MASTER OF SCIENCE IN NURSING ADMINISTRATION AND EMERGENCY MANAGEMENT

STUDENT HANDBOOK

2024-2025

ACKNOWLEDGMENT

Students are required to electronically acknowledge receipt of the ATU MSN Handbook in the MSN Student Lounge in Blackboard. The statement is as follows:

I have received a current copy of the Arkansas Tech University Department of Nursing MSN Student Handbook. I understand that it is my responsibility to familiarize myself with the information therein. I acknowledge that the ATU MSN Nursing Student Handbook constitutes the general policies and procedures for students in the MSN program. My signature indicates that I accept these policies as written.

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PURPOSE

Welcome to the Arkansas Tech University (ATU) Department of Nursing. This handbook has been prepared by faculty to provide you with the information that you will need in order to function effectively within the nursing graduate program. Because it contains policies, procedures, and guidelines for the Department, you should read it thoroughly and remain familiar with its contents throughout your career within the program. *The Department of Nursing follows the ATU Graduate College academic policies outlined in the Graduate College Catalog which can be found online at* http://www.atu.edu/gradcollege/. **You should be familiar with ALL of the policies and procedures of the Graduate College.** This handbook is intended to provide you with information specific to the Masters of Science in Nursing Administration and Emergency Management degree.

OVERVIEW OF THE DEPARTMENT OF NURSING

The Department of Nursing offers graduate study to qualified registered nurses. This program leads to a degree of Master of Science in Nursing Administration and Emergency Management (MSN). Students may choose to pursue the MSN degree through full-time or part-time study. Upon completion of twelve credit hours, students must apply for candidacy through the Graduate College. Candidacy application is completed online at http://www.atu.edu/gradcollege/.

Accreditation Status

The ATU MSN program is fully accredited by the Accreditation Commission for Education in Nursing (ACEN). The MSN program received initial accreditation by the ACEN in the spring of 2012 and was reaccredited in 2016.

GENERAL POLICIES

The MSN program follows the policies of the ATU Graduate College Catalog and the policies found in the ATU Student Handbook. It is the student's responsibility to be familiar with the policies of the Graduate College Catalog and the ATU Student Handbook. For information fees and charges, services for students, academic policies, and graduation requirements, the student is referred to the Graduate College Catalog which can be found online at http://www.atu.edu/gradcollege/. The ATU Student Handbook may be found online at http://www.atu.edu/TechA-Z.php#S

Nondiscrimination Policy

In accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act Amendments of 1973, the Department of Nursing at Arkansas Tech University does not discriminate on the basis of race, color, sex, national origin, or physical handicap in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

Sexual Harassment Policy

The policy of Arkansas Tech University is to maintain the University community as a place of work and study for staff, faculty, and students free of harassment, to include sexual or gender harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior. Students should refer to the ATU Graduate Catalog for further specific information regarding the sexual harassment policy and established grievance procedures at https://www.atu.edu/catalog/current/graduate/admission-academic-information.php and the ATU Student Handbook.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical contact and verbal comments or suggestions, which adversely affect the working or learning environment of others.

Anyone who is subjected to offensive sexual behavior is encouraged to pursue the matter through the established informal or formal grievance procedures. Generally, the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution.

Academic Dishonesty and Plagiarism Policy

Student should read the policy regarding academic dishonesty and plagiarism found online in the Graduate College Catalog: https://www.atu.edu/catalog/current/graduate/admission-academic-information.php Failure to adhere to the policy on academic dishonesty and plagiarism may result in academic consequences such a lowered grade or a course failure. All MSN students are expected to be familiar with this policy.

CITI Research Training

CITI (Collaborative Institutional Training Initiative) online training for human subjects research is a requirement of the MSN program. Instructions may be found on the MSN Student Lounge in Blackboard and in the IRB Procedures Handbook. ***Following completion of this training, a copy of the certificate of completion should be sent to Dr. Jennifer Helms for your student file.***

See the website for the ATU Institutional Review Board for CITI training information: https://www.atu.edu/gradcollege/orsp/researchcompliance/human_subjects.php

Department of Nursing
MSN Faculty and Staff Contact Information

Name/Title Degrees	Office	Phone	Email
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Department of Emergency Management
Faculty and Staff Contact Information

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Master of Science in Nursing in Nursing Administration and Emergency Management

Introduction

The Master of Science in Nursing in Administration and Emergency Management (MSN) curriculum expands on the institutional mission by nurturing scholastic development, integrity, and professionalism. Furthermore, the curriculum is consistent with the philosophy of the Graduate College regarding the ability of graduates to establish modes of inquiry, formulate proposed solutions, and communicate the interpretation of scholarly and research analysis.

The MSN in Nursing Administration and Emergency Management degree is a two-year (full-time) or three-year (part-time) academic program which requires 33 semester credit hours. The core curriculum consists of 24 semester credit hours, with an additional 9 semester credit hours completed in either the nursing administration track (including six hours of practicum) or emergency management track (including three hours of emergency management elective). The curriculum length provides students with the opportunity to complete the requirements in a timely manner and achieve program objectives.

The MSN program is designed to offer students a specialized program of study to serve the educational needs of professional nurses actively engaged or planning to enter a profession related to administration, leadership, and emergency management in variety of healthcare settings. The curriculum utilizes a multidisciplinary approach to integrate principles of nursing administration, including planning, organizing, directing, and evaluating, with principles of emergency management, including preparedness, response, mitigation, and recovery. Nursing professionals with this advanced education can provide expertise to benefit healthcare, community, and government agencies and the general public.

Program Mission:

The ATU MSN mission is to provide advanced education for practicing nurses to be innovative leaders within the nursing administration and emergency disaster response role. Graduates utilize specialty knowledge to impact diverse populations/communities within local, state, or national healthcare systems.

Program Objectives

The objectives of the graduate program in Nursing Administration and Emergency Management include:

1. Preparing graduates to assume administrative roles in a variety of health care systems, including hospitals, and community, military, and government agencies.
2. Providing a program of study that addresses the technical competencies and interpersonal skills needed to assume leadership roles in planning and coordinating emergency response strategies.

3. Providing opportunities for students to formulate solutions to important problems of interest to nursing through analysis, synthesis, and application of current research.
4. Preparing graduates to be innovative leaders.

Ongoing assessment of these objectives is determined using the following measures:

1. Student evaluations are used to assess program outcomes against the standardized competencies adapted from the (1) American Association of Colleges of Nursing *Essentials of Master's Education for Advanced Practice Nursing,* (2) Nursing Curriculum Plan for Emergency Preparedness developed by the International Nursing Coalition for Mass Casualty Education, and (3) Department of Homeland Security.
2. An end-of-program evaluation administered by the Department of Nursing to document employment information at time of graduation and assess the graduates' perceptions of how well their graduate education has prepared them for employment.
3. Student projects, theses, and publications will serve as documentation to verify synthesis of leadership and emergency management principles within the discipline of nursing.

Since the degree is framed in part around the directives of the Department of Homeland Security (DHS), in part around the curriculum plan of the International Nursing Coalition for Mass Casualty Education (INCMCE), and in part to address the competencies delineated in the American Association of Colleges of Nursing (AACN) *Essentials of Master's Education* Core Curriculum*,* the program is designed to address issues that are of concern to these three organizations. Characteristics of graduates of the NAEM program include:

1. Participate in research, disseminate results, and incorporate research findings into the role of nurse administrator.
2. Assume leadership roles in managing care in a variety of settings, develop emergency/disaster response plans, and influence healthcare policy.
3. Communicate effectively to provide cost effective, ethically responsible healthcare to ethnically and culturally diverse populations.
4. Assess educational needs of staff, emergency medical personnel, and others related to mass casualty incidents; plan and implement programs specific to those needs, provide leadership in knowledge development and the evaluation of educational programs.

The MSN in Nursing Administration and Emergency Management curriculum is based on the AACN Graduate Core Curriculum but is customized to reflect the mission of the program.

General Requirements

Prior to acceptance into candidacy for the Master of Science in Nursing degree: Nursing Administration and Emergency Management, the student must meet general admission requirements of the Graduate School as cited in the *Graduate Catalog* and adhere to the guidelines for the Graduate School. Additionally, applicants must have a current, unencumbered registered nurse license and have graduated from an NLNAC or CCNE accredited (or international equivalent) nursing program with a minimum 3.0 GPA. Immunization requirements for admission to the university may be found on the Student Health webpage: https://www.atu.edu/hwc/healthservices/immunization.php

** Please note that before you may begin the NUR 6526 practicum course, the agency you have chosen for your practicum experience may require additional immunizations and verification of those. Please be advised that you should have proof of immunization ready to be provided to a health care agency prior to the NUR 6526 experience.

Admission requirements and progression policies for graduate students can be found in the online *Graduate Catalog:* https://www.atu.edu/catalog/current/graduate/admission-academic-information.php

Technology Requirements

The MSN program requires the student to attend online courses. Students need access to a computer and Internet services and should be competent in the use of basic word processing programs such as Microsoft Word or comparable programs. Students will be required to submit assignments via email or Blackboard, the online delivery system for ATU. Incoming students will be provided with basic instruction on the use of Blackboard during individualized student orientation to the MSN program. In addition, tutorials are available online through the OneTech portal within the ATU website. Computer Help Desk can be reached by phone at (479) 968-0646.

Degree Requirements

Thirty-three credit hours are required for completion of the MSN degree. Twenty-four hours shall be completed in a professional core component, including 6 hours of research methods and 3-6 hours of research thesis/project (application). Nine hours shall be completed in one of two specialty tracks: Nursing Administration (including 6 hours of practicum) or Emergency Management (including 3 hours of practicum).

Application Process for Admission to the MSN Program

Students must apply online for the Master of Science in Nursing program through the DON website:
 https://www.atu.edu/degrees/graduate/nursing-admin-emergency-mgmt.php

Applicants are required to submit evidence from their state board of nursing of current unencumbered licensure.

Accelerated Bachelor's to Master's ("AB2M")

Students selecting the RN-MSN Accelerated Bachelor's to Master's track may apply nine hours of graduate credit to the RN-BSN requirements. These nine hours include NUR 6303 Law, Ethics and Policy in Health Care in lieu of NURN 4013 Law, Ethics, and Issues in Professional Practice and any two 3 credit-hour EMHS 5000-6000 electives in lieu of the two 3 credit-hour undergraduate elective requirements. The nine substituted hours will be applied to the undergraduate BSN degree and waived in the graduate program. The nine hours of graduate coursework will cost the undergraduate tuition rate per credit hour. Students admitted to the RN-BSN program who want the AB2M track must contact the MSN advisor to request a copy of the application to the AB2M program.

Registered Nurses with a bachelor's degree in a field other than nursing must complete NURN 4003, NURN 4024, and NURN 4034.

Unconditional Admission

Students are eligible to apply for unconditional admission to the Master of Science in Nursing degree program if they meet all the following requirements:

1.   Applicants must meet the admission requirements for Graduate College.
2.   Applicants must have graduated from an accredited nursing program.
3.   Applicants must have a cumulative grade point average of 3.00.
4.   Applicants must have a current unencumbered U.S. registered nursing license.

Conditional Admission

Applicants who fail to meet the GPA requirement may be admitted conditionally by the Graduate Admissions Committee to earn a maximum of twelve (12) graduate credit hours. The condition will be met if upon completion of twelve semester hours a cumulative grade point average of 3.00 or better is achieved.

Academic Advisement

Each student is assigned to the MSN program director as his/her academic advisor. The advisor assists the student with choosing the curriculum track that will meet the student's professional goals. It is the academic advisor's responsibility to monitor the student's progress through the program and offer academic counseling whenever needed. Students may choose a full-time or part-time curriculum and may switch to or from full or part time at any time during the curriculum as long as the required courses

are being offered at the time when the student makes this change. The academic advisor can assist the student with selecting the appropriate courses during a change from full or part time status.

Graduate Student Load

Nine hours of credit per regular semester is considered full-time and six hours per regular semester is considered part-time. Graduate students may enroll for a maximum of twelve hours of credit per semester during the academic year.

A credit hour is defined as one hour of class time per week. Most courses in the MSN program are 3-credit hour courses, requiring 3 hours of class time per week plus additional study time outside of class time to complete required assignments. Contact hours for the NUR 6526 Administration Practicum course are specified in the course syllabus.

**Note on credit load and financial aid: Students seeking federal financial aid must be enrolled in a minimum of 9 credit hours for full-time status or a minimum of 5 credit hours for part-time status in order to qualify for financial aid.

Student Research: Thesis or Research Project

The MSN curriculum requires the student to complete a thesis or evidence-based project as evidence of graduate-level scholarship. The student pursues a topic of interest and develops a plan for research and thesis or a research utilization project in collaboration with the faculty.   The thesis/project is intended to be individual to the student's interests and professional goals, with input from graduate faculty as the student progresses through the program.

The Department of Nursing MSN program follows the guidelines for thesis outlined in the ATU Graduate Catalog and the Thesis Preparation Guide, which may be found online at

https://www.atu.edu/gradcollege/faculty-admin.php

The Thesis Preparation Guide must be followed in *exact detail*. Failure to follow the guide may result in delay of the Graduate College's acceptance of the research thesis and may even delay graduation for the student.

Students should read the Thesis Preparation Guide in the beginning stages of thesis preparation in order to be familiar with the entire thesis process, including responsibilities of the thesis committee, the thesis defense and approval, and the elements of style that are required in the thesis document. **See Appendix A for a brief overview of the required thesis components**.

In the thesis course, students do not receive a traditional course grade which counts toward the GPA. Instead, if the student is continuing an additional thesis semester, a grade of 'R' will be given which designates that the student is repeating/continuing in the thesis process. When the thesis is completed

and successfully defended, the student is given a grade of 'CR' which means the thesis is completed and the thesis hours are finished. It is possible for a student to continue in more than the required 6 hours of thesis until the thesis is completed and successfully defended.

Criminal Background Checks

All MSN students must have a current criminal background check on file prior to the first day of the student's first semester. The cost of the criminal background check is approximately $40.00. Your MSN advisor will send you specific Complio instructions, so please follow those directions sent to you, which are specific to MSN students.

In 2004, the Joint Commission of Healthcare Organizations implemented a standard requiring criminal background checks for security purposes on all employees, staff, and volunteers who supervise care, render treatment, and provide services. Therefore, in compliance with both JCAHO and agency policies, ATU MSN students are required to undergo a background check or drug testing in order to participate in classroom and/or clinical administrative experiences. Students who do not pass the background check requirement may be unable to complete degree requirements and this may result in the students' dismissal from the program.

Student Identification

All MSN students will be required to have a photo ID in their student file. A copy of a current driver's license is preferred, or a copy of the student's ATU student ID badge will be acceptable.

Students are required to have an ATU photo student ID for the NUR 6526 Administrative Practicum. The student photo ID badge is made in the Student Accounts office. The student must have their driver's license with them at the time of their photo ID session in the Student Accounts office. The cost is free. The photo ID can also be obtained online through Banner. The directions are as follows:

Log in to the OneTech page

- ➔ Click "Banner"
- ➔ Click "Student"
- ➔ Click "Online Student ID request form"
- ➔ Follow the directions from there to request your ID. The ID must say "MSN Student" and the Student Accounts office has been made aware of this. Do not allow your ID badge to say "Nursing Student" as that denotes a student who is unlicensed.

Student Malpractice Insurance

Student enrolling in the NUR 6526 Administrative Practicum course MUST submit verification of nursing malpractice insurance prior to the beginning of the course. This should be provided to the Dr. Terri McKown who is the instructor for the practicum course.

Requirements for Writing Assistance

It is the policy of the ATU MSN program that all MSN students are required to utilize the online Grammarly Premium version writing assistance program for all papers that are submitted for grading in MSN courses. All papers must be sent to Grammarly for feedback on grammar, punctuation, spelling, and syntax prior to submitting for a grade in any graduate course.

Grammarly offers ATU students a 50% discount. Utilize this link to get the discount on the annual subscription rate: [Grammarly discount rate](#)   At the bottom of the pop-up box, click on "Don't Have An Account?" to sign up. There is a monthly fee option, but this is not included in the 50% off annual subscription rate. Please note: With the discount, you will receive a receipt, but the company does not issue a separate official invoice.

Graduate Credit Taken Prior to Admission to ATU

A maximum of nine semester hours of graduate credit with a grade point average of "B" or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the head of the student's major department and the Dean of Graduate College. Students must send a written request to the head of their major department to petition an acceptance of the transfer credit prior to requesting admission to candidacy to the graduate program. Graduate credit earned six years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the appropriate program director and the Dean of Graduate College. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

Graduate Credit Taken After Admission to ATU

If, after admission to graduate study, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech University, the student must (in advance of enrollment) obtain written approval from the program director and the Dean of Graduate College.

Graduate Assistantships

The University offers a limited number of graduate assistantships through its academic departments and administrative offices. Inquiries regarding assistantships should be directed to the Dean of Graduate College. Applications can be found online at http://www.atu.edu/graduateassistants/

The Graduate College will accept and forward all applications for assistantships to the appropriate program director or supervisor. To ensure timely consideration, please submit all material by November 1st for Spring position, and by April 1st for the following Fall term.

A graduate student holding an assistantship appointment does part-time work for the University as determined by the department or office involved. A student receiving an assistantship may take a maximum of nine hours and a minimum of six hours of course work per semester. During each summer term, the student may take a maximum of six hours and a minimum of three hours. Total tuition waivers for a graduate assistant may not exceed 18 hours for the period July 1 to June 30. Exceptions may be made upon the approval of the appropriate program director and the Dean of Graduate College. A student may have a maximum appointment of 50 percent (20 hours a week) except in the summer when he/she can receive a 100 percent appointment. A student may not hold more than one graduate assistantship at any given time.

A student may have a graduate assistantship award for four semesters if they meet the Graduate College eligibility guidelines and receive continued departmental approval. A student may appeal for one extra semester by providing detailed written justification to the Graduate Dean.

Textbooks

The list of required textbooks for each graduate course is available on the ATU Bookstore website several weeks prior to the beginning of each semester. Textbooks may be purchased from the ATU Bookstore on campus or from their online store, or students may choose to purchase textbooks from other vendors. Students are referred to the ATU Bookstore website for a complete list of required books at http://www.atu.edu/bookstore/.   This allows students time to purchase books prior to receiving the course syllabus information regarding the textbook requirements.

Administration Track Capstone Experience

Students in the Administration track are required to complete a practicum during the last semester of the program, which is intended to serve as a capstone experience in addition to the completion of a thesis or evidence-based project.

Preceptors for the administration practicum are selected through collaboration between the student and nursing faculty based on the student's interests and professional goals. The administration practicum is a 180-hour practicum experience (120 contact hours plus 60 preparation hours).

Administration preceptors must complete the Preceptor Application, must have a minimum of a Master's degree in a relevant field, and must meet the criteria outlined in the NUR 6526 Preceptor Manual. Students are expected to evaluate the performance of their preceptors and provide this evaluation information to the NUR 6526 faculty.

Refer to *Appendix B* for the Preceptor Manual and forms.

NUR 6103 Theoretical Perspectives

This course is designed to provide the student with the skills necessary to critique, evaluate, and apply theories from nursing and related health care disciplines. Philosophical and theoretical underpinnings of the nursing discipline will be explored with in depth discussion of knowledge development and theory analysis. Students will study a selected phenomenon in depth, learn the strategies for concept analysis and development, and application of theory to practice.

NUR 6203 Research Design and Methods

This course focuses on quantitative and qualitative research design with an emphasis on strategies for incorporating current research findings into the health care system. Students will identify common problems in nursing and health care systems and determine the most appropriate research methodology for finding or creating solutions. Students are expected to critically appraise published research and develop appropriate and creative methods for utilizing current research findings in a variety of health care settings. Prerequisite: Three credit hour undergraduate statistics course.

NUR 6303 Law, Ethics and Policy in Health Care

This course is an overview of current trends in healthcare and the legal/ethical issues with which the nurse manager in health care systems may be confronted. Students will examine contemporary social, economic, ethical, and legislative issues influencing health care policy. Such issues as legal liability of professionals, legal compliance, ethical standards, and personnel law will also be examined.

NUR 6313 Role of the Nurse Administrator

This course will prepare the graduate to analyze theories and research relevant to the role of nurse administrator as leader and manager. Emphasis will be placed on the internal and external forces influencing the nurse administrator role. Seminars will focus on healthcare policy, organization, healthcare delivery systems, and fiscal management. The graduate will be able to assume a leadership role in the managing of human, fiscal and physical healthcare resources in a variety of healthcare settings.

NUR 6403 Non-Thesis Project

Directed research study of a topic selected by the student, incorporating literature review of current research findings and a written project proposal. This course is designed to provide an opportunity for the student to identify a topic of interest and propose a strategy for implementation of a new program of system change.

NUR 6503 Organizational Behavior

This course deals with human resource issues in the health care organization and with the theoretical foundations of organizational development as an applied behavioral science. Attention will be directed to the dynamics of contemporary human relations in health care organization.

NUR 6526 Nursing Administration Practicum

This course is designed to promote student application of theory to practice. Students, with faculty approval, will select the healthcare setting and nurse administrator for the practicum. Students will be required to plan their studies, set specific learning objectives and provide formal written reports on their findings. The nurse administrator should work closely with his/her preceptor to assess job requirements, analyze budgets and budgetary needs, and develop a plan to provide quality, cost-effective nursing care to patients. Prerequisites: 24 hours of core courses and NUR 6503 and NUR 6513.

NUR 6991-6 Research Thesis

Directed research on a thesis topic selected by the student in consultation with a supervising professor. The student will be required to present the thesis in a seminar to faculty and other graduate students.

EMHS 6063 Principles of Hazards

Provides an overview of hazards theory, emergency management fundamentals and the science of various hazards. Both natural and technological hazards are studied with the perspective of emergency management. Some of the topics include earthquake, tsunami, volcanoes, floods, wildfires, terrorism, tornadoes, winter storms and hurricanes

MSN Curriculum

Core Courses:

NUR 6103	Theoretical Perspectives
NUR 6203	Research Design and Methods
NUR 6303	Law, Ethics, and Policy in Healthcare
NUR 6313	Role of the Healthcare Administrator
NUR 6403	Non-thesis research project
	--OR—
NUR 6993	Six hours thesis

Administrative Track:

NUR 6503	Organizational Behavior
NUR 6596	Administrative Practicum

Emergency Management Track:

EMHS 5993	EM Practicum in Healthcare
EMHS 5000-6000	Elective
EMHS 5000-6000	Elective

Thesis Components & Outline

I. **Abstract**

II. **Table of Contents**

III. **Chapter I   Introduction**

   A.   Introductory paragraph-- 1-2 paragraphs

   B.   Statement of the problem -- 1-2 sentences

   C.   Need for the study--½ to 1 page explaining the need for the study

   D.   Assumptions

   E.   Hypothesis or Research Question

   F.   Limitations

   G.   Definition of Terms

   H.   Summary -- one paragraph to summarize the purpose of the study and what will be addressed in subsequent chapters

   ** Chapter 1 can be written in 4-6 pages (more if needed)

IV. **Chapter II   Review of the Literature**

   A.   Conceptual Framework -- use as many pages as you deem necessary to explain the framework and how your study fits into this framework/theory -- 1-2 pages should be adequate

   B.   Literature review -- may be 5-10 pages (more if necessary), depending on the amount of literature available on your topic

   C.   Summary--one paragraph to summarize the literature review

V. **Chapter III   Methodology**

   A.   Research Design -- 1 paragraph should be sufficient to summarize the type of design used

   B.   Setting -- Where was the study conducted? What type of institution? Was it in a rural or metropolitan area? Just need to describe the setting.   One paragraph is probably sufficient.

C. Population/Sample -- approximately one page to describe the sample--Who were the participants? How were they found? How were they enrolled? Were they assigned to a certain group?

D. Human Subjects—1 to 2 paragraphs to describe the process of going through institutional review for the protection of human subjects

E. Instrumentation-- what instrument was used to collect data? Describe each one (each individual instrument should be a separate heading under this section)

F. Pilot study (if one was conducted)

G. Data collection--how and when was data collected? 2-3 paragraphs here.

H. Data Analysis--how was data analyzed (statistics will be run by faculty advisor---students are not expected to run their own stats, other than basic descriptive statistics such as percentages). This can be 1-2 paragraphs

I. Summary--1 paragraph to summarize this chapter

VI. **Chapter IV   Findings**

A. Use mostly tables in this section to present the findings. Summarize each table in narrative format. The number of tables with findings depends on the research question or hypothesis.

B. Summary of the findings--1 paragraph.

VII. **Chapter V   Summary, Discussion, Conclusions, Implications, and Recommendations**

A. Summary -- again, review the purpose of the study and the type of design used. 1-2 paragraphs should suffice.

B. Discussion -- 1-2 pages that cover how the findings of this study compare with the findings in the literature

C. Conclusions

D. Implications --what do these finding mean?

E. Recommendations-- Is further research warranted? What kind of study needs to be conducted to fully answer the research question

VIII. **References**

IX. **Appendices** -- copies of instruments, etc.

Arkansas Tech University
MSN Program
Preceptor Application

TO BE COMPLETED BY PRECEPTOR CANDIDATE:
(attach Current Vitae)

Contact Information

Name: _____

Address: _____

_____

Phone: Home _____ Work: _____

Email: _____Fax: _____

Credentials

Education: Highest Degree held: _____

School/Institution: _____

Year: _____

Additional Preparation _____

_____

_____

Certifications: _____

Professional Organizations: _____

Professional Experience

Present position _____

Employer _____

Previous Position(s) _____

_____

_____

Areas of Expertise (check all that apply)

___Clinic Administration
___Research
___Finance/Budget
___Hospital Administration
___Director
___Other

Signature _____ Date _____

Arkansas Tech University
NUR 6526 Nursing Administration Practicum
Preceptor Manual

Thank you for your willingness to serve as a nursing administration preceptor for an Arkansas Tech University graduate nursing student. This packet is designed to provide you with necessary information regarding this graduate course and the expectations of preceptors. The following forms are included in this packet:

- The course description, objectives, and selection criteria for preceptors
- The *Preceptor Application* form that must be completed by you, the preceptor, with an attached current CV
- The *Nursing Administration Practicum Evaluation* form that students must complete after the practicum experience and return to Dr. Terri McKown
- The *Student Performance Evaluation* form to be completed by the preceptor and returned to Dr. McKown

Course Description:
This course is designed to promote student application of nursing administration theory to practice. For this practicum course, students are required to plan their studies, set specific learning objectives and provide a formal written report on their findings. The graduate student should work closely with you to assess job requirements, analyze budgets and budgetary needs, and develop a plan to provide quality, cost-effective nursing care to patients.

Course Objectives:
By the end of the course, the student will be able to:

- Collaborate with other health care disciplines to establish objectives/ needs of the facility.
- Develop measurable objectives, implement and evaluate.
- Analyze the health care delivery, the impact of healthcare policy and finance on patient and agency outcomes
- Other objectives determined by the student

Selection Criteria for Preceptors
The nursing administration preceptor must:

✓ Be employed in a full-time administrative position in a healthcare facility
✓ Have a minimum of a Master's degree in Nursing, Business, or other field relevant to healthcare administration
✓ Have a minimum of 3 years' experience as a healthcare administrator
✓ Be willing to spend 180 contact hours guiding and assisting a student in their pursuit of graduate study in nursing administration

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Dr. Terri McKown, Assistant Professor of Nursing
ATU Department of Nursing, Dean Hall 224
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Arkansas Tech University
NUR 6526 Nursing Administration Practicum
Student Performance Evaluation
(To be completed by Administration Preceptor)

Student: _____   **Date** _____

Agency : _____   **Preceptor** _____

Evaluation Criteria	Score	Anecdotal Notes
I. Leadership Characteristics: (60%)		
A. Uses effective communication skills (10%)		
B. Organizes time effectively (10%)		
C. Collaborates with others (10%)		
D. Self-directed (10%)		
E. Decisive (10%)		
F. Self-assured (10%)		
II. Professional Behavior (20%)		
A. Responsible for own learning and actions		
B. Professional appearance		
C. Demonstrates legal/ethical behavior		
D. Professional demeanor		
E. Punctual/prompt notification if tardy/absent		
III. Meets learning objectives (20%)		
A. Communicates learning objectives to preceptor		
B. Collaborates with other health care disciplines to establish objectives/needs of the agency		
C. Applies theoretical knowledge to the practice of administration		
TOTAL SCORE:		

Preceptor signature: _____Date_____

Student signature: _____Date_____

Faculty signature:_____Date_____

NUR 6526
Nursing Administration Practicum Evaluation

Student: _____
Preceptor: _____
Agency: _____

Evaluate each statement below by checking the numeric value that best reflects your thoughts/opinions.

1=Strongly Disagree; 2=Disagree; 3=Agree; 4=Strongly Agree

	1	2	3	4
My administration practicum experience was a rewarding learning experience				
My nursing administration preceptor demonstrated a desire and willingness to help me achieve my learning objectives				
I would recommend my nursing administration preceptor to future students				
The agency environment was conducive to my learning needs				
The administration practicum was an important part of my learning experience				
I feel more competent in administration theory and skills after completing this practicum experience				

Additional comments/suggestions:

_____
_____
_____
_____
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