



**Faculty of Nursing
Graduate Programs**

Memorial University of Newfoundland

**Program Information
Booklet**

**Master of Nursing: Practicum Option
Master of Nursing: Nurse Practitioner Option
Graduate Diploma in Nursing (Post Master's Nurse
Practitioner)**

2019-2020

Memorial University of Newfoundland
Master of Nursing (MN)
Program Information Booklet

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IMPORTANT DATES FOR MN STUDENTS

Here are some important dates. Refer to the 2018/2019 calendar for others
<http://www.mun.ca/regoff/calendar/>

August 5, 2019, Monday	Registration begins for graduate students, Fall semester, 2018
September 2, 2019, Monday	Labour Day, no lectures
September 4, 2019, Wednesday	Lectures begin, Fall semester
September 18, 2019, Wednesday	Final date to add courses, Fall semester
September 25, 2019, Wednesday	Final date for graduate students to withdraw from programs without incurring liability for tuition fees, Fall semester Final date for Departments to submit Recommendation for Award of Degree in order for graduate students to be deregistered from Graduate Registration 9000 without incurring any liability for continuance fees, Fall semester
October 14, 2019, Monday	Thanksgiving Day, no lectures
October 16, 2019, Wednesday	Lectures resume
October 17, 2019, Thursday	Annual Fall Convocation, St. John's
October 30, 2019, Wednesday	Last day for undergraduate students and graduate students to drop courses without academic prejudice, Fall semester
November 11, 2019, Monday	Remembrance Day holiday, no lectures
November 25, 2019, Friday	Registration begins for graduate students, Winter semester 2019
November 29, 2019, Friday	Lectures end, Fall semester
December 4, 2019, Wednesday	Examinations begin, Fall semester
December 13, 2019, Friday	Examination period ends, Fall semester
January 4, 2019, Thursday	Lectures begin, Winter semester
January 13, 2020, Thursday	Final date for submission of Master's and Doctoral Theses and Reports for examination, by candidates who expect to receive their degree at the Spring Convocation 2019.

	Theses and Reports received after this date will be processed as time and resources permit
January 20, 2020, Thursday	Last day for graduate students to add courses, Winter semester
January 27, 2020, Thursday	Final date for graduate students to withdraw from programs without incurring liability for tuition fees, Winter semester Final date for Departments to submit Recommendation for Award of Degree in order for graduate students to be deregistered from Graduate Registration 9000 without incurring any liability for continuance fees, Winter semester
February 17-21, 2020, Monday-Friday	Winter semester break at St. John's and Grenfell Campuses
March 2, 2020, Monday	Final date for graduate students to drop courses without academic prejudice, Winter semester
April 3, 2020, Friday	Lectures end, Winter semester
April 8, 2020, Wednesday	Examinations begin, Winter semester
April 10, 2020, Tuesday April 13, 2020, Friday	Good Friday. No examinations Registration begins for graduate students, Spring semester (14-week courses, Intersession and Summer session) 2020
April 18, 2020, Saturday	Examinations end, Winter semester
May 11, 2020, Monday	Lectures begin, Intersession and 14-week Spring semester
May 18, 2020, Monday	Final date to add courses, 14-week Spring semester
May 26 to May 29, 2020, Tuesday to Friday	Annual Spring Convocation, St. John's
June 8, 2020, Monday	Final date for graduate students to withdraw from programs without incurring liability for tuition fees, Spring semester Final date for Departments to submit Recommendation for Award of Degree in order for graduate students to be deregistered from Graduate Registration 9000 without incurring any liability for continuance fees, Spring semester
June 19, 2020, Friday	Final date for submission of Master's and Doctoral Theses and Reports for examination, by candidates who expect to

receive their degree at the Fall Convocation 2019. Theses and Reports received after this date will be processed as time and resources permit

June 22, 2020, Monday	Semester Break begins, 14-week Spring semester
June 25, 2020, Thursday	Lectures resume, 14-week Spring Semester
July 1, 2020, Wednesday	Memorial Day holiday, no lectures
July 6, 2020, Monday	Last date for graduate students to drop courses without academic prejudice, 14-week Spring semester
August 7, 2020, Friday	Lectures end, 14-week Spring semester. Lectures will follow the Monday schedule on this day only.
August 10, 2020, Saturday	Examinations begin, 14-week Spring Semester
August 15, 2020, Saturday	Examinations end, 14-week Spring Semester

MASTER OF NURSING PROGRAM AT MEMORIAL UNIVERSITY

1. INTRODUCTION

This program information booklet is designed to provide you with information on many topics that are important to you when applying to the MN program and throughout your program. Keep this program information booklet for reference and consult it frequently.

The booklet supplements information from the School of Graduate Studies so it is critical that you are familiar with the general information and regulations governing all graduate students at Memorial University. These are published in the University Calendar located at <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0192>.

Further information about the School of Graduate Studies can be found at www.mun.ca/sgs.

Further information about the Faculty of Nursing graduate programs can be found at <http://www.mun.ca/nursing/grad/>.

2. INFORMATION FOR APPLICANTS

Visit <http://www.mun.ca/sgs/index.php> for information about graduate studies at Memorial University. This site has links to information that will help you with the admission process as well as progression throughout the program. Policies governing graduate students are posted on this web site.

2.1 Program Admission

1. The responsibility for the administration of all graduate programs shall reside with the Dean of Graduate Studies.
2. Applicants for the program shall be required to apply for admission to the Dean of the School of Graduate Studies and shall be expected to follow the regulations, policies and practices required of the School. Deadline for receipt of applications should be no later than February 15 for admission in the Fall semester of that year. All supporting documents including letters of reference and official transcripts need to be received at the School of Graduate Studies by February 15. Only complete files will be assessed for admission. Individuals who apply after the deadline date may request that their application be held for consideration the following year.
3. In addition to the application form for the School of Graduate Studies, students must complete the Faculty of Nursing Application Form. It is available on the School of Graduate Studies web site.
4. Applicants are advised that admission is on a competitive basis. The Faculty of Nursing reserves the right to interview applicants (by conference call) as part of the application process.

5. Applicants are notified of acceptance or non-acceptance by the School of Graduate Studies and not by the Faculty of Nursing, usually by the end of May of the application year. All inquiries should be directed to the School of Graduate Studies.

2.2 Qualifications for Admission

1. Applicants to the Master of Nursing Program Practicum and Nurse Practitioner Options must have a baccalaureate degree in nursing, or an equivalent from an institution recognized by the University, and knowledge of nursing satisfactory to the Faculty of Nursing.
2. Admission to the program is limited and competitive. To be considered for admission, the applicant must have maintained at **least a grade B** standing in the baccalaureate program.
3. Applicants are also required to have a minimum of one year of experience (**1950 hours**) in nursing practice for the **Practicum Option** and two years of experience (**3000 hours**) in nursing practice for the **Nurse practitioner Option** and have completed an undergraduate nursing research course and have achieved a minimum grade of B in each course.
4. Applicants must hold a practising licence from the Association of Registered Nurses of Newfoundland and Labrador or must be currently registered as a practising nurse in another Canadian jurisdiction. Applicants from other countries who do not meet the above criteria will be assessed on an individual basis. However, they must submit proof of registration as a practising nurse (or an equivalency) from their country or jurisdiction.
5. In addition to the above requirements 1 and 4 applicants seeking admission to the **Graduate Diploma in Nursing (Post Master's Nurse Practitioner)** program must have completed a **Master's Degree in Nursing (minimum 'B' standing)** or an equivalent degree with a nursing focus, a graduate level statistics course (minimum 'B' standing), a Bachelor's degree (minimum 'B' standing) in Nursing and have two years of clinical experience preferably in their chosen specialty area.
6. Applicants seeking admission to the MN-Nurse Practitioner Degree option and the Graduate Diploma in Nursing (Post Master's Nurse Practitioner) program will note that preference will be given to applicants who are living and working as Registered Nurses in Newfoundland and Labrador.
7. Applicants are not permitted to be registered in any other graduate/postgraduate program while they are in the MN program.
8. Only in exceptional circumstances and only on the recommendation of the Faculty of Nursing shall the Dean of Graduate Studies consider applicants who do not meet the admission requirements listed above.

2.3 Deferral of Admission Policy

Students are normally accepted into the Master of Nursing Program for admission in the Fall semester. Students accepted for the Fall semester who are unable to begin course work at that time may ask to have their applications held for reconsideration in the next intake of students in the next Fall semester. There is no option for deferral of admission.

2.4 Transfer Credits

Upon a formal request and with approval, students may transfer in from Memorial University or other universities up to 30% of the credits required for their program, i.e., two courses for the practicum option. Check with the Associate Dean (Graduate Programs) for possible transfer of credit for the NP Option. For regulations governing this transfer of credits please refer to the School of Graduate Studies General Regulations, and in particular regulation **4.4.8 Transfers of Course Credits** found at <https://www.mun.ca/regoff/calendar/sectionNo=PDF>. For further information or assistance contact the Associate Dean (Graduate Programs) at the Faculty of Nursing.

3. GENERAL INFORMATION ABOUT THE MN PROGRAM

3.1 Purpose

The Master of Nursing (MN) program prepares nurses at an advanced level to contribute to evidence-informed practice and provide leadership in nursing in a variety of practice settings.

3.2 Philosophy

Advanced practice in nursing requires graduate level preparation that provides students with the opportunity to both broaden and deepen their knowledge and competencies in nursing.

3.3 MN Program General Objectives

Graduates of the MN program will be able to:

- Critically appraise existing knowledge in nursing (philosophical, theoretical, research-based, and other);
- Critically examine issues in nursing and health;
- Demonstrate advanced knowledge in nursing practice;
- Apply evidence-informed knowledge to improve nursing practice;
- Communicate ideas and rationales effectively verbally and in writing; and
- Demonstrate leadership in nursing.

3.4 Curriculum Design

The curriculum fosters the interrelatedness of knowledge and practice, and includes:

- A theoretical component that enables students to critically examine the development of, and the basis for, professional nursing practice;
- A research component to develop beginning research skills and enable students to critically evaluate research in nursing and other health-related fields as a basis for evidence-informed practice; and
- A practice component, which involves either a project (Practicum option) or clinical practice (Nurse Practitioner option), both of which enable students to develop advanced nursing competencies and provide leadership in nursing.

3.5 Program of Study

There are two options offered that lead to a Master of Nursing degree: Practicum (non-thesis) option, and Nurse Practitioner (NP) option (either Family/All Ages or Adult Care speciality). Details of these options and programs of study are further described in sections 4 and 5, respectively. In addition to the MN degree program, the Faculty of Nursing also offers a Post Master's Nurse Practitioner Diploma, described in section 5.

All courses, with the exception of some components within some Nurse Practitioner courses, are offered by web delivery only. For further information, contact MNSON@mun.ca.

3.6 Course Descriptions

3.6.1 Core Courses (all MN students)

N6010: Research in Nursing: Quantitative Methods (3 credit hours)

This course is designed to facilitate development of skills in the application of quantitative research methodologies to nursing problems and the interpretation of descriptive/inferential statistical tests. The student will be expected to demonstrate competence in critiquing research articles, developing research questions, completing a literature review on a nursing problem, selecting appropriate statistical tests for analyzing data and interpreting test results. (prerequisite or co-requisite: N6012)

N6011: Philosophical and Theoretical Foundations of Nursing (3 credit hours)

This course enables students to expand their understanding of philosophy as it pertains to the development of nursing knowledge and build on their knowledge of nursing theory. The emphasis is on analyzing philosophical and theoretical foundations that shape nursing as a discipline and a professional practice. The core topics addressed are philosophy of science; nursing science; ontology of the discipline; epistemology of the discipline; nursing theory; relationships among nursing theory, research, and practice; and knowledge utilization in nursing practice.

N6012: Statistics for Advanced Practice Nursing (3 credit hours)

This course provides Master of Nursing (MN) students with an understanding of foundational concepts in statistics and advanced statistical analysis methods commonly used in quantitative healthcare research. Students will learn how to critically appraise statistical methods utilized in published research/reports, and to identify issues with planning and conducting analysis in research. Links between research design and appropriateness of statistical analyses will be emphasized. In addition, students will utilize IBM SPSS Statistics to conduct and interpret statistical tests.

N6020: Program Development in Nursing (3 credit hours)

This course presents models and methods of program development, focusing on health education and health promotion programs. Major emphasis in the course will be on the development of:

1. health education and health promotion programs using program development model(s);
2. theory-based interventions for programs; and
3. program evaluation based on evaluation model(s).

The course will also relate program development in health education and health promotion (health sciences literature) to instructional development (educational literature).

Students will propose a program for health education or health promotion in this course, using a program development model. Alternatively, students may elect to propose a program for nursing or client education using an instructional design model.

N6031: Education in Nursing (3 credit hours)

This course focuses on student-centered teaching and active learning within a constructivist framework. Learners will reflect on their views towards nursing education and compare this to current research. They will explore adult learning principles, active learning principles, and methods of encouraging the development of critical thinking. Discussion related to facilitating learning in online communities, classroom settings, and clinical areas occurs. The legal and ethical issues related to assessment of classroom, online and clinical learning are explored. The concept of a student-centered curriculum is discussed. Learners have an opportunity to apply active learning strategies in a facilitated learning situation.

N6100: Research in Nursing: Qualitative Methods (3 credit hours)

This course will focus on developing the ability to critique and conduct qualitative research through an understanding of the philosophical and theoretical basis of qualitative methodologies, the methods used, and the problems confronted in attempting to use these methods in developing nursing knowledge. Qualitative methodologies, such as phenomenology, grounded theory, ethnography, and action research will be explored in some depth. (prerequisite or co-requisite: N6011)

N6221: Population-Based Nursing (3 credit hours)

This course involves an examination of theoretical and research knowledge related to the key domains of the population health framework: influencing personal health practices, creating supportive environments and building community capacity, reorienting health services, and healthy public policy. Core concepts explored include risk, generating and interpreting rates from population health data to identify priority problems, and determinants of health. Emphasis is placed on the critical appraisal of population-based interventions, including screening programs, for selected high-priority population health problems, assessing their strengths, limitations, applicability to different problems, and effectiveness. The roles of nurses, advanced nursing practice and nursing leadership in population health will be explored.

N6240: Nursing Individuals and Families Through Life Transitions (3 credit hours)

This course involves an examination of theoretical and research knowledge needed by advanced practice nurses for the provision of care to individuals and families experiencing life transitions. The core concepts addressed are life transitions (developmental, situational, and illness-related) and stress, coping, and health outcomes. Evidence-based interventions that advanced practice nurses use to assist individuals and families who are experiencing life transitions are explored.

N6250: Foundations for Advanced Nursing Practice (3 credit hours)

This course will help students develop professional and academic skills required for success in graduate studies and for evidence-informed decision making in advanced nursing practice. One area of emphasis will be on developing writing competencies for scholarly work. Topics will include mechanics of writing, building and defending arguments, locating information, critical reading, evaluating various forms of knowledge, writing integrative literature reviews, and presenting the results of these in different formats. The second area of emphasis will be on in-depth exploration of the different competencies associated with, and their application to, advanced nursing practice. Note: This course is pre-requisite to all other courses for practicum option students, although students may take this course as a co-requisite with others in the first term of the program.

3.6.2 Specific Practicum Option Courses**N6660: MN Practicum 1 (3 credit hours)**

In the first practicum course, students propose a practicum project that will provide them with the opportunity for integration and synthesis of philosophical perspectives, theories, research and skills that have been acquired in the previous course work. The project also provides students with the opportunity for application of skills and material learned in previous course work and for development of further knowledge in a selected area of interest, as well as for demonstration of advanced nursing practice competencies. Practicum projects will vary from student to student and are negotiated with the Associate Dean and practicum supervisor. In the first practicum course, students develop a written proposal for the project and conduct a comprehensive review of the

literature. Depending on their project, they may consult with colleagues or assess available resources if they are developing educational materials or policies. If their project involves implementation of existing educational materials or policies, they may develop an implementation or evaluation plan. An interim practicum report is expected at the end of the first practicum course which includes an outline of activities for the second course and a reflection of progress to date in terms of advanced nursing practice competencies. Students are expected to revise all documents (e.g., proposal, literature review, reports) during the term based on feedback. Activities cannot be carried out until plans are approved by the practicum supervisor. (prerequisite: All required courses including N6020 or N6031)

N6661: MN Practicum 2 (3 credit hours)

In the second practicum course, students continue to implement their project, following the original proposal and the plans outlined in the interim report at the end of the first practicum course. For example, students will develop educational materials or policies based on their literature review and consultations with colleagues, or they will implement existing educational materials or policies based on their implementation and evaluation plan. They will share what they have done and accomplished in presentations to their colleagues and they will write a final practicum report that includes all materials generated during the two courses, e.g., literature review, reports of consultations or evaluation, developed educational materials or policies. The final report includes a summary of advanced nursing practice competencies demonstrated by the student, illustrated with examples. (prerequisite: N6660)

3.6.3 Specific Nurse Practitioner and Post Master's Nurse Practitioner Diploma Courses

N6251: Writing Skills for Nurse Practitioners (1 credit hour)

This course will help students develop academic skills required for success in graduate studies. The area of emphasis will be on developing writing competencies for scholarly work. Topics will include mechanics of writing, building and defending arguments, locating information, critical reading, evaluating various forms of knowledge, writing integrative literature reviews and presenting the results of these in different written formats. Pre-requisite: Admission to the NP program. Note: This course is pre-requisite to all other courses for MN-NP option students, although students may take this course as a co-requisite with others in the first term of the program. Students who have transferred from the practicum option and have credit for N6250 will have this course waived.

N6703: Advanced Health Assessment and Clinical Practicum 1 (4 credit hours)

This course focuses on the role of the advanced practice nurse in performing comprehensive health assessments on clients across the lifespan. Analyses and critique of various frameworks essential to advanced health assessment will be discussed. Emphasis will be on comprehensive health assessments including history taking, physical examination, synthesis, critical analysis and interpretation of health data. For their clinical component, students will be preceptored in a healthcare setting by either a nurse practitioner or physician. (39 hours lecture, 104 hours clinical and 24-36 hours residency).

N6704: Applied Pathophysiology and Clinical Practicum 2 (4 credit hours)

In this course students use an evidence-based conceptual approach to critically examine pathophysiological phenomena relevant to advanced nursing practice. The pathophysiology of common diseases and their impact on health in specific populations across the lifespan will be examined. Students will be preceptored in a healthcare setting by either a nurse practitioner or physician in completing focused health assessments. (39 hours lecture, 104 hours clinical and 24-36 hours residency). (prerequisite: N6703)

N6705: Pharmacotherapy and Therapeutics (3 credit hours)

In this course students will critically appraise and interpret concepts integral to pharmacotherapy across the lifespan. Pharmacokinetic and pharmacodynamic properties of selected classes of medications will be discussed. Emphasis will be placed on the application of knowledge required to prescribe and monitor medication use within the scope of practice for nurse practitioners. Integration of knowledge from pharmacology will be used in teaching and counseling patients in nutrition and complementary therapies for common disease conditions. (39 hours lecture). (prerequisite: N6704)

N6706: Nurse Practitioner Roles and Practice Issues (3 credit hours)

The focus of this course is on the role of the advanced practice nurse in the context of current and future health care realities. The examination and critique of various advanced nursing practice models, and their implementation will be discussed. Models and methods for program development and evaluation will be explored. (prerequisite: N6703 and N6704)

N6800: Adult Advanced Clinical Decision Making 3 (4 credit hours)

The course will allow the student to further develop and apply the knowledge gained in the previous courses but will focus on the management of adults in both hospital and primary healthcare settings. Dialogue will occur around establishing and maintaining interpersonal relationships with the client and health care professionals in adult and gerontology practice. Discussion will also occur concerning health promotion activities and coping strategies used by clients in managing their disease. Students will be preceptored in a healthcare setting by either a nurse practitioner or physician in the area for the clinical component. (39 hours lecture, 104 hours clinical) (prerequisite: N6705 and N6706)

N6802: Family/All Ages Clinical Decision Making 3 (4 credit hours)

The course will focus on the advanced practice nurse's role in the diagnosis and clinical management of health problems in individuals and families across the lifespan. Emphasis will be on the development of diagnostic reasoning and clinical decision making skills within the scope of practice of a primary care nurse practitioner. A systematic approach to patient assessment and management of health problems will be discussed. The course integrates knowledge acquired in previous courses. Content will also revolve around discussion and promotion of healthy lifestyle practices and coping strategies. Dialogue will occur around establishing and maintaining

interpersonal relationships with the client and healthcare professionals in practice. Students will be preceptored in a healthcare setting by a physician or NP for the clinical component. (39 hours lecture, 104 hours clinical) (prerequisite: N6705 and 6706).

N690X: Advanced Clinical Practicum 4 (12 credit hours).

This course provides the student with the opportunity to integrate, synthesize and analyze previously learned knowledge and skills in an intensive clinical experience. Students will choose their own client population and will work closely with a clinical preceptor negotiated by the student and professor. The advanced practice role will be developed as students gain expertise in health assessment, diagnostic testing and treatment planning while collaborating with clients, families and other health professionals. (416 hours clinical, seminar and 24-36 hours residency). (prerequisite: N6800 or N6802)

3.7 Full-Time Versus Part-Time Status

A full time or part-time status does not depend on the number of courses taken in a term or a year. A **full-time** graduate student is one who registers as such, devotes full time to his or her academic program and may not commit more than 24 hours a week to matters other than the degree program, e.g., working, including teaching assistant or research assistant duties. A **part-time** graduate student is one who is registered for the duration of a semester and is not classified as full-time.

Students who register as full-time students usually take two courses per term, with three courses in some terms; see the sequencing tables in sections 4 and 5. Students may be limited in what courses can be taken because of when courses are offered.

3.8 Policies Regarding Transfer of Programs

3.8.1 Transfer from Practicum Option to Nurse Practitioner Option

Students who wish to transfer from the practicum option to the NP option must apply for admission to the NP program. **Admission to the NP program is competitive and space is very limited, so there is no guarantee that transfers will be accepted.** Students are encouraged to discuss their interests with the NP program coordinator.

Students will only be considered for transfer to the NP option when all non NP-specific MN courses have been completed. Students must apply to the Associate Dean (Graduate Programs) in the Faculty of Nursing for transfer. There is no application fee. Applications for transfer must be sent to MNSON@mun.ca by February 15th of the year in which they wish to enter the NP program; entry to the program is in September. To apply, the student must provide:

1. A personal statement (maximum 2 pages):
 - Explain the link(s) to your experience, expertise and skill set you expect to develop in the MN-NP program.).

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- Identify your five-year professional goals and how this program will help you reach them.
 - Include an explanation of how you will manage the workload associated with the MN-NP program given other commitments (e.g., work, family)
 - Note that several of the courses have a clinical component of one day per week, while 690X is four days of clinical per week. Students must come to campus three times during the program for OSCEs and other learning activities. Students may also need to travel to gain necessary clinical experiences.
 - Be specific about your area of interest for NP practice and how your previous experience will contribute to your learning.
 - Suggest clinical areas (community or hospital based) where you would like to complete the clinical components.
2. A recent clinical reference that speaks to your commitment to nursing, motivation, and nursing knowledge including clinical skills.
 3. A record of hours worked; a minimum of two years of recent clinical nursing practice is required prior to entry into the NP program

3.8.2 Transfer from Nurse Practitioner Option to Practicum Option

Students who wish to transfer from the NP option to the Practicum option must apply for admission to the Associate Dean (Graduate Programs) in the Faculty of Nursing. **Admission to the Practicum program is competitive and space is limited, so there is no guarantee that transfers will be accepted.** Students are encouraged to discuss their interests with the Associate Dean (Graduate Programs).

Students can be considered for transfer to the Practicum option at any time in their program but the applications for transfer are normally considered once per year (in March). Students must apply to the Associate Dean (Graduate Programs) in the Faculty of Nursing for transfer. There is no application fee. Applications for transfer must be sent to MNSON@mun.ca by February 15th of the year in which they wish to enter the Practicum program; entry to the program is in September. To apply, the student must provide:

1. A personal statement (maximum 2 pages):
 - Explain the link(s) to your experience, expertise and skill set you expect to develop in the MN-Practicum program.
 - Identify your five-year professional goals and how this program will help you reach them.
 - Include an explanation of how you will manage the workload associated with the MN-Practicum program given other commitments (e.g., work, family).
 - Be specific about what you want to accomplish in the practicum.
2. A recent reference that speaks to your commitment to nursing, motivation, and nursing knowledge.

3.9 Funding

At present there is no university funding available for Master of Nursing practicum or Nurse Practitioner students, regardless of whether they are full-time or part-time. Students are encouraged to apply for scholarships and awards. See section 7.16.

4. PRACTICUM OPTION

The **Practicum option** of Memorial University's Master of Nursing (MN) program offers a unique and practical learning opportunity for students, most of whom are employed as staff nurses, nurse educators, and nurse managers.

Students draw from real situations to identify issues which can be addressed to form the basis of their practicum projects.

Throughout the program students develop a sound knowledge base to implement and evaluate evidence-informed practice. During their course work (eight courses) and practicum projects, they learn to integrate and synthesize philosophical perspectives, theories, research and skills. The practicum projects, conducted over two terms in N6660 and N6661, allow students to consolidate their learning and demonstrate advanced nursing practice competencies. The projects are done under faculty supervision.

4.1 Practicum Option Specific Objectives

In addition to meeting the general objectives of the MN program, graduates of the Practicum option will be able to:

- Plan, implement and evaluate programs or projects to meet the needs of a target group;
- Disseminate project-specific knowledge to improve nursing practice; and
- Facilitate integration of project-specific knowledge into practice.

4.2 Required Courses

N6250: Foundations for Advanced Nursing Practice
N6011: Philosophical and Theoretical Foundations of Nursing
N6012: Statistics for Advanced Practice Nursing
N6240: Nursing Individuals and Families Through Life Transitions
N6010: Research in Nursing I: Quantitative Methods
N6100: Research in Nursing II: Qualitative Methods
N6221: Population-Based Nursing

Either one of:

N6020: Program Development in Nursing
N6031: Education in Nursing

And

N6660: MN Practicum 1

N6661: MN Practicum 2

Students must complete an approved program of study consisting of a minimum of 24 credit hours in graduate program courses and 6 credit hours in a practicum (total 30 credit hours).

1. The program of each student shall be approved upon admission by the Dean of The School of Graduate Studies on the recommendation of the Associate Dean (Graduate Programs, Faculty of Nursing) and in consultation with the student. Any changes in the approved program must be made in consultation with the Associate Dean and approved by the Dean of the Faculty of Graduate Studies. A formal Change of Program Form signed by all parties (students, advisor/supervisor, Associate Dean) must be submitted to the Faculty of Graduate Studies for approval. Failure to comply will result in difficulties with registration and could delay convocation.
2. Each student shall complete an approved practicum project under the direction of an assigned practicum supervisor. Supervisors are appointed by the Associate Dean (Graduate Programs).
3. Each student is expected to present his/her practicum project to the Faculty of Nursing during the second practicum course and to submit a final practicum report approved by the supervisor(s) prior to convocation. A digital copy of the final practicum report must be submitted to the Health Sciences Library as a requirement for graduation.
4. Students are expected to participate, by webinar, in at least two practicum presentation sessions during their program, with one normally within the year prior to starting the first practicum course. These seminars are designed to provide students with current information about developments in research, education and practice. It is also an excellent means of supporting colleagues in the program and learning more about their work.
 - Note: For provinces where continuing competence programs are in place for nursing licensure, such as NL, attendance at presentations is an opportunity to help fulfill that requirement. See the ARNNL website (<http://www.arannl.ca/>) for more information on the ARNNL Continuing Competency Program.

4.3 Suggested Sequencing for Practicum Option

Practicum Option - Full-time Sequencing

Fall 2019	Winter 2020	Spring 2020
N6012: Statistics for Advanced nursing Practice N6010: Quantitative Research Methods	N6250: Foundations for Advanced Nursing Practice <i>(pre-requisite for all other courses though may be taken as a co-requisite)</i> N6031: Education in Nursing	N6011: Philosophical & Theoretical in Nursing N6221: Population-based Nursing
Fall 2020	Winter 2021	Spring 2021
N6240: Nursing Individuals and Families Through Life Transitions N6100: Qualitative Research Methods	N6660: MN Practicum 1	N6661: MN Practicum 2

Each Practicum option student must actively participate in at least two Faculty of Nursing graduate students' presentation sessions prior to enrolling in the first practicum course, one of which is normally in the year prior to beginning the practicum. The Associate Dean (Graduate Programs) will keep track of attendance.

Note: Program plans for individual students may need to be adjusted according to when courses are offered in a given year.

Practicum Option - Part-time Sequencing

Fall 2019	Winter 2020	Spring 2020
N6012: Statistics for Advanced nursing Practice	N6250: Foundations for Advanced Nursing Practice <i>(pre-requisite for all other courses though may be taken as a co-requisite)</i>	N6010: Quantitative Research Methods
Fall 2020	Winter 2021	Spring 2021
N6011: Philosophical & Theoretical in Nursing	N6100: Qualitative Research Methods	N6221: Population-based Nursing
Fall 2021	Winter 2022	Spring 2022
N6240: Nursing Individuals and Families Through Life Transitions	N6020: Program Development in Nursing OR N6031: Education in Nursing	N6660: MN Practicum 1
Fall 2022		
N6661: MN Practicum 2		

Each Practicum option student must actively participate in at least two Faculty of Nursing graduate students' presentation sessions prior to enrolling in the first practicum course, one of which is normally in the year prior to beginning the practicum. The Associate Dean (Graduate Programs) will keep track of attendance.

Note: Program plans for individual students may need to be adjusted according to when courses are offered in a given year.

4.4 Preparing for the Practicum

A few months before a student is scheduled to start the first practicum course (N6660), the Associate Dean (Graduate Programs) will contact the student by email with information about the practicum. Each student is expected to identify a potential project prior to the start of N6660 so that arrangements related to the project and the practicum proposal can be finalized within the first two weeks of N6660. Students will discuss their project ideas with the Associate Dean (Graduate Programs) prior to the start of the course. See the course descriptions for N6660 and N6661 to get an overview of the practicum and types of projects.

Each student will be assigned a practicum supervisor who will guide the student through the entire process.

All required courses must be completed prior to starting N6660. N6660 and N6661 must be taken sequentially; they cannot be taken at the same time.

4.5 Final Copies of Practicum Reports

To be eligible for graduation, students must submit an electronic copy (PDF form) of the final practicum report for submission to the Health Sciences Library. Students will need to submit the electronic version to the Academic Program Assistant, along with a completed Thesis/Report Deposit Form. This can be submitted by email to the Academic Program Assistant who will then forward the report and deposit form to the Library. The final approval for graduation cannot be signed by the Associate Dean (Graduate Programs) until the electronic copy of the report and the deposit form are received.

Students can also order bound paper copies for themselves and their supervisors; this is optional. These copies can be hard or soft bound, depending on preferences of the individuals. All copies should have burgundy covers with gold letters, which are the university colors. Binding arrangement information can be found on the Graduate Studies website. Graduate students interested in obtaining personal bound copies of their final thesis/reports may order directly from Lehmann Bookbinding <http://pageforpage.com/>.

5. NURSE PRACTITIONER OPTIONS

The **Nurse Practitioner** (Adult or Family/All Ages) and **Graduate Diploma in Nursing (Post Master's Nurse Practitioner)** options prepare nurses at an advanced level to practice as Nurse Practitioners (NPs). NPs work in a variety of settings such as acute care, community clinics, emergency departments, out-patient clinics, family physicians' offices, long-term care facilities, and in remote nursing stations. NPs are in high demand and have an important role in helping to ensure the health and well-being of people in Newfoundland and Labrador.

The major thrust of the NP options is to build on a foundation of graduate nursing education. The role of the NP in advanced nursing practice is grounded in knowledge of theory and expanded practice skills in areas of advanced clinical decision-making, research, consultation,

collaboration, and leadership. Nurse practitioners have advanced knowledge and decision-making skills in health assessment, diagnosis, and health care management of common and complex conditions.

5.1 NP Options' Objectives

Graduates of the MN-NP option will be able to meet the general objectives of the MN program.

Graduates of both NP options will be able to:

- Work collaboratively and act as a consultant to members of the health team in clinical practice;
- Refer and accept referrals from members of the health team in clinical practice;
- Demonstrate advanced education and competency in either the Family/All Ages or Adult stream of nurse practitioner practice;
- Deliver evidence-informed care to individuals, families and communities within a given stream of practice; and
- Practice advanced nursing within the domains and competencies of NP practice.

5.2 Required Courses for MN Nurse Practitioner Option

Students must complete an approved program of study consisting of a minimum of 37 credit hours in graduate program courses and an integrated clinical practice experience, comprising 12 credit hours.

N6010: Research in Nursing: Quantitative Methods

N6011: Philosophical and Theoretical Foundations of Nursing

N6012: Statistics for Advanced Nursing Practice

N6100: Research in Nursing: Qualitative Methods

N6221: Population-Based Nursing

N6240: Nursing Individuals and Families Through Life Transitions

N6251: Writing Skills for Nurse Practitioners. Note: Students who have transferred from the practicum option and have credit for N6250 Foundations for Nursing Practice will have this course waived.

N6703: Advanced Health Assessment and Clinical Practicum 1

N6704: Applied Pathophysiology and Clinical Practicum 2

N6705: Pharmacotherapy and Therapeutics

N6706: Nurse Practitioner Roles and Practice Issues

Either one of:

N6800: Adult Advanced Clinical Decision Making 3, or

N6802: Family/All Ages Clinical Decision Making 3

And

N690X: Advanced Clinical Practicum 4 (The integrated practice component will normally consist of a minimum of 400 hours of preceptored specialty clinical practice and biweekly seminars).

1. The program of each candidate shall be approved by the Dean of the School of Graduate Studies on the recommendation of the Associate Dean, Graduate Programs, Faculty of Nursing and in consultation with the student.
2. A mandatory on-site residency is required for all NP students for three time periods throughout the program. During this time students will be offered a variety of learning experiences that may include skill development, simulation, lectures from content experts, OSCE evaluations and written exams.

The onsite time periods normally occur as follows:

In 6703, this will occur during the second week of classes in Fall

In 6704, this will occur during the exam period in Winter

In 690X, this will occur during the exam period in Winter

Contact hours for the course will be as follows:

6703: 39 hours lecture, 104 hours clinical and 24-36 hours residency

6704: 39 hours lecture, 104 hours clinical and 24-36 hours residency

6800-6802: 39 hours lecture, 104 hours clinical

690X: 416 clinical, seminar and 24-36 hours residency

3. Normally in 6704 and 690X, students must complete all clinical hours before taking the OSCE exam. Students must achieve 65% in the OSCE exam in order to pass the course.
4. The maximum time frame from commencement of the first core NP course (usually 6703) until program completion (690X) shall normally be no longer than 3 years.

5.3 Required Courses for Graduate Diploma in Nursing (Post Master's Nurse Practitioner)

N6703: Advanced Health Assessment and Clinical Practicum 1

N6704: Applied Pathophysiology and Clinical Practicum 2

N6705: Pharmacotherapy and Therapeutics

N6706: Nurse Practitioner Roles and Practice Issues

Either one of:

N6800: Adult Advanced Clinical Decision Making 3, or

N6802: Family/All Ages Clinical Decision Making 3

And

N690X - Advanced Clinical Practicum 4 (The integrated practice component will normally consist of a minimum of 416 hours of preceptored specialty clinical practice and biweekly seminars).

1. Students with a Master's degree in Nursing or an equivalent degree with a nursing focus must complete an approved program of study consisting of a minimum of 18 credit hours in graduate program courses and integrated clinical practice experience, comprising 12 credit hours. Programs for some students may exceed these minimum requirements.
2. The program of each student shall be approved by the Dean of the School of Graduate Studies on the recommendation of the Associate Dean, Graduate Programs, Faculty of Nursing and in consultation with the student.
3. A mandatory on-site residency is required for all NP students for three time periods throughout the program. During this time students will be offered a variety of learning experiences that may include skill development, simulation, lectures from content experts, OSCE evaluations and written exams.

The onsite time periods are as follows:

In 6703, this will occur during the second week of classes in Fall

In 6704, this will occur during the exam period in Winter

In 690X, this will occur during the exam period in Winter

Contact hours for the course will be as follows:

6703: 39 hours lecture, 104 hours clinical and 24-36 hours residency

6704: 39 hours lecture, 104 hours clinical and 24-36 hours residency

6800-6802: 39 hours lecture, 104 hours clinical

690X: 416 clinical, seminar and 24-36 hours residency

4. In 6704 and 690X students must complete all clinical hours before taking the OSCE exam. Students must achieve 65% in the OSCE exam in order to pass the course.
5. The maximum time frame from commencement of the first core NP course (usually N6703) until program completion (690X) shall normally be no longer than 3 years.

5.4 Clinical Placements

Clinical experiences in the various semesters will take place in appropriate agencies. The process of clinical placement is done well in advance of the clinical placement since an affiliation agreement may need to be negotiated before the placement can occur which often takes up to two months. Students must meet minimal requirements for experiences with different populations; placements will be made accordingly.

Throughout the program you will need to gain experiences in different clinical areas and care for clients at various stages of illness. Thus the choice of preceptor is crucial to you gaining

these experiences. The NP Coordinator and the course professors will facilitate placement using HSPnet.

Students will have clinical placements with preceptors in a variety of practice settings caring for patients across the lifespan. In 6703, 6704 and 6800/6802 clinical activity should be spaced out over the course of the semester to align with course activities, discussion forums and assignments. For that reason, clinical may not be done in blocks of time.

Students should plan clinical activities early in each semester to ensure that all clinical requirements are met by the end of 690X.

5.5 Final Examinations in Nurse Practitioner Courses

1. Students must achieve at least 65% in the final examination in order to pass the course. This applies to courses that have a written final examination.
2. In order to write a supplementary examination a student must have achieved at least 60% in the first writing.
3. A student may write only one supplementary examination in the program.
4. Any student writing a supplementary examination can obtain a maximum grade of 65% in the course.
5. Supplementary examinations will be written no later than the first week of the semester immediately following the one in which the course was failed.
6. There are **no** supplementary examinations in 690X.

5.6 National Exam

All graduates from a Nurse Practitioner Program will be required to write a Nurse Practitioner Licensure Exam. This exam is a requirement for licensure in the province of Newfoundland and Labrador (ARNNL). It is up to each student to identify specific requirements for licensure in other provinces.

5.7 Clinical Evaluation

Students must achieve the minimum passing mark of 65% in each clinical course and receive a pass in each clinical component including clinical practice, labs and OSCEs. Clinical experiences are provided in 6703, 6704, 6800/6802 and 690X.

5.8 Clinical Policies

Students will be expected to adhere to the policies and procedures of the agency in which the clinical learning experience is being facilitated. Students will be expected to hold in the

strictest confidence all matters pertaining to clients/patients/residents. Any verbal or written identification beyond that necessary for professional communication in an appropriate setting is considered a serious breach of ethical and legal principles. Any breach of confidentiality will be considered a serious clinical incident and addressed accordingly and may result in termination from the program.

In extenuating circumstances, the course professor in collaboration with the NP Coordinator may allow a student to complete clinical outside the normal recommended schedule of 1 day per week. The student must submit a statement to the course professor describing why an alternate arrangement is necessary and how the schedule will affect meeting course requirements.

5.9 Clinical Hours

Our guidelines for clinical are governed by the ARNNL, CASN and CNA. CASN released a document in 2012, *Nurse Practitioner Education in Canada*, which presents the national standards for NP education in Canada. In that document guiding principle 6 states “*NP educational programs include clinical experiences to provide students with the depth and breadth of practice needed to develop entry-level competencies*”. The curriculum includes a minimum of 728 hours of direct clinical practice that does not include lab time.

In the Family/All Ages stream, students tend to work in community and primary health care settings providing care to individuals across the lifespan. However, Family/All Ages NPs also assess, diagnose and manage individuals requiring acute care in primary care settings. In order to gain a wide range of experiences, it is mandatory that Family/All Ages NP students complete at least five days in a hospital setting or other health care facility in the following areas: pediatric, obstetric, emergency and gerontology. This means, for example, that students have to complete an experience in a healthcare facility that cannot be completed in a physician or NP office. The remaining required clinical hours may be spent in a variety of settings that manage clients in various life stages.

In the Adult stream, students tend to work in acute care settings where they provide care to adolescents, adults and older adults. However, Adult NPs also assess, diagnose and manage individuals requiring acute and episodic care in primary health care and community settings. In order to gain a wide range of experiences, it is mandatory that Adult NP students complete at least five days in the following areas: obstetrics, emergency and long term care. The remaining required clinical hours may be spent providing specialized health care to individuals with various health conditions.

Note. Students may not use hours while working as a Registered Nurse as credit toward meeting the clinical requirements of the NP program. The requirement of the NP program is that students complete 728 hours of NP student practice under the direct supervision of a preceptor. That preceptor must be onsite and readily available at all times during the clinical experience for consultation, guidance and evaluation.

5.10 Identification

All students are required to wear a school ID. This ID is to be worn in a visible area at all times during clinical.

5.11 NP Bursaries and Employment Opportunities in NL

The government of NL offers bursaries and (up to \$10,000) and incentives to NP students. Find out more at

<http://www.health.gov.nl.ca/health/grantsfunding/bursaries.html>

5.12 Suggested Sequencing for MN-NP Options

Suggested Sequencing for MN Nurse Practitioner Adult or Family/All Ages 8-semester sequence

Fall 2019	Winter 2020	Spring 2020
N6012: Statistics for Advanced Nursing Practice	N6010: Quantitative Research Methods	N6011: Philosophical & Theoretical in Nursing
N6251: Writing Skills for Nurse Practitioners	N6221: Population-based Nursing	N6240: Nursing Individuals and Families Through Life Transitions
Fall 2020	Winter 2021	Spring 2021
N6100: Qualitative Research Methods	N6704: Applied Pathophysiology & Clinical Practicum 2	N6706: Nurse Practitioner Roles and Practice Issues
N6703: Advanced Health Assessments & Clinical Practicum 1		N6705: Pharmacotherapy & Therapeutics
Fall 2021	Winter 2022	
N6800: Adult Advanced Clinical Decision Making 3 Or N6802: Family/All Ages Clinical Decision Making 3	N690X: Advanced Clinical Practicum 3	

Note: Program plans for individual students may need to be adjusted according to when courses are offered in a given year.

**Suggested Sequencing for MN Nurse Practitioner
Adult or Family/All Ages 11-semester sequence**

Fall 2019	Winter 2020	Spring 2020
N6012: Statistics for Advanced Nursing Practice N6251: Writing Skills for Nurse Practitioners	N6010: Quantitative Research Methods	N6011: Philosophical & Theoretical in Nursing
Fall 2020	Winter 2021	Spring 2021
N6100: Qualitative Research Methods	N6221: Population-based Nursing	N6240: Nursing Individuals and Families Through Life Transitions
Fall 2021	Winter 2022	Spring 2022
N6703: Advanced Health Assessments & Clinical Practicum 1	N6704: Applied Pathophysiology & Clinical Practicum 2	N6706: Nurse Practitioner Roles and Practice Issues N6705: Pharmacotherapy & Therapeutics
Fall 2022	Winter 2023	
N6800: Adult Advanced Clinical Decision Making 3 Or N6802: Family/All Ages Clinical Decision 3 Making	N690X: Advanced Clinical Practicum 3	

Note: Program plans for individual students may need to be adjusted according to when courses are offered in a given year.

Graduate Diploma in Nursing (Post Master's Nurse Practitioner) Course Sequencing

Fall	Winter	Spring
<p>N6703: Advanced Health Assessment & Clinical Practicum 1 (lecture, and 8 hrs/wk of clinical for 13 weeks throughout semester) (4 credits)</p>	<p>N6704: Applied Pathophysiology & Clinical Practicum 2 (lecture, and 8 hrs/wk of clinical for 13 weeks throughout semester) (4 credits)</p>	<p>N6706: Nurse Practitioner Roles and Practice Issues (3 credits)</p> <p>N6705: Pharmacotherapy & Therapeutics (3 credits)</p>
Fall	Winter	Spring
<p>N6800: Adult Advanced Clinical Decision Making 3 (lecture, and 8 hrs/wk of clinical for 13 weeks throughout semester) (4 credits)</p> <p style="text-align: center;">OR</p> <p>N6802: Family/All Ages Clinical Decision Making 3 (lecture, 8 hrs/wk of clinical for 13 weeks throughout semester) (4 credits)</p>	<p>N690X: Advanced Clinical Practicum 4 (lecture and 4 days/wk of clinical for 13 weeks throughout semester and on-site residency) (12 credits)</p>	

Note: Program plans for individual students may need to be adjusted according to when courses are offered in a given year.

6. KEY POLICIES

Students in the graduate programs are students of both the Faculty of Nursing and the School of Graduate Studies, and must follow the regulations of both. Key policies are noted here, but students must also know and be able to find all relevant policies.

6.1 Academic Integrity, including Plagiarism

We expect honesty and integrity at all times in student's written work. Honesty implies that the work submitted is the student's own work, any source of information is appropriately cited, and students do not resubmit papers that were written for another purpose without prior agreement with the professor. Some of the most serious breaches of academic integrity are plagiarism and cheating which include, but are not limited to, copying material without proper citation, using copyrighted material without permission, allowing a colleague to copy one's work, writing an assignment for another student, or submitting something written by someone else as one's own paper. It also usually includes resubmitting a paper written for another course.

Academic misconduct will not be tolerated! This includes plagiarism, examples of which are inappropriate/inadequate paraphrasing, inadequate citation of references, and copying from another source. Be advised that course professors will check for plagiarism. It is NOT acceptable to merely change one or two words in someone else's sentences or paragraphs, or combine two of their phrases into one sentence, and pass these off as one's own. Appropriate referencing and citation are covered in N6250 and N6251, so students cannot claim they have never learned about plagiarism and how to avoid it.

Students who are unsure about paraphrasing or citation can talk to their course professors or contact The Writing Centre.

(<http://www.mun.ca/main/search.php?q=The+Writing+Centre&from=>)

Penalties for cheating, including plagiarism and other acts of academic misconduct, are harsh. See the University Regulations (<http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0029>) for definitions, rules, and procedures related to plagiarism.

Evidence of plagiarism in papers or assignments, or other academic misconduct, will be referred to the Associate Dean (Graduate Programs), Faculty of Nursing, for action. Penalties include getting a grade of 0 in an assignment and remedial work, or referral to the School of Graduate Studies for investigation. Students' programs have been terminated because of academic misconduct.

6.2 Conflict of Interest

In keeping with the Memorial University of Newfoundland Conflict of Interest Policy (<http://www.mun.ca/policy/site/policy.php?id=277>) that applies to all members of the University, prior to being appointed as an MN supervisor a faculty member must declare any real, perceived, or potential conflicts of interest. A conflict of interest situation may arise from but is not limited to the following situations:

a) Evaluation of Academic Work

Participating in an evaluation of a student's academic work where the Member has, or has had within a previous five-year period, a Personal Interest* with a student or with a member of his/her family.

b) Academic Program Decisions

Participation in decisions by a Member to admit a student to a program, to provide instruction or supervision, to award prizes, scholarships, financial assistance or other benefits, to award teaching or research assistance, where the Member has, or has had within a previous five-year period, a Personal Interest* with a student or with a member of his/her family.

**Personal Interest: This includes personal, financial, intimate or other interest of the Member or Family/Personal Associate.*

6.3 Intellectual Property

Work completed through courses, thesis, or the practicum is the student's intellectual property and belongs to the student along with the right to authorship from these works. Supervisors or committee members by nature of their work with the student will usually contribute to the final output of courses, thesis, and practicum reports and as such co-authorship is appropriate but must be discussed and an agreement reached. Students should discuss co-authorship with their supervisors if planning on submitting abstracts to conferences or journal articles based on their practicum work. Guidelines related to intellectual property can be found at: http://www.mun.ca/sgs/IP_Guidelines_FINAL.pdf.

6.4 PHIA

Students who live in Newfoundland and Labrador are required to complete the module on the **Personal Health Information Act (PHIA)** (<http://www.mun.ca/sgs/current/PHIATraining.php>) prior to starting their practicum or their NP-related clinical work. The University requires a copy of each NL student's PHIA Certificate so students must remember to print a copy of the certificate when they complete the module. Students are required to submit their PHIA certificate within the first year of starting the program and the Academic Program Assistant will send constant reminders.

All students must submit a copy of their PHIA certificate and the NP students must also submit a copy of their Oath of Confidentiality to the Faculty of Nursing. The Oath of Confidentiality must be signed by a notary public or a commissionaire. For any questions or concerns please contact us at MNSON@mun.ca.

6.5 Approval for Projects and Research and Ethical Conduct

All students conducting research with human participants, whether thesis or practicum based, are expected to be familiar with and comply with Memorial University's policy *Ethics of Research Involving Human Participants* located at <http://www.mun.ca/policy/site/policy.php?id=139>. This policy outlines what research requires ethics review and what research does not require ethics review.

Research must also comply with the *Tri-Council Policy Statement on Ethical Conduct for Research Involving Human 2 (TCPS2)* that can be downloaded from the link at the University research website <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>

Students conducting practicum projects must make an assessment as to whether their project requires ethical approval from the Health Research Ethics Authority (HREA) (<http://www.hrea.ca/home.aspx>). This assessment is done as part of N6660. Students must consult with their practicum supervisors regarding the need for HREA approval, and the process for obtaining HREA and other required approvals.

The majority of practicum projects are considered to be quality improvement, not research, and do not require formal HREA approval. However, students must obtain agreement from agencies

where they are doing their practicum project and obtain approval for any data collection or other activities (e.g., consultations or document reviews as part of a needs assessment, or conducting an evaluation).

Ethical conduct is expected from all students at all times.

6.6 Evaluation/Promotion/Termination

In order to continue in graduate studies and in order to qualify for a Master's degree, a student requires an A or B grade in each program course. Students are advised to become familiar with the definitions of the letter grades, found in the University calendar.

<http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0022> especially **4.7.1. Evaluation Methods and Grading** and **4.7.2. Evaluation of Graduate Students**. All written submissions in course work are expected to conform to the university's expectations regarding good writing as per regulation 5.8.3

http://www.mun.ca/regoff/calendar/2012_2013/sectionNo=REGS-0661#REGS-0676

1. Students must obtain a minimum of 65% in each course.
2. When the Dean of the Faculty of Nursing has determined on the basis of consultation with the student, the Associate Dean (Graduate Programs, Faculty of Nursing), and the practicum supervisor(s), as relevant, that a student has fallen below a satisfactory level, the Associate Dean may recommend to the Dean of the School of Graduate Studies that the student be required to withdraw from the program. Students will be advised when their performance is unsatisfactory and given conditions in writing to fulfill in order to improve before a program is terminated. Students may be terminated from the program if they fail to meet expectations regarding performance. Students will be advised of unsatisfactory performance and what they can do to improve prior to termination. Students have the right to appeal such decisions.
3. To remain in good standing students are required to maintain professional behaviour consistent with University regulations, the current Code of Ethics of the Canadian Nurses Association and, when applicable, the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans 2 and adhere to publication ethics. See "Guidelines on Good Publication Practice" from the Committee on Publication Ethics (COPE) at <http://publicationethics.org/>. Students who fail to meet this requirement may be required to withdraw from the Faculty of Nursing upon recommendation of the Graduate Studies Committee. Students are advised to become familiar with University policies related to academic dishonesty under general regulation **4.12 Academic Misconduct** located at <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0029>.

6.7 Code of Conduct

Students should be familiar with and abide by the Student Code of Conduct <http://www.mun.ca/student/conduct/>.

6.8 Leaves of Absence

Students are entitled to one leave of absence during their program, for a duration of up to one year, if they have a valid reason. The guidelines for leaves of absence with the Request for Leave of Absence form can be found at: <http://www.mun.ca/sgs/loa.pdf>. Students can only request a leave of absence after having completed at least one course in the program.

Prior to submitting the Request for Leave of Absence form students need to let the professor of the course in which they are currently enrolled know about their decision to take a leave of absence. You will also need to contact the Associate Dean of Graduate Programs regarding your decision.

Note that you need to write a brief reason for the leave and students need to state the start and end of the leave of absence. Leaves are granted for one, two or three semesters.

6.9 Program Fees

Program fees are set by the university. Students can choose to pay tuition over 6 terms or 9 terms; the cost per semester varies but the overall amount is the same. See the Minimum Expense Form at <http://www.mun.ca/sgs/MinimumExpense.pdf>.

If students finish in fewer terms than the payment plan they chose, they will continue to pay for the remaining number of terms. For example, if a student chose to pay over 9 terms then switched to full-time studies and finished in 6 terms, that student would continue to pay for the remaining 3 terms. More commonly, however, students choose the 9 semester plan and take longer (usually 2-3 terms). In such a case, they will pay continuing fees for each semester after the 9th term.

Note that students can change their payment plan and customize it to fit their needs. To do this students will need to contact the Cashier's Office by emailing: cashiers@mun.ca.

7. OTHER PROGRAM INFORMATION

7.1 Email Addresses

The Department of Computing and Communications has put in place a single e-mail policy (called "nice" address) for students that ensures all students will receive an @mun.ca e-mail account and dictates that this account will be used for official e-mail correspondence both to and from the students. Note that students are required to use a MUN e-mail account for all correspondence about the program and failure to do so may jeopardize progress. Acceptable MUN e-mail addresses are @mun.ca or Brightspace (D2L) e-mail.

Students can find further information about how to obtain the MUN e-mail address and create the "nice" address by going to the following web page <http://www.mun.ca/its/services/email/gettinganemailaccount.php> A Brightspace (D2L) e-mail address will be created once the student has registered in a course.

7.2 Communication between Students and Faculty of Nursing: the MN Communications Centre in Brightspace (D2L)

Students can communicate with program administrators or faculty members via MUN e-mail (@mun.ca) or Brightspace (D2L) e-mail. To facilitate communication, we have developed an MN Communications Centre in Brightspace (D2L), which will be listed as a course and available to all MN students throughout their programs.

E-mails will be sent to individual students and the MN student body via Brightspace (D2L) e-mail rather than MUN e-mail. When students log into Brightspace (D2L) to enter a course, they should see a red dot on the e-mail icon at the top of the screen if there is an e-mail.

The MN Communication Centre will also be used to post announcements as well as post material relevant to MN students, such as policies, resource material and forms.

It is critical that students check their e-mail and the MN Communications Centre e-mail regularly and ensure they keep up with postings. Since we are a web-based program, the MN Communication Centre and e-mail are the main means we have of informing students of opportunities, upcoming seminars, presentations, and information from the School of Graduate Studies. Students should make sure their mail boxes do not become full which would impede our ability to communicate with them.

7.3 Course Registration

Course registration is online through Student Self Service. On admission, students will be/have been sent information about registration from the School of Graduate Studies and the Registrar's Office. Students should contact, the Academic Program Assistant, Graduate Programs at MNSON@mun.ca if they have any problems with registration.

Key dates related to registration for graduate students are listed in the University Calendar under Diary; some key dates have also been listed in the beginning of this Handbook. It is critical to students' progress that students are aware of these dates and adhere to them as closely as possible.

Course Registration Numbers (CRNs) will be posted on the MN Communication Centre in Brightspace (D2L). If for any reason students need to withdraw from a course, they should notify the Academic Program Assistant and the course professor as soon as possible.

7.4 Centre for Innovation in Teaching and Learning (CITL)

There is important information on the CITL web page <https://www.citl.mun.ca/>. Students should take the time to read this information. Since all courses are delivered via the program Brightspace (D2L), students need to know how to access and use Brightspace (D2L), and should be aware of helpful resources.

7.5 Web Participation

Since our MN programs are offered via distance, participation on the web is a very important part of the graduate program. The School of Graduate Studies has a residency requirement that our students meet through regular web discussion in which we create a community of scholars.

In each course, faculty members will let students know their expectations for web discussion. Normally a grade for participation is part of the overall evaluation in the course. There is usually a requirement that students post weekly or at specified intervals in the course. However, it is advisable to check with individual professors in a course to ask about course expectations. Professors will post this information on their course web sites.

7.6 Contact with Faculty Members

While the Discussion Forum in each course is for posting and interacting within a course, the email within Brightspace (D2L) is also used to contact the course professor. If students have a question about the course or course requirements, they should email the course professor using this system. On weekdays it is reasonable to expect a reply from the course professor within 24-48 hours of posting. Faculty members are also expected to be available at specific times for contact with students. Many post hours and will schedule appointments at mutually convenient times. It is critical for students to notify course professors of any absences that may affect postings, or of intent to drop a course.

7.7 Telephone Costs

During the course of graduate work, students will need to have telephone meetings with the Associate Dean, course professors, and the practicum supervisor. **Students are responsible for telephone costs.**

7.8 Academic Advising/MN Program Planning

The Associate Dean (Graduate Programs, Faculty of Nursing) will be appointed as the Academic Advisor to all students admitted to the practicum option of the MN program until a practicum supervisor has been appointed. The NP Coordinator is appointed as the Academic Advisor for students in the NP options. The Academic Advisor will be responsible for:

1. Assisting the student in planning a program of study that meets the program requirements and the needs of the students;
2. Updating the proposed program of students annually and as necessary;
3. Reporting student progress annually to the Graduate Studies Committee and the School of Graduate Studies;
4. Answering any questions or assisting the student with any problems that may arise in the program;
5. Appointing an appropriate practicum supervisor for each practicum student; and
6. Ensuring the appropriate forms are completed throughout the program and prior to graduation.

It is important that students plan their course work with their advisor to ensure the courses are available when they require them, to discuss decisions related to their program, and to ensure the appropriate notification is sent to the School of Graduate Studies. Students who change the sequencing of their program as planned may jeopardize completing their degree in a timely manner as courses may not be available when students want to take them.

7.9 Course Requirements

All course requirements and expectations ought to be clearly identified within course materials found in the Brightspace (D2L) shell of each course. If students have any questions about these requirements, they should contact the course professor for clarification. It is the student's responsibility to note when assignments or papers are due and what format is expected and to meet these requirements. It is critical that students read what is posted within each course.

7.10 Course and Program Evaluation

We value students' input to help us make improvements in our courses and program. There are several opportunities for providing input. Informally, students can discuss their experiences and recommendations with course professors, their supervisors, and/or the Associate Dean (Graduate Programs). The MN representative on the Graduate Studies Committee is a key contact for students and acts as a liaison between the Faculty of Nursing and the student body.

Opportunities for formal evaluation occur at the end of each course, where students are invited to complete course evaluation questionnaires. On graduation, students will be asked to complete an exit survey. Every 2-3 years, we also send surveys out to graduates and key stakeholders and obtain feedback about different aspects of the program and whether objectives have been met.

Students are invited to share their comments, concerns, praises and recommendations without fear of reprisal.

7.11 Managing Workload

Graduate studies are demanding and require a commitment and good organizational skills to manage the workload involved. It is critical to note registration and other submission deadlines as specified in the University Calendar and submission deadlines for assignments, papers, reports, and exams as specified in course outlines. It is the individual student's responsibility to meet these requirements in a timely manner. Extensions can only be granted for good cause and with appropriate notification. Emergency and unexpected events can also be accommodated but students must discuss these as soon as possible with the course professor.

While courses are online and thus scheduling of required activities is flexible within any given week, students are still expected to devote 12-15 hours per week per course (not including papers or extra studying for exams). This is the equivalent of 3 hours of classes per week, and 3 hours of study/homework for each hour of class, which is the standard recommendation for on-campus courses.

7.12 Application for Graduation

The Office of the Registrar has made application for graduation available online. See <https://www.mun.ca/regoff/graduation/>. Applications may continue to be submitted after the deadline and will be processed as time and resources permit. Students should note, however, that applications submitted after the deadline may not be processed in time for the student to graduate.

To be eligible for graduation, students must have completed all requirements, including submission of the final electronic copy of the practicum report, and payment of all fees. When all requirements for the degree are complete a Recommendation for the Award of Graduation Diploma/Degree is forwarded to the School of Graduate Studies by the Associate Dean (Graduate Programs).

Note: If students apply to convocate but did not meet the requirements for the convocation deadline, they must apply again by the deadline for the next convocation. Applications are not rolled over to the next convocation.

Each year, in conjunction with the University's Convocation ceremony, the Faculty of Nursing holds a Graduation ceremony that takes place after the University's Convocation Ceremony. All MN graduating students are invited to attend. The Academic Program Assistant will send the students a formal invitation about a month prior to the Convocation/Graduation day.

7.13 Faculty/Graduate Student Seminars

A number of presentations are held throughout the academic year; these include presentations from graduate students, faculty members and visitors. Each Practicum option student must actively participate in at least two Faculty of Nursing graduate students' presentation sessions prior to enrolling in the first practicum course, one of which is normally in the year prior to beginning the practicum. The Associate Dean (Graduate Programs) will keep track of attendance.

These presentations provide students with the opportunity to learn more about practicum projects, which is valuable preparation for their own practicum work. These presentations may also fulfill continuing competency requirements, required for RN Registration in many provinces and states. Presentations can be joined by webinar if students cannot attend on campus.

The Academic Program Assistant will email out information to all students as soon as seminar dates have been confirmed. In some cases, this is several weeks in advance but for others, notice may be short. Students should email MNSON@mun.ca if they wish to attend a given seminar. They will then be provided with the instructions to connect to the presentation via webinar.

7.14 MN Student Status Description

Students should know that the terms "MN Candidate" or "MN(c)" are not appropriate and therefore not to be used by MN students. These terms are not recognized by the university as official designations, and the latter may be especially misleading if people do not understand what the

“(c)” refers to. The situation is different for a PhD program, where candidate means the person has successfully completed candidacy or comprehensive exams, not just coursework. There is no equivalent milestone in our master's program.

Students can identify themselves as MN students (or as BN) until they have completed all requirements of the master's degree.

7.15 Representation on Faculty of Nursing Committees

The constitution and by-laws of the Academic Council of the Faculty of Nursing specify that one graduate student will be a member of the following committees:

1. Academic Council of the Faculty of Nursing; and
2. Graduate Studies Committee of the Faculty of Nursing.

In September of each year the Nominations Officer will request a representative be chosen from among the graduate students to fill these positions. The meetings are held in person and on campus but a representative may join by teleconference or Skype. We welcome and benefit from the participation of our graduate students. Students provide a very important perspective that we value highly and use in our planning and changes to the program.

7.16 Scholarships and Awards

Students are encouraged to seek out and apply for grants and scholarships. Further information can be found on the School of Graduate Studies web site.

Scholarships and awards are available from various sources and information regarding these is sent to students via e-mail and available on our MN Communications Centre in Brightspace, so students should be sure to check any opportunities posted. The Associate Dean (Graduate Programs) is more than willing to help students with their applications for any of these scholarships.

Most scholarships offered by the Faculty of Nursing are due on the first day of the winter semester every year; some exceptions might apply.

Most scholarships are presented in a Scholarship Ceremony at the Faculty of Nursing in March of every year.

A bursary is available for NP students. The application can be found at <http://www.health.gov.nl.ca/health/grantsfunding/bursaries.html>

8. CONCLUSION

There are many people available at Memorial University to help students, including:

- Associate Dean (Graduate Programs),
- Academic Program Assistant to the Graduate Programs in the Faculty of Nursing,

- Coordinator for the Nurse Practitioner option,
- Administrative assistant to the NP Coordinator, Faculty of Nursing
- Faculty and Staff,
- Staff at the School of Graduate Studies.

We welcome any questions or comments and are more than willing to assist students in any way we can. However, it is the responsibility of individual students to contact us when they need any assistance. We are easy to contact and will get back to the student as soon as possible. Resources, such as this MN Program Information book and the university websites, are also available. Students are encouraged to read them and refer to them whenever they have questions.

We wish you success in your program.