



MIDWAY
UNIVERSITY

**MASTER SCIENCE
NURSING PROGRAM**

Student Manual

University Catalog supersedes this document.

NOTICE OF NON-DISCRIMINATION

Midway University Non-discrimination Policy – Updated 7.26.16

Midway University does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national or ethnic origin, disability (physical or mental), genetic information, parental status, sexual orientation, marital status, age, military service, political affiliation or belief or any other protected factor in the administration of its educational policies or in its employment practices.

All statements in this publication are announcements of present policy only and are subject to change at any time without prior notice.

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ACCREDITATION

Midway University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate, Baccalaureate and Graduate degrees.
Southern Association of Colleges and Schools Commission on Colleges
1966 Southern Lane
Decatur, Georgia 30033-4097
404-679-4501

This MSN Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

Accreditation Commission for Education in Nursing, Inc.
3390 Peachtree Rd NE
Suite 1400
Atlanta, Georgia 30326
Phone: 404-975-5000
www.acennursing.org

This manual has been developed with the express intent of keeping you informed while you are a student in the MSN program at Midway University. **Students are responsible for knowing and adhering to the information and policies in this manual and in other publications of the University including but not limited to the University Catalog which supersedes this manual.**

MIDWAY UNIVERSITY

Mission Statement

Midway University invests in our students, engaging them in personalized learning experiences and preparing them for fulfilling careers (Adopted May 2023).

Vision Statement

Midway University is an innovative, vibrant, and welcoming institution committed to excellence.

Values

Midway University fosters core values shared by the Christian Church (Disciples of Christ) and reflect the beliefs of our founder, Dr. L.L. Pinkerton. These values include:

- Valuing the dignity of all people
- Acting with integrity and responsibility
- Viewing self as part of the community
- Living life within a global context
- Providing service to others
- Pursuing life-long learning

MASTER OF SCIENCE NURSING PROGRAM

The MSN Program at Midway University was started in 2016. The initial Accreditation Commission for Education in Nursing (ACEN) accreditation was granted in 2018. Re-accreditation was granted in 2023.

There are five options available to MSN students, ADN-MSN Administrative, ADN-MSN Educational, BSN-MSN Administrative, BSN-MSN Education, and Master Science Nursing/Master Business Administration (MSN/MBA) Dual Degree. The students are admitted five times a year, Modules 1-5. The MSN Tracks are designed to be completed in two full-time semesters. The ADN/MSN Bridge Tracks are designed to be completed in six full semesters with one summer semester. The MSN/MBA dual degree is designed to be completed within four full semesters with two summer semesters.

SCHOOL OF NURSING – MSN PROGRAM

Mission Statement

Midway University's nursing programs engage and challenge students to achieve individual, academic, and professional growth. (Aug 2023)

Vision Statement

Midway University's nursing programs prepare graduates as leaders committed to individual professional growth while providing compassionate, evidence-based health care to diverse populations (Aug 2023).

Values

- Values the dignity of all people
- Acts with integrity and responsibility
- Views self as part of the community
- Lives life within a global context
- Provides service to others
- Pursues life-long learning (Aug 2023)

OVERVIEW OF MSN PROGRAM

The MSN Program at Midway University is designed to prepare students as highly skilled professionals to lead educational and complex healthcare systems. Graduates will be prepared to assume increasing accountability and responsibility in leadership positions. The curriculum is designed so that graduates of the program are prepared to practice in a culturally and an ethnically diverse global society. Consistent with the mission of Midway University, graduates will be prepared for rewarding careers and responsible citizenship.

Nursing Administration

The nursing administration options is designed to prepare nurses as professional leaders in a variety of healthcare settings, corporations, and communities. Students focus on professional role development, knowledge translation, quality improvement and safety, ethics and health policy, financial and resource management, and organizational leadership. Evidence-based experiences in various settings provide students with opportunities to function as nurse administrators.

Nursing Education

The nursing education options is designed to prepare nurses for teaching careers in schools of nursing and nursing staff development/education departments in a variety of healthcare settings. Students focus on professional role development, knowledge translation, quality improvement and safety, ethics and health policy, curriculum development and implementation, and outcome measurement and evaluation. Evidence-based experiences in various settings provide students with opportunities to function as nurse educators.

Master of Science Nursing/Master of Business Administrative Dual Degree

The MSN/MBA is designed for the BSN-prepared nurse who is interested in moving their career forward, as a highly skilled professional to lead and resolve increasingly complex healthcare business issues. A graduate of the program is a critical thinker who has the business acumen and the leadership and interpersonal skills necessary to identify, analyze and solve problems in a global business environment. The curriculum is designed so that graduates of the program can practice in a culturally and ethnically diverse global society. The MSN/MBA Dual Degree is designed to prepare nurses as professional leaders in a variety of healthcare settings, corporations, and communities. Students focus on professional role development, knowledge translation, quality improvement and safety, ethics and health policy, financial and resource management, and organizational leadership.

ORGANIZING FRAMEWORK

The increasing complexity of health care delivery calls for nurse leadership to improve quality outcomes, promote a culture of excellence, build and lead collaborative interprofessional teams, navigate seamless care services, create innovative nursing practices and translate evidence into practice. The following standards provide a framework to effectively accomplish the mission and organize the curriculum of the Midway MSN program:

- *Accreditation Commission for Education in Nursing (ACEN) Accreditation Standards (2023)*
- *American Association of Colleges of Nursing (AACN) The Essentials of Master's Education in Nursing (2021)*
- *American Nurses Association (ANA) Nursing Administration Scope and Standards of Practice (2021)*
- *American Organization for Nursing Leadership (AONL) Nurse Executive Competencies (2019)*
- *Institute of Medicine (IOM) Recommendations (2010)*
- *The Joint Commission National Patient Safety Goals (2022)*
- *National League for Nursing (NLN) Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing (2012)*
- *National League for Nursing (NLN) The Scope of Practice for Academic Nurse Educators and Academic Clinical Educators (2019)*
- *Quality and Safety Education for Nurses (QSEN) (2009)*

The program has clearly articulated student learning outcomes (SLOs) and program outcomes that are based on the above standards.

MSN Program Learning Outcomes

1. Synthesize evidence-based practices from research in nursing and other disciplines to lead comprehensive person-centered care with the application of health policy and principles of advocacy.
2. Direct a project in partnership with local, regional, state, federal, and/or global teams for innovational change across complex systems to deliver equitable care to diverse populations.
3. Synthesize best practices and organizational systems leadership principles to promote high quality, safe, and equitable care utilizing informatics and communication technologies.
4. Conduct a comprehensive systems assessment as a foundation for decision making in collaboration with stake holders to optimize care and strengthen outcomes.
5. Formulate effective communication strategies for working with interprofessional teams and other health care providers to promote laws, policies, and regulations of the nursing practice.
6. Design strategies to promote lifelong learning that incorporates professional nursing standards and accountability at an advanced level.

MBA Program Learning Outcomes with a Concentration in Health Care Administration

1. Describe the nature of health care services, social, political, economic, technological, legal, ethical, professional, and historic factors that influence the present and future direction of health care.
2. Describe the nature and function of health care organizations.
3. Describe the distribution and determinants of health and disease including the influences of individual behavior, the environment, and health care technology in the prevention and progression of the disease as well as the restoration of health.
4. Describe managerial knowledge and skills of health care organization change, design, performance, strategic planning, marketing, problem-solving, decision-making and leadership.
5. Apply basic quantitative abilities in health care financial management, computer literacy, operations analysis, management information systems, statistics, and research methods.
6. Demonstrate the ability to integrate theory with practices of health care administration in the practice setting through a faculty-supervised practicum.

Program Outcomes

MSN Program outcomes will be measured just prior to graduation and/or within 6-12 months of graduation. The outcomes are:

Outcomes	Outcome Measures
1. A minimum of 85% of students will complete the program within six (6) semesters (full time) and nine (9) semesters (part time).	1. Graduation Rates
2. A minimum of 90% of graduates will be employed in positions for which the program prepared them within six to twelve months of graduation.	2. Job Placement Rates.
3. A minimum of 80% of graduates will pass the certification exam for their specialty track area.	3. Certification Exam Pass Rates

CURRICULUM PLANS AND ADMISSION AND DEGREE REQUIREMENTS

[Nursing Core and Administration Track Requirements](#)

[Nursing Core and Education Track Requirements](#)

[Nursing Core and ADN to MSN Bridge Program Requirements](#)

[Nursing Core and MSN/MBA Dual Degree](#)

[Technology Requirements](#)

REQUIREMENTS PRIOR TO PRACTICUM

1. Two months prior to the start of the practicum experience, an affiliation agreement between Midway University, the organization and/or medical facility must be in place.
2. For the practicum experience, the student will obtain a qualified preceptor prior to the start of the practicum for approval by the MSN Program Coordinator.
3. The student will obtain the required organizational vaccination and/or documentation.
4. The student will obtain/maintain the organizational required CPR.

Student Health Insurance

Students registering for internships, practicums, clinicals, and student teaching are required to purchase their own health insurance prior to participation in these courses.

SELECTED UNIVERSITY POLICIES

The following University policies apply to all students of Midway University. For more information about these and other University policies, please refer to the University Catalog and your advisor for details.

University Catalog

Below are some examples of important documents that can be found in the University Catalog

- Academic Honesty
- Academic Grievances
- Graduation Requirements
- Tuition and Fee Schedule
- Withdrawal Policies
- Sexual Discrimination and Harassment Policy & Sex Offender Registry Policy

POLICIES SPECIFIC TO THE PROGRAM

24-month/36-month tracks: The MSN options may be completed in 24-month track or 36-month track.

Change of Name or Address: It is the student's responsibility to keep the nursing office, University registrar, IT (for email), business office and financial aid office abreast of current address, phone number, and name changes. To make changes to your contact information, go to www.midway.edu select MyMidway and click into the Self-Service option. You may miss important student information if your records are not current.

E-mail Address: All Midway University MSN students are responsible for obtaining Midway University e-mail address. Students are expected to check their e-mails at least daily for time-sensitive information and communication from the University or their instructor. All email communication will be through Midway University email with Midway University email addresses.

Recent Graduates: Recent Associate Degree graduates planning to enter the ADN-MSN Bridge Program are encouraged to:

- Indicate intentions to enter the ADN-MSN Bridge at least one month prior to entrance.

- Complete NCLEX successfully prior to admission to RN (ADN)-MSN Bridge program.

Transfer of Credit: Minimum of 30 hours of graduate credits earned in residence at Midway University. No more than six credits of CORE courses may be transferred from a CCNE or ACEN accredited program whose parent institution is regionally accredited.

Class/Practicum/Credit Hour Ratio:

- **Class:** The ratio of clock hours to credit hours is 50 minutes: 1 credit hour. For each credit hour enrolled the student is expected to spend one 50-minute hour per week in the online classroom.
- **Practicum:** The ratio of clock hours to credit hours is 3:1. In the courses NSG 650 Nursing Education Practicum and NSG 652 Administration Practicum, three 45-minute practicum hours are equivalent to one credit hour.

Expenses: In addition to tuition and fees, additional expenses related to nursing courses may be incurred. The nursing faculty make every attempt to keep these costs to a minimum.

Name Badge: A name badge (your name, RN, Midway University MSN nursing student) is provided by Midway University. If lost or damaged a replacement badge may be requested through the nursing office (approximate cost \$20.00 and payable in advance to the Business Office).

White Lab Coat: To be purchased independently by the student.

Books: The cost of textbooks ranges from \$250 to \$500 per semester. Textbooks may be ordered through [Bookstore](#) or vendor of student's choice. The current edition of the **APA Publication Manual** is required for all MSN courses.

Equipment: NSG 580, Health Assessment requires the following:

- Penlight (\$5-\$10)
- Measuring tape (\$5-\$10)
- Double-head stethoscope with diaphragm and bell (\$40-\$100)
- Clear six-inch ruler marked in centimeters (\$5-\$10)

Transportation: Students provide their own transportation to practicum sites.

MSN Nursing Hood: Graduating seniors may purchase the hood to wear after graduation. The cost of the hood varies according to current market prices.

Graduation Fees: [Midway University Academic Catalog Tuition Fee Schedule General Fees](#)

Emergency Medical Care: During the educational program, the student is required to attend practicum in a variety of settings within the community. Should medical treatment become necessary, during a practicum, the clinical agencies may be willing to provide emergency care, or to ensure the student is transported to a site where emergency care can be provided. The student must accept the financial responsibility for such care and transportation. *Students must provide evidence of health insurance prior to attending practicum.*

Tuition Structure: There are a few financial options that you have at Midway and we want to remind you to check these options, [Financial Aid Services | Midway University](#). If you have questions about any of the above financial options, please contact your Admissions Counselor or call 859.846.5819. Or visit [Financial Aid](#) for more details.

Liability Insurance: It is strongly encouraged that students be covered by malpractice insurance prior to entering practicum courses.

Dress Code: When in the practicum setting, students may wear lab coats as appropriate and the official name badge identifying the individual as a registered nurse and MSN student of Midway University. If the clinical agency designates a specific student dress code this must be followed. Lab coats are to be provided by the student, and name badge are provided through

the nursing office. Students are expected to project a professional image as students of Midway University. Attire under the lab coat should be appropriate to the setting (e.g., scrubs may be worn in the trauma or critical care areas). **Blue jeans are not acceptable in the practicum area.**

Attendance: It is expected that all students attend scheduled class and practicum experiences. In addition to the general policies stated here, specific course policies concerning class and practicum attendance are listed in the respective course syllabi.

Class Attendance: It is expected that all students attend scheduled course and practicum experiences. In addition to the general policies stated here, specific course policies concerning class and practicum attendance are listed in the respective course syllabi.

Practicum Attendance: Students in Practicum will be required to complete 135 hours of clinical experience. Students are expected to keep a log documenting these hours.

Written Assignments: All assignments must follow current APA style. All assignments are to be turned in on or before the assigned time. Late assignments may be penalized. Unless otherwise determined by faculty, written assignments must be typewritten.

Grading: A grade of "B" or better is required in all courses required for the MSN Program. Courses with grades below "B" must be repeated.

Grading Scale:

90 - 100	=	A (High Achievement)
80 - 89	=	B (Satisfactory Achievement)
70 - 79	=	C
60 - 69	=	D
60 and below	=	F

Practicum: Practicum are graded as satisfactory or unsatisfactory based upon achievement of course objectives.

Progression: A letter grade of C must be repeated with approval of the dean, with only one attempt at a repeat allowed in each course. Withdrawals count as attempts. Only the grade earned on the second attempt will be used to compute the GPA, but both grades will appear on the student's transcript.

Students must complete all graduate courses with a minimum of a B. If a C is earned the course must be repeated. This will only be allowed for two courses. If a third C is earned the student will be dismissed from the program

A student whose term GPA falls below 3.00 will be placed on academic probation for the subsequent term (8-week or 16-week). If at the end of the subsequent term the cumulative GPA has not reached 3.00, the student will be dismissed from the program.

Exams: Policies concerning makeup exams are determined by the course professor and will be included in each course syllabus. If a student must be absent for an exam, it is the responsibility of the student to inform the professor of the reason for the absence.

Evaluations: Evaluation methods of class content will be determined by the respective professor of that course and will appear on the course syllabus. Practicum evaluations and conferences will be mutually arranged between student and professor. Student evaluations of faculty will follow established protocol of Midway University

Participation in Online Education: The online learning environment improves access to education opportunities for adult learners. Students save time by avoiding commutes to campus and they are able to customize study and completion of assignments to accommodate work and family obligations. However, online education at Midway University is not

independent learning. At Midway we strive to create a learning community through facilitated communication between students and faculty and between students enrolled in courses. Online learning requires student investment of time to study and complete assignments. A three-credit course requires a minimum of 150 hours of student work. Therefore, expect to spend approximately 17-20 hours a week preparing for and actively participating in this course. As future nurse leaders, students are expected to demonstrate proactive stewardship of time and resources for success.

Learning assistance: Learning assistance is available through several campus services listed in the University Catalog.

Office of Student Success (Midway Campus): Assistance for all students is available on an individual bases.

Extracurricular Activities: Student participation in all aspects of the program is encouraged.

Recognition of Student Achievement: MSN Professional Excellence Award: Recognition of outstanding professional achievements.

FACT SHEET

	Midway Campus
Dean, School of Health Sciences	Dr. Diane Chlebowy (859) 846-5822 diane.chlebowy@midway.edu
MSN Program Coordinator	Dr. Teresa Vincent (859) 846-6000 teresa.vincent@midway.edu
Nursing Administrative Assistant	Phyllis A. Puckett (859) 846-5332 papuckett@midway.edu

ADMINISTRATIVE OFFICE DIRECTORY

[Midway University Directory](#)

EMERGENCY NUMBERS = 911

Ambulance	873-8161
Doctor	846-4445
Fire Department	846-4100
Hospital	873-3111
Police.....	873-7374
Post Office	846-4115

EMERGENCY MEDICAL CARE

Should medical treatment become necessary during the practicum experience, the clinical agencies may be willing to provide emergency care, or to ensure the student is transported to a site where emergency care can be provided. The student must accept the financial responsibility for such care and transportation.

Students must provide evidence of health insurance prior to attending practicum.

This form must be signed and retained in the student's file in the Nursing Office prior to the student beginning practicum courses.

I accept the financial responsibility for any emergency medical care provided while in clinical practice as a Midway University MSN nursing student.

Print Name

Signature

Date

AUTHORIZATION FOR RELEASE OF INFORMATION

The regulatory and accrediting bodies of the Accreditation Commission for Education in Nursing, INC. (ACEN) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) periodically review the Master Nursing Program. A component of this review process includes the inspection and review of nursing students' educational work such as papers, projects, and tests. Written consent of the student is required for such review. No information shall be released from a student's record without written permission of the student.

I, _____, give my consent for site visitors from
(student name - print)

regulatory and accrediting bodies to inspect and review my educational works.

Signature

Date

MANUAL ACKNOWLEDGEMENT FORM

As a Midway University Master of Science Nursing Student, I, _____,
(name)

have received and I agree to read the Master of Science Student Manual and Midway University Catalog [Midway University Catalog](#). I understand that it is my responsibility to adhere to all policies and procedures therein while a student in the program, effective upon admission to the nursing program.

Signature

Date