

Graduate Nursing Student

Handbook

2025-2026

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Dear Graduate Student,

Congratulations and welcome to the Graduate Program of the Palm Beach Atlantic University (PBA) School of Nursing. We hope your studies will be personally satisfying, as well as professionally stimulating and challenging. This handbook was created to assist you with your transition to graduate studies by providing a quick source of information for frequently asked questions about our programs and procedures.

We realize that the choice to seek graduate study represents a significant commitment on your part, and we hope that the experiences here will surpass all your expectations. We encourage you to appreciate the learning potential provided by your mentors, your classmates, other disciplines, and the many other resources available to you through the University. It is our goal to provide you with a faith-based approach to your graduate nursing education that will support your calling to serve Christ and the community.

We hope to get to know each of you more personally over the next few years. Best wishes for a successful, fulfilling PBA Nursing experience.

Blessings,

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School of Nursing Philosophy

The philosophy of the School of Nursing at Palm Beach Atlantic University is one that is Christ-centered and focused on the success of the students, professionally, spiritually, and personally. The faculty and administration actively engage students in the discovery of the meaning of Christ-centered care for others. Providing care takes place in community settings, hospitals, local and global missions, as well as primary education for the community. Nursing application, synthesis, and evaluation of practice is essential in our ever-changing healthcare. The outcome of nursing education at Palm Beach Atlantic University is a competent nurse who is reflective, inquiring, and able to apply nursing theory within the context of the Christian worldview while recognizing the needs of the patient, family, and community.

Core Values

Christ-centered

Christ is at the center of everything the School of Nursing does. "He [Christ] is before all things, and in Him all things hold together. And He is the head of the body, the church; He is the beginning and the firstborn from among the dead, so that in everything He might have the supremacy. For God was pleased to have all His fullness dwell in Him, and through Him to reconcile to Himself all things, whether things on earth or things in heaven, by making peace through His blood, shed on the cross." – Colossians 1:17 – 20

Servant Leader

PBA prepares students for lifelong learning and leadership. We strongly believe that leadership begins with being a servant. "Whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave—just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many." – Matthew 20:26 – 28

Ministry of Caring

Caring for the sick is not simply an act of goodness, but an act of worship and obedience, taking part in Christ's ministry of reconciliation. "We are therefore Christ's ambassadors, as though God were making his appeal through us." – 2 Corinthians 5:20

Empathy for: Empathy leads to action: "Jesus stopped and called them. 'What do you want me to do for you?' he asked. 'Lord,' they answered, 'we want our sight.' Jesus had compassion on them and touched their eyes. Immediately they received their sight and followed him." – Matthew 20:32-34

Connection to: Our common humanity binds us together. "When Jesus saw her weeping, and the Jews who had come along with her also weeping, he was deeply moved in spirit and troubled." – John 11:33

Being with: Sometimes simply being with another is more important than doing for them: "But Martha was distracted by all the preparations that had to be made. She came to him and asked, 'Lord, don't you care that my sister has left me to do the work by myself? Tell her to help me!' 'Martha, Martha,' the Lord answered, 'you are worried and upset about many things, but few things are needed—or indeed only one. Mary has chosen what is better, and it will not be taken away from her.'" – Luke 10:40-42

Holistic approach

Health involves much more than mere physical wellness or even psychological well-being. Health includes socio-cultural and spiritual aspects as well, and nurses must take them into account. "What good is it for a man to gain the whole world, yet forfeit his soul?" – Mark 8:36

Professionalism

PBA is dedicated to excellence. PBA Nursing expresses that excellence through dedication to professionalism. It is not enough to simply feel empathy or compassion or even act on them. Caring must be competent, tempered by learning, experience, and judgment. "I was sick and you looked after me…I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me." – Matthew 25:36,40

Health Requirements and Limitations

Professional nursing students are responsible for their own health and for the health of others with whom they come in contact. The following policies have been created to protect both the students and clients. Students are responsible for

timely updates of their health care records according to the prescribed schedule. In order to successfully complete the nursing program, students must be able to perform the following essential abilities:

Observation/Sensation

Nursing students must be able to observe and sense the client's current physical, psychological, developmental, spiritual, and sociocultural health care status as well as client responses to nursing interventions. Vision, hearing, and other sensory perceptions are necessary for this ability.

Communication

Nursing students must be able to communicate effectively and efficiently in oral and written forms with clients and the health care team members. Communication in nursing includes the ability to gather assessment data, provide effective teaching, and provide emotional support for all clients.

Motor

Nursing students must have sufficient motor function to elicit information from clients by palpation, percussion, auscultation, diagnostic maneuvers, and comfort/positioning measures. They must be able to execute motor movements reasonably required to provide general nursing care and emergency treatments. Such actions require moderate motor strength, equilibrium, gross and fine muscle movement coordination, and functional use of touch and vision senses.

Intellectual

Nursing students must have the ability to accurately measure, calculate, reason, and analyze. In addition, they must be able to synthesize and apply complex information. Students must be fully alert and attentive at all times when caring for clients and communicating with health care team members. Each student must demonstrate mastery of these skills and possess the ability to incorporate new information from peers, professors, and the nursing and medical literature to formulate sound judgment in patient assessment, intervention, evaluation, and teaching and setting of short- and long-term goals.

Behavioral/Social

Nursing students must possess a level of emotional health that allows full utilization of intellectual abilities, the exercise of good judgment, prompt completion of all responsibilities, attention to the nursing diagnoses and subsequent patient care, and the development of mature, empathetic and effective nurse-client relationships. Students must be able to function effectively under stress. The student must be able to adapt to changing environments, display flexibility, accept and integrate constructive criticism given in classroom and clinical settings, effectively interact in the clinical setting with other members of the healthcare team, and learn to function cooperatively and efficiently in the face of uncertainties inherent in clinical practice.
The student must be able to adapt to and function effectively in stressful situations in both classroom and clinical settings, including emergency situations.

Immunization

All students must meet the University's requirements for immunization and health information documentation. Also, students in the School of Nursing must meet additional requirements for immunizations, health documentation, and background screening based upon the clinical affiliate's requirements.

Students with Disabilities

Students admitted to the PBASON must be able to fully perform the essential nursing functions in each of the following five categories: observation/sensation, communication, motor, intellectual, and behavioral/social. Degrees of ability

vary widely among individuals. SON faculty will consider candidates with any form of properly disclosed and documented disability on an individual basis. Students with documented special needs must contact both the Dean of the School of Nursing and the Office of Academic and Accessibility Resources designate. Palm Beach Atlantic University is committed to providing reasonable accommodation to students with disabilities through established University policies and procedures.

Accreditation

The baccalaureate degree program in nursing, master's degree program in nursing, and Doctor of Nursing Practice program at Palm Beach Atlantic University are accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).

Master of Science in Nursing Program

The School of Nursing (SON) offers the MSN based on national standards set forth in the American Association of Colleges of Nursing (AACN) The Essentials: Core Competencies for Professional Nursing Education (2021)

MSN Program Mission

The mission of the MSN program is to prepare graduates for advanced nursing practice with specific functional and clinical abilities with a Christ-centered focus.

MSN Program Goals:

- Provide master's nursing education that builds on prior nursing education and experience.
- Prepare graduates for advanced nursing practice - through competency-based education to promote clinical proficiency in their specialty concentration.
- Prepare graduates for evidence-based practice and continuation of scholarship for doctoral studies in nursing.

MSN Program Learning Outcomes:

1. Implement and evaluate theoretical and empirical knowledge from the natural and social sciences, Christian faith, and nursing as a source of clinical reasoning and decision-making to provide holistic care in advanced nursing practice specialties.
2. Promote advanced nursing practice specialty care that is person-centered, framed in Christian values, holistic, individualized, equitable, respectful, compassionate, coordinated, evidence-based, and culturally sensitive.
3. Appraise population healthcare to address disparities and social determinants of health, through wellness promotion, and disease prevention and management, collaborating with community partners, healthcare systems, local government entities, and others for the improvement of equitable population health outcomes.
4. Synthesize and evaluate nursing knowledge through the application of evidence-based practice to improve quality of care and patient outcomes.
5. Implement principles of safety as core values of advanced nursing practice specialties to enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.
6. Facilitate interprofessional communication and collaboration with care team members, patients, families, communities, and others to optimize care, enhance the healthcare experience, and improve outcomes.

7. Apply organizational systems leadership principles within advanced nursing practice specialties to deliver cost-effective, safe, high-quality, and equitable care to diverse populations.
8. Implement and evaluate healthcare technologies to gather and interpret data, inform diagnostic reasoning, develop treatment plans and provide safe, high-quality and efficient healthcare in accordance with best practice and professional and regulatory standards
9. Demonstrate and foster professional identity that encompasses Christian values, moral courage, accountability, integrity, a collaborative disposition, and ethical comportment reflective of nursing's characteristics and values.
10. Implement strategies to equip others and foster personal health, resilience, and well-being, contributing to lifelong learning, and supporting the development of nursing expertise and assertion of leadership.

** SACSCOC Concentration Program Learning Outcomes listed under track*

Expected student learning outcomes specify the knowledge, skills, values, and attitudes students are expected to attain in courses or in a program." Page 69. Resource Manual for the Principles of Accreditation: Foundations for Quality Enhancement, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 2018.

MSN Program Graduate Catalog Link:
https://catalog.pba.edu/content.php?catoid=52&navoid=4072&hl=MSN&returnto=search

MSN Program Tracks

The PBA School of Nursing offers two entries into the MSN program – Dual Enrollment, or BSN. There are four tracks that include the Family Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, Adult Gerontology Primary Care Nurse Practitioner and Health Systems Leadership concentrations.

MSN Family Nurse Practitioner
MSN Psychiatric Mental Health Nurse Practitioner
MSN Adult-Gerontology Primary Care Nurse Practitioner
MSN Health Systems Leadership

PBA BSN students may be eligible to participate in the Dual Enrollment Entry, where they will take up to two 3-credit graduate level courses during their senior year while completing the BSN.

Dual Enrollment BSN/MSN: Admission Criteria

1. Must be a Palm Beach Atlantic University BSN student
2. PBA BSN students may apply during their Junior Year to take two MSN courses in their Senior Year.
    a. NUR 5013 Scientific and Philosophical Foundations of Nursing Practice may be taken in lieu of the BSN Nursing elective.
    b. NUR 5113 Leadership in Organizations and Systems may be taken in lieu of NUR 4203 Nursing Leadership and Management
3. Student must have a minimum 3.0 GPA
4. Student must submit CV with details about community service, and a letter of recommendation from their undergraduate nursing faculty
5. Upon graduating from PBA's BSN program, the student will transition into the MSN program.
6. Student must pass the NCLEX and obtain a Florida RN license upon completion of the BSN to continue in the MSN program.

7. Student must be employed as a Registered Nurse within the first year of graduation from PBA with the BSN.

Post Graduate Certificate Program Mission

The mission of the Post Graduate Certificate Program is to prepare experts in specialized advanced nursing practice with a Christ-centered focus. The curriculum incorporates the same components as the students enrolled in the BSN-DNP PMHNP program specialty concentration courses.

Post Graduate Certificate Program Goals:

- Provide advanced practice nursing education that builds on prior master's level nursing education.
- Prepare graduates for enhanced knowledge and skills in a specialized area of advanced practice while implementing a Christian worldview.

Post Graduate Certificate Program Learning Outcomes:

Graduate of the Post Graduate Certificate program will be able to:

1. Implement and evaluate theoretical and empirical knowledge from the natural and social sciences, Christian faith, and nursing as a source of clinical reasoning and decision-making to provide holistic care in advanced nursing practice specialties.
2. Promote advanced nursing practice specialty care that is person-centered, framed in Christian values, holistic, individualized, equitable, respectful, compassionate, coordinated, evidence-based, and culturally sensitive.
3. Appraise population healthcare to address disparities and social determinants of health, through wellness promotion, and disease prevention and management, collaborating with community partners, healthcare systems, local government entities, and others for the improvement of equitable population health outcomes.
4. Synthesize and evaluate nursing knowledge through the application of evidence-based practice to improve quality of care and patient outcomes.
5. Implement principles of safety as core values of advanced nursing practice specialties to enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.
6. Facilitate interprofessional communication and collaboration with care team members, patients, families, communities, and others to optimize care, enhance the healthcare experience, and improve outcomes.
7. Apply organizational systems leadership principles within advanced nursing practice specialties to deliver cost-effective, safe, high-quality, and equitable care to diverse populations.
8. Implement and evaluate healthcare technologies to gather and interpret data, inform diagnostic reasoning, develop treatment plans and provide safe, high-quality and efficient healthcare in accordance with best practice and professional and regulatory standards
9. Demonstrate and foster professional identity that encompasses Christian values, moral courage, accountability, integrity, a collaborative disposition, and ethical comportment reflective of nursing's characteristics and values.
10. Implement strategies to equip others and foster personal health, resilience, and well-being, contributing to lifelong learning, and supporting the development of nursing expertise and assertion of leadership.

Post Graduate Certificate Program Catalog Links: (Program is on hold pending CCNE accreditation for this certificate program)

Doctor of Nursing Practice (DNP) Program

The School of Nursing (SON) offers the DNP based on national standards set forth in the American Association of Colleges of Nursing (AACN) The Essentials: Core Competencies for Professional Nursing Education (2021)

All DNP concentrations require a minimum of 1,000 post-baccalaureate supervised clinical and/or practicum hours.

DNP Program Mission

The mission of the Doctor of Nursing Practice program is to prepare experts in specialized advanced nursing practice with a Christ-centered focus.

DNP Program Goals

- Provide doctoral nursing education to prepare experts in specialized advanced nursing practice with a Christ-centered focus.
- Prepare graduates for enhanced knowledge and skills in translational evidence-based practice.
- Develop graduates as leaders within the healthcare community, implementing a Christian worldview.

DNP Program Learning Outcomes

1. Synthesize, translate, and evaluate theoretical and empirical knowledge from the natural and social sciences, Christian faith, and nursing as a source of clinical reasoning and decision-making to provide holistic care in advanced nursing practice specialties.
2. Design and coordinate person-centered nursing practice framed in Christian values that is holistic, individualized, equitable, respectful, compassionate, coordinated, evidence-based, and culturally sensitive.
3. Design strategies to improve population healthcare, addressing disparities and social determinants of health through wellness promotion, and disease prevention and management, collaborating with community partners, healthcare systems, local government entities, and others for the improvement of equitable population health outcomes.
4. Synthesize, translate, and disseminate nursing knowledge through the application of evidence-based practice to transform health care and improve patient outcomes.
5. Lead initiatives to advance safety as core values of advanced nursing practice specialties to enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.
6. Lead interprofessional teams to enhance communication and collaboration with care team members, patients, families, communities, and others to optimize care, enrich the healthcare experience, and improve outcomes.
7. Design and lead nursing practice within complex systems to proactively coordinate and deliver cost-effective, safe, high-quality, and equitable care to diverse populations.
8. Lead healthcare innovation through the design and evaluation of healthcare technologies to gather and interpret data, inform diagnostic reasoning, develop treatment plans and provide safe, high-quality and efficient healthcare in accordance with best practice and professional and regulatory standards.
9. Model professional generosity in the mentoring of others to promote Christian values, moral courage, accountability, I integrity, a collaborative disposition, and ethical comportment reflective of nursing's characteristics and values.
10. Exemplify leadership in advanced nursing practice specialty roles that equip others and foster personal health, resilience, and well-being, contribute to lifelong learning, and support the development of nursing expertise and the assertion of leadership.

SACSCOC Concentration Program Learning Outcomes listed under track

Expected student learning outcomes specify the knowledge, skills, values, and attitudes students are expected to attain in courses or in a program." Page 69. Resource Manual for the Principles of Accreditation: Foundations for Quality Enhancement, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 2018.

•The Post-Master's DNP is for those who already hold a master's degree in nursing. PBA MSN students in good standing have the option to transition into DNP program upon completion of the MSN degree.
•The Post-Master's curriculum provides a minimum of 500 practice hours. (Students who completed less than 500 hours in the

master's program will have to complete additional practice hours at the DNP level to meet the 1000 hour minimum).
•Students who are inactive more than one semester will need to reapply to the program.

• Degree plans for each post-master's student will vary based upon transcript review and gap analysis.

The DNP Scholarly Project

The DNP Scholarly Project must make a significant impact on nursing practice and health outcomes of populations and communities, demonstrate an evidence-based contribution to existing nursing knowledge, and be suitable for peer-reviewed presentation or publication. The graduate faculty will appoint a faculty mentor when taking NUR 7003: Translational Evidence Based Practice for all DNP students.

The Graduate Committee must approve the DNP Project plan, and the faculty mentor will supervise all stages of its implementation. Students may not graduate until the Committee has approved the completion of the DNP Project and students have met all other University and DNP graduation requirements. Students who have completed all other DNP course work must maintain registration in NUR 8522 DNP Project each semester until graduation. See DNP Scholarly Project Expectations manual located in the Canvas site for the DNP Scholarly Project courses.

DNP Program Graduate Catalog: DNP Program

Practicum and Clinical Course Policies

The term ***practicum*** is used within the curriculum to describe courses that focus on the integration of systems leadership, evidence-based practice, healthcare technology, and quality improvement. The term ***clinical*** is used to denote courses with direct hands-on patient care with an advanced practice focus.

Student practicum or clinical practice sites may be at the student's place of employment; however, the preceptor must not be the student's supervisor, and it must be clear that the student's role on practice days is different than during scheduled work time. Student practice sites may not be at a location where the student is the owner or part owner of the practice site or owned by a direct family member. Faculty evaluate student performance in collaboration with the preceptor, but the final grade is assigned by the faculty.

There shall be no monetary payment paid directly by a student to the preceptor, or preceptor to student. The preceptor application agreement serves as the acknowledgement that the preceptorship relationship is mutually beneficial.

Each NP ***clinical*** practice course requires 60 practice hours per credit, so a 3-credit clinical practice course requires 180 clinical hours. In accordance with CCNE and NONPF standards, to meet new accreditation guidelines, beginning January 2025 Leadership ***Practicums*** require 75 hours per credit, and NP ***Clinical*** courses 60 hours per credit. ***DNP Scholarly Project*** courses require 50 hours per credit.

Preceptor selection

The preceptor acts as a guide and mentor within the practice setting and role. Students are encouraged to find their own clinical site and preceptors to enable them to align the preceptor location, specialty, and availability with their plan of study, however all practicum and clinical preceptors must be approved by the lead faculty or Associate Dean, and all practice sites must have an active affiliation agreement in place.

Many sites will require an interview with the student and completion of onboarding procedures prior to clearance to begin rotations. The School of Nursing bears the ultimate responsibility to provide students with opportunities for clinical or practicum rotations with qualified preceptors (CCNE Standard II, Key Element II-C).
Clinical placements must be assigned a minimum of three weeks before the start of the course.
The requirements of practicum and clinical preceptors are quite different and are listed below. All preceptors must be academically and experientially qualified for their role (CCNE Standard II, Key Element II-G).

Practicum Preceptors (For Health Systems Leadership, Executive Leadership concentrations, and some DNP Scholarly Projects)

The profession of nursing is practice based and utilizes the preceptor approach to assist the novice nurse in developing decision-making clinical skills in the practice setting. This strategically constructed mentorship relationship is time limited in its nature yet often is beneficial to both the preceptor and the student. The preceptor is a practicing nurse or other healthcare professional, who may benefit from the student support in their clinical role, while being a content area expert. The preceptor can impart knowledge from their experiences in the healthcare field to the developing professional nurse.

A preceptor has a special opportunity to share their knowledge, attitudes, and skills with an advanced practice nursing student, who may only have a limited amount of experience in that clinical area. The preceptor is a role model, who will allow the student to observe and experience what an expert in the field will do daily. The preceptor will challenge, guide, direct, and support the student in all areas of development. Sharing professional values, beliefs, and skills, while incorporating professional standards of practice and legal and ethical parameters is the primary focus.

The preceptor for Advanced Nursing Practicum and DNP Practicum courses should be a nurse leader in the healthcare industry. If the student requests a preceptor that is not a nurse, the student must be able to show how they are emulating a nurse leader role in the setting. The role of the student in this setting is to review strategies for improving healthcare delivery through the application of evidence-based approaches to design a practice change. They will work closely with the staff in the healthcare organization to enhance nursing practices and leadership.

Clinical Preceptors (Nurse Practitioner) General criteria:

1. Nurse Practitioners are preferred.
2. Students may complete up to 50% of their NP clinical hours with a physician.
    - Students in all NP tracks may use a MD/DO for more than 50% of clinical hours, only with prior approval from Lead Faculty (applicable per respective track).
3. Preceptors must have at least one year of experience as an APRN or physician (Physician Assistants or Physician Associates cannot serve as preceptors)
4. Students may need to use more than one site if one site will not provide enough hours or enough patients or the right mix of patients. If students complete clinical hours at more than one clinical site during a semester, they need to complete clinical evaluations with <u>all</u> preceptor(s).
5. PMHNP Students:
    - Students must have an MD/DO/APRN assigned as preceptor, but may work with other mental health clinicians for experience in other psychotherapeutic modalities – ie LCSW, PsyD, LMHT, etc.

Specific Guidance for Primary Care I Clinical:

1. This first rotation is a Primary Care rotation for adult health, so hours can be completed EITHER in Family Practice OR Internal Medicine practices.
2. Students may NOT complete hours at a specialty practice for this first rotation, such as rheumatology or GI.
3. Students may NOT complete hours at an ER for this first rotation.

Specific Guidance for Primary Care II Clinical:

1. Patient population: Pediatric patients (from newborn / infants/ and adolescents)
2. Patient population: Female/women's health patients (including prenatal care)

Specific Guidance for Primary Care III Clinical:

1. Preferred is Family Practice

Specific Guidance for Geriatric Health Issues Clinical:

1. Preferred is assisted living facility, independent living communities etc.

Specific Guidance for Advanced Psychopathological Disorders and Assessment Strategies: Clinical:

1 This first rotation is a psychiatric mental health rotation for adults (or family).
2 This rotation must be in a setting that would allow for student opportunity in psychiatric evaluations.

Specific Guidance for Advanced Psychiatric Mental Health Nursing: Across the Lifespan 1: Clinical:

1.This second rotation is a psychiatric mental health rotation for adolescents and children.
2.Secure a site where most encounters will be with pediatric clients but can serve adults as well.

Specific Guidance for Advanced Psychiatric Mental Health Nursing: Across the Lifespan 2: Clinical:

1 This third rotation is psychiatric mental health rotation for adults and older adults.
2 Students should arrange for a rotation in an inpatient hospital setting if they have never worked in one as a nurse, or during the previous two clinical courses thus far.
3 PMHNP students need exposure to Baker Act and Legal considerations of the hospitalized patient.

Specific Guidance for APRN Clinical Immersion:

1. AGPCNP Students
    a. Students planning to specialize after program completion may complete clinical hours at a specialty practice, such as Infectious Disease or Cardiology, but they must obtain prior approval from the respective Lead Faculty. All hours must be completed on an outpatient basis. No hours may be completed in the acute care setting.
2. FNP Students:
    a. Students planning to specialize after program completion may complete clinical hours at a specialty practice, such as Infectious Disease or Cardiology, but you must obtain prior approval from the respective Lead Faculty. All hours must be completed on an outpatient basis. No hours may be completed in the acute care setting.
3. PMHNP Students:
    a. This rotation should be scheduled for a setting which was not previously experienced by the student – inpatient psychiatric crisis stabilization unit, substance use disorder/ residential treatment centers, or outpatient/private practice.

Tips for recommended clinical sites:

1. NPs or physicians that the student already has a professional relationship with
   - Students may not rotate with family members
   - Students may not rotate with their direct supervisor at place of employment
2. NPs or physicians that work in clinics associated with the student's own health system are permitted.
3. Sites previously engaged in by classmate or other graduate nursing student feedback, through the Graduate Student Council, Nursing Network, CORE or Medatrax databases
4. Network with local nurse practitioner council(s) to inquire about opportunities with nurse practitioner leaders in the community.
5. Suggestions from the faculty.

Practicum Preceptors (Executive Leadership, Health Systems Leadership, DNP Scholarly Projects)

General criteria:

1. Nurse executive (these include but are not limited to: Chief Nursing Officers (CNO), Program Administrators, Practice Administrators, Chief Executive Officers (CEO) and Chief Operating Officers (COO)
2. Students may need more than one site if one site will not provide enough hours or enough patients or the right mix of patients.

Tips for types of recommended practicum sites:

1. Nurse executives with whom a professional relationship is already established.
   - Students may not rotate with family members
2. Nurse executives that work in clinics associated with the health system where the student is employed.

MSN / DNP – I have a preceptor. What do I do?

Set Up your CORE or Medatrax Account for Hours Log and Encounter data:

1. Student Information
   a. Ensure your personal account is up to date
      i. At a minimum, the following "user information" must be entered
         1. Student Name
         2. Home Address (where you are living)
2. Preceptor Information
   a. Ensure your preceptor's profile is up to date
      i. At a minimum, the following information must be entered:
         1. Preceptor Name
         2. Preceptor Office Name, Address, Phone, Fax & E-mail address
         3. Preceptor License Number and Expiration Date
3. The above information must be up to date and completed before you submit your Preceptor Plan Application to faculty. Failure to do so will delay review and approval of your Preceptor Plan Application.

4. Calendar
   a. After your Preceptor Plan has been approved/signed by course faculty and after meeting with your Preceptor, you must enter your planned days for practicum, clinical and/or DNP project hours in the calendar for the entire semester.
      i. This calendar must be completed no later than the Drop/Add date for each semester.

Contracts and Preceptor Agreements

1.All Clinical and Practicum sites must have an active Affiliation Agreement in place. If the practice site already has an Affiliation Agreement, students should send the completed Preceptor Plan Application and Preceptor CV to the respective Associate Dean of MSN or Associate Dean of DNP program.

2.This form should be in PDF format and be signed by the student and preceptor prior to submission to the Associate Dean. After the Preceptor Plan Application form is signed by the MSN or DNP Associate Dean, the student shall upload it along with the Preceptor's CV.

a. Students may not start any practicum or clinical hours until all Preceptor Plan Applications are signed by the Associate Dean and uploaded along with the Preceptor CV.
b. MSN and DNP students beginning nurse practitioner clinical hours must also complete the Graduate Preceptor Approval Form.
    - The Graduate Preceptor Approval Form is available on https://my.pba.edu/ICS/Schools/Nursing/DNP.jnz.
    - Be sure to submit this to the course faculty along with the Preceptor Plan Application before starting any clinical hours.
c. If the practice site does not have a contract, work with the course faculty to send the contact information to the Graduate Coordinator and do step 1 above.
d. If the preceptor works for a large health system that the SON already has a contract with, student should inquire if the facility requires a separate contract in addition to PBA's contract. If so, please communicate that with the Graduate Coordinator and Lead Faculty.
e. Even if student is continuing with the same preceptor (from a previous semester) a new Preceptor Plan Application must be obtained for each semester.

Approval of the Site and Preceptor

1. The practice site and preceptor must be approved by the appropriate MSN/DNP Associate Dean prior to beginning the semester.

   If approval or denial is not received within one week of the start of the semester, please contact the Graduate Coordinator about the status of the paperwork.
2. Students may not start clinical hours until they are fully authorized to do so (as described above). Preceptors are considered an extension of faculty, and their credentials must be reviewed prior to acceptance.
3. At the beginning of the semester, the clinical or practicum course faculty will provide the preceptor with their contact information and information related to preceptor orientation and course materials.
4. It is the student's responsibility to provide the Preceptor with the Course Syllabus and all course documents (as applicable), including but not limited to Learning Outcomes Table and/or Clinical Evaluation tools.

Required Documentation/Attestation

1. Students are responsible for completing all documentation required by SON and the practice site including but not limited to those requested in the Complio system.
2. Note that Influenza and/or COVID vaccines may be required by certain facilities and may not be waived at those facilities.

3. Students will not be registered for courses until these requirements and attestations are complete.

Complio Documentation Procedures and Timelines

Complio is an online tracking system, selected by the school, to host details and documentation proving compliance with immunizations and other requirements. Items needed to be uploaded to Complio account and kept current throughout nursing school:

1. Create a Complio Account as directed by the School of Nursing
2. Documentation of physical exam and clearance for any activity
3. Immunizations and titers
    - Td or Tdap
    - MMR: Rubeola (Measles), Mumps, and Rubella
    - Polio
    - Hepatitis
    - Varicella Zoster: Documentation of Varicella Zoster vaccine OR a positive titer (blood test) is required.
    - Covid-19 Vaccine (upload card if applicable for clinical placement purposes)
    - Influenza (Students will be notified by e-mail of exact due date)
4. CPR Certification: Submit both sides of American Heart Association BLS card to Complio. CPR Certification is good for two years. It is the student's responsibility to maintain active certification. Only AHA BLS is accepted.
5. Background Check and Drug Screen – to be processed only through American Databank/Complio
    - Fill out a VECHS Waiver form 14
    - Log on to https://pbauniversity.complio.com/
    - Select School of Nursing/Students/Graduate
    - Select, from the first Bundle, Criminal Background Check, Drug Screening, and Immunization Tracking.
    - Search for a drug test provider near you. Details will be emailed to you after you pay.
    - Students will be led through various screens and signatures. Select a method of payment. Visa, MC, or money order
6. Photo Release/Recording Form

Semester Expectations

1. The Student is responsible for setting a schedule with the Preceptor and entering the schedule with all of the preceptor and site information into Medatrax or CORE as directed, and to provide a copy of this schedule to their Faculty at the beginning of the semester. Site address, phone number, contact persons and email addresses must be included.
2. The Student is responsible for scheduling midterm and final evaluations with preceptor and course faculty (and/or DNP Faculty mentor) for all practicum, clinical and DNP project courses.
3. The Student is responsible for scheduling the Faculty Site Visit for Competency Evaluations in every Nurse Practitioner Clinical Course. The faculty must be able to observe student encounter with a client or will need to schedule a simulation evaluation on campus for this purpose. This faculty evaluation of student should be scheduled by the midterm in the course, and if faculty or student determine a need, a second site visit should be completed prior to completion of the course.
4. At the completion of the semester, several different evaluations will be completed: An evaluation must be completed for each preceptor and clinical/practicum site:
    a. Evaluation of the Student by the Preceptor
    b. Evaluation of the Practice Site by the student.
    c. Evaluation of the Preceptor by the student.

What constitutes "Practicum and Clinical Hours"

Practicum Hours

- Not everything that is done towards the completion of a project counts as practicum hours.
- Most of the practicum hours should be completed on site or as directed by the preceptor (e.g., a community meeting).
- Travel time to and from the site are not included.
- Working on course assignments is not included.
- Executive Leadership practicum hours must be completed on site with the preceptor.
- No more than 25% of DNP Project or any Practicum hours may be completed through "indirect" supervision. Review the DNP Project Expectations document for more information about activities that count as direct versus indirect hours.

Clinical Hours

- All Nurse Practitioner clinical hours must be direct patient care and completed on site with the preceptor. No exceptions. Travel time to and from the site and time spent in Medatrax or Core documenting SOAP note assignments are not included.

General Policies

Policies within this Handbook and at the School of Nursing do not contradict University Policy.

Professional Web Presence

All Graduate students are recommended to develop a Professional Web Presence by the end of semester two. Ideally this presence may include a website, e-mail list, Facebook profile, Twitter, and/or LinkedIn profile. Students may share professional journal articles, discuss clinical practice guidelines, or share educational resources. Students may not share any patient identifiable information or discuss any specific cases that they encounter in their work as a professional registered nurse, or in their PBA sponsored clinical or practicum experiences. Professionalism and positive communication are always required. Disciplinary action including expulsion from the Graduate Nursing Program may be considered for any unprofessionalism or HIPAA violations. See Use of Social Media policy for additional guidelines.

Institutional Review Board (IRB)

By supporting the scholarly activities of students, the University aids in scientific and scholastic contributions to society. Under the direction of the Office of the Provost, the Faculty Research Council coordinates University research activities and review of faculty/student research proposals. The Faculty Research Council will serve as the Institutional Review Board (IRB) and as the Institutional Animal Care and Use Committee (IACUC). Grants and sponsored research opportunities are available from a wide variety of sources. The Faculty Research Council helps in many phases of proposal development such as locating funding sources, assisting with budget preparation, and guiding the proposal through the internal approval process. Initial research proposals must be approved by the Faculty Research Council (IRB or IACUC) before the research may begin. Research projects lasting more than twelve months must be reviewed annually by the Review Board by the anniversary date (i.e., month and day).

Palm Beach Atlantic University faculty, students, and researchers are required to follow all guidelines specified by the Department of Health and Human Services (DHHS) policy on Protection of Human Subjects (Title 45 CFR,

Part 46, revised July 14, 2009) and the Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research (April 18, 1979) in all research activities requiring human subjects. This includes all projects regardless of whether the funding is internal or external. All research projects involving human subjects will be reviewed and monitored by the Institutional Review Board (IRB) in accordance with the above mentioned policies. Strict adherence to all regulations is required by law.

Research involving the use of humans as research participants falls under the supervision of the Palm Beach Atlantic University Institutional Review Board (IRB). Here, research is restricted to the systematic investigation of questions designed to develop or contribute to generalizable knowledge, involving the collection of data from or about living human beings. The IRB does not review research utilizing published or publicly available documents or research on elected or appointed public officials or candidates for public office. Research involving the use of animals as research participants falls under the review of the Institutional Animal Care and Use Committee (IACUC).

Other Considerations

Any time a student collects data in a formal manner that may be reported, the student should seek IRB approval. This includes surveys of staff members at the practice site. Note that this does not include surveys developed by the practice site that the student merely administers as part of their practice hours. However, if the student adds to the survey or uses a subset of the data for their own project, the student should seek IRB approval. See IRB under General Policies below for additional information.

Grading Scale for Graduate Nursing Courses

A	100-93
A-	92-90
B+	89-87
B	86-84
B-	83-82
C+	81-79
C	78-75
D	74-65
F	74 and below

*Any grade below "B" average is not accepted for progression in the graduate nursing program. The average of all test and quiz scores for a course (NUR6003, NUR6103, NUR6104, NUR6202, NUR6212, NUR7233, NUR7333, NUR8203) must be a minimum of 84% in order to successfully pass a course in addition to a minimum 84% overall in the course. These test/quiz methods of evaluation make up at least 70% of the course grade in these courses. Final grades may be rounded up accordingly.

Late Assignment Policy

All assignments are due by 11:59 PM on the dates indicated by the professor unless the student consults with the professor at least 48 hours in advance for an excused late submission. The faculty will provide an individualized due date for an excused late submission at that time, if applicable.

Without an excused late submission, five (5) percent for each day the assignment is late will be subtracted from the final earned score of the assignment. After the third day, the assignment will be considered as a missed assignment and the student will receive a zero (0) grade for the assignment.

Additional Policies

- Students should ensure current name, mailing address, or email address and phone numbers are updated with Sailfish Services, Registrar, Financial Aid, etc.
- Prior to or upon admission, each student will undergo a criminal background check. Students will be responsible for the cost of the criminal background check. If the student is found to have a felony or criminal history that prevents the student from gaining clinical experiences, the student will be immediately dismissed from the program. All updated information should be uploaded into the compliance and immunization management system.
- All students admitted to the Post-Master's DNP program must submit proof of previous coursework, including but not limited to transcript and clinical/practicum hours log (verified by the University of previous coursework) no later than the last day of the first semester of the program. Post-Master's DNP students must complete at least 500 practicum hours while enrolled in Palm Beach Atlantic University's DNP program. Additional hours may be required after audit.
- Students admitted to the program must have and maintain:
    - Active Florida RN and/or APRN License if applicable
    - Current CPR certification
    - Evidence of Hepatitis B, MMR, polio, and tetanus vaccination or immunity
    - Influenza and COVID vaccines are recommended. Students may sign a waiver, but this may impact the student's choices for clinical sites.
    - Freedom from tuberculosis as evidenced by a negative PPD or health provider
    - Recent Physical Examination
    - Active Health insurance

Student E-Mail

Palm Beach Atlantic University provides an email account to support students in their graduate studies. Students are required to have an email address that ends with '@pba.edu'. All communication to graduate nursing students will be sent to the pba.edu address. Students are expected to check their e-mail on a daily basis for updated communications. Students should use only their PBA email address to communicate with faculty and/or staff at PBA. Do not use personal email addresses. Contact information should be provided to the Graduate Nursing Coordinator and updated as needed.

Advising

All PBA Graduate Nursing students are assigned to a faculty advisor. They must meet with their faculty advisor a minimum of two times per semester – at the start of the semester, and midterm, and if there are any concerns also prior to the end of the semester. These meetings may be in person, via TEAMS or a phone call. The students must meet with their faculty advisor prior to registration for the next semester, so that the faculty advisor can clear them for registration in the system. Students must register for the courses that were approved by the faculty advisor that are part of their current degree plan, that is in place according to their Catalog year of admission. If a student takes a leave of absence, when they return, they may be reassigned to a new Catalog year, as course offerings change per semester, and any leave of absence will require an adjustment to their degree plan and may delay their date of graduation. If a student is requesting a change in degree plan for any reason, it must be approved by both their faculty advisor, lead faculty for their program concentration and the respective Associate Dean of degree program. Additional communication with faculty advisors can occur through the NUR 5000 Nursing Network course.

Dress Code

In all settings the student is to dress business casual, and wear a nametag that identifies students of Palm Beach Atlantic University Graduate School of Nursing. In Hospital or Clinical settings, students are to wear a white finger- tip lab coat with the Palm Beach Atlantic University School of Nursing emblem. It is embroidered on the left side of the jacket. All articles of personal attire should be clean, wrinkle-free and in good condition. Hair must be well groomed. In psychiatric settings, where students are requested to omit lab coat, business attire is required. Modest attire with closed toe, rubber sole, flat shoes rather than heels are recommended.

Male students should be clean shaven or wear neatly trimmed beards or moustaches. Fingernails should be clean, short, rounded, smooth and unpolished. All direct care providers should have short nails and clear polish (seems to have no effect on the microbial load). Professional clothing (business casual) is appropriate for most agencies. Wear solid pants or skirts, NO JEANS. Skirts should cover the knees when seated. Polo type shirts or button-down shirts/blouses will show no exposed skin and completely cover midriff. Proper under garments must be worn.

Closed-toed shoes and hosiery/socks are required. Scrubs should only be worn in certain clinical settings. You must have approval from preceptor and clinical instructor before these can be worn. Jeans, tee shirts, tee shirts with logos and tennis shoes are not to be worn in any setting. These criteria are a minimum. Students must always follow the agency's policies and the use good judgment and professionalism.

APA

Submit written work electronically via Canvas, on-time, and typed neatly in APA style unless otherwise specified. The student must prepare the DNP proposal manuscript consistent with the format of Publication Manual of the American Psychological Association (7th ed.), hereafter referred to as the APA manual. In general, this means that the manuscript must have the components of a title page, abstract, table of contents, table of figures (if any), body with headings and subheadings, reference list, and Appendixes. "The font for the manuscript should be 12-point Times New Roman. The paper should be double spaced. Margins on all pages should be as follows: right, top and bottom 1"; left 1.5". The extra margin on the left gives space for binding without interfering with the text's readability." The student must adhere to standard rules of grammar and punctuation, most of which are given in the APA manual.

Plagiarism

Plagiarism may occur in many different ways and may present itself intentionally or unintentionally. It is each students' responsibility to avoid plagiarism as this violation may lead to the receiving of an "F" for a course and/or being dismissed from the Graduate Program. Faculty in the graduate program may utilize Turnitin, an internet- based plagiarism service, to assist with checking unoriginality of content. To avoid plagiarism, please review the university and school policies. Do not cut and paste text from any internet sources into your papers or threaded discussion posts to present as your own ideas. Paraphrase and use in text citations and quotations according to the APA manual (7th edition). Academic integrity issues are reviewed by the Admissions, Progression Retention and Graduation (APRG) Committee. Additional information is provided in Canvas and the course syllabi.

Artificial Intelligence Use

Students are prohibited from using artificial intelligence tools such as Chat GPT for any stage of content creation (e.g., brainstorming, research, outlining, writing, rough drafts, etc.) for any graded or ungraded assignment, unless explicitly permitted or requested by the professor in writing.

Academic Standards, Requirements for Progression, Probation, Withdrawal and Dismissal

Students must receive a grade of B in all courses to be allowed to progress in the program. Any graduate student whose cumulative GPA from courses taken at Palm Beach Atlantic University for graduate credit is below 3.0 will be placed on academic probation. If a student does not receive a grade of B in a course, the student may not progress to the next core/specialization course and must withdraw from these courses if applicable. They may meet with their faculty advisor to discuss options for changes to a degree plan.

If a student fails or withdraws from a course (excluding medical withdrawals completed through the University), the student has only one opportunity to repeat that course and successfully obtain a grade of B or higher. Students who fail in any subsequent course will automatically be dismissed from the graduate nursing programs. Additionally, any student failing 2 courses, or two unsuccessful course completion attempts, or failure will be dismissed from the graduate nursing program.

PBA permits graduate students to repeat a single course and have the repeated grade and hours earned computed in his/her GPA in place of the original grade and hours earned. In extenuating circumstances, a graduate student who makes a second unacceptable grade according to the program's grading scale may file an appeal with the Graduate ARRG Committee to retake one additional course for Grade Forgiveness during the program of study. The committee may take into account the extenuating circumstances, the student's academic performance, and other relevant factors, but is under no obligation to fulfill the request. No further retakes (3rd attempts) will be allowed for any reason.

A student who requests a Medical withdrawal must withdraw from all courses. A student who withdraws from a course due to failure after the academic penalty deadline will constitute unsuccessful completion. Students who are dismissed may reapply for another graduate program but acceptance is not guaranteed and would need approval by the APRG committee.

Courses that are designated Theory and Clinical—e.g., NUR 7033 Primary Care I: Acute and Chronic Health Problems and NUR 7053 Primary Care I: Acute and Chronic Health Problems: Clinical—are co-requisites and must be taken together. The School of Nursing requires that theory and clinical courses must be successfully completed together.

If a student withdraws from a Theory course, the student must also withdraw from the Clinical course.

- If a student withdraws from a Clinical course, the student must also withdraw from the Theory course.
- If a student is unsuccessful in a Theory course but is passing the Clinical course, the student will receive a Y in the Clinical course.
    - The student will need to retake both courses.
- If a student is unsuccessful in a Clinical course but is passing the Theory course, the student will receive a Y in the Theory course.
    - The student will need to retake both courses.

If a student withdraws from or is unsuccessful in a practicum and/or clinical course (as described above), after being approved to re-take the course (if applicable), the student must repeat all coursework, including all practicum and/or clinical hours. Application of course material in the practicum and/or clinical setting is imperative for nurse leaders (for all tracks) in the graduate program.

The program faculty recognizes that situations may arise which prevent students from successfully matriculating through the program. Students who are concerned about their academic standing should contact their academic advisor. If it appears the student may not be able to achieve a minimum passing grade in a course they may elect to withdraw from the course and/or program.

Additional information on leave of absence can be found here and information on the course withdrawal can be found here. All students who withdraw or who are academically dismissed from the program can reapply for admission. However, readmission is not guaranteed. When a student is readmitted to a Graduate Nursing program after previous dismissal, any subsequent unsuccessful attempts would result in dismissal from the program without opportunity for readmission.

Professional Development Guidelines

Preparation for the professional practice of nursing requires more than the acquisition and application of knowledge. Therefore, in addition to the academic criteria listed in the progression and retention policies in the nursing student handbook and the university student handbook, the student must demonstrate:

1. Appropriate and respectful interpersonal relations and communication with clients, peers, faculty and other health care personnel.
2. Responsible fulfillment of class and practicum obligations, including timely, safe provision of nursing care in the practicum setting based on sufficient knowledge; and
3. Honesty and integrity in all academic and professional matters.

These expectations are minimally essential to professional nursing practice and should be met in both classroom and clinical settings however individual instructors may stipulate other rules for professional behavior as appropriate to the course and as outlined in the syllabus. The following are examples of behavior that may hinder maximum professional growth and competence as a professional nurse and are specifically discouraged:

Tardiness is defined as arriving 5 minutes after clinical or lab has been started by the instructor. Tardiness in the clinical setting can place a client or peer in an unsafe situation. Students must speak in person (face to face, phone) to their clinical instructor if they are going to be tardy or absent in either lab or clinical.

Absences are also very serious and difficult to make up. Clinical instructors will work with the appropriate Associate Dean to determine the method of making up missed clinical experiences. Additional absences from clinical or live class sessions may result in a Performance Improvement Plan, failure to meet clinical outcomes and a failing grade.
Make-up for clinical or lab sessions must be approved by the appropriate Associate Dean.

Late work reflects poor organizational habits as well as being unprepared for classroom or clinical learning. All late work must be negotiated well in advance of the assignment due date. Simply informing the instructor that you intend to be late with an assignment is not acceptable. Any late work not negotiated in advance with the instructor, or any two instances of late work in a course, will result in a student Prescription for Success or Performance Improvement Plan, and point deduction per policy or syllabi. Students who are unable to complete the required clinical hours during the date of course schedule, may request to receive an incomplete for the course. A Prescription for Success must be initiated, with the proposed dates to complete the clinical hours before the start of the next semester, and subsequent clinical course. A student will not be permitted to progress in the program if these hours are not completed. (two week time limit)

Disrespectful behavior is defined as inappropriate verbal or non-verbal behavior that is offensive, argumentative, ill-informed, or lacking in sensitivity to the dignity of any individual. Disrespectful behavior in the clinical setting creates a non-therapeutic and unsafe environment. In the academic setting, it creates a hostile environment and is a violation of academic and Christian integrity. Because of its serious consequences and potential threat to client safety, one instance of disrespectful behavior will result in a Performance Improvement Plan.

Dishonesty as a violation of professional ethics and standards is defined as the intentional falsification or omission of information that has the potential to mislead, harm, or take unfair advantage. Dishonesty may take many forms including plagiarism, documentation of inaccurate or unverified patient data, and failure to report unethical or unsafe professional practice. Dishonesty is most serious and can result in failure, suspension, or dismissal.

Prescription for Success

A Prescription for Success or Performance Improvement Plan specifies the exact professional behavior that needs development and the specific sanction that will be applied with the current or subsequent violations of professional guidelines.

If the Prescription for Success is not signed and returned to the faculty within a timely manner, or adhered to according to specific plan, course failure may result.

Criteria for Immediate Dismissal

Any of the following conditions may result in immediate dismissal from the School of Nursing – Graduate Program. Behaviors identified as criteria for dismissal include but not limited to:

- Unsafe clinical practice that may impact patient safety.
- Any instance that warrants a second warning.
- Disrespect for a faculty member or clinical site representative.
- Academic dishonesty in any form (e.g., plagiarism, cheating, stealing).
- Misrepresentation or fabrication of events surrounding an incident involving professional practice.
- Misrepresentation or fabrication of data or clinical records.
- Behavior not commensurate with professional expectations.
- Positive drug test or criminal background check while enrolled in the program –A student can be asked to complete a drug test or criminal background check by the Dean of the School of Nursing at any time while enrolled in the program. Failure to abide in completing the test or obtaining adequate documents will be automatic dismissal from the program. Positive tests and backgrounds checks are the responsibility of the student (including the use of medical marijuana)

** The student will not be eligible for readmission to the Graduate School of Nursing at any time if dismissed for any of the reasons listed above.

Expenses

Graduate students may incur additional fees in specialist programs that are not included in the tuition credit. Some examples are the following but not limited to:

- Textbooks

- Clinical supplies i.e. lab coat, stethoscope
- Associate memberships
- Annual national conferences requiring transportation, room, meals, registration fees
- Malpractice insurance
- Recertification courses i.e. CPR, ACLS
- Course fees i.e. Advanced Health Assessment
- Review courses for certification examination

Computer Requirements

The delivery of this program features online learning. Students should have their own computers with access to high-speed Internet and printer. PBA will provide students with a subscription to Office360, which includes e-mail, Word, Excel, and PowerPoint. It is the student's responsibility in being able to send/receive emails with

attachments and operate basic computer software such as Word, Excel, and PowerPoint. Classes will require students to watch videos that contain audio and video through PowerPoint, Webcam software, headsets or a DVD. The student is responsible for sending or receiving information from a computer that has an active up-to-date antivirus program.

Scholarship Information

PBA issues a call for scholarship applications to all students via email once a year. Students should check their email daily and apply for the scholarships to be considered for additional financial assistance. Learn more about potential scholarships and the application process at: Nursing Scholarships or meet with the faculty advisor.

Financial Responsibility

Students are responsible for paying their tuition according to the university's prescribed due dates. If a student fails to pay their tuition or if they fail to set up a payment plan through the university's financial aid office, they risk losing access to the course resources in Canvas. If student access is shut down due to non-payment of their tuition, it is the student's responsibility to contact the financial aid office to set up a payment plan.

Professional Organizations

Eligible students are encouraged to join and participate in Sigma Theta Tau International (STTI) Honor Society of Nursing, Chi Phi – Chapter # 523 events, activities and attain membership if applicable. STTI purposes are to recognize superior achievement, to develop leadership qualities, to foster high professional standards, to encourage creative work, and to strengthen commitment to the ideals and purposes of the profession.

Membership is by invitation to undergraduate students, graduate students and community leaders. The criteria for induction of graduate students are completion of one-fourth of the required nursing curriculum and a GPA of 3.5 or greater. After graduation, students continue their membership in the society as alumni.

Graduate students are also strongly encouraged to hold yearly membership in one or more of the following professional organizations below if residing in Florida:

- Nurse Practitioner Council of Palm Beach County (NPCPBC)
- Florida Nurse Practitioner Network (FNPN)
- AACN Graduate Nursing Student Academy (GNSA)
- Florida Organization of Nurse Executives (FONE)
- American Organization for Nursing Leadership (AONL)
- American Psychiatric Nurses Association (APNA)

Library Resources

Library Hours can be found here or by calling the Front Desk at 561.803.2226

http://libraryguides.pba.edu/DNP
The mobile friendly library website is http://voyager.pba.edu/mobile

Formal Complaints

The School of Nursing follows the formal complaint policies established in the graduate catalog.

Grievance Policy (Academic Complaint)

Campus Contacts

Campus Bookstore,–561. 803. 2180
Campus Safety and Security,– 561.803.2500
Writing Central: https://www.pba.edu/academics/support/writing/
Financial Aid,– Financial Aid 561.803.2126
Registrar's Office,–Registrar 561.803.2145
Sailfish Services,– 561.803.2000
Student Success,—561.803.2063

Use of Social Media Policy

The SON acknowledges the growing use of social media by faculty, staff and students as well as the increasing use of social media for educational and clinical purposes. Regardless of the social media platform, the intent of this policy is to protect sensitive and confidential information and the reputations of all persons involved with the SON. Students, staff and faculty should be thoughtful about how they present themselves as members of the PBA SON community and be aware that posted information may be public for anyone to see, may be posted or forwarded by others, and may remain available for public viewing for many years.

When communicating via email, voicemail or a social networking site, students, staff and faculty will adhere to HIPAA and FERPA guidelines at all times and refrain from the reference or representation of confidential or sensitive patient or student information through print, audio, or photographic media. They will refrain from stating or posting any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person within the SON or settings or agencies associated with the SON.

No student, staff or faculty member will photograph or videotape any other person for personal or social media use without express written permission of the person. When SON faculty or students are in another agency or clinical setting, they will follow the guidelines of the agency or clinical setting related to the use of social media and communication of confidential or sensitive information.

Student Voice in Governance

Students are invited and welcome to attend the Full Faculty Meetings of the School of Nursing to report concerns and give feedback. Faculty meetings are held once a month. Students can contact the SON Administrative and Project Coordinator to be placed on the agenda. In accordance with the Faculty Bylaws, student representatives shall attend faculty meetings only by permission from the Dean. Students shall not be present in any faculty meeting or committee when individual student issues are discussed. Students may have input, but no vote.

Degree Completion

In order to graduate from the MSN program, students must successfully complete all required courses and clinical hours as prescribed in the respective MSN track degree plan. In addition to successful completion of all required courses and clinical hours for the DNP degree, all DNP students must successfully complete a scholarly project, present the findings via a podium and poster at the DNP Symposium, and defend their DNP scholarly project before the Graduate Committee. See DNP Scholarly Project Expectations for additional details.

Graduation and Special Events

The School of Nursing conducts two Hooding Ceremonies to honor MSN and DNP graduates. Students are encouraged to attend the ceremony and invite family and friends to celebrate their accomplishments. Students and faculty wear academic regalia commensurate with their degree for both the Hooding ceremony and Commencement. Information about how to order regalia and other related information for Hooding will be sent via email from the Graduate Coordinator. Commencement is held once a year in May. Students must apply for graduation to be eligible for degree conferral.

APRN Certification Exams

Graduates from the nurse practitioner tracks are eligible to sit for national certification from the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioner Certification Board (AANPCB). Graduates are responsible for the cost of the exam. A certification review preparation course is included as part of

the NP track program to prepare students to succeed on the certification exam on the first attempt. As an accredited School of Nursing, the nurse practitioner certification first-time pass rates are an important metric that must be carefully monitored to assure compliance with the CCNE accreditation standards of 80% first-time pass rate as noted in Standard IV; Key Element IV-D (CCNE, 2025). Results of the certification exam are confidential; however graduates are respectfully asked to inform the Associate Deans in the graduate program about the outcome of the exam so that accurate records can be kept and reported to CCNE.

Appendix A **Graduate Preceptor Approval Form**

Prior to the beginning of the semester, you must have your preceptor approved by the Clinical Course Coordinator. You may not start your clinical hours until this form is returned to you with approval for your selected preceptor. Please submit your preceptor's CV in addition to this form to the Clinical Course Coordinator.

Student Name	
Preceptor Name	
Clinical Course / Population Focus	
Practice Name	
Practice Location	
Primary Population Focus (i.e. Adult, Pediatrics or Women's health)	
Does this practice match the clinical course population requirements?	
Will NP student see enough patients at this site?	
Is the preceptor an APRN or Physician?	
Active & Clear Florida Physician License?	
Active & Clear Florida APRN License?	
FL APRN License Number / Expiration Date	
FL Physician License Number / Expiration Date	
Years of Practice as Physician or APRN (must be at least 1 year)	
Is the NP preceptor Board Certified through AANP or ANCC?	
Is the physician preceptor Board Certified?	
Is another site/preceptor required? (no more than 25% of clinical hours for the program may be completed with a physician)	
Do we have an affiliation agreement with the organization the provider is associated with? (Check with Graduate Coordinator)*	
FINAL APPROVAL?	

_____ _____

Clinical Faculty Signature Date

_____

Associate Dean Signature Date

**Final Approval can only happen if there is an ACTIVE affiliation agreement.*

Appendix B Preceptor Agreement Plan



Doctor of Nursing Practice

INSTRUCTIONS:
The student is responsible for filling out this information accurately. All information must be typed, not handwritten.
The student must save, print, and upload the completed worksheet to CORE or Medatrax once all the signatures have been acquired. The processing of this form will be delayed if information is incomplete, and/or inaccurate.
The student is also responsible for uploading a copy of the Preceptor's CV to CORE or Medatrax.

NOTE: The Preceptor may not be your direct supervisor and/or a family member.

More than one Clinical Placement Worksheet is required if:

- The preceptor works in a hospital but is employed by a Private Physician Group: A worksheet must be filled out for both the hospital and the Private Physician Group.
- The preceptor sees patients at multiple practice sites: A worksheet must be filled out for each practice site. (Refer to the guidelines in the Graduate Nursing Student Handbook.)

Directions for Submitting the Completed Application:

1. Download the Preceptor Plan Application from your eCollege course
2. Save the Word document to your computer
3. Use your computer to enter the necessary information into the form
4. Save the completed form to your computer
5. Print your Preceptor Plan Application
6. Sign and date the printed application
7. Have your Preceptor sign and date the application
8. Have your Professor sign and date the application
9. Scan the completed application once all the signatures have been acquired to your computer
10. Submit the application to the CANVAS dropbox for approval by your instructor
11. Submit the application to Medatrax or CORE

PALM BEACH ATLANTIC UNIVERSITY
SCHOOL OF NURSING

Doctor of Nursing Practice

Preceptor Plan Application

Course Number and Title: Choose the course number and title
Number of Clinical Hours: Enter the number of clinical hours required for this course

STUDENT INFORMATION:

Name: Click here to enter your full name Student ID: Click here to enter your student ID number
Email: Click here to enter your email address Phone: Click here to enter your phone number

CLINICAL SITE INFORMATION:

Site Name: Click here to enter the full name of the Clinical Site
Clinical Site Address: Click here to enter the Clinical Site street address
Click here to enter the city, Click here to enter the state Click here to enter the zip code
Clinical Affiliation with PBA? ☐YES ☐NO *(If No, the student may request initiation of agreement, but it could take up to 4-6 weeks for approval of contracts. The student may not begin clinical hours until contracts are in place.)*

ADMINISTRATOR (OR NURSE EDUCATOR) INFORMATION:

Name: Click here to enter the Administrator's full name **Title:** Click here to enter the Administrator's title
Email: Click here to enter the Administrator's email address **Phone:** Click here to enter the Administrator's phone number

PRECEPTOR INFORMATION:

Name and Credentials: Click here to enter the Preceptor's full name and credentials
Is the Preceptor a nurse? ☐YES ☐NO
If not, what is the Preceptor's Profession? Click here to enter the Preceptor's Profession
License Number: Click here to enter the Preceptor's license number
State Issued: Click here to enter the state that issued the license **Expiration Date:** Click here to enter a date
Is the Preceptor Board Certified? ☐YES ☐NO **Certification #:** Click here to enter the Preceptor's Certification #
Certifying Board (if applicable): Click here to enter the Preceptor's Certifying Board
Email: Click here to enter the Preceptor's email address **Phone:** Click here to enter the Preceptor's phone number

The preceptor agreement permits nursing students of the Palm Beach Atlantic University School of Nursing Graduate Programs to participate in a student preceptorship in your facility.
Conditions of this program are as follows:
The Affiliation period will be Click here to enter a date to Click here to enter a date. The student, Click here to enter your name will be under the supervision of Click here to enter the Preceptor's name, acting as preceptor. The student and preceptor will coordinate goals and outcomes in liaison with Professor Click here to enter your Professor's name for this course, your faculty for the above course(s).

Student Signature: _____ Date: _____
Preceptor Signature: _____ Date: _____
Faculty Signature: _____ Date: _____

Appendix C: Prescription for Success



SCHOOL OF NURSING
GRADUATE NURSING PROGRAMS

Prescription for Success

Course Name: **NUR**	
Student Name:	Date
SITUATION: (Specify the Clinical Outcomes not met)	
PRESCRIPTION:	
FULLFILLMENT OF THIS PRESCRIPTION IS DUE by:	
STUDENT SIGNATURE:	
FACULTY NAME: Failure to successfully meet this objective will result in course failure	

2025-2026 Policy Acknowledgement by the Student

POLICIES OF THIS HANDBOOK ARE IN ADDITION TO THE GOVERNING POLICIES AS NOTED IN THE Graduate and Pharmacy Catalog 2025-2026

The signature of the graduate student below indicates they have read and understood the student handbook and agree to abide by the provisions within. This signed agreement will be uploaded into the compliance and immunization management system.

_____

Graduate Student Print Name

_____ _____

Graduate Student Signature Date

PRIVACY ACT RELEASE FORM

During the academic year at Palm Beach Atlantic University School of Nursing, it may be appropriate for School of Nursing faculty to return graded work in a public manner, for example, outside a faculty office, classroom, or clinical setting. Because Palm Beach Atlantic University does not wish to violate your privacy rights under the Family Education Rights & Privacy Act, your signature is required (below) if you are willing to waive these rights under this Act for specific, above- stated purpose. You are not required to sign this waiver/release form.

PRIVACY ACT SIGNATURE STATEMENT

I certify that I have read the above statement and I waive my privacy right under the Family Education Rights & Privacy Act.

_____

Graduate Student Print Name

_____ _____ _____

Graduate Student Signature Date