



School of Nursing

Dear Prospective Post-BSN-NEL Student,

You are being considered for admission to the Post-Baccalaureate – *Nursing Education and Leadership certificate* track at Olivet Nazarene University's (ONU), School of Nursing, Graduate and Continuing Studies. One of the steps for admission is your acknowledgment of the requirements that must be completed prior to starting your clinical hours.

Approved States. Before starting any program, please check with your respective state on their educational, certification, and licensure requirements. Prior to starting your clinical hours, please ensure that the clinical site is in an approved state. To verify your clinical site is located in an approved state review the approved state list provided at this link: <https://www.olivet.edu/consumer-information/professional-licensure-disclosures/> can be found by scrolling down under Nursing, click on Family Nurse Practitioner link. Please note that some states may have additional requirements for clinical hours, specific preceptor qualifications, and/or documentation (e.g., a state may require 750 clinical hours). For additional information or guidance, please contact GraduateNursing@olivet.edu.

It is essential that you notify our Online Advising Team (onlineadvising@olivet.edu) of any address changes while you are in the Post-BSN NEL track. Please be aware that even if you reside in an approved state, you may not do your practicum hours in a state that is not approved. Students switching tracks or returning to the Post-BSN NEL track will need to comply with the above requirements. For more information, see MSN Student Handbook via library.olivet.edu > Subject Guides > Nursing.

IMPORTANT INFORMATION BELOW

We are contractually obligated to report flagged background checks. If a flagged report is identified, practicum/clinical sites will determine if the student can be placed/accepted at their site. A flagged background report may also affect future employment.

To support your academic journey, the following resources are provided for all students. These materials are required and have associated fees that will be applied during the enrollment process. Additional fees may apply if a student chooses to take a hiatus and return at a later date.

- **Project Concert** – self-service experiential documentation tool designed to manage and streamline processes for experiential learning experiences.
- **QualifiedFirst® by Verified Credentials** – health compliance documentation/tracking system with a yearly fee.



Clinical/Practicum Expectations.

Students are required to complete a total of 150 clinical/practicum hours. The clinical /practicum hour requirement varies according to population focus. The required clinical hours for each course are as follows:

Course Number	Course Name	Total Clinical/Practicum Hours	Length of Course
NRSG 604	Population Health	30 hours	7 weeks
NRSG 620	Nursing Education and Leadership Practicum	120 hours	8 weeks

Clinical/Practicum Orientation.

Students will be automatically enrolled into a track-specific clinical/practicum orientation course. This course is intended to provide helpful information to prepare for clinical/practicum. Students should accept the invitation to join the course upon receiving. The invitation will come via email and is also accessible within Canvas on the course dashboard.

Choosing a Preceptor.

Students are required to select their own preceptors, allowing for a personalized and enriching clinical/practicum experience. We encourage you to begin exploring potential preceptors as early as admission, considering both personal and professional connections who can support your growth into the advanced nursing education and leadership role. Your chosen preceptors should be someone who can guide you in understanding the full scope of your future role responsibilities. All preceptors and clinical/practicum sites must be approved by the MSN Program Director before clinical/practicum hours begin to ensure they meet program standards. Hours completed without prior approval will not be applied toward the required number of clinical/practicum hours.

To allow sufficient time for processing and approval, please finalize your preceptor arrangements at least four (4) weeks before the start of your clinical/practicum course. Students will need to find two preceptors.

In general, Nurse Educator preceptors must be:

- full-time educators in a community college or college/school/university
- hold a master's degree in nursing
- hold a current and active unencumbered RN license
- have at least two (2) years of experience in their field

In general, Nurse Leader preceptors must be:

- full-time nurse in an executive-level leadership role (Dean, Director of Nursing, Chief Nursing Officer, Senior Vice President, or equivalent)
- hold a master's degree in nursing
- hold a current and active unencumbered RN license
- have at least two (2) years of experience in their field

Additional detailed guidance on approved preceptors and clinical sites will be provided in the MSN Clinical Resource Course.

Clinical Health Compliance. To participate in clinical experiences, students must meet all health compliance requirements. Required compliance is collected and submitted via QualifiedFirst® by Verified Credentials. Some clinical sites may have additional requirements beyond Olivet's standards. Compliance should not be completed sooner than 30 days prior to the clinical start date, as there are expiration dates for some of the items required. This is to avoid additional financial burden upon the student. All compliance items must be completed at least two weeks before the start of the first clinical course. Incomplete compliance may delay progression in the track and may impact one's expected graduation date. Once approved, the student may join the next available course start. Students are responsible for maintaining current compliance throughout the program—even in its final weeks and may have to re-submit required compliance items should any expire.

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

- Criminal background check (must successfully pass)
- Drug screening (must successfully pass)
- Physical exam by a licensed healthcare provider (NP, MD, DO, PA) using Olivet's 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)
 - 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: 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 clinical). Online courses are not acceptable. Must be in-person.
 - Copy of Current Personal Health Insurance
 - Copy of Malpractice Insurance (FNP/PG-APRN students only – site-specific requirement only)

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. All items submitted to QualifiedFirst® by Verified Credentials must include students' name and demographic information, results, and date.

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. To move forward with your admissions process, you must acknowledge you are aware of these requirements by signing below. If you have any questions about the admission process, please contact your admissions counselor at 877.4.OLIVET (877.465.4838) or onlineadmissions@olivet.edu. If you have any questions about the clinical requirements, please email GraduateNursing@olivet.edu.

Sincerely,

The MSN Program

Please note that your signature indicates acknowledgement that you have read and understand the contents of this letter, in particular, that you understand that you will be required to complete and pass a criminal background check, drug screening, and physical exam."

