BELLARMINE UNIVERSITY
IN VERITATIS AMORE

DONNA AND ALLAN LANSING SCHOOL OF NURSING & HEALTH SCIENCES

Master of Science in Nursing Education and Administration

The purpose of the Master of Science in Nursing is to prepare nurses to improve nursing practice through the advancement of theories of nursing and research. The graduate of this program is prepared in nursing education, nursing administration, or advanced nursing practice. Consistent with Bellarmine's goal to prepare leaders for our society, graduate students in nursing will be able to effect change within healthcare.

The graduate program leading to the Master of Science in Nursing builds on the baccalaureate degree. The curriculum is designed to meet the individual needs of students, while maintaining a sound academic program in nursing. Each student formulates his/her educational goals with a faculty advisor and maintains in contact with the advisor throughout the program of study. The Administration and Education tracks may be pursued on a part-time basis.

AREAS OF CONCENTRATION

Nursing Administration: The Nursing Administration Track prepares professional nurses to function in management positions in a variety of healthcare settings. Students focus on financial and economic aspects of health care, human and resource management, and organizational leadership. Selected clinical, administrative and research experiences provide students with the opportunity to work as a nurse administrator. Practica must be completed in nursing administration.

Nursing Education: The Nursing Education Track prepares professional nurses to function as beginning nurse educators. This may be in the area of staff development, health education, or preparation of nursing students. Selected teaching and research experiences in clinical and classroom settings provide the student with the opportunity to function as a nurse educator. Practica must be completed in nursing education.

MSN/MBA Program: The MSN/MBA program is comprised of degrees that offer professional nurses a unique opportunity to prepare for leadership, management, and health policy roles in health care organizations. Students will complete requirements of the MSN nursing administration track and complete the MBA program. Eight hours from the MBA are applied to the MSN requirements of NURS 625, NURS 640 and an elective.

PROGRAM ADMISSION REQUIREMENTS

Admission to the Master's program requires approval by the MSN Admission, Progression, and Graduation Committee. Admission of applicants is based upon the following criteria:

1. Complete and sign the application.
2. Submit a non-refundable application fee of $40 (unless a Bellarmine University alumna/e).
3. BSN from a CCNE or NLNAC accredited nursing program.
4. Final official transcript(s) from each college or university attended should be mailed to the Office of Graduate Admission and not be marked "Issued to Student".
5. If any transcripts or undergraduate degree(s) are from an international institution you must provide an official copy of a third party course by course credential evaluation. The following organizations offer this service and information regarding processes and fees available at: www.aacrao.org, www.wes.org, and www.ece.org. The Office of Graduate Admission reserves the right to request a certified copy of the original transcript(s).
6. Minimum GPA of 3.0 is required
7. Graduate Record Examination (GRE) score (if required). The GRE is waived for applicants with a GPA of 3.28 or higher.
8. If your undergraduate degree is from an international institution, you were born outside the United States, or English is your second language, you will be required to submit an official TOEFLiBT (internet-based test) score and receive a total score of 83 or higher and a 26 or higher on the speaking test. We will also consider an equivalent score on the IELTS or MELAB tests. The Nursing Admission, Progression and Graduation Committee reserves the right to require a TOEFL score from any applicant.
9. Three professional references using the form provided in this packet. Recommendations from friends, other students, or co-workers are not appropriate.
10. Goal statement: The goal statement is your opportunity to tell us (as specifically as you can at this time) about your career plans after you finish your master's degree. If you are applying for the nurse practitioner track your goal statement should also include your understanding of the role of the nurse practitioner in the primary care of persons, families, and communities, and how you envision your career in this role (including where you would like to work). This statement provides us with a sample of your writing ability and helps faculty determine your fit with Bellarmine's offered program.
11. Resume describing relevant work, professional, and volunteer experiences.
12. Proof of active, unrestricted license to practice nursing in Kentucky and/or compact states.
13. Mail your completed and signed application to:
    Bellarmine University, Office of Graduate Admission
    2001 Newburg Road
    Louisville, Kentucky 40205

INTERNATIONAL APPLICANTS

In addition to meeting the requirements for admission, please submit the following: U.S. law requires financial statements from a bank or other financial institution certifying the student's ability to fund the cost of attendance for one academic year minus the amount **of any** scholarship dollars received. Figures should be in U.S. dollars and must be certified as an official document by the bank or financial institution. A sponsor may be used if the sponsor attaches a signed affidavit stating that he/she will financially support the student until completion of a degree at Bellarmine University. If a sponsor is used, the sponsor's bank statement should accompany the letter. **The amount that would need to be shown for the Education & Administration Track is $37,736.** This amount includes tuition and fees associated with the program and an average cost for living expenses, books, supplies, health insurance, transportation and personal expenses.

DEGREE REQUIREMENTS

- 37-39 hours of graduate credits in nursing and/or related fields for administration and education tracks.
- Minimum of 24 hours of graduate credits earned in residence at Bellarmine University.
- Maintain a 3.0 GPA out of 4.0 overall grade point average throughout the program.
- Degree requirements must be completed within six (6) years from time of entry.

ADMISSION DEADLINES

Education and Administration Tracks -
We review applications to the Education and Administration tracks throughout the year. We suggest applying 2-3 months prior to the semester within which you would like to begin.

TUITION AND FEES

Education/Administration Tracks: $620 per credit hour
Comprehensive fee: $35 per course for either track

SUGGESTED PROGRAMS OF STUDY: EDUCATION & ADMINISTRATION TRACK

The MSN Administration and Education track courses are delivered in a combination of weeknight(s) and weekend class meetings. Core MSN courses are held on weeknights and generally meet seven times during the semester, usually on Monday/Tuesday evenings. The specialty Administration and Education courses generally meet three weekends per semester. The typical student who is also working full time will enroll in two courses a semester. The number of credit hours may vary based on student needs. Consultation with an academic advisor is required.

THE CURRICULUM

Year 1: Semester 1

NURS 601 Fundamental Research Skills* (1)
NURS 624 Introduction to Evidence Based Practice (3)
*NURS 601 is taken during your first semester of study

Year 1: Semester 2

NURS 602 Theories in Nursing (3)
NURS 626 Outcomes Measurements & Evaluation (3)

Year 1: Semester 3

NURS 605 Clinical Practice Concepts (2-3)
PHIL 543 Bioethics (3)

Year 2: Semester 1

NURS 629 Patho. Concepts for Clinical Decision Making (3) **OR** an Elective
NURS 609 Nursing Education (3) **OR**
NURS 625 Financial Aspects of Health Care (3)

Year 2: Semester 2

NURS 600 Health Policy (3)
NURS 627 Educ. Theories & Curriculum Development (3) **OR**
NURS 639 Health Systems Management (3)

Year 2: Semester 3

NURS 606 Practicum I (2) **OR**
NURS 618 Practicum I (2)
NURS 608 Nursing Administration (3) **OR**
NURS 628 Role Development: Nurse Educator (3)

Year 3: Semester 1

NURS 607 Practicum II (2) **OR**
NURS 619 Practicum II (2)
NURS 640 Project (2)

COURSE DESCRIPTIONS

NURSING 600 Health Policy (3)

This course analyzes and projects trends in healthcare. Actual cases of policy issues at the local, state, and federal level are used for analysis of the relationship of health care practitioners to policy making. Selected organizational, systems, legislative, ethical, and regulatory problems provide course content.

NURSING 601 Fundamental Research Skills (1)

This lab will prepare the incoming student with the research skills needed for graduate education. Students will learn the basics of accessing scholarly sources, academic writing, and oral presentations. (To be taken concurrently with NURS 600 or 602)

NURSING 602 Theories in Nursing (3)

Provides an introduction to the process of theory development. Middle range theories are explored in detail. Each student has the opportunity to select a middle range theory and develop a method whereby he/she could test this theory in practice.

NURSING 605 Clinical Practice Concepts (3)

This course is designed to develop advanced nursing knowledge and skills. Focus is on health promotion and disease prevention concepts used in nursing practice in selected populations. Concepts will be explored with an emphasis on theory based nursing practice, critical thinking, and use of research in practice. Students will apply this knowledge in a 45-hour practicum. (Pre/corequisite: NURS 602)

NURSING 606 Nursing Education Practicum I (2)

This course is designed to provide guided experiences in developing skills in nursing education. The focus is on didactic instruction and measurement of learning outcomes. Students assess and define their learning needs, select appropriate experiences, and participate in selected learning activities directed by a mentor/preceptor and a graduate faculty member. (Co-requisite: NURS 609, 627, 628, & 629); (Seminar and clinical; 45 clinical hours equal 1 credit hour)

NURSING 607 Nursing Education Practicum II (2)

This course is designed to provide students with an opportunity to work closely with a nurse educator in the clinical setting. The focus is on clinical instruction and evaluation of student's performance. Students work on designated and/or self-designed projects during the practicum. (Co-requisite: NURS 609, 627, 628 & 629) (Seminar and clinical; 45 clinical hours equal 1 credit hour)

NURSING 608 Nursing Administration (3)
This course is designed to explore the concept of leadership in complex healthcare delivery systems. The content focuses on examining the characteristics of personal and professional leadership, change theory, decision-making, consumer relationships, and career planning and transitions. Work environments will be analyzed using professional standards.

NURSING 609 Nursing Education (3)
This course explores the professional and leadership roles and responsibilities of the nurse educator. The work of the nurse educator within the academic and/or health agency/facility and among various learner/student populations is explored. Accreditation standards, statutory regulations, legal aspects and ethical issues effecting nursing education are examined. (Prerequisite: NURS 600 and 626)

NURSING 618 Nursing Admin. Practicum I (2)
This course enables the student to demonstrate skills in analyzing specific problems in health care delivery systems. Students examine a problem from multiple perspectives, (e.g., financial, policy, legal, ethical) and provide an in-depth analysis with specific recommendations for change or improvement. (Prerequisite: NURS 608) (Seminar and clinical; 45 clinical hours equal 1 credit hour)

NURSING 619 Nursing Admin. Practicum II (2)
This course enables the student to practice in an administrative role within a healthcare delivery system. The student provides leadership to a group with the purpose of implementing and evaluating a specific change within the selected health care system. (Prerequisite: NURS 618);(Seminar and clinical; 45 clinical hours equal 1 credit hour)

NURSING 623 Independent Study (3)
May be selected by graduate nursing students. Consent by MSN program director required.

NURSING 624 Introduction to Evidence-Based Nursing Practice (3)
This course examines the process of evidence-based nursing practice. Emphasis is on obtaining and evaluating available evidence for its applicability to practice. (Prerequisite: NURS 601)

NURSING 625 Financial Aspects of Health Care (3)
This course enables the student to gain a broader understanding of the changing issues affecting the financing of healthcare in today's integrated healthcare delivery systems. The financial incentives and implications of various models of healthcare delivery and reimbursement are explored. Basic financial concepts and tools are applied to health care settings.

NURSING 626 Outcomes Measurement & Evaluation (3)
This course examines the process of evidence-based decision-making. Current methodologies used to evaluate practice changes in a variety of healthcare and education settings are discussed, including program evaluation. Emphasis is on identifying, measuring, and analyzing outcomes. (Prerequisite: NURS 624)

NURSING 627 Educational Theories & Curriculum Development (3)
This course examines nursing education in various settings and discusses educational theories, curriculum development, and evaluation of student learning and performance. Emphasis is placed on historical beginnings, foundations of higher education, theoretical perspectives, curriculum components and design. (Pre/corequisite: NURS 624)

NURSING 628 Role Development: Nurse Educator (3)
This course explores the professional roles, rights and responsibilities of the nurse educator. The nurse educator competencies in knowledge, skills, and values developed by the National League for Nursing (2004) guide nurse faculty role development. Teaching, scholarship, citizenship, and service will be examined, as well as faculty appointment, rank, and promotion and tenure.

NURSING 629 Pathophysiologic Concepts for Clinical Decision Making (3)
This course presents pathophysiologic concepts essential for critical thinking and clinical decision making. The emphasis is pathophysiology applied to health promotion, disease prevention, and disease management.

NURSING 639 Health Systems Management (3)
This course focuses on management of integrated delivery systems across the continuum of care. Emphasis is on understanding organizational structures and developing marketing and business plans. Other content areas include the role of management in decision-making, community and consumer relationships, staffing, care delivery systems, and managing quality and risk.

NURSING 640 Project (2)
Promotes basic skills of research and scholarly writing by an in-depth exploration of a nursing topic or problem. Clinical project or research study is completed under the guidance of a faculty member. (Pre/corequisite: NURS 606/607 or NURS 618/619.)

PHILOSOPHY 543 Bioethics (3)
This course applies philosophical ethical principles to the field of healthcare and its delivery. Intended for graduate students with experience in the healthcare arena, the course focuses on practical problems confronting health care providers and utilizes the professional expertise and interests of the students.

TECHNICAL STANDARDS OF PERFORMANCE AT THE MASTER'S LEVEL

Each student must be able to meet the basic technical standards of performance necessary for the practice of nursing (provided at the time of application) for admission and progression in the program of study.

The master's degree program curriculum is designed to provide the education necessary for the advanced practice of nursing. Students build on the fundamental principles of nursing, acquire skills of critical judgment based on education and experience, and develop an ability to use principles and skills wisely in decision-making and problem solving pertaining to their roles as nurse educators or nurse administrators or advanced nurse practitioners. Students in the Master of Science programs are expected to fulfill the following technical standards:

- Acquire information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through lecture, group seminar, small group activities and physical demonstrations.
- Acquire information from written documents and computer-information systems (including literature searches and data retrieval), and identify information presented in images from paper, video, transparencies and slides.
- Use and interpret information from diagnostic maneuvers (e.g., sphygmomanometer, otoscope, ophthalmoscope, etc.), and other diagnostic representations of physiological phenomena during the course of conducting a comprehensive physical assessment of a client.
- Accurately elicit information, including a medical history and other information required to adequately and effectively evaluate a client's condition.
- Synthesize information, problem solve and think critically to judge which theory and/or strategy of assessment and intervention is most appropriate.
- Use intellectual ability, exercise proper judgment, timely and accurately complete responsibilities attendant to the advanced practice role.
- Maintain effective, mature, and sensitive relationships with clients, students, faculty, staff and other professionals under all circumstances.
- Communicate effectively and efficiently with faculty, colleagues, preceptors and all members of the health care team during practicum and other learning experiences.
- Possess emotional stability to function effectively under stress and adapt to changing environments inherent in the classroom and practice setting.

ACCREDITATION

Commission on Collegiate
Nursing Education
1 Dupont Circle NW #530
Washington, DC 20036-1126
202.887.6791

CONTACT INFORMATION

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Master of Science in Nursing Application

This application is for: ☐ Spring of 20 ____ ☐ Summer of 20 ____ ☐ Fall of 20 ____

I will be attending: ☐ Full-time ☐ Part-time

I am applying for: ☐ Nursing Administration ☐ Nursing Education
☐ Post Graduate Track (indicate track) ☐ MSN/MBA Program

PERSONAL DATA

Name _____
FAMILY NAME FIRST MIDDLE MAIDEN

Preferred Name _____ Social Security Number _____ Gender _____

Place of Birth _____ Date of Birth _____
CITY STATE/PROVINCE COUNTRY

Permanent Address _____
STREET ADDRESS

_____
CITY COUNTY STATE/PROVINCE ZIP CODE COUNTRY

Home Phone (____) _____ Work Number (____) _____ Extension _____

Cell Phone (____) _____ Email Address _____

GRE has been or will be taken _____ Score _____

Citizenship ☐ U.S. ☐ Permanent U.S. Resident ☐ Non U.S. Citizen

If you are not a U.S. citizen, what is your country of citizenship? _____

What is your current country of residence? _____

Is English your first language? ☐ Yes ☐ No Are you Hispanic or Latino? ☐ Yes ☐ No

In addition, select one or more of the following racial categories to describe yourself:
☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander ☐ White

Current Employer _____ Present Position _____

Address of Employer _____
STREET ADDRESS CITY STATE/PROVINCE ZIP CODE

Will tuition be subsidized by your employer? ☐ Yes ☐ No

Will you be applying for aid with the Veterans Administration? ☐ Yes ☐ No

Where did you hear about Bellarmine's Graduate Programs in Nursing? _____

What factor had the most influence over your decision to apply for Graduate Admission here? _____

EDUCATIONAL DATA

Please list all colleges and/or universities you have attended.

INSTITUTION	LOCATION	DATES ATTENDED	DEGREE RECEIVED	GPA

PROFESSIONAL/COMMUNITY ACTIVITIES

NURSING EXPERIENCES	AGENCY	CITY/STATE	DATES

REGISTERED NURSE LICENSE(S)	STATE	NUMBER

BACKGROUND DATA

Have you ever been dismissed from a high school, college or university for disciplinary reasons, or been sanctioned by a disciplinary board? ☐ Yes ☐ No

If yes, from where? _____

A release will be mailed to you. You must sign and complete the form and mail it back to the Office of Admission at Bellarmine University one month prior to the first week of classes. This form will be mailed to your current Dean of Students asking for an explanation of the sanction and circumstances.

Have you ever been convicted of a felony? ☐ Yes ☐ No

If you answered yes to either of the last two questions, please explain on a separate sheet of paper how you were held accountable (i.e., outcomes, sanctions), when the incident occurred and any additional information you wish to provide. Please note that we may need to request additional information.

SIGNATURE OF APPLICANT

I declare that the information provided on this form is true, correct and complete. Bellarmine University has my permission to verify information by obtaining documents as needed. I understand that providing false information may result in Bellarmine University revoking my status as an accepted or enrolled student. Also, I grant Bellarmine University or its appointee(s) permission to post my personal and academic information on Bellarmine's secured, password protected intranet and student portal.

Signature _____ **Date** _____

Bellarmine University admits qualified students of any age, sex, sexual orientation, race, color, religion, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, sex, sexual orientation, race, disability, color, religion, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Bellarmine University is an Affirmative Action-Equal Opportunity employer.

RECOMMENDATION FORM: Master of Science in Nursing

APPLICANT: Fill in your name and forward one copy to each respondent. Please provide a stamped, addressed envelope along with each form. **Three recommendations are required with your application.** Read the statement below and, if you choose, sign it where indicated. The Family Education Rights and Privacy Act of 1974 entitles Nursing graduate students to have access to letters of evaluation in their records at the School. The applicant may waive the right of access to letters of evaluation in which case letters of evaluation will be considered confidential and will not be available to the student. If you wish to waive your right to access this letter of evaluation, please sign your name on the line below the following statement.

I, undersigned, hereby waive all rights or privileges provided by Public Law 93-380 to inspect or challenge the content and comments appearing in this letter of evaluation.

Name of Applicant _____

Signature _____ **Date** _____

RESPONDENT: Please complete the information requested. If you need additional sheets of paper please staple them to this form. Your comments will be held completely confidential if the applicant has signed the statement above. Please enclose this form and any attachments in an envelope addressed to the applicant. Please sign the back of the envelope, writing your signature across the seal of the envelope flap and return sealed envelope to the applicant.

Respondent's Name _____ Title _____

Institution/Agency _____

Address _____
STREET ADDRESS

_____
CITY COUNTY STATE/PROVINCE ZIP CODE COUNTRY

Home Phone (____) _____ Work Number (____) _____ Extension _____

Cell Phone (____) _____ Email Address _____

Signature _____ **Date** _____

Mail the completed materials to:
Bellarmine University
Office of Graduate Admission
2001 Newburg Road
Louisville, Kentucky 40205

Please rate the applicant in the areas indicated below by checking the appropriate responses; outstanding, above average, satisfactory, below average, or indicate "unable to comment."

AREA	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY	BELOW AVERAGE
Intellectual Ability				
Critical Thinking Ability				
Problem Solving Ability				
Knowledge of Proposed Study				
Quality of Oral Communication				
Quality of Written Communication				
Motivation and Energy				
Emotional Stability				
Self-Image				
Independence				
Creativity				
Leadership Ability				

How long have you known the applicant and in what capacity?

What do you consider to be the applicant's strengths?

Do you know of any special circumstances in the applicant's social or academic background or emotional makeup that should be considered in the evaluation of this applicant for graduate studies?

Additional Comments. (Please feel free to attach additional pages if necessary.)

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2001 Newburg Road | Louisville, KY 40205 | www.bellarmine.edu