



## **GRADUATE STUDENT HANDBOOK 2022-2023**

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## **NURSING TEAM'S WELCOME**

Welcome to St. Thomas University (STU) School of Nursing. At STU, future nurses are uniquely prepared to be leaders for life!

At STU, each student is a unique, integrated, holistic human being influenced by the complex interaction of biological, psychological, developmental, sociological, economic, and cultural elements as part of a multicultural society.

As a nursing student, you will be challenged to acquire a scientific knowledge base and critical thinking skills in the discipline of nursing, incorporate professional nursing behaviors, develop technical and decision-making skills, embody ethics into your practice, and gain awareness of self and others' value systems as part of STU's faith-based professional education. It will require hard work and commitment on your part, but it will be a remarkable and rewarding journey that you will treasure for a lifetime. We are excited that you have chosen St. Thomas University for that journey. The nursing team is committed to doing everything we can to support your success as we take the journey alongside you.

The School of Nursing Administrative Team and the Faculty wish you a wonderful and blessed academic experience at St. Thomas University.

The Nursing Team

School of Nursing  
16401 NW 37<sup>th</sup> Avenue  
Miami, FL 33054  
(305) 625-6000

### Disclaimer

The St. Thomas University School of Nursing (STUSON) Nursing Student Handbook is updated annually and is not intended to nor does it contain all regulations relating to the students or replace the STU Student Handbook. The information, including policies and procedures, in this Nursing Student Handbook are subject to change and update without notice as necessary by governing authorities and administrative rights. All students are responsible for reading and abiding by the information, policies, and procedures contained in this handbook as well as the STU Student Handbook.

In the event of any change or amendment to the Graduate Nursing Policy, students are able to view it electronically online on the St.

Thomas University website. It is the students' responsibility to review any change and /or amendment in its entirety. Students should seek clarification on any question, concern or point for which they do not understand.

## **History of St. Thomas University's School of Nursing**

In 2003, St. Thomas University (STU) was contacted by the University of Miami regarding the possibility of starting a 2+2 School of Nursing. At that time, the University of Miami wanted to expand its BSN enrollment. With the North Dade Medical Foundation and Florida Blue sponsorship, St. Thomas University launched a collaborative 2+2 School of Nursing with the University of Miami in 2004. Nursing students would do their first two years of core classroom requirements at St. Thomas and then complete their more advanced classwork and clinical rotations at the University of Miami. The University of Miami would award their BSN degree.

By 2009, the university dedicated the Carnival Cruise Lines Science and Technology Building. This building was designed with undergraduate research in mind and had ten laboratories. Capitalizing on the success of the University's STEM programs and STU Summer Research Institute, the University decided to go beyond its 2+2 School of Nursing into a four-year Bachelor of Science Nursing (BSN) program. It was in response to two critical needs identified in the South Florida Community:

- 1) According to the Florida Center for Nursing (2014), over 40% of Florida's nurses are approaching retirement age within the next ten years. They are not being replaced with an increase in young nurses. It is partly due to a lack of School of Nursing s to prepare new nurses; 46,000 applicants nationwide have been turned away from nursing schools because of a lack of educational capacity.
- 2) There is a lack of healthcare parity in South Florida. The Miami-Dade County Department of Health has identified geographical areas with prevention quality indicators that reveal disparity in minority healthcare. The American College of Physicians attributes these gaps to a healthcare workforce that does not reflect the local communities. STU's nursing school graduates will bridge this healthcare divide because of their backgrounds and the comprehensive education they receive through the university's program.

STU's pre-licensure BSN program and the online post-licensure RN to BSN started in spring 2017. Before the BSN program in the spring of 2016, STU launched a Master in Science of Nursing degree specializing in Family Nurse Practitioner. By Fall 2020, STU added the Psychiatric Mental Health Nurse Practitioner Program. The response from the community has been enthusiastic. By Spring 2021, the enrollment in the online post-licensure BSN program has grown tremendously. Enthusiastically STU added the Doctor of Nursing Practice Program by the Fall 2021. Current enrollment in the online School of Nursing consists of 279 RN to BSN students and 228 MSN students. Collaborations have been set up with local hospitals and health centers to provide STU students with the required clinical hours to receive their BSN degrees. Preparing culturally competent nurses who are sensitive to the many ethnic groups in South Florida and who have an in-depth understanding of quality, safe patient care is the STU School of Nursing 's charge.

## PURPOSE OF THE NURSING STUDENT HANDBOOK

This handbook, prepared for undergraduate and graduate students admitted to the School of Nursing, provides specific information about nursing that supplements – but does not replace – St. Thomas University’s Undergraduate and Graduate Catalogs. The associate dean, program directors, and faculty believe that students’ academic and professional goals can be best achieved by having explicit knowledge and understanding of the School of Nursing’s mission, vision, philosophy, policies, regulations, and procedures. Consequently, students are expected to read this handbook, abide by the policies, and be directed by its many features to help them be successful in the nursing major. Students must sign the statement in the back of this handbook acknowledging that they have read and understood its content. This page must be submitted for placement in the student’s permanent record.

## ACCREDITATION

St. Thomas University is accredited by the Southern Association of Colleges and Schools (SACS) to award baccalaureate, master's, law, and doctorate degrees. Feel free to contact the Commission on Colleges for any question regarding the status of St. Thomas University at 1866 Southern Lane, Decatur, GA 30033-4097, (404) 679-4500.  
<http://www.sacscoc.org/pdf/webmemlist.pdf>.

The master's degree program in nursing at St. Thomas University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

## SCOPE OF PRACTICE

### **American Nurses Association (ANA) Code of Ethics for Nurses**

All nursing students at St. Thomas University are accountable to the American Nurses Association (ANA)’s Code of Ethics, and all students are expected to review the ANA’s Code of Ethics for Nurses at this link: [www.nursingworld.org/codeofethics](http://www.nursingworld.org/codeofethics). Students can also refer to:

American Nurses Association (2010). *Guide to the Code of Ethics for Nurses: Interpretive and Application*. Silver Spring, Maryland: Nursebooks.org.

### **American Nurses Association’s Standards of Nursing Practice**

The following standards guide the educational experience of students and the practice of both students and faculty in the School of Nursing at St. Thomas University. For information about the ANA Standards of Nursing Practice, visit the website at [www.nursingworld.org/nursingstandards](http://www.nursingworld.org/nursingstandards). Refer to:

American Nurses Association (2010). *Nursing: Scope and Standards of Practice* (2nd ed.). Silver Spring, Maryland: Nursebooks.org.

The ANA’s Code of Ethics and Standards of Nursing Practice delineate the ethical standards that nurses should be accountable for, which is and is not limited to:

- Respecting patients,
- Safeguarding patients' right to confidentiality and privacy,
- Advocating for safe, ethical, and legal care of all patients, and
- Maintaining their clinical competence

The ANA's Code of Ethics, Standards of Nursing Practice, and ethical behavior also apply to an academic study by nursing through the concept of academic honesty. Nursing students are expected to provide ethical care in a clinical setting, act ethically and professionally as they write and submit papers and assignments, do patient care, and work with peers in group projects.

### **2022-2023 Academic Calendar**

Academic calendars for ST. Thomas University can be accessed at the following link:  
<https://www.stu.edu/Academics/Academic-Calendar>

## SCHOOL OF NURSING CONTACT INFORMATION

### Basic Access Information

School of Nursing  
16401 NW 37<sup>th</sup> Avenue  
Miami, FL 33054  
(305) 625-6000  
[www.stu.edu](http://www.stu.edu)

### Administrative Team Contact Information

#### Chair of College of Health Science and Technology

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#### Master of Science in Nursing, Psychiatric Mental Health Specialization Director

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#### Clinical Coordinator of Graduate Nursing

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**Nursing Information Specialist**

**Ms. Estela San Miguel**

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**Administrative Assistant**

**Ms. Natasha Desir**

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**Email: [ndesir@stu.edu](mailto:ndesir@stu.edu)**



## ST. THOMAS UNIVERSITY OFFICES AND DEPARTMENT CONTACT INFORMATION

### Office of Financial Affairs (Business Office)

Location: Mimi Dooner Hall

Website: <https://www.stu.edu/about-stu/administration/business-office/>

### Office of Academic Enhancement Center

Location: Institute for Workforce Enhancement

Website: [www.stu.edu/testing](http://www.stu.edu/testing)

Phone: (305) 628-6797

### Office of Financial Aid

Location: Mimi Dooner Hall, Room, 101

Website: [www.stu.edu/admissions/financial-aid/](http://www.stu.edu/admissions/financial-aid/)

Phone: (305) 474-6900

Toll Free: (800) 367-9010

Fax: (305) 474-6930

### St. Thomas University Library

Website: <http://www.stu.edu/library>

Phone: (305) 474-6860

Front Desk: (305) 628-6667

Reference Desk: (305) 628-6668

Interlibrary Loan: (305) 628-6671

### Office of Admissions

Location: Mimi Dooner Hall, Room 103

Phone: (800) 397-9010; (305) 628-6546

Fax: (305) 628-6591

Email: [signup@stu.edu](mailto:signup@stu.edu)

Facebook: St. Thomas University

Instagram: stthomasuniversitymiami

### Student Success Center

Location: Mini Dooner Hall, Room 117

Phone: (305) 474-6900

Fax: (305) 474-6930

Email: [SSCgraduatestudents@stu.edu](mailto:SSCgraduatestudents@stu.edu)

Website:

<https://www.stu.edu/students/student-success-center/>

### Campus Ministry

Office Location: O'Mailia Building

Phone: (305) 628-6525

Email: [campusministry@stu.edu](mailto:campusministry@stu.edu)

Facebook: STU Campus Ministry

### Chapel of Saint Anthony

Location: Next to Mimi Dooner Hall

Mass Services

Monday-Friday at 12:15 PM

Sunday Mass at 7:00 PM

### Student Health Center

Location: Student Center

Phone: (305) 628-6690

Website: [www.stu.edu/studenthealth](http://www.stu.edu/studenthealth)

Services offered: Psychological Counseling

Archives & Museum: (305) 628-6719

Facebook: STULibrary

Instagram: stulibrary

Pinterest: STU Library

Twitter: STULibrary

YouTube: STU Library & Archives

Primary Health Care Student

Health Insurance Refer to

<https://www.stu.edu/students/student-affairs/student-health-center/student-health-insurance/>

for more information

Immunization & Medical Records

Management

## **MISSION, VISION AND CORE VALUES ST. THOMAS UNIVERSITY**

### **MISSION STATEMENT**

St. Thomas University is a Catholic university with rich cultural and international diversity committed to its students' academic and professional success who become ethical leaders in our global community.

### **VISION STATEMENT**

St. Thomas will position as the leading Catholic university in the Southeast by developing, through its academic programs, recognized global leaders in ministry, science, business, and justice, and will serve as a model resource that prepares its students to engage in the business, legal, social, and scientific universe of the global community.

### **CORE VALUES**

- Catholic Identity
- Global Diversity
- Student Success
- Leadership Development

## **MISSION STATEMENT**

The School of Nursing is committed to the formation of transformational global nursing leaders to engage in evidence-based practice, lifelong learning, and community service that reflects our Catholic identity and our mission of creating leaders for life.

## **VISION STATEMENT**

Our vision at St. Thomas University School of Nursing is to create an atmosphere that is conducive to ethical leadership, transparency, excellence, integrity, and respect for diversity will characterize everything that we do. The vision of the School of Nursing is to:

- Prepare highly qualified nurses equipped with skills to fulfill baccalaureate nursing roles locally, nationally and internationally;
- Prepare graduates for ongoing and advanced nursing degrees for the betterment of our world; and
- Develop transformational global nursing leaders to contribute to the healthcare industry and address the health care needs of the citizens of Florida and around the world.

## **CORE VALUES**

Combined with the core values of St. Thomas University; catholic identity, global diversity, student success, and leadership development, the School of Nursing's core values include:

- A culture that embraces caring
- A community that supports safety
- A community that shares a common thread in developing efficient leaders

## **DIVERSITY STATEMENT**

The School of Nursing is committed and dedicated to fostering diversity in the classroom, the university, and the profession that reflects the core value of St. Thomas University. The School of Nursing faculty seeks to promote a culture that respects and embraces students' differences in cultures, abilities, religious beliefs and affiliations, age, race, ethnicity, gender, and sexual preferences and orientation. We commit ourselves to promote an enriched learning environment and improve the practice of nursing for the development of excellent leadership skills, personal creativity, and professional growth.

## **PHILOSOPHY**

The School of Nursing is an integral part of St. Thomas University (STU). The School of Nursing believes that nursing education is one of the many avenues one can take to be a catalyst for change and become a transformational global nursing leader for life. Nursing education is a systematic and evolving process based on scientific knowledge. As such, the School of Nursing believe that nursing education is best achieved under the auspices of institutions of higher education and accept accountability to incorporate the core values of STU for the academic functions of teaching, coaching, scientific research, and service.

The beliefs shared by the School of Nursing seamlessly emphasize and support the importance of the mission, vision, and core values of STU. These beliefs reiterate the importance of human beings, society, the environment, health, and nursing, which serve as a ground to assist students in becoming transformational global nursing leaders for life and engage individuals, families, and communities to develop optimal health patterns.

## **Metaparadigm**

### **Human-Being**

The School of Nursing faculty believes that the dignity of a human being is to be respected and nurtured. Essential components of human beings include growth and development across the life span, communications, and relationships that develop between individuals and within families, groups, and communities and characteristics associated with human consciousness such as ethical values, feelings, thoughts, emotions, creativity, choices, and will. Each human being is unique and evolves continuously with increasing complexity as he or she gains experiences, which are influenced by his or her environment, cultural values, social norms, and practices. Consequently, the ability for critical thinking, commitment to life-long learning, and emotions enable human-beings to be goal-oriented, self-directed, and purposeful.

### **Environment**

The environment is perceived as a sociocultural and contextual systems. These two systems are both internal and external in which an individual, a family, a group, and a community live and interact. The internal system includes physiological, psychological, and ethical factors. The external system consists of elements that are cultural, social, political, economic, professional, and global. The social environment refers to societal forces that impact an individual, a family, groups, and communities. Humans, as sociocultural beings, are affected and influenced by the environment, which influences the health of individuals, families, groups, and communities. As a result, STU School of Nursing believes that society has an ethical obligation to provide an environment that is conducive for optimal health, to eradicate inequities, and health disparities. The School of Nursing also believes that members of society have a moral obligation to create systems and infrastructures that will maximize the potentials of its people.

### **Health**

Health is a gestalt of wellness and illness and fluctuates throughout the life span. Wellness and illness coexist and interact on a continuum. The human being interacts with the totality of the environment, and the unique quality of this interaction influences one's health. To understand the phenomenon of health, theories of human development, stress, disease, adaptation, crisis, lifestyle, change, and consciousness are commonly used. All human beings throughout their life span can adapt to health and illness challenges, whether they stem from the environment or genetic predisposition. In turn, the School of Nursing believes that nursing's role is to recognize, identify, and facilitate periodic assessment, and to intervene as indicated in the nursing process when it is appropriate. Because health patterns are dynamic and innate, the School of Nursing also believes that high-quality health care is a human right. Therefore, all human beings across the globe should equally have access to quality health care.

### **Nursing**

The School of Nursing believes that nursing is a humanistic profession that respects the dignity of human beings and their right to self-determination. Nursing is a discipline that is characterized by its history, philosophy, science, and practice. The central focus of nursing is the health of the person throughout the life span. Based on the assumption that a person has the right to self-determination for his or her health, the fundamental objectives of nursing as a discipline are to (1) use the nursing process as a framework to assist clients to recognize health patterns, (2) identify and facilitate desirable outcomes to promote health and prevent illness, (3) optimize clients' health and abilities, and (4) to alleviate their suffering. Nursing assumes a function in society to develop and translate knowledge and to provide services to individuals, families, groups, and communities. Consequently, the School of Nursing accepts accountability for the development of professional nursing leaders who will invest themselves as agents of change and global leaders, use critical thinking and decision-making skills to provide leadership in health care and define values and ethics relating to nursing practice and research.

## THE GUIDING CONCEPTUAL MODEL DEVELOPING TRANSFORMATIONAL GLOBAL NURSING LEADERS

The conceptual framework of the School of Nursing is based on a holistic view of individuals and groups in varying health states and the belief that professional nursing is both an art and a science. The conceptual model addresses the School of Nursing's philosophy and underpinning tenets which evolve around person, the environment, health and nursing that provide the structure and focus for School of Nursing curricula. Burns (1978) Transformational Leadership Theory is used as a theoretical framework to explain the relationships among the major concepts of our philosophy.

Our vision is to develop transformational global nursing leaders with a spirit of excellence. We are committed to elevating the standards of nursing practice, education, and scholarship for the advancement of the nursing profession and healthcare transformation for the greater good of the global community.



Joseph, M & Dorneus, A. (2018). STUSON Developing Transformational Global Nursing Leaders.

### School of Nursing Objectives

The objectives of STU School of Nursing are consistent with St. Thomas University and reflect a strong commitment to nursing education, practice, research, and public/health policy. The objectives of STU School of Nursing are purposely designed to:

- Educate and train highly qualified nursing students at the baccalaureate, master's, and doctoral level to be leaders in the profession
- Offer viable career options by providing quality educational programs based on employer-driven requirements
- Create a positive learning environment that recognizes individuality and enables students to meet their unique educational goals
- Generate excitement and foster the desire to learn through diverse teaching methods

- Maintain a qualified, caring faculty and staff dedicated to the personal and professional development of each student
- Remain at the forefront of education by supporting continuing education and training for graduates, faculty, and staff.
- Prepare and encourage students to pursue life-long learning.
- Provide nursing and healthcare transformational leadership in education, research, practice, and public policy formation.

## **Graduate Nursing Student Learning Outcomes**

1. Integrate advanced knowledge in nursing, related science, and leadership skills that will emphasize ethical and critical decision making to promote safe, high quality, cost-effective, and culturally appropriate care across a diverse setting.
2. Incorporate evidence-based research to resolve practice problems and improve knowledge.
3. Apply patient-care technology such as informatics to enhance patient care using a collaborative approach.
4. Construct processes for self-accountability of professional growth, adopt lifelong learning, and practice safely and effectively within the chosen specialty to maintain health and improve patient outcomes.
5. Establish an environment of advanced practice that is conducive to the development of effective interactions with patients, other disciplines, and other entities in the communities.
6. Advocate for policies that lead to improved health outcomes for populations and improve the quality of the healthcare system at the local, regional, state, national, and global levels.
7. Demonstrate competence in communication, collaboration, and consultation to advance interprofessional teams.
8. Integrate clinical prevention and health promotion strategies to maintain optimal health and improve patient health outcomes.
9. Apply advanced knowledge gained from nursing and other related science to practice as a competent health care provider.

## **DNP Students Learning Outcomes**

1. Apply scientific research-based evidence into the advanced nursing role (Essentials I, III, VIII).
2. Demonstrate transformational leadership, accountability, analyze organizational models for safe and quality health care delivery for patients and populations on the advanced nursing role. (Essentials I, II, IV, V).
3. Apply evidence-based research into advanced practice to improve health care delivery and outcomes for patients, communities, and the nation. (Essentials I, III, IV, VI, VII).
4. Demonstrate leadership in the different realms of nursing while utilizing and evaluating the use of health care information systems, information technology, communication systems, and patient care technology. (Essentials III, IV).
5. Lead and participate in the creation and implementation of health policy advocating for the nursing profession and the healthcare communities. (Essentials V, VI, VII, VIII).

6. Ability to effectively communicate, collaborate, support, and work with interprofessional teams to provide new practice approaches to improve individuals and communities' health outcomes. (Essentials II, IV, VII).
7. Provides the capacity to create and develop health strategies based on scientific evidence for health promotion and prevention while eliminating disparities and gaps in health care. (Essentials I, III, VII).
8. Provides the knowledge and ability to conduct a culturally sensitive and holistic patient care approach in complex situations based on scientific evidenced practicing with advanced levels of clinical judgment while leading, mentoring, and supporting other nurses to achieve excellence in nursing practice. (Essentials I, VI, VIII).

### **Programs Congruence Statement**

The mission, vision, core values, philosophy, and the expected student outcomes of each program are consistent with the standards and guidelines adopted by the School of Nursing. The program outcomes of the MSN and DNP Programs are congruent with the mission statement of St. Thomas University and the School of Nursing's mission. The MSN and DNP curricula were developed to reflect the professional nursing standards and guidelines. The MSN and DNP programs outcomes are rooted in the Essentials of Master's Education in Nursing (AACN, 2021), the Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006), and The Consensus Model for APRN Regulation: Licensure, Accreditation, Certification, and Education (NCSBN, 2008).

## STUDENT SUCCESS CENTER

### Student Admission

St. Thomas University and the School of Nursing provides equal opportunity for all faculty, staff, students, and applicants for employment or admission without discrimination based on race, ethnicity, religion, sex, sexual orientation, gender identity, age, genetics information, disability, or status as a protected veteran.

### Academic Adviser

Students are advised according to the St. Thomas University Graduate Catalog procedure found at <https://www.stu.edu/academics/catalogs> Students are advised in the Student Success Center before their entrance into the School of Nursing. However, the faculty in the School of Nursing looks forward to building an effective relationship with our students. All nursing students will be assigned an adviser from the School of Nursing for the remainder of their nursing education at STU. Communication plays an integral role as students proceed through the program requirements. Therefore, students are accountable for contacting their advisers regularly. The adviser should be consulted for questions regarding courses and/or clinical experiences.

### Transfer Credit

Transfer credit is not automatic. Graduate work completed at another accredited school prior to enrollment at St. Thomas University may be accepted as transfer credit if the course work parallels courses offered in the student's graduate program at St. Thomas. Coursework completed at regionally accredited colleges or universities or colleges or universities with accreditation equivalent to regional accreditation will be accepted, when applicable, on a course-by-course basis. Coursework completed at colleges or universities which are accredited by organizations recognized by the Council for Higher Education Accreditation (CHEA) or US DOE will be accepted. Student who transfers from a quarter hour credits school, the student is responsible for the remaining credits.

### Nursing Transfer of Credit Policy:

1. Students may transfer a maximum of **six (6) hours** of graduate level coursework to be applied to a St. Thomas graduate degree.
2. Transfer credits will be accepted only from regionally accredited colleges and Universities within the United States.
3. Specialty courses are not transferrable.
4. It is the responsibility of the student to provide official copy(s) of transcript(s) and both a catalog course description and course syllabus of the work intended to be transferred to be eligible to receive transfer credit.
5. Acceptable course work will be transferred only if it is "equivalent" to a St. Thomas course allowed in the student's degree program. Students may not take an "equivalent" course at St. Thomas and also receive transfer credit for the same course.
6. Transfer credit for coursework will be accepted only for courses completed prior to the student's enrollment in the St. Thomas University Graduate Program.



7. Graduate transfer credits may not have been course work, which was part of the work used to complete the student's undergraduate degree.
8. Transfer credit must be completed during the first semester/term of the graduate student's fully accepted enrollment in a St. Thomas Graduate Program.
9. Credits for courses transferred will not be included in the calculation of the Grade Point Average at St. Thomas University.
10. Only grades of B or higher may be applied as transferred credit.

A student requesting transfer credit must file a written request with the required documentation to the Program Coordinator during the first semester of enrollment. Verification of all documents is the responsibility of the appropriate Program Coordinator. No requests for transfer of credit will be honored after the first semester of graduate study.

### **Residency**

According to the statute, “If an institution is offering postsecondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering postsecondary distance or correspondence education in that State. An institution must be able to document to the Secretary the State's approval upon request” Please refer to the link below for more information. (<https://www.govinfo.gov/content/pkg/CFR-2019-title34-vol3/pdf/CFR-2019-title34-vol3-sec600-9.pdf>) In essence, STU online School of Nursing must meet the standards of the State in which the student resides, which is Florida or Georgia. As a result, you must complete the program in the State of Florida or the State of Georgia; if you leave the state, it is your responsibility to inform us. If we find out and you have not informed us, we have the right to remove you from the courses immediately.

## SCHOOL OF NURSING S ACADEMIC POLICIES

### Academic Standards and Code of Conduct

St. Thomas University adopts the fundamental vision of the Judeo-Christian tradition and the Catholic faith and values wisdom to be found in the Bible and the church teaching. St. Thomas University seeks to establish a community that promotes a Judeo-Christian learning environment in which all may develop spiritually as well as intellectually.

The university places the highest value on truth, the quest for knowledge, and respect for others in an atmosphere of academic excellence. Both faculty and students are accountable and are expected to maintain the highest standard of conduct and behavior by adhering to the STU academic code of conduct.

Any behavior that is inconsistent with the university's goals is unacceptable. Unacceptable behaviors include, but are not limited to, alcohol or drug abuse, use of violence and/or profanity against people or property, undermine the educational climate by threatening the physical and mental health, and disrespecting their rights.

### Professional Demeanor

Graduate students are expected to present and conduct themselves as professionals on campus, via video conferencing, by telephone, and in clinical settings always. Students are required to wear the official STU photo identification (ID) badge, which should be visible above the waist. Students are expected to assume responsibility and be accountable for their behavior and actions. Additionally, students should take safety measures to protect and advocate assertively for themselves and their patients. Students are expected to behave and respond professionally during any and all class discussions, pre- and post-conference discourse. As such, any verbal or non-verbal nonprofessional conduct will not be tolerated, and the student may be asked to leave the video conferencing, class, or the clinical setting.

### Academic Honesty Policy

**Cheating:** Cheating includes, but is not limited to, copying homework assignments from another student, working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor, looking at the text, notes, or another person's paper during an examination when not permitted.

Cheating also includes giving work or information to another student to be copied and/or used as his or her own. This includes, but is not limited to, giving someone answers to examination questions either when the examination is being given or after having taken an examination; informing another student of specific questions that appear or have appeared on an examination in the same academic term; giving or selling a term paper, report, project, or other restricted written materials to another student.

**Misrepresentation:** Misrepresentation is an act of omission with intent to deceive an instructor

or college employee. It includes, but is not limited to, lying about family circumstances, employment conflicts, personal problems to gain academic advantage for self or others, changing answers on graded materials, having another person complete an assignment or take an examination for you.

### **Academic Dishonesty**

Students are expected to adhere to the academic honesty policy as stated in the college catalog. Students violating the policy in any way will automatically receive an “F” in the course and be referred to the Dean of Students for further disciplinary action.

Please note that due to the dynamic nature of the course, it is understood that the professor has the authority and the responsibility to change, add, or omit any material contained therein, including the grading policy. Students will receive verbal and/or written notification of any change to the current policy. Review the Academic Honesty, policy, and procedure from the student handbook on the University’s website at [www.stu.edu](http://www.stu.edu)

### **Quiz/Exam Integrity**

- Students will not disclose or discuss information about any aspect of the exam/test/quiz unless the course faculty give prior consent. It includes posting or discussing questions on the internet and social media websites.
- Students may not copy or reconstruct exam items during or following the exam for any reason.
- Students may not seek help from any other party in answering items (in person, by phone, text, or by email) during the exam/quiz (including breaks).
- Students will comply with any investigation related to exam integrity that needs to be conducted.
- Students may not take the exam/quiz for somebody else or allow someone else to take their exam/quiz.
- Students may not tamper with the computer or use it for any function other than taking the exam/quiz.
- Student with a high priority video result from Lockdown Respondus will receive a 0% on the exam.
- **Note:** If a student witness any of the above behavior, the student must immediately report it to the course faculty member or the Nursing Department Chair and comply with any follow up investigation. Failure to report may result in 1) failure of the exam/quiz 2) failure of the course, or 3) dismissal from the program.

### **Procedure to perform an environmental scan before testing**

Students must use either an external webcam, embedded desktop camera, laptop camera, or maybe a mirror to complete the environmental check. When you are completing the webcam check, do not proceed if your camera is fuzzy or your picture is not clear. Address your camera issue before taking the exam. During the environment check, you must scan and give a clear video of your work area. No outside resources may be in your work area, including, but not limited to cell phones, books, notes, tablets, iPods, headphones, music, television, or people are allowed while taking your exam. As much as possible your testing environment should be quiet and distraction-free. You may only use one monitor and you must look face forward for the entire exam. Failure to perform the room scan properly may result in a violation of exam procedures and failure of the exam.

- Students should pick up and slowly tilt/pan their webcam, or laptop camera, so a video can be made of the area around their computer.
- If using a desktop or laptop computer with a built-in camera (like on many Macs), students must use a mirror to show the edges of their computer monitor.
- Students must ensure that they have recorded all 360 degrees of their environment and desk area. This includes the areas besides, behind, under, and above the computer.
- When using a mirror to scan the environment, scan very slowly so that the recording can capture an image and record the environment clearly.

### Quiz/Exam Review Policy

All graduate nursing students are eligible to review their quizzes. The primary purpose of the quiz review is to provide an opportunity for students to receive feedback on items answered incorrectly and for faculty to review concepts/questions that most students missed.

- Quiz reviews are conducted by appointment only between the hours of 9:00 a.m., and 3:00 p.m. Appointments will be scheduled for 30 minutes.
- Quiz review sessions are completed under the supervision of a representative of the Department of Nursing.
- Students are not allowed to use writing materials, notes, or ask questions during the exam review.
- The use of iPhones, camera phones, and other electronic devices will not be allowed.
- Multiple reviews of the same exam will not be scheduled.
- **Students may not challenge the validity of quiz items. It is not a confrontational setting. Any student who violates this rule will be asked to at once leave the review session.**

### Impaired Student Nurse Policy

The Alcohol, Tobacco, and Other Drug Policy (ATOD) of STU is designed to promote a healthy lifestyle. The purpose of the ATOD is to protect the health and welfare of all STU students through education, monitoring, intervention, and punitive and rehabilitative measures when deemed appropriate. The goal of the School of Nursing at St. Thomas University is to create a drug-free and smoke-free environment by reinforcing the ATOD policy to ensure that all nursing students:

- do not violate the policy,
- remain healthy, and
- practice safely

Therefore, all students enrolled in the School of Nursing at STU are strictly prohibited from possessing or being under the influence of alcohol or illegal drugs while on campus and/or engaged in any clinical activity. All nursing students at STU are prohibited from being under the influence of alcohol or drugs while taking part in on-campus activities. Any student found in violation of the ATOD policy may be subject to disciplinary action up to and including discharge from the School of Nursing as set forth under the Student Code of Conduct, the ATOD policy and/or other STU or the School of Nursing 's rules and regulations.

## **Drug and Alcohol Possession and Use Policy**

St. Thomas University is a student-centered learning environment committed to inspiring students and creating global leaders for life. As such, the School of Nursing believes that the use of alcohol, controlled substances or any other illicit drugs is inconsistent with the expected behavior. The student engaged in clinical activities is prohibited to use, consume, transport, promote, or sell alcohol, drugs, or drug paraphernalia while on campus, at a clinical site, or while engaged in clinical activities in the simulation lab or classroom at STU.

The student may not report to STU classroom, simulation lab, or the premises of clinical sites or remain on duty, engage in any classroom and/or clinical activities while under the influence of or impaired by alcohol or drugs, to any degree.

The following circumstances may constitute exceptions to this policy:

- In circumstances that a student is prescribed medications to manage medical conditions, the use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia is not prohibited by this policy, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the student's clinical activities.

Procedures: Failure to comply with the procedures set forth herein may result in serious consequences for the student's ability to complete the School of Nursing and clinical rotation. St. Thomas University reserves the right to randomly request a drug test at the student's expense.

To assure compliance with this policy and as a condition of continuing to participate in clinical activities and/or a clinical rotation, students are required to cooperate with the procedures outlined herein, including drug and alcohol testing. The tests may be administered upon a finding of reasonable suspicion that a student has used drugs or alcohol while engaged in clinical activities. Reasonable suspicion shall be determined by faculty, supervising faculty, based upon various factors, including but are not limited to observation of signs or symptoms commonly associated with intoxication.

When a finding of reasonable suspicion is made, the following steps will be implemented:

- The faculty shall instruct the student to leave the clinical area and address the student in private to discuss the observed behaviors.
- The faculty will inquire whether the student has used drugs or alcohol and the details of such use.
- The faculty shall consult with the School of Nursing director, who shall decide whether to refer the student for drug and alcohol testing.

If the decision is to send the student for testing, the student shall be notified that he or she will be tested for the presence of drugs and/or alcohol. A student who refuses to undergo testing shall be presumed to have violated this policy.

In the case of a positive test, the student shall be contacted by the associate dean and/or the program director, who shall determine whether there is a legitimate explanation for the test result being positive.

If there are no legitimate explanations, the student shall be counseled, offered psychological counseling, and an official warning shall be issued for the first offense. If the student's behaviors

persist and there is a second offense, the student shall be expelled from the program. The faculty of STU will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to student alcohol and drugs testing and test results. A written report documenting the observed student behaviors and measures taken will remain in the student's academic record.

### **Post-Illness Return to School and Clinic**

Any student enrolled in the School of Nursing at STU returning to school or clinical due to an illness or surgical procedure must provide written documentation from a licensed MD, DO, APRN, PA that returning to school and clinical activities without restrictions will not impact their recovery. The documentation verification must be submitted on the practitioner's official letterhead stationery and must include the dates for which the students could not attend class or clinical. In these instances, the practitioner will be contacted to verify the students' absences. A student with a cast or crutches will be required to follow STU or clinical site institution's policy.

### **Student Pregnancy Policy**

A student who is pregnant should consult with her faculty before going to clinical rotation. Both the student and supervising faculty are responsible for inquiring and be aware about clinical site policies related to pregnant individuals, such as not entering where radiation therapy is being administered and potential risks for bodily harm such as communicable diseases, strenuous activity, and exposure to toxic substances. St. Thomas University, the School of Nursing of STU nor its affiliating clinical sites assume responsibility for any harm that might occur to a pregnant student or a fetus. It is the pregnant student's responsibility to be aware of the potential risks to some learning experiences and ensure her safety.

### **Use of Electronic Devices/Social Media Policy**

The School of Nursing recognizes the growing trend of modern technology, such as student possession of the cellular phone and other electronic devices with video, camera, or voice recording capabilities. In support of everyone's reasonable expectation of privacy, the copyright, and intellectual property laws, the use of these cellular phone features by STU students must be in conjunction with express consent. Students are expressly forbidden to videotape, photograph, or voice record subjects or venues while in the clinical or classroom setting, without the subject's express consent or venue being photographed or recorded. This policy is designated to establish guidelines for appropriate and professional use of electronic devices such as cell phones, smartphones, tablets, and computers during class or clinical by nursing students. Students **must adhere to the clinical site policies and this nursing policy regarding the use of electronic devices and social media in clinical settings, classrooms, nursing skills, and simulation labs.**

If electronic devices are approved for use in the classroom or clinical site, the following restrictions apply:

- Electronic devices are limited to academic purposes as approved by each faculty, supervising clinical faculty, or preceptor.
- Electronic devices must be kept on "silent" or "vibrate" mode while in use.
- Prolonged electronic devices for personal communication (e.g. email, text, social media) or other personal reasons unrelated to clinical are strictly prohibited.

- Students are responsible for adhering to the federal Health Insurance Portability and Accountability Act (HIPAA) and Information Technology for Economic and Clinical Health (HITECH) regulations regarding protected health information.
- Students are expected to be knowledgeable of hospital and clinical site policies relevant to state and federal laws and professional standards about patient privacy and confidentiality and their application to social media and electronic media.
- Students must promptly report to faculty any identifiable breach of confidentiality of privacy.
- Students may not transmit to any patient data or image that violates the patient's rights to privacy and confidentiality and/or to embarrass or degrade the patient and/or family members to any electronic media.
- Students are prohibited from using social media during class and clinical hours or at any time on the premises of STU and clinical site's equipment or property.
- Students are prohibited from downloading or store any confidential patient information on a personal electronic device.

Procedures for Failure to Comply: Any student who uses his or her cellular phone to violate a reasonable expectation of privacy of others or produce any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Judicial Affairs as a violation of the STU's Community Standards. The following sanction may apply:

- For any student who violates the electronic devices and social media policy, the School of Nursing may take action to dismiss the student from the program.
- Students may be held personally liable for proprietary, defamatory or libelous material posted on any form of social media.
- Students will face sanctions for posting materials that are defamatory, profane, threatening, harassing, hateful or humiliating to patients, students, hospital staff, preceptors, nurses, STU faculty, and staff.
- Sanction consistent with STU policy will be determined by the nursing faculty and/or the appropriate nursing administrator.
- Improper use of social media may result in being sued for defamation, invasion of privacy or harassment. Occurrences of inappropriate use of social and electronic media for licensure.

### **Disability Statement**

St. Thomas University welcomes students with disabilities into the university's educational programs. It is the intent of St. Thomas University, consistently with its obligations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, to ensure equal access to quality education for its diverse student population. The Academic Enhancement Center (AEC) provides auxiliary aids and services, guidance, and other appropriate academic assistance to students with disabilities.

Students with special learning needs should contact the St. Thomas University Office of Academic Enhancement Center (AEC) to make appropriate accommodations. If students need special assistance or consideration, they should alert the professor at the beginning of the term with a

written document from the Office AEC describing the nature of the special need. Students with disabilities should contact Mrs. Martiza Rivera, Director of the Academic Enhancement Services at (305) 628-6564 for further information regarding supports services. More information can be obtained at

<https://web.stu.edu/Academics/AcademicEnhancementCenter/DisabledStudentAcademicServices/tabid/159/Default.aspx>.

## GRADUATE SCHOOL OF NURSING CURRICULUM

# Curriculum Sample:

Sample FNP Program

Term	Spring 1	Spring 2	Summer 1	Summer 2	Fall 1	Fall 2	Spring 1	Spring 2	Summer 1
Month	Jan-Feb	Mar – Apr	May – Jun	Jul – Aug	Sep – Oct	Nov - Dec	Jan-Feb	Mar – Apr	May – Jun
Weeks	7	7	7	7	7	7	7	7	7
Courses Taken	2 Courses	2 Courses	2 Courses	2 Courses	2 Courses Specialty	2 Courses Specialty	2 Courses Specialty	2 Courses Specialty	1 Course NUR611

Sample PMHNP Program

Term	Spring 1	Spring 2	Summer 1	Summer 2	Fall 1	Fall 2	Spring 1	Spring 2	Summer 1	Summer 2
Month	Jan-Feb	Mar – Apr	May – Jun	Jul – Aug	Sep – Oct	Nov - Dec	Jan-Feb	Mar – Apr	May – Jun	Jul – Aug
Weeks	7	7	7	7	7	7	7	7	7	7
Courses Taken	2 Courses	1 Course	2 Courses	2 Courses	2 Courses	2 Courses Specialty	2 Courses Specialty	2 Courses Specialty	2 Courses Specialty	1 Course NUR670

Sample DNP Program

Term	Fall 1	Fall 2	Spring 1	Spring 2	Summer 1	Summer 2	Fall 1	Fall 2	Spring 1	Spring 2
Month	Sep-Oct	Nov-Dec	Jan-Feb	Mar – Apr	May – Jun	Jul – Aug	Sep – Oct	Nov - Dec	Jan-Feb	Jul – Aug
Weeks	7	7	7	7	6	6	7	7	7	7
Courses Taken	1 Course	1 Course	1 Course	1 Course	1 Course	Course	Course	1 Course Specialty	1 Course Specialty	1 Course Specialty

Please note these are example plans, and may differ depending on your start date





## Academic Success

### Class preparation/Self-study

Students are expected, at a minimum, to read all assigned readings that correlate with the weekly topic. Students will be responsible for and tested on the content of the readings, which may require several hours of self-study each week.

Lectures, presentations, in-class discussions, and guest lectures are designed to direct the student's self-study area. Without devoted time outside the classroom for self-study and reinforcement of concepts, it will be difficult for the student to be successful.

### Expectations

Faculty should explain expectations regarding format for papers, penalties for late work, and anything that may be important to students. Students are expected to read ahead, come prepared to class and come prepared to participate in the skills lab.

### School of Nursing s Grading Scale

For undergraduate and graduate nursing students, the grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and F indicate a gradation in quality from excellence to failure and are assigned the following grade-point equivalents:

**STU Graduate School of Nursing Grading Scale**

Grade	Grade Point Average (GPA) Equivalent	STU DON Grading Scale
A	4.00	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	60-66
F	0	59 or Less

**GRADUATE NURSING STUDENTS MUST PASS WITH “B” OR GREATER**

## Graduate Course Progression

The purpose of the nursing course examination policy is to provide a consistent method of calculating individual grades that is fair and equitable for all students in all courses in the School of Nursing s.

- **Make-up Quiz/Exam Policy**

Students are expected to complete all assignments and examinations when scheduled. Therefore, make-up exams should only be necessary for emergencies, illness, or religious obligations. If an emergency arises and a student cannot take a scheduled exam, it is the student's responsibility to notify the faculty member 48 hours in advance. If a student misses an exam for a legitimate emergency or illness, written documentation of the illness by a health care provider must be provided to the course faculty for approval. Once approved, the student must complete the make-up exam within one week of the original exam date or one week after the course faculty's approval, whichever is sooner.

### **Course Progression**

Students must successfully pass a term and or term to successfully progress to the next.

**Graduate nursing students** must maintain a minimum grade of **83%** or higher to successfully complete the course. In addition, students must successfully pass a term and or term to progress to the next successfully.

Graduate nursing students are required to achieve a minimum final course grade of 83% to complete the course successfully. If an MSN or DNP student does not attain an 83% as an average for all test/exams, case studies, quizzes and assignments, the student will receive an earned letter grade consistent with the average scores for the course and may not progress to the next core course. In addition, students are accountable for all course-specific evaluation methods such as quizzes, papers, presentations, etc.

Students who receive a grade of "B-" or less on a course must repeat that course. However, a student can only repeat that course once. Failure of the same course or another course will result in dismissal from the program. A student who fails either the theory or the clinical portion of the course fails the didactic and clinical course and must repeat both parts once the course is offered again. Students must successfully pass a term to progress to the next successfully.

### **Exit Exam**

Students must take an exit examination and score the minimum required to successfully demonstrate mastery of the content necessary to enter practice as a safe, competent nurse practitioner, and fulfill degree requirements.

### **Course Failure**

Students who receive a grade of "B-" or less on a course must repeat that course. However, a

student can only repeat that course once. Failure of the same course or another course will result in dismissal from the program. A student who fails either the theory or the clinical portion of the course fails the entire course. The student must repeat the theory and the clinical portion, including all completed clinical hours.

### **Course Withdrawal**

A student may withdraw from a course during the first week of the course by informing the course faculty and communicating with the student's advisor. A "W" granted after the first week of the term reflects a decision on the part of the student, after consultation with the course faculty and advisor, not to be enrolled in a course. Stopping attendance of the registered course does not constitute official withdrawal, just as attending the course does not constitute official registration.

Dropping or withdrawing from any NUR course before or on the University withdrawal deadline date is considered a failure. Adjustments to tuition and fee charges are made according to the schedule set by the Registrar's Office. Students are advised that withdrawing from a course(s) may have financial implications.

A student must submit a "Course Drop/Withdrawal" to the Student Success Center and the program director that includes documentation confirming extenuating circumstances, including a sufficient explanation of why the student did not seek an incomplete or withdrawal during the term. At no point after the term has ended will a course be removed from a student's record; it will remain on the transcript and noted as "W". Students can go to [My Bobcat](#) to fill out the add/drop form with their last date of attendance or follow these steps to withdraw from a course:

Go to [www.stu.edu](http://www.stu.edu)

Click on Current Student

Click on Student Success

Click on Forms to fill out the add/drop form with the last date of attendance.

### **WITHDRAWALS**

Graduate students who receive more than a total of four Unauthorized Withdrawal (UW) and/or Withdrawal (W) grades combined during their tenure in the graduate program with St. Thomas University will be placed on probation for two terms. If they do not receive any further "UW" or "W" grades during this period, obtain at least a grade of "B" or better and meet other standard academic requirements, they will be removed from probation at the end of the second probationary term.

### **Leave of Absence (LOA) and Readmission**

Graduate students must formally request a Leave of Absence (LOA) if their enrollment intends to lapse by two terms or more. The application must be reviewed by the Academic Integrity Committee and the recommendation made to the Chief Nursing Officer. A student with an LOA who desires to re-enroll in courses after two semesters, must complete a readmission application. Readmission is contingent upon review by the Academic Integrity Committee which will make recommendation to the Chief Nursing Officer.

There will be no guarantees provided for course sequencing at the time of the leave request. Students maintaining continuous enrollment are given priority. Returning students will be obligated to meet the

admission requirements in place at the time of readmission.

Click here for [LOA Form](#)

## **Appeals**

Appeals must be initiated NO LATER than 10 days after the end of the semester or term in which the grade was received. Requests for an appeal filed after the 10-day deadline will be automatically rejected from consideration.

1. The student must discuss the grade with the course instructor and attempt to resolve any differences.
2. The student should fill out the appeal form and present, in writing, a specific appeal to the Director of School of Nursing. This appeal should include the specific reasons why the grade should be reviewed.

All appeals must be submitted to the School of Nursing director for the Academic Integrity Committee to review and evaluate. The AIC Committee will evaluate the appeal for legitimacy of contributing factors and adequacy of the proposed plan of action to address the contributing factors that would enable the student to be successful in repeating the course and in future courses.

Possible actions by the AIC committee include: (a) approval of the appeal, (b) approval of the appeal with added requirements, (c) request revision of the appeal and/or action plan, (d) request for additional information from the student, faculty, or academic advisor, or (e) denial of the appeal. Any additional information or revisions needed may delay progression in the program. The student, faculty, academic advisor, and the Dean of Academic Programs will be notified in writing within three business days of the committee decision.

Click here for [Appeal Form](#)

## **Incomplete (“I”) Grade**

The grade of Incomplete (I) may be given in a course at the sole discretion of the professor in unusual and exceptional circumstances. Incompletes are extremely rare and are a contract between the student and the professor. Incomplete Acknowledgement form must be filled.

- All incompletes must be completed by the Completion Due Date or they automatically convert to an "F" and course will need to be repeated.
- Student is financially responsible for any and all cost incurred from the Incomplete turning to an “F”.
- If the course has a co-requisite, student will repeat the Incomplete course that turned into an ‘F’ and the co-requisite.

All incompletes must be completed by the end date of the following semester as posted in the academic calendar (fall incompletes completed by the end of the spring semester, spring incompletes by the end of the fall semester, summer incompletes by the end of the Fall semester) or they automatically convert to an "F". Incomplete grades assigned in the semester of graduation will result in the postponement of graduation. The student must complete the Incomplete with the professor of record, unless that professor is no longer a member of the University. In that circumstance the appropriate dean will assign an appropriate member of the faculty.

### **Change of Program Specialty Policy**

Students requesting to change program specialty must contact their advisor for further discussion regarding this issue.

- Students must request a change in specialization in writing.
- Students must be in good academic and/or disciplinary standing at the time of the change request.
- The program director will conduct a thorough review of present and past academic outcomes.
- Change in program specialty is made on a space-available basis.
- If the student is eligible, the transfer request will be granted for the following term.
- Delays in graduation or loss of financial aid may occur because of changing program specialty.

## Specialization Clinical Courses for the Family Nurse Practitioner (FNP) Program

Didactic Course	Clinical Course
NUR 507: Advanced FNP: Children & Families*	NUR 507CL: Advanced FNP: Clinical I 125 Clinical Hours Required*
NUR 514: Advanced FNP: Women's Health*	NUR 514CL: Advanced FNP: Clinical II 125 Clinical Hours Required*
NUR 509: Advanced FNP: Adults*	NUR 509CL: Advanced FNP: Clinical III 125 Clinical Hours Required*
NUR 612: Advanced FNP: Adult-Gerontology*	NUR 612CL: Advanced FNP: Clinical IV 125 Clinical Hours Required*
NUR 611: Advanced Practice Nursing Integration*	No Clinical Hours Required

- \* NUR 507 This course is a co-requisite of NUR 507 CL. The student must successfully pass NUR 507 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 600, and 601.
- \* NUR 507 CL This course is a co-requisite of NUR 507. The student must successfully pass NUR 507 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 600, and 601.
- \* NUR 509 This course is a co-requisite of NUR 509 CL. The student must successfully pass NUR 509 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 600, and 601.
- \* NUR 509 CL This course is a co-requisite of NUR 509. The student must successfully pass NUR 509 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 600, and 601.
- \* NUR 514 This course is a co-requisite of NUR 514 CL. The student must successfully pass NUR 514 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 600, and 601.
- \* NUR 514 CL This course is a co-requisite of NUR 514. The student must successfully pass NUR 514 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 600, and 601.
- \* NUR 612 This course is a co-requisite of NUR 612 CL. The student must successfully pass NUR 612 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 600, and 601.
- \* NUR 612 CL This course is a co-requisite of NUR 612. The student must successfully pass NUR 612 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 600, and 601.
- \* NUR 611 The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 600, 601, NUR 507, NUR 507 CL, NUR 509, NUR 509 CL, NUR 514, NUR 514 CL, NUR 514, and NUR 514CL.

## Specialization Clinical Courses for the Psychiatric Mental Health Nurse Practitioner (PMHNP) Program

Didactic Course	Clinical Course
NUR 620: Psychiatric Management I*	NUR 620CL: Psychiatric Management I 125 Clinical Hours Required*
NUR 630: Psychiatric Management II *	NUR 630CL: Psychiatric Management II 125 Clinical Hours Required*
NUR 640: Psychiatric Management III *	NUR 640CL: Psychiatric Management III 125 Clinical Hours Required*
NUR 650: Psychiatric Management IV *	NUR 650CL: Psychiatric Management IV 125 Clinical Hours Required*
NUR 670: Advanced Practice Nursing Integration*	No Clinical Hours Required

- \* NUR 620 This course is a co-requisite of NUR 620 CL. The student must successfully pass NUR 620 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 520, 530 and 600.
- \* NUR 620 CL This course is a co-requisite of NUR 620. The student must successfully pass NUR 620 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 520, 530 and 600.
- \* NUR 630 This course is a co-requisite of NUR 630 CL. The student must successfully pass NUR 630 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 520, 530 and 600.
- \* NUR 630 CL This course is a co-requisite of NUR 630. The student must successfully pass NUR 630 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 520, 530 and 600.
- \* NUR 640 This course is a co-requisite of NUR 640 CL. The student must successfully pass NUR 640 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 520, 530 and 600.
- \* NUR 640 CL This course is a co-requisite of NUR 640. The student must successfully pass NUR 640 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 520, 530 and 600.
- \* NUR 650 This course is a co-requisite of NUR 650 CL. The student must successfully pass NUR 650 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 520, 530 and 600.
- \* NUR 650 CL This course is a co-requisite of NUR 650. The student must successfully pass NUR 650 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 520, 530 and 600.
- \* NUR 611 The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR512, NUR520, NUR530, NUR600, NUR 507, NUR 507 CL, NUR 509, NUR 509 CL, NUR 514, NUR 514 CL, NUR 514, and NUR 514CL.

## Specialization Clinical Courses for the Doctor in Nursing Practice (DNP) Program

Courses with Clinical Requirements	Clinical Hours
NUR 900: Practicum Project Proposal *	125 Clinical Hours Required*
NUR 910: DNP Practicum I**	125 Clinical Hours Required*
NUR 920: DNP Practicum II***	125 Clinical Hours Required*
NUR 930: DNP Practicum III****	125 Clinical Hours Required*

- \* NUR 900\*The following courses must be taken prior to being enrolled in this course: NUR 800, NUR 810, NUR 820, NUR 830, NUR 840, NUR 850, NUR 860, NUR 870, NUR 880.
- \* NUR 910 \*\*The following courses must be taken prior to being enrolled in this course: NUR 800, NUR 810, NUR 820, NUR 830, NUR 840, NUR 850, NUR 860, NUR 870, NUR 880, NUR 900
- \* NUR 920 \*\*\*The following courses must be taken prior to being enrolled in this course: NUR 800, NUR 810, NUR 820, NUR 830, NUR 840, NUR 850, NUR 860, NUR 870, NUR 880, NUR 900, NUR 910
- \* NUR 930 \*\*\*\*The following courses must be taken prior to being enrolled in this course: NUR 800, NUR 810, NUR 820, NUR 830, NUR 840, NUR 850, NUR 860, NUR 870, NUR 880, NUR 900, NUR 910, NUR 910, NUR 920.



## Clinical Courses

Students are required to complete a total of 500 clinical hours to graduate from any of the MSN programs. There are four clinical courses with 125 clinical hours required for each of these classes. Each clinical course runs over a 7-week period (6- week period during the Summer semester), and the required hours must be completed by the end of each course.

All students will be required to complete clinical learning experiences to fulfill the School of Nursing requirements. The following policies are applicable to all students, and failure to meet any clinical requirement will impact the progression and timely completion of the program. Policies may represent requirements of the clinical facilities, the School of Nursing and/or St. Thomas University.

Students are responsible for requesting assistance, arranging clinical experiences, selecting preceptors, submitting all appropriate paperwork promptly, and completing the required clinical clearance process. Students may not choose family members for preceptors or mentors. All clinical hours logged by students for course requirements must be completed on unpaid work time.

If a student selects an agency with additional requirements, the student will be responsible for abiding by the clinical agency requirements. Any financial obligation related to this will be the sole responsibility of the student. The student will be required to follow the clinical agency's policies.

Students in the DNP program are also responsible for finding appropriate preceptors and clinical sites which are reviewed/approved by the SON online clinical coordinator. The DNP preceptor is an important member of the Doctoral Scholarly Project Team who provides guidance throughout the project and practicum experience. Students should carefully select a preceptor who has knowledge and expertise in the area of interest. DNP preceptors must have a graduate degree; preferably doctoral prepared nurses or other doctoral prepared healthcare professionals with expertise in the student's area of interest. Individuals with doctorates and relevant expertise in health policy, ethics, leadership, informatics or other appropriate foci will be considered.

DNP students must meet a minimum of 1000 post-baccalaureate clinical hours as delineated in the Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2021) to accomplish with the clinical practice hour requirement for successful completion Doctor of Nursing Practice (DNP) program at STU. The required 1000 clinical/practice hours may include a combination of hours completed at the master's level and those completed during the postmaster's DNP program. Clinical hours may be composed of direct point of care clinical practice, systems/indirect and/or patient's education at nursing practice or related experiences. The maximum clinical hours accepted from an MSN program for all students is 500 hours. If the DNP student does not have a MSN with clinical hours, he/she must complete it before starting the DNP Project Proposal development. The DNP Director will conduct the clinical/practice hour review and gap analysis. An individual review and plan to meet the clinical requirement will be developed for each student.

Before starting **each** clinical rotation, the APRN student must:

1. Complete the **Complio requirements** and upload the Complio report in Canvas.
2. Complete the **Clinical Site Information** form and upload it to Canvas.
3. Upload the **Clinical Approval letter** received to Canvas. This will be received from the Clinical Coordinator.
4. Complete the **telehealth course** and upload the certificate in Canvas

In addition, the APRN students must:

- ✓ Read and abide by the MSN/DNP and clinical student handbook
- ✓ Maintain a current active Florida nursing license
- ✓ Maintain current vaccinations, CPR certification, tuberculosis screening, and health exams
- ✓ Complete a background check via Complio/American Data Bank
- ✓ Maintain a negative urine drug detection as required by the STU handbook
- ✓ Understand and practice within the scope of Advanced Registered Nursing Practice under the direction and supervision of the assigned preceptor as regulated by the Florida Nursing Practice Act.
- ✓ Provide the assigned preceptor with a copy of the course objectives
- ✓ Establish a mutually agreed schedule for clinical time with the preceptor.
- ✓ Demonstrate responsibility and obligation by arriving for the clinical setting on time or notifying the preceptor if you cannot attend a pre-scheduled clinical experience.
  - Arrive at the clinical setting prepared to perform the course objectives and learning activities.
  - If the APRN student arrives at a clinical site and her preceptor is not available, the student cannot complete clinical hours that day.
  - If another qualified member at the clinical site agrees to precept but is not an approved preceptor, that individual must sign a preceptor agreement before working with the student that day. The student must communicate immediately with the clinical coordinator and the clinical instructor to notify them of the change and submit the signed Preceptor Agreement.
- ✓ Demonstrate the ability to handle progressively complex patient scenarios, including differential diagnosis, treatment plan, and education according to their academic progress.
- ✓ Maintain an accurate record of clinical time and document on a weekly basis
- ✓ Provide a written documentation of clinical experiences which demonstrate the goals and objectives outlined in the course syllabus.
- ✓ Maintain a collegiate and professional relationship with the preceptor and faculty.

### **Clinical Guidelines**

1. A ratio of not more than two NP Students per preceptor is allowed (except through a special authorization by the Program Director).
2. A preceptor must have Florida authorization to practice in his/her population---focused and/or specialty area.
3. A preceptor must have educational preparation appropriate to his/her area(s) of supervisory responsibility and at least two years of clinical experience. A preceptor must be an MD, DO, or NP **not a PA**. NP must be board certified in the area of specialization in which the student is enrolled. The preceptor must have at least two years of clinical practice experience.
4. If the student will be with the same preceptor in 2 different places to complete the clinical hours required, the student must complete an MOU (Memorandum of Understanding) for each place and this document must be signed by the site administrator.
5. The preceptors must be oriented to program requirements and expectations for oversight and evaluation of NP students before the first day of the clinical rotation.
6. The preceptor's CV, professional license, proof of certification, if available, and agreement must be on file at InPlace

7. The clinical log database and the logbook will be used for student evaluation, evidence of types of clients and types of diagnoses, clinical hours, and site evaluation.
8. The clinical faculty will oversee the student's clinical evaluation.
9. The student will be evaluated at **midterm and final** by the and clinical faculty.
10. All clinical evaluation forms may be found in the Canvas Clinical Course.
11. The clinical logs and hours completed (log book) must be registered and uploaded at Canvas each Monday for the prior week's clinical experience.
12. Students must complete **125 clinical hours** in each clinical course.
  - a. Students must take a lunch break during a clinical day which is 8 hours or longer.
  - b. Students should (encounter) a minimum of 1 patient per clinical hour.
  - c. **Students must document a minimum of 8 patients per 8 hour clinical day and 12 patients per 12 hour per clinical day.**
13. The student must complete **3 comprehensive SOAP notes** during each clinical course. The SOAP notes will be graded based on the rubric provided.

The APRN student is expected to adhere to the ANA Code for Nurses(excerpts). Confidentiality is the protection of a client's privacy through the careful use of oral and written communications. The client's right to privacy is safeguarded by judicious protection of confidential information.

Students are encouraged to review the practical guidelines on maintaining professional standards in the social setting by visiting the American Nurses Association Social Networking Principles Toolkit at the following link, <https://www.nursingworld.org/social/> (excerpts).

### **Clinical Approval:**

Students must receive an approval email from Clinical Coordinator prior to start with clinical rotation. If the student starts clinical rotation without an approval, the clinical hours completed will not be counted, and must complete its entire rotation when approved.

\*STU strongly encourages students to secure their preceptors, as this is the best way to accommodate a clinical location and schedule to your needs. If assistance with clinical placement is needed, you may be required to commute outside your local area, as STU cannot guarantee a clinical site within your immediate location. (Note: in some cases, students have been placed at clinical sites over 100 miles away from their residence). Students should communicate a request for assistance with clinical placement as soon as possible.

### **Purpose and Intention Statement**

Students in the graduate School of Nursing s engage in clinical rotations and training on the campus of St. Thomas University and at various types of health care facilities, including, but not limited to, nursing skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools, and community agencies.

Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to students, patients and others.

St. Thomas University and the School of Nursing require that all nursing students engaged in clinical

activities be free from the influence of illegal drugs and alcohol. This Policy is enacted following a position statement about substance abuse in nursing education published by the American Association of Colleges of Nursing (AACN) and the standards set forth in Florida's Nurse Practice Act.

### **Selection of Preceptor**

Students are expected to select their preceptors. However, the faculty/administration must give the final approval. A preceptor is selected based on their educational preparation consistent with master's level clinical teaching, currently licensed as board-certified. The preceptor must have educational preparation appropriate to his/her area(s) of supervisory responsibility and at least two years of clinical experience. A preceptor must be an MD, DO, or NP not a PA. **A physician assistant shall not precept an APRN student** NP must be board certified in the area of specialization in which the student is enrolled. The preceptor must have at least two years of clinical practice experience.

DNP preceptors must have a graduate degree, preferably doctoral prepared nurses or other doctoral prepared healthcare professionals with expertise in the student's area of interest. Individuals with doctorates and relevant expertise in health policy, ethics, leadership, informatics, or other appropriate foci will be considered. The preceptor does not necessarily need to be employed by the practicum site. However, if the preceptor is not employed at the practicum site, the student will need to have a contact on-site who supports the project and can aid regarding knowledge of the organization and key stakeholders.

### **Preclusion**

Suppose a student is precluded from a clinical site by an institution. In that case, the School of Nursing has no obligation to find an alternative clinical site for the student, which may prevent the student from progressing in the School of Nursing.

## CLINICAL COMPLIANCE REQUIREMENTS

### GRADUATE NURSING COURSES AND CLINICAL POLICY

The following dress code is for the MSN students:

- Full-length pants or knee-length skirts, dress blouse, shirt or polo shirt,
- Close-toed shoes,
- No clogs or sneakers,
- A lab coat with the STU insignia, which may be purchased at the STU bookstore,
- STU ID badge.
- Students are to wear white or flesh-colored underwear.
- There should be no visible tattoos. Tattooing needs to be concealed. No obvious body piercings except ears which is limited to one pair of earrings.
- In the clinical area, strong perfume or aftershave colognes, acrylic nails, dark-colored nail polish, dangling earrings, bracelets, necklaces, and rings other than wedding bands are not acceptable.
- Heavy makeup should be avoided.
- Fingernails must be short, and hair must be neatly worn off the collar.
- Male students should be clean-shaven or have neatly trimmed beards or mustaches.
- Large ornamental hair attachments are not considered proper when in uniform.
- Chewing gum during the clinical experience is not acceptable.
- Students will also adhere to the clinical site's dress code policies as well and will communicate such policies to the faculty.

**Compliance Requirements:** Compliance is a major requirement of the School of Nursing s. It is an umbrella term used for all the medical and legal information required by the School of Nursing, the State board of Nursing (SBON) and the clinical sites where nursing students practice acquiring experiences. Nursing as a practice discipline requires coursework that involves patient contact such as in the clinical sites, interfacing with patients individually or collaboratively or conducting research. As such, to protect the public, clinical sites and School of Nursing s require prospective students background checks, including arrests without convictions, verification of employment, and social security verification.

#### **Student Clinical Compliance Requirements**

Student must disclose any disciplinary action made against them before or after admission to the MSN program. Failure to disclose may result in the student not being able to complete required clinical practicum obligations or continue with the program.

Compliance is a major requirement of School of Nursing s. This umbrella term is used for all medical and legal information required by the School of Nursing , the State Board of Nursing (SBON), and the clinical sites where nursing students practice. Nursing as a practice discipline requires coursework that involves patient contact during clinical experiences, interfacing with patients, or conducting research. In the interest of protecting the public, clinical sites and School of Nursing s require prospective students to submit to background checks, verification of employment, and social security verification.

Prior to beginning the practicum experience, students are required to complete and submit proof of the

following:

- **Current unencumbered RN/APRN licensure in Florida**

- **Current Professional Liability Insurance**

The student must obtain liability insurance. Current professional liability insurance with limits of \$1,000,000/\$3,000,000. Nurse Practitioner Student Professional liability insurance is available through the American Nurses Association and other selected carriers. We do not recommend any specific company.

- **Background Checks**

Students are required to complete a one-time background check (including arrests without convictions) prior to the start of practicum. If for any reason, a student takes a leave of absence for a year or more, he or she must repeat the background check. If a student's background check indicates a history that might prevent participation in clinical, the associate dean of nursing and the program directors will evaluate the student's situation and decide whether the student may continue with the program. Results of background checks are kept confidential within the program. It is important to note that admission to the program does not guarantee eligibility for the national certification exam. For example, suppose there is an arrest and/or conviction record. In that case, the Florida State Board of Nursing, in accordance with the rules and regulations of the Nurse Practice Act, will determine an advanced nursing student program graduate's eligibility for national certification. Students should contact the Florida State Board of Nursing and the certification agencies for information regarding rules and regulations. Information regarding this matter may be found at <http://www.doh.state.fl.us/mqa/nursing>.

- **Drug Screening**

Drug screening is a compliance requirement to be completed before the start of practicum. Some clinical sites may require students to do additional drug screening or impose random drug screenings after the initial screening at their discretion. In addition, the clinical site may deny any student whose drug screening results are unsatisfactory access to clinical experiences. If the student cannot find a clinical site or comparable assignment to meet the course objectives, the student will be denied progression in the School of Nursing.

- **Basic Life Support (BLS)**

Basic Life Support (also known as CPR) obtained through any training center approved by the American Heart Association is mandatory. It is the student's responsibility to submit a front and back copy of the American Heart Association BLS card to Complio.

- **Annual Physical Examination and Influenza Immunization**

Annual physical examination is required before the start of practicum by a licensed physician, nurse practitioner, or physician assistant. All information must be documented on the form provided by STU and submitted to Complio.

- **Influenza Immunization**

In addition to current immunization records, annual influenza (flu) vaccine is a clinical compliance requirement for all advanced practice students. This is to be completed prior to the start of the practicum and is due each October. Documentation of influenza vaccine or waiver must be submitted annually to Complio.

Students will be responsible for the financial costs associated with each of these requirements. Findings in background checks and/or drug screening tests may affect a student's ability to participate in clinical experiences, complete the program, and/or obtain licensure or certification. All documentation must be current for the duration of each clinical practicum term.

### **HIPAA Confidentiality Agreement**

As health care providers, nurses must be knowledgeable about the various aspects of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). St. Thomas University (STU) provides information regarding HIPAA through its American Database Website to ensure compliance with those requirements and requires students to sign the HIPAA Confidentiality Agreement.

Students are required to:

- 1) Sign the HIPAA Confidentiality Agreement before any involvement in a clinical agency.
- 2) Adhere to a clinical site's privacy policies and procedures before undertaking any activities at the clinical site.
- 3) Maintain the confidentiality of all patient information at all times.

### **Preceptor Requirements**

Finding a clinical preceptor is an essential component for completing this program. A student's immediate supervisor at his/her place of employment may not serve as a preceptor.

Below are the minimum qualifications required to become a preceptor:

- Preceptors must hold a current unencumbered license to practice in the state where the clinical site is located.
- Nurse practitioners who serve as preceptors must be board certified by the American Nurses Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP).
  - Women's Health Nurse Practitioners can be certified through the National Certification Corporation (NCC)
- Medical Doctors (M.D.) and Doctor of Osteopathic Medicine (D.O.) can serve as preceptors if they are practicing in a primary care setting.
  - Physician Assistants cannot be used as preceptors in this program.
- Preceptors must have two years of clinical experience.

### **Clinical Site Selection Criteria**

We highly encourage all clinical hours to be conducted in a primary care setting. Examples of appropriate clinical sites include:

Family Nurse Practitioner track:

- Family Practice Medical Clinic
- Internal Medicine Outpatient Clinic
- Retail Clinic
- Pediatric Clinic
- Women's Health Clinic

- Community Health Center

Psychiatric Mental Health Nurse Practitioner track:

- Psychiatrist office
- Mental Health Clinic
- Inpatient / Outpatient
- Prison/jail/detention center

Doctor of Nursing track:

- |                                       |                                |
|---------------------------------------|--------------------------------|
| • Family Practice Medical Clinic      | • Urgent Cares                 |
| • Internal Medicine Outpatient Clinic | • Prison/jail/detention center |
| • Retail Clinic                       | • Nursing Home                 |
| • Pediatric Clinic                    | • Rehabilitation Center        |
| • Women's Health Clinic               | • Community Centers            |
| • Psychiatrist office                 | • University                   |
| • Mental Health Clinic                | • Community Clinic             |
| • Inpatient / Outpatient              |                                |
| • Schools                             |                                |

### **Preceptor Agreements**

Once a preceptor has been selected, he/she will be responsible for reviewing and acknowledging the Clinical Preceptor Agreement Packet. Students are responsible for ensuring the packet is delivered to the preceptor for review. Students are also responsible for ensuring all preceptor documents are submitted back to the program director for processing with 24 hours. The required preceptor documents include:

- Preceptor/Facilitator Agreement
- Learning Outcome Letter
- Copy of Preceptor's Current CV
- Copy of Preceptor's National Certification
- Copy of Preceptor's Malpractice Insurance
- Copy of Preceptor's License

### **Affiliation Agreements**

Many clinical sites require an affiliation agreement prior to a preceptor accepting the responsibility of providing supervision to a student. An affiliation agreement is a legally binding agreement between the clinical facility and St. Thomas University that outlines each party's responsibility and liability if a patient, preceptor, or student is harmed in the clinical setting. If an affiliation agreement is required, please present all documents to the program director. The program director will work directly with the legal team for the completion of these documents. It is important to note that arranging an affiliation agreement may be a lengthy process depending on the clinical site; this is why it is imperative to secure a preceptor/clinical site for each clinical rotation as early as possible.

### **Student Consent for Release of Information to Authorized Third Party**

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the



privacy of student education records by prohibiting their disclosure without students' written consent. However, some clinical may require access to certain educational records for students to attend their clinical sites for clinical experiences. For STU School of Nursing's Clinical Coordinator to release students' records to clinical sites, students must complete and sign the student consent for release of information to authorized third parties.

## **St. Thomas University Clinical Faculty Roles and Responsibilities**

- Clinical faculty will provide an orientation to students and preceptors on their respective roles and responsibilities.
- Clinical faculty will ensure the appropriateness of the clinical site and review contractual agreements.
- Clinical faculty will assess student SOAP notes and provide constructive feedback.
- Clinical faculty will communicate with students and preceptors on an ongoing basis regarding progress towards meeting course objectives.
- Clinical faculty will respond to students' and preceptor's problems or concerns promptly.
- Clinical faculty will communicate regularly to course faculty and program director regarding student progress.
- Clinical faculty will conduct a site visit.

## **Preceptor's Role and Responsibilities**

- The preceptor will provide student instructions while serving as a role model and helping the student refine skills associated with patient care in a supervised environment.
- The preceptor will introduce the staff and orient students to the facility, policies, procedures, and any other pertinent information needed for their role.
- The preceptor will provide feedback to the student and the clinical faculty regarding the student's performance and progress on an ongoing basis.
- The preceptor will provide students with constructive feedback regarding clinical performance, including attendance, advanced nurse practitioner roles, documentation, interaction with patients and staff, and professionalism.
- The preceptor will inform clinical faculty immediately of any issues or concerns with student performance in the clinical setting.
- The preceptor will be required to complete all clinical evaluation forms.

## **Student Clinical Evaluation**

Preceptors should meet with students formally at the beginning of the clinical practicum to review the evaluation guidelines so that the expectations and responsibilities of both the preceptor and the student are consistent. The preceptor should provide a clinical evaluation. The student clinical evaluation form provided by STU should also be reviewed with the student at this time. Meeting with the student at the beginning of the clinical practicum also enables the student and preceptor to discuss the course and clinical objectives.

The clinical preceptors completed two clinical evaluations at Week 3 (midterm) and Week 6 (final) of each clinical course. Also, one preceptor clinical site evaluation is to be completed by the student at the end of the clinical experience (Week 6). In addition, clinical faculty will complete a minimum of one site visit clinical evaluation and one telephone clinical conference per term. The clinical site evaluation may be performed on-site or virtually. Additional evaluations will be completed as needed by STU Clinical Faculty.

## **APPENDICES**



## The School of Nursing Graduate Student Handbook

### Confirmation of Receipt Student Acknowledgment

My signature on this document certifies that I have received the official St. Thomas University Nursing Student Handbook. I understand that it is my responsibility to review the Nursing Student Handbook in its entirety and seek clarification on any questions, concerns, or points in which I need clarification. I further understand that the Nursing Student Handbook and Graduate Nursing Handbook, to include policies and procedures, may be amended and/or changed during my enrollment. By signing this acknowledgment, I understand that it is my responsibility to follow all published policies and procedures as outlined in the current Nursing Handbook and Graduate Handbook. In the event of any change or amendment to the Nursing Student Handbook or Graduate Handbook, I will receive a copy of the changes or be able to view them electronically online on St. Thomas University's website. I understand that it is my responsibility to review the changes and/or amendments in their entirety. I will seek clarification on any questions, concerns, or points for which I do not understand. I understand the St. Thomas University Nursing Student Handbook and Graduate Handbook contain program-specific policies and procedures for which I must comply. In the event a conflict exists between the university catalog and the Nursing Student Handbook, the Nursing Student Handbook shall supersede the university catalog. Since healthcare is an ever-changing environment, the Nursing Student Handbook and the Graduate Handbook may be updated frequently to improve educational outcomes and client safety. I acknowledge I am personally responsible and must comply with current policies and procedures throughout my enrollment. By signing the document, I acknowledge I have read, understood, and received an electronic copy of the St. Thomas University Nursing Handbook and Graduate Handbook.

Student Name \_\_\_\_\_  
Student Signature \_\_\_\_\_  
Student ID \_\_\_\_\_  
Date \_\_\_\_\_

Sign and upload into Complio



School of Science

STUDENT CONSENT FOR RELEASE OF INFORMATION TO AUTHORIZED THIRD PARTIES

The Family Educational Rights and Privacy Act (FERPA) and/or Florida law protects the privacy of student education records, including their personal health information, by prohibiting their disclosure without the student’s written consent, except under limited circumstances. To participate in some clinical rotations, clinical facilities may request access to certain education records. For St. Thomas University to provide clinical facilities with copies of such records, students will need to complete and sign the form.

**Student Legal Name:** \_\_\_\_\_

**Authorized Third Party** (Clinical facilities where the student may be completing a clinical rotation):

**Purpose of Disclosure:** Requirement or condition of a clinical facility in order for student to participate in clinical learning experiences if requested by the facility.

**Duration of Authorization:** Effective during the student’s enrollment in the School of Nursing unless otherwise revoked by the student.

**Record to be Released:**

- Annual Physical Examination
- TB Testing Result
- Basic Life Support (BLS) Certification
- FBI Criminal Background Check Results and Fingerprints
- Proof of Flu Immunization
- Drug Testing Results

I am signing this authorization/consent form voluntarily. I understand that I have the right to: (1) not to consent to the release of my education records, (2) inspect any written records released pursuant to this consent, and (3) revoke this consent at any time by delivering a written revocation, in person or through U.S. Certified Mail, to the program director.

PRINT NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Sign and upload into Complio

# Clinical Forms

Upload Preceptor agreement and Preceptor Letter  
to InPlace for Approval

## Preceptor/Facilitator Agreement

Leaders for Life

Course Number & Title: \_\_\_\_\_

Number of Clinical Hours: \_\_\_\_\_ Term/Year: \_\_\_\_\_

### Student Information

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### Clinical Site Information

Site Name: \_\_\_\_\_

Clinical Site Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Administrator's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Administrator's E-mail: \_\_\_\_\_

### Preceptor Information

Name & Credentials: \_\_\_\_\_

License #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Specialty: \_\_\_\_\_

Is Preceptor Board Certified:  Yes  No Certification #: \_\_\_\_\_

I have reviewed the clinical packet and hereby **agree** to serve as a Preceptor/Facilitator for the above referenced student.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

Copy of:  MD or  APRN License • Exp. Date: \_\_\_\_\_ • Preceptor CV:  Yes  No

Copy of APRN Certification:  Yes  No • Exp. Date: \_\_\_\_\_ • Verification Contact Date: \_\_\_\_\_

STU Staff Verification Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Dear Preceptor:

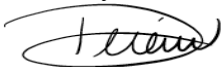
Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-FNP Program at St. Thomas University (STU). The student is enrolled in NUR 507: Advanced FNP: Children & Families

The role and function of the Family Nurse Practitioner (FNP) will be explored through the clinical rotation experience. The clinical will facilitate an in-depth understanding of family-system concepts. By the end of the clinical rotation, students will be able to: Synthesize knowledge of community resources to effectively plan comprehensive nursing care for primary care and medically complex clients through collaboration and case management. Examine, evaluate, and demonstrate professional development in the role of the Nurse Practitioner in the diagnosis and management of health and wellness as well as acute and chronic illnesses from birth through adolescents as a member of an inter-professional team. Analyze patient safety, quality indicators, outcome improvement in the delivery of quality primary care to patients.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,



Doris Teran, DNP, APRN NP-BC  
Chief Nursing Officer

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_



Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-FNP Program at St. Thomas University (STU). The student is enrolled in NUR 509: Advanced FNP: Adults

This course prepares advanced-practice nurses to function effectively in leadership roles within multidisciplinary health-care systems/organizations specifically focused on adults and their families. Critical issues that impact the practice environment are explored. Students will develop skills in facilitating evidence-based practice for specific populations of adults and their families. The role and function of the Family Nurse Practitioner (FNP) will be explored through the clinical rotation experience.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,



Doris Teran, DNP, APRN NP-BC  
Chief Nursing Officer

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-FNP Program at St. Thomas University (STU). The student is enrolled in NUR 514: Advanced FNP: Women's Health

This clinical will provide a foundational framework for advanced practice nursing in women's health. The focus will be on assessment, diagnosis, and treatment of common health problems in the culturally diverse women population. This clinical will also look at health promotion and disease prevention strategies in women. The role and function of the Family Nurse Practitioner (FNP) will be explored through the clinical rotation experience.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,



Doris Teran, DNP, APRN NP-BC  
Chief Nursing Officer

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-FNP Program at St. Thomas University (STU). The student is enrolled in NUR 612: Advanced FNP: Adult Gerontology

The role and function of the Family Nurse Practitioner (FNP) will be explored through the clinical rotation experience. The clinical will facilitate an in-depth understanding on the management of acute/chronic and rapidly changing conditions of adults/older adults. Urgent care issues should be addressed. Clinicals emphasize principles of health promotion, disease prevention and assessment, and management of common health care problems in diverse elderly populations. Emphasis is placed on developmental needs and the pathophysiologic processes underlying certain conditions. The impact of the family on the health of the elderly is explored.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,



Doris Teran, DNP, APRN NP-BC  
Chief Nursing Officer

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-PMHNP Program at St. Thomas University (STU). The student is enrolled in NUR 620 - Psychiatric Management I

This clinical will provide experiences in the assessment, diagnosis, treatment, and evaluation of clients across the lifespan with acute and/or chronic psychiatric disorders. Evidenced-based practice is used. Emphasis is given to promoting, maintaining, and restoring wellness to patients across the lifespan. A holistic therapeutic approach is used to enhance the functioning of diverse individuals across the lifespan. By the end of this clinical student will:

- Develop a knowledge base of clinical modalities used in health promotion and treatment of individuals across their life span with mental illness.
- Discuss mental health theories related to the use of specific clinical modalities in treatment of individuals with mental illness.
- Evaluate clinical modalities in terms of their appropriateness for treatment of individuals with specific mental illnesses.
- Analyze current research findings regarding clinical modalities used in the treatment of individuals with mental illness.
- Demonstrate skills in providing individual therapies to promote mental health for individuals and families across the lifespan

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,



Doris Teran, DNP, APRN NP-BC  
Chief Nursing Officer

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-PMHNP Program at St. Thomas University (STU). The student is enrolled in NUR 630 - Psychiatric Management II

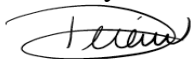
This clinical will provide the student with a continuation of clinical experiences in the assessment, diagnosis, treatment, and evaluation of clients across the lifespan with acute and/or chronic psychiatric disorders. Evidenced-based practice is used. Emphasis is given to promoting, maintaining, and restoring wellness to patients across the lifespan. A holistic therapeutic approach is used to enhance the functioning of diverse individuals across the lifespan. By the end of this clinical student will:

- Develop a knowledge base of clinical modalities used in health promotion and treatment of individuals across their life span with mental illness.
- Discuss mental health theories related to the use of specific clinical modalities in treatment of individuals with mental illness.
- Evaluate clinical modalities in terms of their appropriateness for treatment of individuals with specific mental illnesses. Analyze current research findings regarding clinical modalities used in the treatment of individuals with mental illness.
- Demonstrate advanced skills in providing individual therapies to promote mental health for individuals and families across the lifespan.
- Integrate assessment findings and differential diagnoses to identify and prioritize treatment of acute and chronic psychiatric disorders.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,



Doris Teran, DNP, APRN NP-BC  
Chief Nursing Officer

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-PMHNP Program at St. Thomas University (STU). The student is enrolled in NUR 640 - Psychiatric Management III

This clinical will provide the student with the clinical knowledge in psychotherapy techniques that are applicable across the lifespan focusing on theoretical and conceptual dynamic models using evidence-based practices in assessing, planning, treating, and evaluating dysfunctional patterns. By the end of this clinical student will:

- Demonstrate skills in providing individual and group therapies to promote mental health for individuals and families across the lifespan.
- Integrate assessment findings and differential diagnoses to identify and prioritize treatment of acute and chronic psychiatric disorders.
- Provide culturally informed mental health care in populations across the lifespan with complex acute and chronic psychiatric disorders.
- Demonstrate beginning skills as a member of an interprofessional health care team in the delivery of quality mental health care.
- Foster professional growth and advanced practice nursing role development via critical self-evaluation of clinical practice experiences.
- Collaborates, consults, and refers as appropriate with other health care professionals and community providers.
- Integrate assessment findings and differential diagnoses to identify and prioritize treatment of acute and chronic psychiatric disorders.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,



Doris Teran, DNP, APRN NP-BC  
Chief Nursing Officer

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-PMHNP Program at St. Thomas University (STU). The student is enrolled in NUR 650 - Psychiatric Management IV

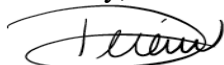
This course provides the student with clinical knowledge in psychotherapy techniques that are applicable across the lifespan focusing on theoretical and conceptual dynamic models. By the end of this clinical, students will:

- Demonstrate skills in providing individual and group therapies to promote mental health for individuals and families across the lifespan.
- Integrate assessment findings and differential diagnoses to identify and prioritize treatment of acute and chronic psychiatric disorders.
- Provide culturally informed mental health care in populations across the lifespan with complex acute and chronic psychiatric disorders.
- Demonstrate advanced skills as a member of an interprofessional health care team in the delivery of quality mental health care.
- Foster professional growth and advanced practice nursing role development via critical self-evaluation of clinical practice experiences.
- Collaborates, consults, and refers as appropriate with other health care professionals and community providers.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,



Doris Teran, DNP, APRN NP-BC  
Chief Nursing Officer

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN/FNP, MSN student in the DNP Program at St. Thomas University (STU). The student is enrolled in NUR 900 – Practicum Project Proposal

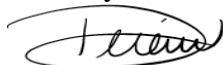
This course will guide the DNP students how with research and best evidence well written project proposals are completed. Knowledge will be provided to Health care professionals in advanced practice to be able to deliver clinical project proposals using best evidence for advancing quality patient care. The course provides practical guidelines of common project models for developing and writing great proposals from start to finish. By the end of this clinical, students will:

- Develop a project proposal to enhance safety and quality of healthcare and examine related problems within the context of systems, technology, and policy.
- Develop and/or monitor budgets for practice initiatives.
- Demonstrate leadership in the different realms of nursing while utilizing and evaluating the use of health care information systems, information technology, communication systems, and patient care technology.
- Explore and collect evidence and data to document problem found in clinical site.
- Appraise scientific data to translate best evidence into nursing practice and healthcare delivery.
- Discuss potential skills and/or project contribution from DNP preceptor(s), organization representative, and champions.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student’s progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student’s learning outcomes. Also, please sign preceptor agreement and attach a CV or resume along with a copy of your Florida license.

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Doris Teran, DNP, APRN NP-BC  
Chief Nursing Officer

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_



Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN/FNP, MSN student in the DNP Program at St. Thomas University (STU). The student is enrolled in NUR 910 – Practicum I

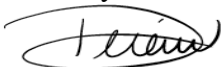
This course will guide the DNP students to translate research into practice, link policy making with clinical systems and serve as change agents for health care. The student chooses an area of advanced practice nursing for clinical immersion. By the end of this clinical, students will:

- Describe scholarship that will include frame of teaching, application, integration, and discovery to help improve the system of the clinical site.
- Demonstrate leadership and participate in the creation and implementation of health policy to advocate for the nursing profession and the healthcare communities.
- Discuss potential skills and/or project contribution from DNP preceptor(s), organization representative, and champions and explain the impact of the related problems on the population.
- Identify a clinical practice guideline related to your problem of interest and appraise the guideline using the IOM standards.
- Integrate assessment findings of organize problems and challenges as either macro- or micro-system related.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign preceptor agreement and attach a CV or resume along with a copy of your Florida license.

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Chief Nursing Officer

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN/FNP, MSN student in the DNP Program at St. Thomas University (STU). The student is enrolled in NUR 920 – Practicum II

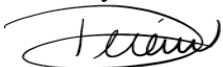
This course will provide student with an immersive residency experience and mentored guidance undertaking the development, implementation and evaluation of a scholastic project through implementation and analysis. By the end of this clinical, students will:

- Communicate effectively, support, and collaborate with interprofessional teams to formulate effective practice approaches to improve outcomes.
- Design and implement processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization, or community against national benchmarks to determine variances in practice outcomes and population trends.
- Directly manage complex health problems of clients or develop and implement organizational systems to facilitate access and navigation of the health care system.
- Design, direct, and evaluate quality improvement methodologies to promote safe, timely, effective, efficient, equitable, and patient-centered care.
- Implement culturally sensitive and holistic approaches to lead and mentor other team members of the project intervention.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student’s progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student’s learning outcomes. Also, please sign preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,



Doris Teran, DNP, APRN NP-BC  
Chief Nursing Officer

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN/FNP, MSN student in the DNP Program at St. Thomas University (STU). The student is enrolled in NUR 930 – Practicum III

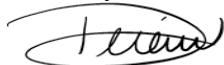
This course provides for synthesis and application of knowledge and skills acquired in previous courses through the development, implementation, and evaluation of a practice improvement project. By the end of this clinical, students will:

- Discuss evaluation plan for process and outcomes
- Evaluate impact of intervention and gather data of intervention.
- Integrate literature documenting interventions to achieve the outcomes.
- Analyze the impact of the related problems on the population.
- Integrate assessment findings of organize problems and challenges as either macro- or micro-system related.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress.

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Sincerely,



Doris Teran, DNP, APRN NP-BC  
Chief Nursing Officer

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

## Memorandum of Understanding

Clinical Location: \_\_\_\_\_

Number of Clinical Hours: \_\_\_\_\_ Term/Year: \_\_\_\_\_

### Student Information

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

## Memorandum of Understanding

This Memorandum of Understanding is made on [DATE], by and between St. Thomas University of Miami Gardens, Florida, and [FACILITY], for the purpose of student experiential learning/internship education.

The purpose of this MOU is for clinical experience for [X] students at St. Thomas University and to inform [FACILITY] that students will be on the premises for [example of internship]. Clinical is taking place at [LOCATION] from [BEGINNING DATE] to [END DATE].

This letter is acknowledgement that St. Thomas university [PROGRAM NAME] program has requested and received permission to use your [FACILITY] as a clinical site/experience for our students.

This letter also acknowledges that each student placed at your site will obtain the necessary clearances and immunizations. All technical standards required through STU or the academic program will be upheld.

STU students will be able to perform/interact under approved supervisors.

St. Thomas University holds general and professional liability on all students for the clinical education experiences.

### St. Thomas University

### Facility

By: \_\_\_\_\_  
Linda Wagner  
Vice President  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_