



MSN Student Work & Practice Experience Verification and Acknowledgment form

- This agreement acknowledges the experience requirements, programmatic obligations and financial responsibilities within the MSN program.
- The MSN program is an applied program where the nature of the curriculum is to learn in class and implement in practice. Students in the MSN program must be employed as a nurse (full-time, part-time, or per diem) during the duration of the program.

Work Experience Verification

Please complete the following information and sign below.

- **Applicant Home Address:** _____
- **Applicant Phone Number:** _____
- **Applicant Work Email:** _____
- **Year RN licensure first obtained:** _____

Work History: Please list in chronological order, all positions held as a Nurse (RN or LPN) within the past 5 years. Please include full-time, part-time or per diem nursing positions.

Employer Name	Employer Address and Phone Number	Position (Role LPN or RN)	Dates Employed	Number of hours worked per week

Practice Experience Acknowledgement

Practice experiences are required learning activities that are embedded in the MSN coursework to align with program student learning outcomes. Practice experience activities build upon existing nursing skills and knowledge and allow students to apply new concepts learned in class directly.

Applied practice experiences typically take place in the nurse’s employment setting (requires approval and takes place outside of work hours) as well as in the student’s local community. Practice experiences are necessary for the MSN curriculum to accommodate programmatic accreditation requirements (e.g., CCNE).

Examples of potential practice experiences may include:

- **Evaluate** the moral and ethical climate of an organization
- **Collaborate** with interprofessional team members on a complex care issue
- **Apply** biostatistical principles to a virtual population
- **Observe** a nurse manager or leader and reflect on the application of course concepts
- **Identify** a practice improvement opportunity in your organization and develop a proposal to address it
- **Create** newsletters as a means of communicating relevant nursing practice issues, share with colleagues, and seek feedback
- **Actively participate and lead staff meetings** in discussing practice issues in a simulated setting as a manager, leader, and follower
- **Develop** a teaching module for patients
- **Explore** the role of stakeholders by role playing in simulation settings
- **Plan and implement** an evidence based quality improvement project

I understand my specific practice experience requirements are dependent upon my state of residence, the state I will engage in practice experiences, as well as the contractual agreements with clinical agencies. These requirements may include a criminal background

study and/or Department of Human Services background study as well as drug testing and fingerprinting. I understand these requirements, and the necessity for achieving a clear background study.

I understand that history of legal convictions or arrests prior to and during enrollment in the MSN program may prevent my participation in practice experiences and will result in dismissal from the program. I understand that I am still responsible for the tuition costs for any course(s) in which I am enrolled and have completed.

I further agree to, and hereby authorize, the release of my disclosure of legal convictions and arrests statement to an appropriate representative of the agency for the sole purpose of determining eligibility to participate in clinical activities within the agency.

I hereby consent to submit to a criminal background study or other obligations as required by contractual agreements with clinical agencies.

As a precursor to participating in practice experience learning activities in the MSN program at Concordia University Saint Paul, I will assure the ability to successfully complete the items listed below, prior to the practice experiences.

Requirements
Establish an individual Student Passport System (SPS) account (vendor CSP utilizes for document management) and start to fulfill the requirements that need to be documented on your SPS account which are dependent upon your state of residence and state of the practice experience requirement).
Background Study per State Upload documentation on your SPS account that you have a clear criminal background check as required by the state where your practice experiences will take place. Minnesota requires a clear DHS Background study.
Drug Testing or Fingerprinting if required by state or clinical site
Practice Experience Release of Information (ROI) Authorization signed and date. Required once.
Training Certificate: OSHA Bloodborne Pathogen completed via CSP Vendor
Training Certificate: OSHA Hazard Communication completed via CSP Vendor

Training Certificate: HIPAA – Your Obligations Under the Privacy Rule completed via CSP Vendor
Malpractice insurance to cover you as a student for \$1,000,000 per occurrence/3,000,000 aggregate or as required by the practice experience site. Several organizations provide malpractice insurance to nursing students. CSP does not endorse a specific vendor. Renewal required annually.
Signed HIPAA Acknowledgement Form
Signed Release of Information Form to Practice Sites
Proof of an active and unencumbered RN license. Requires updated proof when license is renewed.
Proof that you have health insurance, or a signed waiver verifying that you understand that you are responsible for all expenses related to illness or accidents that may occur while you participate in the MSN program.
Complete a health screen via a health history and physical examination conducted by and signed by a physician or provider (NP/CNS/CNM/PA). Provide documented evidence of immunization or immunity and tuberculosis status (negative). Tuberculosis negative status and vaccination updates must be provided annually.
Healthcare Provider Cardiopulmonary Resuscitation (CPR) certification. Must be current and renewed if it expires during the program. Requires renewal upon expiration (every two years).
Provide a color headshot front profile photo electronically per specifications defined to CSP to obtain a picture identification badge that you are required to wear while you complete your practice experiences.
Preceptor requirements complete including agreement, copy of preceptors unencumbered RN nursing license in the state the student practices, and preceptor CV/resume.
Practice site affiliation agreement complete. Note this is required for each precepted practice experience site.

CSP is not authorized to enroll students from all states into the MSN program because each Board of Nursing determines jurisdiction over post-licensure programs. I

acknowledge that if I move while pursuing Concordia's MSN program, there is no guarantee I can continue my education at CSP due to state-specific jurisdiction.

I do hereby affirm that I have read and understand the practice experience requirements for this program and I will comply and be able to effectively support all requirements listed allowing participation in the practice experiences.

I understand that the information listed on this document will be utilized as part of the application process for the MSN program at Concordia University St Paul. I confirm that the information provided is truthful and accurate. I also understand that due to the nature of the applied learning in this program, it is expected that I work as an RN (full-time, part-time, or per diem) during the duration of the program. I also understand most students are able to complete their practice experiences within their employment setting (outside work hours); however, this is not guaranteed. Therefore, students will be required to identify their own preceptor and practice site (approved by Concordia and the site).

I understand that as part of the nursing progression and graduate policy there is a five-year time limit to complete the degree. The time limit starts with your first nursing course.

Date

Signature of Student/Applicant

Printed Name
