

MSN CLINICAL INTERNSHIP INFORMATION

MSN NURSE ADMINISTRATORS AND NURSE EDUCATORS

Purpose

This policy outlines the process for identifying and approving primary preceptors, securing internship placements, and completing mandatory background checks for MSN students in the nurse administrator and nurse educator tracks. Internship courses occur at the end of the program of study. They are designed to help students meet professional development goals, assume the roles and responsibilities of their chosen specialization, and fulfill course and program requirements.

Required precepted internship hours:

- Nurse Administrator: 150 hours (NURS 760)
- Nurse Educator: 100 hours (NURS 765)

Preceptor Selection, Site Placement, and Approval Process

1. Initial Planning: Students should meet with the Program Director several months before their final semester to discuss placement goals and, if known, their preferred choice of preceptor.
2. Preceptor Identification: Students may recommend a preceptor who meets the required criteria. The Program Director will provide guidance on the suitability of the recommendation. Students are responsible for confirming the preceptor's willingness and availability to supervise the internship.
3. The student is responsible for notifying the Program Director and asking the potential preceptor about their willingness and availability. At the same time, the CC will confirm the placement with the education department or other appropriate department at the identified site.
4. Names and contact information from the approved preceptor must ordinarily be submitted to the Program Director and Clinical Education Coordinator (CC) at least 60 days before the course starts.
5. Site Approval: The CC contacts the affiliating site to confirm the affiliation, preceptor acceptance, and prerequisite requirements (health clearances, background checks, contracts, confidentiality).
6. Prerequisite Verification: The Program Director and CC ensure all health and clearance requirements are completed and on file before placement.
7. Finalization: Once approved, the CC notifies the student of their placement. Changes are only permitted in extenuating circumstances (e.g., preceptor unavailability).

8. Preparation: Students provide their preceptor with a curriculum vitae/resume, course requirements, and personal learning goals before starting.
9. During the Internship, Faculty coordinate with preceptors, meet periodically to review progress, and integrate preceptor feedback into midterm and final evaluations.

Additional Requirements and Guidelines

- Practicum sites may be within the student's place of employment, but must be outside their RN role.
- Clinical hours must meet the minimum required but may exceed the requirement if the preceptor and site can accommodate.
- Students must prioritize completing clinical hours and adjust work schedules accordingly; part-time employment or not working at all is recommended for school-work-life balance.

All practicum sites are reviewed to ensure alignment with program requirements; students should not contact institutions or practice personnel directly. The CC and PD will obtain final confirmation of the student's clinical placement.

Background Check and Clearance Requirements

Current regulations require all healthcare providers to complete mandatory clearances before working with children or clients in healthcare facilities. In compliance with state and federal mandates, MSN students must have the following clearances on file prior to enrolling in their final seminar and internship courses (NURS 760, NURS 765). These clearances must be current for the semester in which the student is enrolled:

- Pennsylvania State Police Criminal Record Check (PATCH) – <https://epatch.pa.gov/home>
- Pennsylvania Child Abuse History Clearance – Create an individual account and complete the form online.
- Federal Criminal History Background Check (FBI Fingerprinting) – <https://uenroll.identogo.com> (Service Code: 1KG6ZJ)

Students who have completed and updated these clearances through their employer may submit employer-provided documentation if Moravian University has a clinical contract with that facility. In some situations, the CC will confirm this with the education department for the organization. Documentation will be scanned and uploaded when directed by the School of Nursing and will be kept in the student's file.

Students aware of potential reportable offenses must notify the Associate Dean and Program Director before clearances are submitted. Reportable offenses include, but are

not limited to, murder, manslaughter, drug delivery resulting in death, kidnapping, theft, forgery, unlawful use of a computer, endangering the welfare of a child, and sexual abuse of children. A complete list is available from the Pennsylvania Department of Aging. Offenses disclosed in a background check may prevent clinical placement and program completion.

Preceptor Selection, Site Placement, and Approval Process

1. Initial Planning: Students should meet with the Program Director several months before their final semester to discuss placement goals.
2. Preceptor Identification: Students may suggest a preceptor who meets the criteria and is willing to serve. Names and contact information must be submitted to the Program Director and Clinical Education Coordinator (CC) at least 60 days before the course starts.
3. Site Approval: The CC contacts the affiliating site to confirm the affiliation, preceptor acceptance, and prerequisite requirements (health clearances, background checks, contracts, confidentiality).
4. Prerequisite Verification: The Program Director and CC ensure all health and clearance requirements are completed and on file before placement.
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