

2/9/2023



Dear Applicant,

You are being considered for admission to the MSN Program –*Transformational Leadership* track at Olivet Nazarene University (ONU). One of the steps for admission is your acknowledgment of the requirements to be completed prior to beginning your practicum hours.

Work Experience Verification

Prior to entering the MSN Program, you are required to complete our Work Hour Verification Form via DocuSign, which demonstrates completion of at least 2,000 hours of work time as an RN by your Human Resource Administrator or Supervisor.

Practicum Orientation

At the beginning of NRS 629: Professional Role Development of the Academic Nurse Educator and Transformational Nurse Leader you are required to self-enroll into a practicum requirements course in Canvas specifically for your track. This orientation course will provide you with specific information related to the expectations of both practicum experiences. It is an expectation that you review all course components and complete the quizzes included. This course is not for a grade, however, all components must be reviewed prior to starting your first practicum.

Practicum Expectations

Students are expected to complete 120 hours of practicum during NRS 648: Transformational Leadership. To accomplish the 120 hours within eight weeks, you will need to complete roughly 15 hours per week.

Choosing a Preceptor

Students are required to find their own preceptor(s). It is recommended that, upon admission, you begin thinking about possible preceptors. Students should consider personal and professional contacts as high possibilities. The selected preceptors should help guide you in discovering the full scope of your future role as an advanced practice registered nurse. All preceptors and practicum sites must be approved by the Assistant MSN Program Director prior to starting practicum hours, otherwise hours will be considered null and void. It is critical that you identify and formalize your preceptor arrangements at least four (4) weeks prior to the start of the practicum course to allow time for processing by the MSN Practicum Director. In general, all preceptors must have a minimum of an MSN degree with a current and active, unencumbered RN license working in a full time position with at least 2 years of experience in an executive nursing leadership position. Approved preceptors for NRS 648 include: Senior Leadership/Management Role, Chief Nursing Officer, Vice President/Chief Nursing Executive, Director of Nursing, or Senior Vice President.

Affiliation Agreements

It is the student's responsibility to confirm with their practicum site's contact person whether or not an Affiliation Agreement (AA) is required. Affiliation Agreements are contractual, time-sensitive agreements between ONU and a practicum site, are legally binding, and are required in most cases for students to complete their practicum experience. AAs include various expiration dates (duration of the student rotation, 12 months, 5 years, etc.). ONU does not require AAs for this track due to the nature of the practicum experience; however, some practicum sites will require a formal AA to place students at their site, which is why the student needs to determine this ahead of time.

Practicum Health Compliance

To attend practicum you must be in compliance with health requirements. Required compliance is collected and submitted via CastleBranch. Please know that some practicum sites may require more than what Olivet requires. Compliance should not be completed sooner than 30 days prior to the practicum start date, as there are expiration dates for some of the items required. If items are incomplete two weeks before the start of your first practicum experience, you will not be able to begin your practicum course. You will not be allowed to progress in this track until all requirements are completed and approved and will delay your expected graduation date should you miss the deadline for compliance. Once all requirements are complete, you can then join the next available course start to complete your practicum. You are responsible for staying current with all health requirements while enrolled in the MSN track, even if you only have a couple weeks left in the program. Should you take a leave of absence for any reason during the program you may have to re-submit required compliance items should any expire.

NOTE: We are contractually obligated to report flagged background checks. Practicum sites will then determine if the student can be placed/accepted at their site.



Two (2) weeks before starting your first practicum course, you are required to submit the below items:

- Criminal background check (must successfully pass)
- Urine drug screening (must successfully pass)
- Physical exam by a licensed healthcare provider (NP, MD, DO, PA) using the ONU Health and Immunization Form
- Submit documentation of:
 - Annual negative 2-step TB test, or negative QuantiferON Gold assay, or negative chest x-ray report
 - Proof of a positive Measles, Mumps, and Rubella antibody titer.
 - Negative titer results require a booster with subsequent titer(s) confirming immunity.
 - Proof of Tdap booster – (required every 10 years)

Signature:

- Proof of a positive Varicella antibody titer
 - Negative titer results require a booster with subsequent titer(s) confirming immunity.
- Proof of a positive Hepatitis B antibody titer
 - Negative titer results require a booster with subsequent titer(s) confirming immunity.
 - Declination of the Hepatitis B Vaccine series: FNP and Education students may be exposed to community diseases. Students must provide a written statement from a licensed healthcare provider (NP, MD, DO, PA) indicating a medical reason as to why the student cannot receive the Hepatitis B Vaccine.
- Proof of Annual Influenza vaccine
 - Declination of the Annual Flu Vaccine: Students must provide a written statement from a licensed healthcare provider (NP, MD, DO, PA) indicating a medical reason as to why the student cannot receive the Flu Vaccine.
 - Copy of your AHA BLS CPR card (must remain valid throughout practicum). Online courses are not acceptable. Must be in-person.
- Copy of Current Personal Health Insurance
- All items submitted to CastleBranch must include students' name and demographic information, results, and date.

Upon admission, you should begin collecting your immunization/titer records from your Primary Healthcare Provider, high school, nursing school, etc. as students in the past struggled in obtaining their records in a timely manner. It is vital to keep your documents in a secure place.

We are excited that you have chosen to continue your education with Olivet Nazarene University. We are looking forward to completing the admissions process with you. In order to move forward with your admissions process, you must acknowledge you are aware of these requirements by signing below. If you have any questions, please contact your admissions counselor at 877.4.OLIVET (877.465.4838) or onlineadmissions@olivet.edu.

Sincerely,

Jaherta Lika, MBA

MSN/FNP Practicum Director | FNP Immersion Experience Logistics Director