



San José State University  
The Valley Foundation School of Nursing  
Master of Science  
Family Nurse Practitioner & Nurse Educator Programs  
Student Handbook

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## Graduate Programs Contact List

Name/Position	Email
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## **Introduction**

Welcome to The Valley Foundation School of Nursing (TVFSON) at San José State University. This handbook is intended for students in the Family Nurse Practitioner (FNP) and Nurse Educator (NE) graduate programs and addresses TVFSON policies, procedures, and guidelines. This handbook is not intended to replace the San José State University Catalog. Additional information about TVFSON program information is available on our website <http://www.sjsu.edu/nursing/> or from our nursing office located in the Health Building (HB) 420. It is the student's responsibility to be familiar with the policies outlined in this handbook.

### **The Valley Foundation School of Nursing Mission Statement**

Provide educational excellence in the science and art of professional nursing to empower our graduates to be responsible and knowledgeable clinicians, leaders, and scholars who strive to meet changing global healthcare needs.

### **Program Accreditation**

The master's degree at San Jose State University, The Valley Foundation School of Nursing is accredited by the Commission on Collegiate Nursing Education <http://www.aacn.nche.edu/cne-accreditation>.

The Master's program curriculum has been approved through the California State Board of Registered Nursing (California BRN).

### **Core Master's Program Guiding Frameworks**

The Valley Foundation School of Nursing utilizes two frameworks to guide course development, assignments, and clinical practicum experiences:

1. [Program Learning Outcomes \(PLO\)](#)
2. The American Association of Colleges of Nursing, [Essentials of Master's Education in Nursing](#)

### **Program Learning Outcomes**

**PLO 1** Apply critical thinking and ethical decision-making including the use of the nursing and research processes.

**PLO 2** Provide theory and research-based culturally competent, safe therapeutic nursing interventions for clients in advanced nursing practice.

**PLO 3** Employ advanced interpersonal skills in professional relationships with clients, families/caregivers, and multidisciplinary health care team members.

- PLO 4** Support health promotion and disease prevention activities in developing and monitoring holistic plans of care for well and at-risk clients, considering access, quality and cost.
- PLO 5** Demonstrate the collaborative and leadership skills required in advanced nursing practice within a multidisciplinary and multicultural (community) health care context.
- PLO 6** Plan, implement, and evaluate advanced nursing practice that promotes and preserves health and healthy lifestyles of individual clients and aggregates.
- PLO 7** Plan, implement, and evaluate advanced therapeutic nursing practice in a rapidly changing, multicultural health care environment.
- PLO 8** Implement care management, including but not limited to case management, resource management, advocacy, and outcome evaluation.
- PLO 9** Employ information technology in advanced nursing practice to evaluate and improve health care delivery and outcomes.
- PLO 10** Actualize the advanced nursing practice role by incorporating professional standards, ethical guidelines, legal mandates, and professional activities.

### **AACN The Essentials of Master's Education in Nursing**

- I. Background for Practice from Sciences and Humanities:** Recognizes that the master's-prepared nurse integrates scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.
- II. Organizational and Systems Leadership:** Recognizes that organizational and systems leadership are critical to the promotion of high quality and safe patient care. Leadership skills are needed that emphasize ethical and critical decision making, effective working relationships, and a systems-perspective.
- III. Quality Improvement and Safety:** Recognizes that a master's-prepared nurse must be articulate in the methods, tools, performance measures, and standards related to quality, as well as prepared to apply quality principles within an organization.
- IV. Translating and Integrating Scholarship into Practice:** Recognizes that the master's-prepared nurse applies research outcomes within the practice setting, resolves practice problems, works as a change agent, and disseminates results.
- V. Informatics and Healthcare Technologies:** Recognizes that the master's-prepared nurse uses patient-care technologies to deliver and enhance care and

uses communication technologies to integrate and coordinate care.

**VI. Health Policy and Advocacy:** Recognizes that the master's-prepared nurse is able to intervene at the system level through the policy development process and to employ advocacy strategies to influence health and health care.

**VII. Interprofessional Collaboration for Improving Patient and Population**

**Health Outcomes:** Recognizes that the master's-prepared nurse, as a member and leader of interprofessional teams, communicates, collaborates, and consults with other health professionals to manage and coordinate care.

**VIII. Clinical Prevention and Population Health for Improving Health:**

Recognizes that the master's-prepared nurse applies and integrates broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical prevention and population care and services to individuals, families, and aggregates/identified populations.

**IX. Master's-Level Nursing Practice:** Recognizes that nursing practice, at the master's level, is broadly defined as any form of nursing intervention that influences healthcare outcomes for individuals, populations, or systems. Master's-level nursing graduates must have an advanced level of understanding of nursing and relevant sciences as well as the ability to integrate this knowledge into practice. Nursing practice interventions include both direct and indirect care components.

<https://www.aacnursing.org/portals/42/publications/mastersessentials11.pdf>

**Program Advising**

All admitted FNP and NE students are assigned to the Family Nurse Practitioner Coordinator or the Nurse Educator Program Coordinator for program advising.

**Degree Preparation**

The SJSU Master of Science programs culminate in a Master of Science degree with a certificate stating students have successfully completed requirements for either the FNP or the Nurse Educator curriculum.

## **Transfer Credit Policy**

Per SJSU Policy [S13-8](#) masters programs are permitted to accept transfer credit at the discretion of the major department. Due to curriculum design and specialty content, *no transfer credit* will be accepted for students entering the Family Nurse Practitioner program. For students entering the Nurse Educator program, after review of transcripts and Graduate Coordinator/Nurse Educator Coordinator approval, *up to 9 units of transfer credit* from other institutions may be accepted.

## **Family Nurse Practitioner Program**

### ***Family Nurse Practitioner Role Preparation***

San José State University FNP program prepares graduates to function as advanced practice registered nurses (APRN) with an emphasis on caring for families and individuals across the lifespan.

### ***Family Nurse Practitioner Program Competencies***

Along with the PLOs and Masters Essentials, the Family Nurse Practitioner program also conforms to the Advanced Practice Registered Nurse (APRN) Consensus Model the [National Organization of Nurse Practitioner Nurse Practitioner \(NONPF\) core competencies](#) and the [NONPF population focus competencies](#).

Additionally, we use standardized testing to assess competencies in the following areas:

1. 3 P's (advanced pathophysiology, advanced pharmacology, & advanced physical assessment) administered at the beginning of Semester 3 of the program
2. Family Nurse Practitioner pre-predictor and predictor exams to assess readiness for national examination (AANP, ANCC)

### **Upon completion of the FNP program the graduate will:**

1. Function as a licensed nurse practitioner capable of providing the full spectrum of primary care services for individuals and families across the lifespan.
2. Critically analyze the best available evidence and theoretical knowledge from the sciences and humanities to improve the delivery of quality, patient-centered, primary care services for diverse populations.
3. Apply knowledge of complex systems to an inter-professional leadership role in the development, implementation, and evaluation of primary care services for diverse populations.

### ***Family Nurse Practitioner Licensure and National Certification***

In accordance with the APRN Consensus guidelines, SJSU FNP graduates will be prepared for California state and national certification. Certification in the state of California is obtained through the [Board of Registered Nursing](#). National Certification can be obtained through the [American Nurses Credentialing Center \(ANCC\)](#) or the [American Academy of Nurse Practitioners \(AANP\)](#). Students may sit for certification exams after successful completion of the FNP curriculum. Family Nurse Practitioner graduates will be prepared to apply for prescriptive authority. In California, prescriptive authority for nurse practitioners is obtained through application for a furnishing number <http://www.rn.ca.gov/pdfs/applicants/np-app.pdf> and a Drug Enforcement Agency (DEA) number [http://www.deadiversion.usdoj.gov/drugreg/reg\\_apps/onlineforms\\_new.htm](http://www.deadiversion.usdoj.gov/drugreg/reg_apps/onlineforms_new.htm).

### ***Family Nurse Practitioner Course Progression***

All course must be taken in sequence outlined below

Course	Credits	Clinical practicum hours
<b>Semester 1 (8 units)</b>		
NURS 200 Population Based Healthcare	3	
NURS 202 Theoretical Foundations	2	
NURS 248 Advanced Health Assessment	3	
<b>Semester 2 (9 units)</b>		
NURS 259 Advanced Pharmacology	3	
NURS 260 Advanced Pathophysiology	3	
NURS 295A Research Methods	3	
<b>Semester 3 (4 units)</b>		
NURS 250 FNP Theory I	2	
NURS 253 FNP Practicum I	2	90
<b>Semester 4 (10 units)</b>		
NURS 251 FNP Theory II	2	
NURS 254 FNP Practicum II	5	225
NURS 258 Professional Issues for Nurse	2	
NURS 297.1 Masters Project Seminar	1	
<b>Semester 5 (9 units)</b>		
NURS 252 FNP Theory III	2	
NURS 256 FNP Practicum III	5	225
NURS 297.2 Masters Project Seminar	2	
<b>Total</b>	<b>40</b>	<b>540</b>

### ***Family Nurse Practitioner Clinical Hour Requirement***

Five hundred and forty (540) FNP clinical hours are required and include family practice, pediatrics, women's health, and care of the geriatric population.

### ***Family Nurse Practitioner Clinical Placements***

The FNP clinical practicum experience includes *direct patient care hours* in each of the practicum courses (NURS 253, NURS 254, NURS 256). Students are responsible for documenting all clinical, preceptor, and site evaluations in Typhon (fee paid by student). Students are required to actively participate in clinical conference activities and complete all clinical assignments.

Preceptors for the clinical practicums will be assigned to FNP students in each semester of clinical practicum. Students are required to complete clinical hours with their assigned preceptor(s). Clinical courses must be taken concurrently with theory.

Failure to complete the required clinical hours during the course of the semester or a failing grade in theory will result in an Unsatisfactory (U) grade for the course. If this occurs, students must make an appointment with the FNP program coordinator to develop a new education plan. Given the cohort design, students will need to wait until the course is offered again and will only be admitted on a ***space-available basis***. Students cannot progress in the curriculum until they have successfully completed the clinical practicum and/or theory courses.

Clinical faculty and the FNP program coordinator will assign students to their clinical settings and designated nurse practitioner, physician, or physician assistant faculty/preceptor. Students may be assigned a preceptor up to a ***150-mile radius*** from the SJSU campus. Students may also use self-selected clinical sites and preceptors that meet the SJSU FNP preceptor requirements including current licensure and certification, two years of clinical experience. A current clinical affiliation agreement is required between the agency and San Jose State University before any clinicals can commence. This process can take 3 -4 months.

Self-selected preceptors must be approved with the FNP program coordinator and are not guaranteed. Students may use multiple preceptors during the course of the semester and program. Failure to complete required clinical hours may result in a failing grade. Clinical placements can only be made at sites having a current and fully executed contract in place with San José State University.

Any student **dismissed** from a clinical site will receive an “unprofessional behavior” notification and may be subject to immediate disqualification from the FNP program.

### **Incomplete FNP Clinical Hours Addendum**

Students who do not complete clinical hours during the semester they are enrolled due to COVID-19, inability or refusal to travel to an available clinical site, or withdrawal/leave of absence for other reasons from the nursing program will be placed in the clinical setting upon their return on a *space available basis*. It is important to note that clinical placements may be offered outside of the local San Francisco Bay Area. Enrollment in 1-2 units of NURS 298 will also be required to complete any clinical hours.

## Nurse Educator Program

### *Nurse Educator in the Direct Care Role Preparation*

The San José State University NE program prepares graduates to function in an advanced level of direct clinical care. TVFSON defines the direct care nurse educator role as **providing care that is intended to improve health outcomes of patients and families.**

In alignment with AACN, Master's Essentials for Nurse Educators, all Nurse Educator students are required to complete a direct care focused clinical rotation for a minimum of 135 hours. Students are placed in one of several settings, including but not limited to “acute care, critical care, home health, long term care, community health, or patient education” (AACN, 2011, p. 33).”

### *Nurse Educator Program Competencies*

Along with the PLOs and Masters Essentials, the Nurse Educator also meets the following [National League of Nursing \(NLN\) Nurse Educator Core Competencies](#):

1. **Competency I: Facilitate Learning:** Nurse educators are responsible for creating an environment in classroom, laboratory, and clinical settings that facilitates student learning and the achievement of desired cognitive, affective, and psychomotor outcomes.
2. **Competency II: Facilitate Learner Development and Socialization:** Nurse educators recognize their responsibility for helping students develop as nurses and integrate the values and behaviors expected of those who fulfill that role.
3. **Competency III: Use Assessment and Evaluation Strategies:** Nurse educators use a variety of strategies to assess and evaluate student learning in classroom, laboratory and clinical settings, as well as in all domains of learning.
4. **Competency IV: Participate in Curriculum Design and Evaluation of Program Outcomes:** Nurse educators are responsible for formulating program outcomes and designing curricula that reflect contemporary health care trends and prepare graduates to function effectively in the health care environment.
5. **Competency V: Function as a Change Agent and Leader:** Nurse educators function as change agents and leaders to create a preferred future for nursing education and nursing practice.
6. **Competency VI: Pursue Continuous Quality Improvements in the Nurse Educator Role:** Nurse educators recognize that their role is multidimensional and that an ongoing commitment to develop and maintain competence in the role is essential.
7. **Competency VII: Engage in Scholarship:** Nurse educators acknowledge that

scholarship is an integral component of the faculty role, and that teaching itself is a scholarly activity.

8. **Competency VIII: Function Within the Educational Environment:** Nurse educators are knowledgeable about the educational environment within which they practice and recognize how political, institutional, social, and economic forces impact their role.

### ***Nurse Educator National Certification***

In accordance with the NLN guidelines, SJSU NE graduates will be prepared for certification as a [Nurse Educator](#), and the [CNE®](#)cl.

### ***Nurse Educator Course Progression***

<b>Course</b>	<b>Credits</b>	<b>Practicum Hours</b>
<b>Semester 1 (11 units)</b>		
NURS 200 Population Based Healthcare	3	
NURS 202 Theoretical Foundations	2	
NURS 248 Advanced Health Assessment	3	
<b>Semester 2 (9 units)</b>		
NURS 259 Advanced Pharmacology	3	
NURS 260 Advanced Pathophysiology	3	
NURS 295A Research Methods	3	
<b>Semester 3 (8 units)</b>		
NURS 212 Curriculum Design	3	
NURS 214 Direct Care Theories & Practicum I	4	<b>Direct Care Clinical Practicum (135 hours) *</b>
NURS 297.1 Masters Project Seminar	1	
<b>Semester 4 (8 units)</b>		
NURS 201 Clinical Leadership Role	2	
NURS 216 Academic Theories & Practicum II	4	Academic experience (90 hours) *
NURS 297.2 Master's Project Seminar	2	
EDUC 186 Using Instructional Media (3 units)	3	
<b>Total</b>	<b>36</b>	<b>225 Hours*</b>

### ***Nurse Educator Clinical Placements***

Nurse Educator students complete direct care clinical practicum consistently meets the requirements of AACNs “The Essentials of Master’s Education in Nursing” Master’s Essentials, (2011). The clinical practicum experience includes 135 direct care hours (N214).

Students are responsible for documenting all clinical hour encounters, preceptor, and site evaluations, in Typhon Group, LLC.

The Nurse Educator coordinator will assign students to their clinical settings and designated preceptor (nurse educator). Students are required to complete clinical hours with their assigned preceptor(s). Clinical courses must be taken concurrently with theory. Clinical faculty is responsible for evaluation of student performance during practicum, based on preceptor input, and student’s ability to meet course objectives.

Failure to complete the required clinical hours during the course of the semester or a failing grade in theory will result in an unsatisfactory grade for the course. If this occurs, students must make an appointment with the NE program coordinator to develop a new education plan. Given the cohort design, students will need to wait until the course is offered again and will be admitted on a space-available basis. Students cannot progress in the curriculum until they have successfully completed the clinical practicum and/or theory courses.

Clinical faculty assist students with onboarding to agencies. Contact the NE coordinator if a clinical site outside of the University’s 50-mile radius is needed. Requirements include current licensure, resume of the preceptor, minimum of one year of clinical experience in a nurse educator role, and a current contract with the School of Nursing at San José State University.

Any student **dismissed** from a clinical site for unprofessional behavior may be subject to immediate disqualification from the NE program.

### ***Nurse Educator in an educational /academic role.***

All NE student participate in a 90-hour experience with a nurse educator either in an acute care setting with a Nurse Educator in a clinical faculty role, staff educator role, preceptor role, or in an academic setting including classroom instruction, nursing skills laboratory or simulation instructor (N216).

## **Other Master's Program Information**

### ***Master of Science Project***

The Masters culminating project should emphasize the advanced nurse practicing role in improving delivery of healthcare services and health outcomes with a particular emphasis on vulnerable populations consistent with SJSU values and TVFSON mission and vision.

Details for the project will be discussed during the second semester course, Research Methods (NURS 295A). Advisors will be assigned after successful completion of NURS 295A. The project will be completed with your assigned project advisor in the last two semesters of the program in NURS 297.

If the masters project remains incomplete after completion of all NE and FNP core and specialty courses, a grade of 'report in progress' (RP) will be posted. Enrollment in [1290R](#) (with accompanying fees) will be required each semester until the project is complete.

### ***Withdrawing from the Program (or Leave of Absence)***

Students withdrawing from the program are encouraged to make an appointment with the graduate coordinator. Based on the length of absence from the program, forms will need to be completed. Re-entry to the program will be on a space available basis. <http://www.sjsu.edu/cgs/Forms/index.html#For%20Current%20Students>

### ***Course Drop***

<https://www.sjsu.edu/gape/forms/>

### ***Leave Request***

[http://www.sjsu.edu/registrar/docs/leave\\_request.pdf](http://www.sjsu.edu/registrar/docs/leave_request.pdf)

### ***Withdrawal from program***

<http://www.sjsu.edu/pdp/docs/Graduate-Petition-CourseSemester-Withdrawal.pdf>

### ***Reinstatement Petition***

<https://www.sjsu.edu/gape/forms/>

### ***Graduate Student Complaints***

TVFSON graduate students have several options for reporting a complaint to or about the Nursing Department. Students should speak with the individual instructor, clinical educator, and program adviser first. If issues are still not resolved, please contact the Graduate Coordinator [Deepika.goyal@sjsu.edu](mailto:Deepika.goyal@sjsu.edu), the department Chairperson, Colleen O'Leary Kelley [colleen.oleary-kelley@sjsu.edu](mailto:colleen.oleary-kelley@sjsu.edu), the College of

Health and Human Sciences Associate Dean, Matthew Masucci  
[matthew.masucci@sjsu.edu](mailto:matthew.masucci@sjsu.edu), or the SJSU Ombudsperson, Evelyn Castillo Ramos  
[ombuds@sjsu.edu](mailto:ombuds@sjsu.edu).

## **Master’s Student Clinical Participation Requirements**

### ***Licensure***

All Masters Nursing students are required to maintain current, unrestricted, California registered nurse (RN) licensure and CPR BLS certification throughout the course of the program.

### ***Liability Insurance***

*All Nurse Educator and Family Nurse Practitioner students* in clinical courses at SJSU must have current malpractice insurance (approximately \$104) with Nurses Service Organization (NSO) <http://www.nso.com>

### ***Health and Safety Requirements***

All students entering a clinical setting must submit a series of health requirements and be cleared by TVFSON. These health and safety requirements must be valid throughout the entire semester. Continuing students are required to submit proof of health insurance and CPR re-certification per TVFSON policies. If any requirement expires mid-semester, it must be completed before the beginning of the semester in order to meet the requirements of the agencies. Students are responsible for uploading their health documents into the third-party service CastleBranch as well as the subsequent package fees for its use.

CastleBranch is used by students to manage their immunization records, drug tests and background checks, and alerts students when their requirements require updating. EACH student is responsible for maintaining a current record containing the following:

### ***Required documents to be submitted upon entry into the Master’s Program***

<b><i>Item</i></b>	<b><i>Requirement</i></b>
<i>Health Statement/Physical Exam</i>	A completed health statement from a health care provider, stating that you are healthy and can participate in the all aspects of the Graduate program clinical practicums. See CastleBranch
<i>Background Check</i>	
<i>Drug screen</i>	
<i>Medical Release of Information</i>	

<b><i>Item</i></b>	<b><i>Requirement</i></b>
<i>Health Insurance</i>	
<i>Tdap (Tetanus-Diphtheria-Pertussis)</i>	Documentation of Tdap vaccination after age 19 and proof of Tdap immunization (or Td booster) within the last ten years
<i>Measles, mumps, rubella (MMR)</i>	Proof/documentation of two doses of MMR vaccine or proof of positive titer
<i>Varicella</i>	Proof/documentation of two doses of Varicella vaccine or proof of positive titer
<i>Tuberculosis</i>	Proof of negative Quantiferon blood test within the past 12 months OR if Positive, submission of a chest X-Ray to rule out TB and a symptom review within the past 12 months and a TB Assessment form signed by your primary care provider
<i>Hepatitis B</i>	Proof /documentation of three vaccine doses of Hep B or proof of Positive Titer
<i>Influenza Vaccination</i>	Documentation of annual vaccination
<i>COVID-19</i>	Attestation, vaccination and testing as required/directed

*Some facilities may require respiratory fit testing or an additional background check and/or drug screen before students are permitted to work with their patients. Students are responsible for complying with the requirements of the organizations where they are completing their clinical practicum along with any costs that may be incurred.*

### ***Standardized Procedures/Protocols***

Students in the FNP Masters Practicum courses must have access to written protocols in accordance with CA Board of Registered Nursing requirements. The student FNP is authorized to implement standardized procedures under appropriate supervision by a supervising clinical preceptor.

### ***The Valley Foundation School of Nursing Policies***

All students entering TVFSON graduate program must review the School of Nursing policies <https://www.sjsu.edu/nursing/programs/baccalaureate.php>