanced education needs of experience nurses.
- 1998- Twenty students graduate from the first MSN class.
- 1998- The Department of Nursing becomes the Marjorie K. Unterberg School of Nursing and Health Studies. The school was named in honor of Marjorie K. Unterberg, a longtime advocate for nursing, namesake of the Unterberg Center for Nursing Excellence at Monmouth Medical Center, and former member of the Nursing Advisor Committee at Monmouth University.
- 2000- New Jersey Board of Nursing grants accreditation based on a site visit in October 1999.
- 2000- Monmouth University offers a Master's of Science in Nursing (MSN) with a concentration in forensic nursing and a post baccalaureate certificate in forensic nursing. Monmouth University becomes the first institution in New Jersey to offer the concentration.
- 2005- BSN and MSN programs reaccredited by CCNE.
- 2008- Health Studies major added to undergraduate curriculum of Marjorie K. Unterberg School of Nursing and Health Studies. Health Studies and Physical Education and HE/PE with an education endorsement followed a year later.
- 2009- Dr. Marilyn Lauria, founding Dean of the Marjorie K. Unterberg School of Nursing and Health Studies retires after a 28-year career at Monmouth University
- 2011- Doctor of Nursing Practice students begin classes under the leadership of Dean Janet Mahoney and inaugural Director of the DNP program Dr. Barbara Johnston.
- 2012- The School celebrates our 30th Anniversary (1981 – 2011).
- 2012- Commission on Collegiate Nursing Education accredits DNP program for the initial full five years.
- 2012- Pre-Licensure Bachelor of Science in Nursing degree started – inaugural class of 24 students.
- 2013- First class of seven DNP students graduate.
- 2014- The Accreditation Review Commission on Education for the Physician Assistant [ARC-PA] granted Accreditation- Provisional status to the Monmouth University Physician Assistant Program (2013). Master of Science Physician Assistant started – inaugural class of 17 students.

- 2015- Commission on Collegiate Nursing Education reaccredits the BSN, MSN, and Post Graduate APRN Certificate Programs for the full 10 years.
- 2017- Commission on Collegiate Nursing Education site visit for the DNP program. All four standards were met. Reaccreditation for the full 10 years.
- 2017- Physician Assistant graduated their 1st class with 19 students. 100% pass rate PANCE.
- 2018- PL-BSN graduated their 1st class with 19 students. 18/19 students passed NCLEX on first attempt.
- 2018- Physician Assistant graduate their 2nd class with 25 students. 100% pass rate PANCE.
- 2018 2018New Jersey Board of Nursing grants accreditation for full 8 years.
- 2019- PL BSN graduated their 2nd class with 28 students.
- 2019- DNP graduated largest class of 14 students in May and 1 student in summer 2019.
- 2021- Occupational Therapy Program inaugural class started in the Fall of 2021.
- 2023- Occupational Therapy program granted Preaccreditation Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). First class expected to graduate in spring 2024.

NURSING RESOURCES

Nursing students at Monmouth University need to abide by the current policies and guidelines of the University and the Department of Nursing. Policies and guidelines that are presented in the MSN Nursing Student Handbook, Undergraduate and Graduate catalogs, and University Student Handbook may change with each academic year. It is the student's responsibility to review the Nursing Student Handbook. The document is located online under the heading "Student Resources."

The Student Nursing Handbook website location is noted in all nursing syllabi and presented to students the first day of class: <https://www.monmouth.edu/school-of-nursing-health/student-resources>

The website for the Graduate catalogs, and the University Student Handbooks are listed below for your convenience:

<https://www.monmouth.edu/student-handbook>

<https://catalog.monmouth.edu/graduate-catalog>

The Baccalaureate degree program in nursing/Master's degree program in nursing/Doctor of Nursing Practice program and post-graduate APRN certificate programs at Monmouth University are accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

The address for the Commission on Collegiate Nursing Education is 655 K St., NW, Suite 750, Washington, DC 20001, 202-887-6791.



AMERICAN NURSES ASSOCIATION: CODE OF ETHICS FOR NURSES

American Nurses Association. *Code of Ethics for Nurses with Interpretive Statements*. Silver Spring, MD. 2015.
<https://www.nursingworld.org/coe-view-only>

MISSION STATEMENT OF MONMOUTH UNIVERSITY

Monmouth University is an independent, comprehensive institution of higher education committed to excellence and integrity in teaching, scholarship, and service. Through its offerings in liberal arts, science, and professional programs, Monmouth University educates and prepares students to realize their potential as leaders and to become engaged citizens in a diverse and increasingly interdependent world.

DEPARTMENT OF NURSING MISSION

The mission of The Department of Nursing of the Marjorie K. Unterberg School of Nursing and Health Studies is to provide high-quality baccalaureate and graduate education programs to a diverse student population for the development of potential nurse leaders. Graduates are committed to lifelong service to the nursing profession and prepared to enhance the quality of life for individuals, families, diverse groups, and the community in a global and increasingly interdependent society.

DEPARTMENT OF NURSING PHILOSOPHY

The Department of Nursing reflects in its philosophy the mission of Monmouth University: to provide a learning process and environment that enables baccalaureate and graduate students to realize their full potential and to enhance wellness and the quality of life for individuals, families, diverse groups, and the community in a global and increasingly interdependent society.

The faculty believes nursing is a learned profession with a unique body of knowledge. Nursing is not only a science arrived through scientific research but also an art that reflects the performance of skilled tasks and human interaction. Such breadth of professional knowledgeable can only be attained with the system of higher education.

Education for nursing is visionary and future-oriented yet sufficiently realistic to provide students with an opportunity to develop justifiable confidence in their intellectual and clinical proficiency in nursing. This preparation can occur only within an environment that allows for individual differences and fosters personal integration, healthy self-esteem, vital social awareness, enjoyment of leisure, and a sense of commitment to the attitudes and values of the nursing profession.

The Department of Nursing believes that the Monmouth University graduate programs in nursing prepare the graduate for advanced nursing practice and extend the values of autonomy, leadership, and professionalism that are stressed in the undergraduate nursing program to the nurse prepared at the graduate level. The function of the graduate is to promote, restore, and maintain health and/or allow for a peaceful, dignified death.

Professional nursing is an art and science that is concerned with human health and welfare. Nurses act individually and collaboratively by motivating persons to value health, promoting social change, and advocating for those in need.

GRADUATE PROGRAM

The graduate program in the Marjorie K. Unterberg School of Nursing and Health Studies builds upon baccalaureate competencies and provides a structure for the organization and synthesis of expanded and enhanced nursing knowledge for the selection of appropriate learning experiences to prepare the student for advanced nursing practice. This preparation enables the Master's prepared graduate to meet the demands of increased complexity of patient care and provide quality and safety for the consumer in all settings where nursing leadership is needed

The graduate program is composed of three major areas of study: 1) a graduate nursing core that provides the theoretical and research foundation necessary for advanced nursing practice, 2) a concentration that provides the student with the skills necessary to have a positive impact on health care, and 3) detailed study and practice in the selected track.

THE ESSENTIALS OF MASTER'S EDUCATION IN NURSING (AACN, 2011)

- I. Background for Practice from Sciences and Humanities
- II. Organizational and Systems Leadership
- III. Quality Improvement and Safety
- IV. Translating and Integrating Scholarship into Practice
- V. Informatics and Healthcare Technologies
- VI. Health Policy and Advocacy
- VII. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
- VIII. Clinical Prevention and Population Health for Improving Health
- IX. Master's-Level Nursing Practice

AACN ESSENTIALS: CORE COMPETENCIES FOR PROFESSIONAL NURSING EDUCATION (AACN, 2021)

1. Knowledge for Nursing Practice
2. Person-Centered Care
3. Population Health
4. Scholarship for Nursing Practice
5. Quality and Safety
6. Interprofessional Partnerships
7. Systems-Based Practice
8. Information and Healthcare Technologies
9. Professionalism
10. Personal, Professional, and Leadership Development

GRADUATE PROGRAM OUTCOMES

The graduate program objectives are an intensification of the BSN objectives and call for a higher level of performance appropriate for advanced nursing practice. They are:

At the conclusion of the master's program, the graduate will be able to:

1. Synthesize knowledge from the graduate nursing core, concentration and specialty areas as a basis for advanced nursing practice. (Essentials I and IX)

2. Link theory, research, and clinical practice to promote, maintain and/or restore optimum health and wellness across the lifespan to diverse individuals, families, groups, and communities in a variety of settings. (Essentials IV and VIII)
3. Assume leadership roles, in their specialty, as appropriate for advanced nursing practice and as a member of the interdisciplinary care team. (Essentials II and VII)
4. Apply critical thinking strategies, advanced assessment, ethical decision making and advanced communication skills to develop, implement and evaluate interventions and/or management strategies that improve health outcomes. (Essentials VII and IX)
5. Contribute to improvements in the quality and safety of health care systems within the context of historical, political, and economic forces. (Essentials III and VI)
6. Integrate information technology in care management, collaboration, education, and decision- making. (Essential V)

GRADUATE STUDENT OUTCOMES

1. One hundred percent of graduating students demonstrate synthesis of knowledge from the graduate nursing core, concentration, and specialty areas as a basis for advanced nursing practice. (Essential I)
2. One hundred percent of graduating students link theory, research and clinical practice to promote, maintain and/or restore optimum health and wellness across the lifespan to diverse individuals, families, groups, and communities in a variety of settings. (Essential IV)
3. One hundred percent of graduating students assume leadership roles, in their specialty, as appropriate for advanced nursing practice and as a member of the interdisciplinary care team. (Essentials II and VII)
4. One hundred percent of graduating students apply critical thinking strategies, advanced assessment, ethical decision making and advanced communication skills to develop, implement and evaluate interventions and/or management strategies that improve health outcomes. (Essential VIII)
5. One hundred percent of graduating students contribute to improvements in the quality and safety of health care systems within the context of historical, political, and economic forces. (Essentials III and VI)
6. One hundred percent of graduating students integrate information technology in care management, collaboration, education, and decision-making. (Essential V)
7. One hundred percent of graduates will take the appropriate certification exam within one year (Essential IX)
8. Eighty percent of graduates who take the advanced practice certification in their specialty will pass the examination. (Essential IX)
9. Seventy-five percent of graduates from the MSN program will be employed as an advanced nursing practice nurse within 12 months of graduation. (Essential IX)

REQUIREMENTS

Master of Science in Nursing Programs

Tracks that specialize in Adult-Gerontological Primary Care Nurse Practitioner, Family Nurse Practitioner, Psychiatric and Mental Health Nurse Practitioner, Forensic Nursing, Nursing Education, and School Nursing.

Note: Forensic Nursing; School Nursing; School Nursing (Non-Instructional), and Bridge Programs are not admitting new students.

To be considered for admission, students must submit an application to Monmouth University along with a \$50 application fee, and provide the following:

- Possession of a BSN from an accredited program, with a minimum 3.0 GPA
- A personal statement (one to two pages) outlining professional goals
- Curriculum Vitae indicating clinical experience
- Two letters of recommendation
- One year of work experience as a registered professional nurse
 - o APN Students: Employed as a registered professional nurse and one year of nursing experience relevant to the enrolled track before beginning the track-specific didactic and practicum courses
- A Baccalaureate-level course in health assessment
 - o An appropriate continuing education course may be substituted at the Program Director's discretion
- A current New Jersey RN license
- Proof of current \$1,000,000/\$3,000,000 liability malpractice policy

Post-Master's Nursing Certificate Programs

Adult-Gerontological Primary Care Nurse Practitioner, Family Nurse Practitioner, Psychiatric and Mental Health Nurse Practitioner Post-Master's Certificate Programs

- Possession of a MSN from an accredited program, with a minimum 3.0 GPA
- A personal statement (one to two pages) outlining professional goals
- Curriculum Vitae indicating clinical experience
- Two letters of recommendation
- One year of work experience as a registered professional nurse
 - o APN Students: Employed as a registered professional nurse and one year of nursing experience relevant to the enrolled track before beginning the track-specific didactic and practicum courses
- A current New Jersey RN license
- Proof of current \$1,000,000 to \$3,000,000 liability and malpractice policy

Professionalism

All students are expected to maintain membership in the American Nurses Association (ANA)/New Jersey State Nurses Association (NJSNA) and/or New Jersey League of Nursing (NJLN). All students are expected to become active members of the Monmouth University Professional Nurses Association (MUPNA). Membership into MUPNA is automatic upon acceptance into the nursing program. See [MUPNA Bylaws](#).

Graduate Nursing students are encouraged to join national associations related to their practice specialization (i.e. American Organization for Nursing Leadership, American Association of Nurse Practitioners, Gerontological Advanced Practice Nurses Association, National Association of School Nurses, etc.).

Attendance

- Students are expected to attend all classes.
- Students should not plan to take vacations during the semester.

GRADUATE AND CERTIFICATE CURRICULA

M.S.N. Nursing – Adult-Gerontological Primary Care Nurse Practitioner

<https://catalog.monmouth.edu/graduate-catalog/marjorie-k-unterberg-nursing-health-studies/adult-gerontological-primary-care-nurse-practitioner-msn>

Post-Master's Certificate – Adult-Gerontological Primary Care Nurse Practitioner

<https://catalog.monmouth.edu/graduate-catalog/marjorie-k-unterberg-nursing-health-studies/adult-gerontological-primary-care-nurse-practitioner-post-masters-certificate>

M.S.N. Nursing – Family Nurse Practitioner

<https://catalog.monmouth.edu/graduate-catalog/marjorie-k-unterberg-nursing-health-studies/family-nurse-practitioner-msn>

Post-Master's Certificate – Family Nurse Practitioner

<https://catalog.monmouth.edu/graduate-catalog/marjorie-k-unterberg-nursing-health-studies/family-nurse-practitioner-post-masters-certificate>

M.S.N. Nursing – Psychiatric and Mental Health Nurse Practitioner

<https://catalog.monmouth.edu/graduate-catalog/marjorie-k-unterberg-nursing-health-studies/psychiatric-mental-health-nurse-practitioner-msn>

Post-Master's Certificate – Psychiatric and Mental Health Nurse Practitioner

<https://catalog.monmouth.edu/graduate-catalog/marjorie-k-unterberg-nursing-health-studies/psychiatric-mental-health-nurse-practitioner-post-masters-certificate>

M.S.N. Nursing – Nursing Education

<https://catalog.monmouth.edu/graduate-catalog/marjorie-k-unterberg-nursing-health-studies/nursing-education-msn>

M.S.N. Nursing – School Nursing for Certified School Nurses

<https://www.monmouth.edu/graduate/ms-nursing/school-nurse-program>
<https://www.monmouth.edu/registrar/documents/m-s-n-school-nursing-certified-nu-sch-cert-msn.pdf>

Nursing – School Nursing for Non-Certified School Nurses

<https://www.monmouth.edu/graduate/ms-nursing/school-nurse-program>
<https://www.monmouth.edu/registrar/documents/m-s-n-school-nursing-track-non-certified-2.pdf>

Graduate Endorsement – School Nursing

<https://catalog.monmouth.edu/graduate-catalog/marjorie-k-unterberg-nursing-health-studies/school-nursing-graduate-endorsement>

Graduate Endorsement – School Nursing Non-Instructional

<https://catalog.monmouth.edu/graduate-catalog/marjorie-k-unterberg-nursing-health-studies/school-nursing-non-instructional-graduate-endorsement>

M.S.N. Nursing – Forensics

<https://www.monmouth.edu/graduate/ms-nursing/forensic-nursing>

<https://www.monmouth.edu/registrar/documents/m-s-n-forensic-nursing-track-nu-fo-msn.pdf>

Graduate Certificate – Forensic Nursing

<https://www.monmouth.edu/graduate/ms-nursing/forensic-nursing>

<https://www.monmouth.edu/registrar/documents/forensic-nursing-nu-fo-gr-c.pdf>

Academic Standing:

A grade of “B” or better in each Master of Science in Nursing course is required to satisfy the course work in the curriculum. The student who earns less than a ‘B’ in a course will be allowed to repeat that course only once. Two grades below a ‘B’ in any individual course or two grades below ‘B’ in different courses will be grounds for dismissal from the program. If a student is required to repeat a course for academic reasons, a formal request to repeat the course and continue in the program should be filed with the director of the program or designee. If a student earns less than a ‘B’ in a repeated course, the student will be academically dismissed from the program. A student in a Master of Science in Nursing program is required to maintain a minimum cumulative average of 3.00 during the program and meet all other academic standards of Graduate Studies.

[See Course Catalog for Detailed Course Descriptions](#)

Expectations for Practice

Graduate students must complete the required clinical hours by the end of each semester in order to progress to the next didactic course and/or practicum. A 14-week semester is followed. Please plan work and personal schedules accordingly to meet the required clinical hours in each track. All practicum hours must be completed within the time frame of the course.

Any graduate student doing poorly in a clinical course will be advised of the deficiency by the course faculty. Failure to meet course competencies will result in a failing grade.

All graduate nursing tracks at Monmouth University have a required practicum. The practicum consists of time spent each week working with an experienced preceptor. Practicum experiences should be arranged to accommodate both the preceptor and student schedules. All practicum hours must be completed and logged within the time frame of the course. A log of activities must be kept by the student and submitted electronically in Exxat and eCampus. Logs are reviewed at set intervals by the faculty. Practicum may not be carried out in the same department or unit in which a student is employed. The rationale is to promote the educational experience of the student and to avoid conflicts of interest. There are various settings in which the practicum for clinical tracks may be arranged.

The student is responsible for finding their own clinical preceptors. The Coordinator of Clinical Placements may assist students who are experiencing difficulties with finding preceptors. However, it is the students' responsibility to secure a preceptor. Once the student has identified their preceptor, they must submit the appropriate documentations to the Coordinator of Clinical Placements. The process is time sensitive. Students must adhere to all due dates for the submission of all paperwork. If all required paperwork is not submitted and approved at least two weeks prior to the start of the course, the student will be dropped from the course. Students who do not secure a clinical site must drop the corresponding didactic and clinical course. The Coordinator of Clinical Placements, updates both the faculty and the student on the status of the application.

Students should register for the course as soon as registration opens. Delayed registration may lead to insufficient time for processing required documentation for practicum experiences.

If for any reason a student who has registered for the clinical practicum drops the course, it is the responsibility of the student to immediately notify by communicating in a single email to the following professionals:

- Clinical Placement Coordinator
- Academic advisor
- APN Track Coordinator
- Clinical practicum preceptor
- Course faculty

Frequently Asked Questions about the Practicum Experience

Who can be a preceptor?

All preceptors must be approved by the MSN Program Director or designee. The following are the Graduate Nursing Preceptor Criteria:

Nurse Practitioner Track

- Nurse preceptor for APN tracks – Currently nationally certified nurse practitioner in related area or certified nurse midwife with at least one year of clinical experience. Master's degree in nursing required.
- Physician preceptor – Board certified or eligible in area of practice with at least one year of clinical experience.

Psychiatric and Mental Health Nurse Practitioner Track

- Preceptor must be currently certified Psychiatric Mental Health APN or a psychiatrist. Must prescribe medications. Social workers or psychologists are not able to serve as preceptors.
- Physician preceptor – Board certified eligible in area of practice with at least one year of clinical experience.

Nurse Educator

- Nurse educator with at least one year of experience as a nurse educator. Master's degree in nursing required.

School Nurse Track

- Certified School Nurse with at least one year of experience as a school nurse. Master's degree preferred.

Forensic Nurse Track

- Forensic nurse or other appropriate professional with at least one year of experience in a forensic specialization role. Master's degree preferred.

The responsibilities of the preceptor are as follows:

- Identify the clinical objectives for the experience as found in the syllabus.
- Discuss experiences and the student's progress with both the student and instructor/clinical supervisor/faculty at regular intervals during the semester with documentation.
- Provide a written evaluation for the student at mid-semester and final evaluation periods.
- Note days and hours of availability mutually convenient for preceptor and student.

Students are expected to spend the designated time with the preceptor. Allocated expectations for weekly practicum hours are identified in each course syllabus.

How many hours do I need to complete?

Family APN Clinical Hour Requirements: Total required hours = 700

In order to graduate and sit for the certification exam, the focus of your practicum hours must be in a primary care clinical site and all required practicum hours must be satisfactorily completed.

Primary Care Practicum (NU 542P) – 200 required primary care clinical hours

APN I (NU 632P) - 200 required primary care clinical hours

APN II (NU 634P) - 200 required primary care clinical hours

Specialty hours - any clinical other than primary care (i.e. ED, urgent care, cardiology, endocrinology etc.) MUST be preapproved by the course faculty before any arrangements can be made and are limited to 100 hours total.

Women's Health content: A minimum of 50 clinical hours related to women's health must be completed. Hours may be completed in a Family Practice, Urgent Care, or an OB/GYN practice. Clinical practice experience can be derived from performing:

- Annual GYN Examinations
- Breast Health
- Sexually Transmitted Infection Clinics/Visits
- Menopause
- Family Planning

Pediatric Clinical Practicum (NU 635P) - 100 clinical hours

Practicum must be in a non-specialty Pediatric practice where both well and sick children will be seen. Specialty hours are limited to 25 and must be approved by the course faculty.

Adult-Gerontological Primary Care APN clinical requirements = 600 clinical hours

In order to graduate and sit for the certification exam, the focus of your practicum hours must be in a primary care clinical site and all required practicum hours must be completed.

Primary Care Practicum (NU 542P) – 200 required primary care clinical hours

APN I (NU 632P) – 200 required primary care clinical hours

APN II (NU 634P) – 200 required primary care clinical hours

Women's Health content: A minimum of 50 clinical hours related to women's health must be completed. Hours may be completed in a Family Practice, Urgent Care, or an OB/GYN practice. Clinical practice experience can be derived from performing:

- Annual GYN Examinations
- Breast Health
- Sexually Transmitted Infection Clinics/Visits
- Menopause
- Family Planning

All specialty hours – any clinical other than primary care (i.e. ED, Urgent Care, Cardiology, Endocrinology, etc.) must be pre-approved by course faculty before any arrangements can be made and are limited to 100 clinical hours total.

Psychiatric and Mental Health APN: a minimum of 600 clinical hours must be completed

- NU 544P – 100 clinical hours – students do admission procedures to psych treatment and begin medication management
- NU 670P – 100 clinical hours – experience with children and adolescents
- NU 672P – 200 clinical hours – experience with young/older adults increased medication management/possible addiction experience
- NU 674P – 200 clinical hours – experience with adults/older adults

Nurse Educator: 90 clinical hours over the course of the semester

School Nursing: The equivalent of one (1) day per week in the school system

Forensic Nursing: 112 hours per semester

Do I need a Name Tag?

Yes, you need to identify yourself. Follow the appropriate dress code for the facility.

CLINICAL EXPERIENCE REQUIREMENT INFORMATION

Clinical requirement information managed in collaboration with Exxat.

University Health Requirements can be found at: <https://www.monmouth.edu/health-services/health-requirements>

- **Immunity Titers:**
 - Mumps, Measles, Rubella
 - Varicella
 - Hepatitis B
 - *Non-immune titers, current booster(s) required*
- **Flu Vaccine**
 - Annual, seasonal flu vaccine is required
 - Students who decline the vaccine must submit a letter
 - **NOTE: Some agencies require students to have a flu vaccine**
- **COVID-19 Vaccination:**
 - Per Monmouth University Health Protocols: <https://www.monmouth.edu/covid-19>
 - **NOTE: Some agencies require students to have COVID-19 vaccination**
- **TB test** results MUST be less than a year before starting clinical.
 - 2-Step PPD, 1-3 weeks apart OR Quantiferon Gold
 - ANNUAL TB UPDATE REQUIRED, 1-Step Mantoux OR Quantiferon Gold
- **Urine drug screening (10 drug panel)**
 - Hackensack Meridian Health & Robert Wood Johnson facilities and practices within one year.
- **FIT Testing**
 - As per clinical agency requirements.
- **Physical Examination**
 - Must be completed less than one year from the start of any clinical rotation.
- **Background check** (Completed by EXXAT)
- **Current copy of all NJ Nursing Board of Nursing License Verification**
- **Current copy of Malpractice Insurance**
 - Malpractice insurance is required for all clinical tracks (minimum required coverage 1M/3M).
 - NP track students (FNP, Adult-Gerontological and Psychiatric and Mental Health) must carry STUDENT NURSE PRACTITIONER MALPRACTICE. Post Master's and DNP students who are NPs must carry NP MALPRACTICE and are not eligible for NP student coverage. All other tracks must have RN MALPRACTICE. All nursing students must carry student nurse malpractice insurance or nursing malpractice insurance specific to their track. Policy limit: \$1,000,000/\$3,000,000
- **Current Physical Examination**

- **Must completed less than a year before starting clinical.**
- **Current copy of American Heart Association (AHA) Healthcare Provider Basic Life Support (BLS)**
 - Healthcare Provider BLS or ACLS Card

Each student may be required to submit additional documentation such as a signed Confidentiality Agreement, proof of COVID-19 vaccination, and/or drug test results with the collaborating organization prior to the practicum. A copy of this agreement will be kept in the student's file. Additionally, a criminal background check must be completed and documented prior to entering clinical practicum for students who will be in physical contact with individuals in clinical settings.

*Clearance requirements are subject to change.

ANNUAL CLEARANCE REMINDER - All clearance requirements must be compliant within Exxat to assure clinical placement. You will be asked to resubmit documents that become outdated. Failure to submit the documents in a timely manner will delay your progression. Students who have outdated documents will **NOT** be able to move forward to the next practicum course. Students are responsible for uploading updated copies **ANNUALLY** of TB screening and flu vaccine; and copies, **AS RENEWED**, including malpractice insurance, nursing license registration and BLS or ACLS.

*******Clinical placement will not be initiated until ALL clinical requirements are received and verified.**

Clinical sites may require additional information, Health Insurance Portability and Accountability Act (HIPAA) training, institution specific orientation, etc..., in which you will be notified by the institution. Failure to perform or provide this information in a timely manner will delay your progression. Students who have outdated documents will **NOT** be able to move forward to the next practicum course.

Submission of Clinical Requirements

All students will receive an invitation to join [Exxat](#). An instructional video is available on the Exxat website. All materials must be uploaded to the platform for review. All clinical requirements are due July 1 each year. **NO EXCEPTIONS.**

Do I need to keep records for the practicum experience?

Yes, you need to keep records of your practicum experience electronically. For example: note the date, time, hours spent with preceptor, type of experience or procedure, number of patients (if applicable), etc. A copy of students' practicum hours will be kept in their electronic folder housed in Exxat. It is students' responsibility to keep accurate records of their clinical experiences.

Important Information for Clinical Placement NP Students

As you journey in this next stage of your educational experience you will need to research a clinical site. All requests must be uploaded to Exxat under "Wishlist". Be sure include the following information:

- Full Name and Degree
- Office Address, telephone number, email, and office contact
- License
- National Certification (APN Preceptors only)
- CV

The field is very competitive as schools from around NJ, NY and PA allow students to do their clinical hours in this geographic area. As we move closer to the beginning of each semester, be sure that your preceptor and clinical site are confirmed. Please discuss with your advisor the required clinical hours. All AGPCNP/FNP, Nurse Education, Psychiatric and Mental Health NP, School Nurse students are clinically placed in New Jersey only.

Students who do not meet the deadline for submission of clinical placement requests to the Wishlist may be dropped from the course. We cannot guarantee completion of the placement process if all paperwork is not submitted by the deadline.

School Nurse Endorsements and MSN

It is important to note some school districts may have entry requirements that differ significantly from University requirements. It is also important to note that in order to obtain your endorsement in School Nursing from the New Jersey Department of Education, you may be required to submit additional information. Some school districts restrict placement opportunities and will not consider an applicant that does not meet their standard for background checks, fingerprinting, health clearances, or drug screening. The School Nurse Program Coordinator will provide, where requested and to the extent possible, information regarding School Nurse Practicum requirements beyond the University standard.

EMPLOYER AND UNIT:

Please Note: in compliance with Monmouth University's Conflict of Interest Policy, students are not permitted to complete any clinical hours at their place of employment.

IMPORTANT

- Students **CANNOT** change their preceptor or site without approval from the Program Director or designee.
- *Students may have no more than two preceptors in any given semester.*
- **Students who do not have an approved preceptor and fully executed contract with the practicum site will be withdrawn for the course and its co-requisite to the start of the semester.**
- Students are expected to begin practicum hours the first week of the semester. All required clinical hours must be completed by the last day of the semester in order to progress in the program.
- Students are expected to attend clinical every week. Students may not frontload or backload hours.
- Students who have not successfully completed prior course work cannot progress in the program.

Policies and General Information

MONMOUTH UNIVERSITY STUDENT EMAIL:

Students are expected to check their student emails frequently as email is the primary method of communication.

To access Monmouth University email, the library's research databases, and computers in campus labs, students must use a "username" and "password."

Your username is your student ID. For example, s0123456.

New students or students needing to retrieve their password, please call 732-923-4600 and follow the prompts to log in to get your password

Accessing your Hawkmial@Live Email System:

1. Browse to <https://www.monmouth.edu/technology/new-to-mu/username-and-password-information>
2. Enter your Monmouth University email address in the User name field
3. Enter your email password in the password field
4. Click Sign In

Guidelines for Standard Precautions

Based on the assumption that all persons be considered infectious for HIV and other blood-borne diseases, the Centers for Disease Control (CDC) recommends that gloves and other appropriate PPE be worn when in contact with all blood and body fluids. In addition, the CDC recommends that other specific isolation procedures appropriate to the situation be observed. Use of standard precautions will be addressed in all clinical nursing courses. <https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

Attendance Policy

Instructors will establish and make known to each class their policy regarding class attendance and participation.

Students who are absent for a scheduled exam must discuss this with the instructor as soon as possible. Makeup exams will be provided at the discretion of the individual instructor. Students should avoid requesting permission to take exams at alternative times, for personal convenience. Due to the nature of the clinical experience, students are expected to attend all practicum experiences. Absence from a clinical experience will be excused only in the case of serious illness or other serious matters. Preceptors and clinical instructors must be notified promptly.

Leave of Absence Policy

A graduate or undergraduate student who intends to be away from the University for a full semester must file a Leave-of-Absence e-form in order to maintain the catalog of record in effect when they began the program. This protects the student from having to fulfill additional courses due to changes in the curriculum initiated after the student began the program. The form must be processed by the conclusion of the drop/add period. Undergraduate programs of study must be completed within eight calendar years, while graduate programs must be completed within five calendar years.

Transfer Credits and Waiver - Graduate

Students can transfer credits from another University if the credits were not used for another degree. Students complete an e-form to request credits be applied to their current program of study. <https://catalog.monmouth.edu/graduate-catalog/graduate-admission/credit-transfer>

Credit by Exam

There may be some occasions when a student can earn credit by examination. First, students will need to talk to their advisor and Chair, and complete the Credit by Exam form. The student must submit the form to the bursar. The student pays for 1/3 of the number of course credits. After payment is made, the student takes the exam, the faculty signs the form, the form goes to the Registrar's Office.

Equal Opportunity Policy

Equal Opportunity, Harassment, and Nondiscrimination Statement

Monmouth University supports equal opportunity in every phase of our operation including recruitment, admission, educational programs, and employment practices of recruitment, hiring, promotion, reclassification, transfer, compensation, benefits, termination, layoff, and return from layoff, social and recreational programs and any other aspects of education or employment. The University does not

discriminate on the basis of race, color, creed, ancestry, national origin, nationality, sex (including pregnancy and sexual harassment), affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, marital status as an individual with a mental or physical disability, including AIDS and HIV-related illnesses or any other protected category under applicable local, state, or federal law. The University also complies with all major federal and state laws and executive orders requiring equal employment opportunity and/or affirmative action.

Monmouth University affirms the right of its faculty, staff, and students to work and learn in an environment free from discrimination and harassment, including sexual harassment, and has developed procedures to be used to resolve discrimination or sexual harassment complaints. A copy of the University-wide policy on discrimination and harassment, including sexual harassment, which describes the procedures for resolving such complaints, may be obtained from the Director of the Office of Equity and Diversity located at: 400 Cedar Avenue, Great Hall, Room 304, West Long Branch, NJ 07764, Phone: (732) 571-7577, Fax: (732) 263-5140.

Additionally, inquiries may be made externally to: Office of Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-1100. Customer Service Hotline Phone: (800) 421-3481, Fax (202) 453-6012, TDD: (877) 521-2172, by E-mail or on their Web site.

Equal Employment Opportunity Commission (EEOC) Web site.

<https://catalog.monmouth.edu/undergraduate-catalog/responsibility-policies-university>

<https://catalog.monmouth.edu/graduate-catalog>

Grading Policy

All students are expected to conform to the School Standards of Professional Behavior included in this handbook. A student who fails to meet the Standards of Professional Behavior may fail a course despite grades earned on exams, papers, etc. The faculty of the School of Nursing and Health Studies at Monmouth University reserves the right to dismiss a student from the program regardless of cumulative grade point index if, in the opinion of the faculty, the student fails to meet acceptable professional standards of behavior.

Course evaluations (grades) for each semester will be based on the objectives stated in the methods of evaluation documented in each course syllabus.

Grading Standards

Graduate

A	95-100	Exceptional performance
A-	90-94	
B+	87-89	Strong performance
B	83-86	
B-	80-82	Poor performance
C+	77-79	
C	73-76	
C-	70-72	
F	Less than 70	

All graduate courses must be completed with a grade of B or better. A student who earns less than a B will be required to repeat the course. Students will be allowed to repeat each course no more than one time. A second grade below a B means the student cannot continue in that program. All practicum courses are pass/fail.

Permission to Take Course at Another Institution

Students who are accepted into the Graduate Program at Monmouth University are expected to complete all remaining course work at Monmouth University. They may not take courses elsewhere for transfer credit without specific PRIOR approval by the graduate Program Director or designee, Chair, and the Dean of the School. Students will need to complete an e-form.

Student Advisement

In order to facilitate student progress through the graduate programs, every student has a nursing faculty member who serves as their advisor. Students are expected to meet with their advisors at least once each semester. In addition, students are urged to meet with their advisors, and/or the Track Coordinator or Program Director or designee during non-registration periods whenever necessary. This is especially important for students who have questions about the transfer of credits or who have a limited time frame to complete the program. Faculty office hours are posted and announced in class. Appointments may be arranged at other times when necessary. Students are urged to review information posted on the School bulletin boards located outside of the school offices and classrooms-for ongoing information. In addition, students are urged to check the School of Nursing and Health Studies website at <https://www.monmouth.edu/school-of-nursing-health>

Students should bring a copy of their academic audit obtained from web advisor with them when meeting with their advisor.

Filing an Application for Graduation Form (Degree Audit)

Filing this form with the Office of Registration and Records will provide the student with an official audit of their status with respect to graduation. It provides confirmation of all courses completed toward the degree, either by transfer or taken at Monmouth. The required fee needs to be paid only once, so it is to the student's advantage to file prior to the student's last year, especially in cases where the transfer of credit is in doubt. Students can review their academic audits at any time by using their WEBadvisor account. To do this, steps are as follows:

1. Go to www.monmouth.edu
2. Click on "Academics"
3. Click on "Web Advisor" and then on "WEBstudent"
4. Look Under the Heading Registration Tools until you find Academic Audit. Click on Academic Audit
5. Follow instructions for entering User ID and Password

Graduation

Only students who have met all requirements for graduation will be able to participate in Commencement. must be completed and submitted to the Registrar's office.

Requirements for Written Work

Students are expected to keep a duplicate copy of all work submitted. Papers and other written work are expected to be of scholarly quality. Papers often constitute a major portion of the

students' course grade and should reflect appropriate learning. This encompasses content, style, format, grammar, spelling, and punctuation. All papers must be typed. APA format is required for all papers. Students are strongly encouraged to access Writing Services. The Writing Services is free of charge: <https://www.monmouth.edu/writing-services>

Nursing Student Academic Grievance Process

For students who are having problems or concerns about academic success, they should first attempt informal resolution by speaking with the faculty involved in hopes of resolving the problem at the level at which it is initiated. If the problem or concern persists, the student may submit a formal complaint to the Department of Nursing Chair in writing detailing the reason for the complaint. A student who is not satisfied with the decision of the Chair may appeal the decision in writing to the Dean of the School of Nursing and Health Studies. The decision of the Dean is final.

Student Complaints about Grades

A student who wishes to file a complaint about a course grade should attempt first to resolve the matter through a discussion with the faculty member who taught the course in question. If the faculty member is unable to resolve the matter, the student may contact the chair in writing, stating the basis of the complaint. Such complaints should be sent to the appropriate department chair within six weeks following the receipt of final grades. A student who is not satisfied with the decision of the department chair may appeal the decision in writing to the dean of the school housing the course. The decision of the academic dean is final.

Monmouth University-Distance Learning

New Jersey is a member state of the National Council for State Authorization Reciprocity Agreements (NC-SARA or SARA) and Monmouth University is approved as a participating institution. Monmouth University-Distance Learning's policy is available at: <https://www.monmouth.edu/distance-learning>. Issues related to distance education may be addressed per the policy available at: <https://www.monmouth.edu/distance-learning/state-information>

Academic Amnesty Policy

See the Graduate Catalog for detailed information.

Library Facilities

Students are expected to familiarize themselves with the holdings of the Monmouth University Library as well as how to utilize the Library's resources to best advantage. Explore the Monmouth University Library Site <https://library.monmouth.edu>.

Lambda Delta Chapter of Sigma Theta Tau

Lambda Delta is the Monmouth University chapter of the nursing honor society, Sigma Theta Tau International.

If not already a member, Graduate students (MSN, DNP) who have completed one quarter of their graduate courses and have a 3.5 or higher grade point average are eligible to apply.

Nursing Scholarships

Nursing scholarships are available based on merit and/or need. Graduate students are eligible to apply for scholarships if they carry a minimum of 3 credits per semester and maintain a 3.0 or better GPA. Graduate assistantships applications are also available.

Graduate Scholars Program

The Graduate Scholars Program is designed to encourage baccalaureate graduates from Monmouth University as well as from other colleges or universities to continue for a master's degree at Monmouth University. A minimum GPA of 3.0 is required. The dollar value of the scholarship increases as a function of the GPA. Students need to take 6 credits per semester. Awards to doctoral students are based on Master's Degree GPA starting at 3.5 and number of credits taken each semester.

STANDARDS OF PROFESSIONAL BEHAVIOR FOR MONMOUTH UNIVERSITY

NURSING MAJORS

I. Demonstrates responsible behavior

- 1.1 Shows punctuality in classroom, clinical assignments, appointments, and conferences.
- 1.2 Practices good health habits.
- 1.3 Dresses and grooms appropriately for professional practice.
- 1.4 Implements principles which maintain a safe environment for clients.
- 1.5 Meets professional goals as well as personal needs.
- 1.6 Takes responsibility for own learning.
- 1.7 Seeks out new learning situations within and beyond assignments.

II. Recognizes their own abilities and limitations

- 2.1 Asks for assistance when necessary.
- 2.2 Consults with appropriate resources.
- 2.3 Accepts criticism.
- 2.4 Uses criticism constructively.
- 2.5 Acknowledges mistakes.
- 2.6 Accepts supervision.

III. Shows sensitivity to human needs

- 3.1 Accepts individual differences (opinions, culture, personality, etc.).
- 3.2 Acts with a positive regard for individuals.
- 3.3 Listens attentively.
- 3.4 Responds within context of discussion.
- 3.5 Works cooperatively with other persons.
- 3.6 Demonstrates tact with other persons.
- 3.7 Practices assertiveness when appropriate.

IV. Demonstrates self-awareness

- 4.1 Identifies the effect of their behavior on the environment.
- 4.2 Evaluates the effect of their behavior on the environment and constructively modifies behavior.
- 4.3 Identifies the effect of the environment on their behavior.
- 4.4 Evaluates the effect of the environment on their behavior.

V. Promotes professional standards of behavior (ethics)

- 5.1 Demonstrates honesty.
- 5.2 Maintains confidentiality.
- 5.3 Promotes ethical behavior for self and others.
- 5.4 Fosters ethical practice in others.
- 5.5 Demonstrates accountability to their client.
- 5.6 Assists client in making informed health care choices.

PLAGIARISM STATEMENT

Nursing

ACADEMIC INTEGRITY

In order to provide a learning process and academic environment that permits students to pursue their educational goals, you are expected to exhibit honesty in this and every class in which you enroll at Monmouth University. Academic dishonesty includes cheating and plagiarism.

Cheating:

1. Submitting, without prior faculty permission, any work that has been submitted in identical or similar form in fulfillment of any other academic requirement at any institution.
2. Copying from someone's test.
3. Submitting material for academic evaluation that has been prepared by another individual or by a commercial agency.
4. Unauthorized collaboration with others on assignments, quizzes and examinations in Traditional, Hybrid and/or On-Line courses.

Plagiarism:

Submitting written material without proper acknowledgement of the source, deliberate attribution to or citation of a fictitious source, or submitting data which have been willfully altered or contrived.

Students cheating, plagiarizing and/or involved in unauthorized collaboration on any assignment, paper or examination will receive a grade of 'F,' with no opportunity to resubmit for partial credit. As per the Academic Dishonesty policy in the Nursing Student Handbook, nursing students may face additional sanctions, up to and including dismissal from the program and the university. Students should refer to the [Student Handbook](#) for guidance related to academic honesty and other relevant policies.

Go to Monmouth University Library website, click on "Get Help", and review the tutorial on plagiarism, <https://library.monmouth.edu/tutorials>.

Academic Honesty

Monmouth University encourages its students to grow intellectually as well as to become responsible citizens in our complex society. To develop their skills and talents, students are asked to conduct research, perform experiments, write papers, work individually, and cooperate in group activities. Academic dishonesty subverts the University's mission and undermines the student's intellectual growth. Dishonesty in such academic practices as assignments, examinations, or other academic work cannot be condoned. A student who submits work that is not original violates the purpose of Monmouth University and may forfeit their right and opportunity to continue at the University.

The University has an obligation as an educational institution to be certain that each student's work is their own. Note that Monmouth University faculty members have access to Turnitin, a Web-based plagiarism-detection resource that compares the text of student papers to an extensive electronic database. This database includes current and archived Internet resources, periodicals, journals and other publications, and past student papers from Monmouth and other educational institutions. All student assignments may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers may be included as source documents in the Turnitin reference database (solely for the purpose of detecting plagiarism of such papers). Faculty are expected to inform students in advance about which assignments will

be checked for originality using Turnitin. Use of the Turnitin service is subject to the Usage Policy posted on the Turnitin site, <https://www.turnitin.com>. And noted on the Graduate Catalog website, <https://catalog.monmouth.edu/graduate-catalog/university/academic-honesty>

APA Format:

Go to the Monmouth University Library website, click on “Get Help”, and review the tutorial on citations, OWL: Purdue Online Writing Lab, <https://library.monmouth.edu/citations>

MONMOUTH UNIVERSITY PROFESSIONAL NURSES ASSOCIATION (MUPNA) - BYLAWS

Handbook reviewed and updated June 2023.