

California State University, Dominguez Hills
School of Nursing

Role Option Eligibility Process

Advance planning is necessary to ensure a smooth entry into the role option portion of the program. Prior to taking role performance (clinical) courses, the student must satisfy all prerequisites, assemble important pre-clinical documents, and draft a learning contract. This document will describe the process for entry into the role option coursework for students pursuing the Nurse Administrator, Nurse Educator, and Clinical Nurse Specialist roles. Note: Family Nurse Practitioner students have a different process to follow; additional information will be sent or you may contact the FNP Director.

To begin the role option/clinical courses, MSN students must complete a two-step process: (1) establish eligibility to enroll in the role option courses and (2) submit required clinical documents (e.g. CPR training, immunity to disease, learning contract) as outlined in the MSN Clinical Handbook.

Deadline: Students must submit a complete Role Option Eligibility packet and all clinical document requirements one (1) term prior to starting role option coursework.

- Entering role option in Fall semester - submit by **May 1st**
- Entering role option in Spring semester - submit by the **previous December 1st**

MSN Clinical Handbook: Download and read the current MSN Clinical Handbook located under the "forms" link on the School of Nursing website. The prerequisites for each course are listed in the *University Catalog* and in the course syllabi

Role Option Eligibility packet:

Students will provide evidence of their eligibility to proceed into the role option. Required coursework must be completed with a passing grade (B or better), the Graduate Writing Assessment Requirement fulfilled, and a plan outlined for how the student will complete the minimum clinical hours of the program.

1. **Official Role Option**: Check MyCSUDH to ensure that the role option listed (the Plan) is correct. If not, submit a "Graduate Change of Program Objective" form to the School of Nursing.
2. **MSN Coursework and Graduate Writing Assessment Requirement (GWAR/GWE)**: Enter MyCSUDH and navigate to the Academic Requirements section. This section lists the requirements for your degree including GWAR/GWE, courses, and Culminating Activity. Click on the "expand all" button so that all the areas will open up. Print this document -- be sure your name, student ID, GPA, and all courses are included in the print out.
 - a. Advanced pathophysiology and advanced health assessment (Nurse Educator and CNS) and Advanced Pharmacology (CNS) must be taken prior to role option courses. These courses are not offered in the Summer

- term.
- b. Elective courses must be taken prior to role option (Nurse Administrator and Educator). These courses are not offered in the Summer term.
3. **Plan for Completion of Clinical Hours:** This form, located below, will assist faculty in determining that your plan to complete clinical hours is reasonable, appropriate and feasible. In the plan, discuss how you will arrange your work hours to accommodate the minimum total number of hours required for the role performance courses.
 4. **MSN Pathway Students** – In order to proceed into the role option coursework, all BSN courses must be completed. This was a condition of admission to the program. Include in your Role Option Eligibility packet a copy of your CSUDH unofficial transcript and your MSN Pathway Plan of Study as evidence that your required pathway courses are completed.
 5. **Extended Education Courses** - If you took courses prior to formal admission via Extended Education, those must be transferred into your degree program using the Credit for Transferred Graduate Work form. The term/year of admission is listed in MyCSUDH Academic Requirements section next to your role option (“Plan”). Any courses completed prior to that date will need to be addressed.
 6. **Transfer of Graduate Courses** - Students using graduate coursework from other universities must have the following approved forms on file: (a) Credit for Transferred Graduate Work and (b) Course Substitution Petition.

Compile the documents for items 1-3 above (plus 4 if a MSN Pathway student). Place the documents in order for submission as one (1) file to the online documentation service (explained below).

Clinical Document Requirements

The required clinical documents outlined in Appendix C of the MSN Clinical Handbook must be submitted for review and storage via an online documentation service. After initial submission, only new or updated documents will need to be uploaded for subsequent role performance courses (unless the instructor notes otherwise). This service has been contracted to achieve compliance, confidentiality of student records, and secure document archival.

**Documents uploaded after the deadline will be reviewed on a space available basis. Failure to submit documents by the posted deadlines may result in the student being administratively dropped from the role option courses.

The clinical document requirements are outlined in detail in the MSN Clinical Handbook. Please refer to that resource. Briefly, you will need to:

1. Identify an appropriate preceptor – preceptor qualifications and course objectives/clinical hours are listed in the handbook. Contact your Role Option Advisor should you have questions about the suitability of a potential preceptor.

2. Ensure that there is an affiliation agreement in place or in progress. The *MSN Clinical List* (a spreadsheet) and *How to Request a Clinical Affiliation Agreement* documents are available at <http://www.csudh.edu/son/forms>
3. Review the clinical document requirements and the definitions (Appendix C of the MSN handbook). Be sure that your clinical documents meet the requirements and definitions.
 - a. Communicate with the clinical agency to determine if they have additional clinical requirements (e.g. physical exam, drug screen, 2-step TB test, background check).
 - b. Make appointments as needed to complete the requirements (e.g. have blood drawn).
 - c. Compile documents. Prepare documents for submission (single file for each item, listed in Appendix C – in PDF format). Photos of documents will not be accepted.
4. Purchase the appropriate package from the contracted service based on your role option and needs stated by the clinical agency. See Appendix C of the MSN Clinical Handbook. Submit your documents by the posted deadline. Please note the deadline is for your submission of all documentation. It will take a few additional weeks for items to be reviewed and accepted or rejected. Rejected items will have comments regarding what needs to be re-submitted for approval.

Role Option	Advisor	Email Address
Administrator	Dr. Hernani Ledesma	hledesma@csudh.edu
Clinical Nurse Specialist	Dr. Terri Ares	tares@csudh.edu
Educator	Dr. Wafa Khasawneh1	Wkhasawneh1@csudh.edu

Plan for Completion of Clinical Hours (Please Type)

Date: _____

Student Name: _____

CSUDH Student ID #: _____

Email address: _____

Role Option: _____

Explain how you plan to complete the clinical hours required for your role option (for all semesters). Discuss how you will arrange your work hours to accommodate the minimum total number of hours.