

**NURSE-MIDWIFERY &
WOMEN'S HEALTH/GENDER RELATED NURSE PRACTITIONER
2023-2024 SUPPLEMENTAL GUIDE**

All Nurse-Midwifery and Women's Health/Gender Related Nurse Practitioner students are required to know and abide by the policies outlined in this document along with the stated policies in the University of Pennsylvania's [Pennbook](#) and Penn Nursing's [MSN Handbook](#). The Nurse-Midwifery (NM) and Women's Health/Gender Related Nurse Practitioner (WHGRNP) programs are tracks within the Primary Care Program at Penn Nursing. These two programs operate as a unit for the first year – sharing faculty, teaching, and clinical placements. To remain in good standing, students must be compliant with all policies outlined by the University, Penn Nursing, and presented here in this Supplemental Guide.

I. Diversity Statement

Students are admitted into these programs because of unique attributes, which we believe will add value to our programs. We are committed to creating a learning environment that is actively anti-racist and dedicated to social justice and equity. Additionally, we aspire to create an environment which is inclusive for all individuals across the gender spectrum, and we want this to be the framework from which we all learn in the classroom. Sexual and reproductive health, pregnancy, and birth are experienced by individuals, couples, and families from multiple gender identities. To advance this, we ask that all faculty and students participate in examining their biases and work towards fostering an environment that is welcoming, safe, accessible, and inclusive for all people. This is not easy work, and it is necessary to shape future health care professionals that are able to meet the needs of a diverse population.

II. Enrollment Status

Admission to the program(s) is consistent with the [Penn Nursing Admission](#) policies. Upon admission, a Plan of Study (POS) is created for each student by the Track Director(s). This POS may only be changed upon consultation with, and approval of the Track Directors:

Director, Nurse Midwifery Track

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Director, Women's Health/Gender-Related Nurse Practitioner Track

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Upon enrolling in the MSN program(s) a student will be assigned to a faculty advisor. It is the responsibility of the student to meet at least once a semester with the faculty advisor for course registration purposes and to discuss clinical and academic progress.

III. Program Length

The full-time program is designed to be completed in consecutive semesters:

Women's Health/Gender Related Nurse Practitioner:

Summer I & II, Fall, Spring, Summer I
This covers a period of approximately 14 months

Nurse-Midwifery:

Summer I & II, Fall, Spring, Summer I & II, Fall
This covers a period of approximately 19 months

IV. Program Requirements

There is a minimum of 13 required courses for graduation from the Women's Health/Gender Related Nurse Practitioner (WHGRNP) program. A minimum of 17 courses are required for graduation from Nurse-Midwifery (NM). These total course units are divided among core graduate nursing courses and clinical courses. See the [Graduate Catalog](#) for the current listing of courses and Penn Nursing's Office of Academic Affairs's website for [course registration](#) policies.

V. Clinical Compliance

In order to remain enrolled in the program(s) and attend classes, students must be in compliance with Penn Nursing [Clinical Compliance](#) policies. For the WHGRNP and NM programs, each student must be properly licensed as a Registered Nurse (RN) in the following **THREE STATES – Pennsylvania, New Jersey, and Delaware**. Almost all of our clinical sites are in these three states, although there may be times when a clinical placement in other states could occur. If the latter is necessary, individual students will be given appropriate notice in order to be able to obtain an RN license from the specific state in which they will be obtaining clinical experience.

RN licensure information: Please be aware that obtaining RN licensure is time consuming and can take several months. Students must have evidence of licensure in **Pennsylvania, New Jersey, and Delaware** or permission of the track director to begin the Summer courses (clinical or theory) of their first clinical year. Assignment to a clinical rotation in one state does not assure completion of the rotation in the same site or state. Therefore, regardless of notification of clinical placement and regardless of the student's geographic home, all students must obtain and maintain RN licenses in PA, NJ, and DE while enrolled in their academic program.

Failure to begin clinical at the designated time during the course (due to license non-compliance) will require the student to withdraw from the respective course and consider another course while obtaining licensure.

Information regarding license applications can be obtained from:

Pennsylvania Board of Nurse Examiners

Box 2649

Harrisburg, PA 17105-2649

(717) 783-7142

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/default.aspx>

New Jersey Board of Nursing

Endorsement Department

P.O. Box 45010, Newark, N.J. 07101 (973)

504-6508

<http://www.state.nj.us/lps/ca/medical/nursing.htm>

Delaware Board of Nursing

861 Silver Lake BLVD., Suite 203

Dover, Delaware 19904

(302) 744-4515

<https://dpr.delaware.gov/boards/nursing/>

VI. Plan of Study

Women's Health Gender Related NP Plan of Study:

Summer I

- NURS6570 Clinical Decision Making in Advanced Nursing Practice [Health Assessment]
- NURS7800 Health Care of Women & Primary Care - Theory and Clinical
- NURS6070 Advanced Physiology and Pathophysiology

Fall I

- NURS7810 Well Woman Health Care - Theory
- NURS7820 Well Woman Health Care - Clinical
- NURS6880 Complementary/Alternative Therapies in Women's Health
- NURS6080 Advanced Pharmacology and Therapeutics for Nursing Practice

Spring I

- NURS7830 Health Care of Childbearing Women - Theory
- NURS7840 Health Care of Childbearing Women - Clinical
- NURS7430 Fetal Evaluation
- NURS5400 Current Issues in Health and Social Policy

Summer II

- NURS7850 Integration I - Theory and Clinical
- NURS6370 Introduction to Research Methods & Design

Nurse-Midwifery Plan of Study:

Summer I

- NURS6570 Clinical Decision Making in Advanced Nursing Practice [Health Assessment]
- NURS7800 Health Care of Women & Primary Care - Theory and Clinical
- NURS6070 Advanced Physiology and Pathophysiology

Fall I

NURS7810	Well Woman Health Care - Theory
NURS7820	Well Woman Health Care - Clinical
NURS6880	Complementary/Alternative Therapies in Women's Health
NURS6080	Advanced Pharmacology and Therapeutics for Nursing Practice

Spring I

NURS7830	Health Care of Childbearing Women - Theory
NURS7840	Health Care of Childbearing Women - Clinical
NURS7430	Fetal Evaluation
NURS5400	Current Issues in Health and Social Policy

Summer II

NURS7870	Intrapartum, Postpartum, and Neonatal Health Care - Theory
NURS7880	Intrapartum, Postpartum, and Neonatal Health Care - Clinical
NURS6370	Introduction to Research Methods & Design

Fall II

NURS7850	Integration I – Theory and Clinical
NURS7860	Integration II: Midwifery Integration – Theory and Clinical NURS6930 Professional Issues in Midwifery

Per the [School of Nursing MSN Handbook](#), a minimum of a C- is needed to pass a non-clinical graduate level course (a grade lower than this will be reported as an F on the student's transcript). A minimum grade of B- is needed to pass a clinical course (a grade lower than this will be reported as an F on the student's transcript).

VII. Clinical Education

- A. Assignments of clinical sites are determined by program faculty and are based on several factors, including the learning needs of the individual. In an effort to ensure all required clinical hours can be completed, students may be assigned more than one clinical site in a given semester.
- B. Students must get permission from the Track Directors to seek clinical sites on their own.
- C. Students are required to attend all clinical assignments. **All students are required to secure reliable transportation to attend clinical.** Clinical assignments will not be customized to meet individual student travel restrictions.
- D. Students may not attend clinical until the first day of the semester term per the University calendar (School of Nursing calendar in the summer). Additionally, students may not continue to attend clinical *after* the last day of classes per the University calendar. If there are extenuating circumstances, students will need permission from the course director to extend clinical beyond the end of classes and may need to enroll in an additional course to maintain their student status
- E. Clinical Instructors assigned to the clinical courses will be in regular contact with their assigned students' Clinical Preceptor(s) and will share preceptor evaluation with the student. It is the responsibility of the student to bring all appropriate clinical documentation to each meeting with their Clinical Instructor. Students should stay in regular contact with their Clinical Instructor and report any challenges or problems as they arise.

- F. Students who are unable to attend clinical due to an unforeseen circumstance, such as a medical illness, must notify the Preceptor, the Course Director (Clinical), and their Clinical Instructor in writing (via email) of their absence *prior* to the onset of any session for which an excused absence is needed. **Text messaging alone is not acceptable.** Any missed clinical sessions must be made up. It is expected that students will adhere to their assigned clinical schedule except under unavoidable circumstances.
- G. If the required number of clinical hours per course is not completed, or is not documented in the UPenn tracking system, Clinical Education Portal (CEP), by the end of the semester, a grade of F may be entered. Students are assigned to a clinical site for the length of the semester. If clinical hours are not completed during the assigned semester, the site may become unavailable and students may not be able to complete their clinical. Therefore, if the required hours are not completed by the end of the semester, course failure may be the result. Please see the School of Nursing [Policy on Incompletes](#).
- H. If completion of the required number of hours for a clinical course is met *prior* to the end of the course, the student is expected to continue attending clinical until the course itself is completed/the end of the semester.
- I. Students are not permitted to take vacations that overlap with assigned clinical days. Vacations should be scheduled during University holidays and semester breaks.
- J. While classes will be canceled during Fall and Spring Break, students might be expected to attend clinical during these times. Students must connect with their Clinical Instructor and Clinical Preceptor in advance of any University sanctioned breaks to identify clinical responsibilities. Note, Clinical Preceptors might not be aware of Fall and Spring Break dates- it is the responsibility of the student to convey these school breaks to their Clinical Preceptors
- K. Students are expected to remain at the clinical site for the duration of the clinical day. Students must alert their Clinical Preceptors in person when they are leaving for the day.
- L. Clinical preparation of reviewing charts and documentation following patient care (charting) is expected at the assigned clinical site, and time allocated for completion is counted towards total clinical hours. If direct access to patient charting is not available at the clinical site, this should be discussed with the assigned faculty.
- M. Students will have assigned Clinical Preceptor(s) and schedules at a specific site(s). If an issue or concern with the clinical schedule or Clinical Preceptor(s) arise, students are expected to discuss with their Clinical Instructor. Many sites will assign students to multiple Clinical Preceptors. This is a great way to learn a variety of approaches and styles. Students should communicate the names of their Clinical Preceptors to the Clinical Site Coordinator so that the Clinical Preceptors can be added into CEP. Students should also identify which Clinical Preceptor will complete their final evaluation.
- N. Per NWPB regulations, WHGRNP students are not permitted to be precepted by Physician Assistants. This applies to Midwifery students when they are in the outpatient setting.
- O. Students must communicate any important clinical updates (problems, Clinical Preceptor vacations/leaves changes in patient populations, changes to Clinical Preceptor contact information, etc.) to the Course Director (Clinical) and their Clinical Instructor ASAP. A delay in communication may result in an inability to complete required clinical hours and graduate on time. It is better to overcommunicate than undercommunicate.

- P. The Policy for Management of Body Fluid Exposure is outlined in the MSN Handbook under [Clinical Policies](#). There are specific instructions for both students and clinical supervisors in the case of body fluid exposure. Please review this policy and in the event of an exposure this policy must be followed.
- Q. Objective Structured Clinical Examination (OSCE) requirements – There will be a high stakes clinical simulation given in the Fall and Spring for WHNP and MDW students, and additionally in the second summer for MDW student. Students must pass this simulation in order to pass the clinical course. Each student will be given one opportunity to remediate within 2 weeks if they fail the initial attempt.
- R. Timely course registration is required in order to ensure a clinical placement and adequate time to complete clinical compliance and onboarding requirements. If students are facing difficulties that prohibit their ability to register in a timely manner, they must proactively communicate with their academic advisor and track director. Students who do not register for the upcoming semester may be required to take a leave of absence and risk delaying program completion and graduation.
- S. For Nurse-Midwifery students only: Midwifery students are often required to be on-call for extended periods of time as part of their clinical education. **Students may not work clinical hours beyond their point of fatigue.** For example, students should not be doing a day of office hours after 24 hours of call. **Student and patient safety are of paramount importance.** The issue of student fatigue is discussed in detail prior to Intrapartum and Integration rotations

VIII. Evaluation of Students

For each course there is a Course Director. All questions related to specific courses must be directed to the Course Director which is indicated on the course syllabus. Likewise, any questions regarding clinical should also be addressed to the Course Director or the course Clinical Site Coordinator as determined by the Course Director.

Evaluative Methods for Learning Theory

Evaluative methods are outlined in the course syllabi. The evaluative methods can include examinations, quizzes, scholarly written assignments/papers, etc. If in-class examinations and quizzes require a web-based platform, students must come prepared and plan ahead as directed by the course director

There are specific policies related to academic progression in clinical courses across Masters programs at Penn Nursing. A clinical course is denoted in either the course title, on the plan of study, and/or in the catalog. Students must adhere to the policies and procedures outlined in the [MSN Handbook Academic Regulations](#). For WHGRNP and NM, the course NURS7430 Fetal Evaluation is included as a “clinical course” and therefore must follow the same requirements as described for clinical courses.

The following are additional examination policies that apply to the theory/clinical courses:

- A. Examination dates are set by the course faculty and shared with the students on the first day of class. Students are expected to arrive on time for the exam. Arriving late to an exam will result in a reduction of time allotted to complete the exam. Any student requests to change the time or dates of exams must be discussed with and approved by the course director.
- B. The course faculty is responsible for obtaining a room conducive for examination. All exams are in-person, on-campus, closed book unless otherwise stated. Students should refer to the [University of Pennsylvania Code of Academic Integrity](#) for examples of Academic Dishonesty.

- C. Please follow University [policy](#) to request a learning or testing accommodation. While the Weingarten Center does notify Course Directors concerning accommodations, students are required to directly contact the course faculty. Extra time for testing requires advanced planning- students should communicate with the course faculty a week in advance of an exam regrading testing accommodations.

After all students take their exams, faculty members will correct exams according to the predetermined Examination Rubric. A final grade will be posted for each student in a timely fashion. Some courses may opt to offer a group exam following the individual exam. Participation in the group exam will result in one point added to the individual's exam score.

Students may schedule a meeting with the course director or associate course director to review their exam. Any information discussed during the conference is confidential and must be treated as such.

FOR NURSE-MIDWIFERY STUDENTS ONLY:

All NM students must take a final comprehensive examination, the Eastern Consortium of Comprehensive Midwifery Exam (ECCME), covering all content included in this program. This exam will be administered during the last semester (Fall) of the Midwifery program as part of NURS7860 - Integration II: Midwifery Integration. A passing grade of 80 is required to successfully complete this examination and program. If students do not pass the test on the first time, students have one opportunity to retake the exam. Failure on the retake will result in course failure. Students may be eligible to retake the course, based on the [School of Nursing Course Failure](#) policy.

The ECCME comprehensive exam is aimed at preparing students for the American Midwifery Certification Board (AMCB) examination taken after graduation. The ECCME comprehensive exam is taken either electronically at Fagin Hall or remotely with a proctor. The exam may not be directly reviewed by the student; however, a student may request that the exam content be reviewed in an educational manner to enhance learning needs and identify potential learning deficits.

Clinical Evaluative Methods

To facilitate application of knowledge and clinical learning, the student and clinical preceptor will discuss aspects of advanced practice management each day of clinical assignment. These conferences may be individual or group in nature, depending on the needs of the learner. It is expected that each student will prepare for the self-evaluation of the day's learning experiences, progress, and areas to work on by completing the **Clinical Evaluation Tool**. The preceptor then will review the Clinical Evaluation Tool with the learner and add comments if indicated. The student is responsible for maintaining the Clinical Evaluation Tool and having this available for preceptors during each clinical experience. Additionally, the student must regularly track clinical hours. **Clinical hours must be hours earned during non-employment times.** The clinical log including hours and types of experiences is recorded using Penn Nursing's Clinical Education Portal (CEP). Faculty and staff provide a demonstration to students on the use of this software prior to the start of the clinical experience. In order to receive a final grade for a clinical course, students must complete assigned evaluations in CEP, and the student's primary preceptor must complete an overall, "**End of Course**" evaluation. Failure to complete these evaluations on time can result in a course failure.

IX. Academic Success

To support academic success, faculty may support the development of a **Learning Plan** or **Performance Contract** for a student to focus on learning deficits in the course. When there is agreement between the preceptor and/or course faculty and the student that specific learning objectives are not being met, a **Learning Plan** is written by the student, and finalized with the appropriate faculty member (Course Director for a theory course, Clinical Instructor for a clinical course). Academic and clinical instructors will work with the student to design the Learning Plan and the timeline for fulfilling the stated objectives.

A **Performance Contract** is initiated when the student has failed to meet stated course objectives or

previously established Learning Plan objectives; has an unresolved Learning Plan; is nearing the end of a semester (thus prohibiting enough time to evaluate a Learning Plan); has difficulty communicating with clinical or academic faculty; has difficulty achieving objectives at a satisfactory rate; maintains a different perspective from the faculty or preceptor of a problem or an evaluation; or has demonstrated an unsafe clinical performance. The Course Director is responsible for defining the final criteria of the Performance Contract and setting a time to evaluate the student's progress and a timeline for final fulfillment of the behavioral objectives. The Associate Director of Graduate Academic Affairs in the OAA is notified when any student is placed on a Performance Contract.

If the Performance Contract is fulfilled, the Course Director will complete the form and include it in the student's file. If the terms of the Performance Contract are not fulfilled, the student will fail the course. In the event of a failure for unsafe clinical practice, the Academic Standards and Progressions Committee and Program Director will define the conditions under which the student may repeat the course. Further details are outlined in the [MSN Handbook](#) under Academic Regulations.

Declaration of Clinical Safety – Nurse-Midwifery Students only

The Declaration of Clinical Safety Letter must be completed by the NURS7850/7860 Integration preceptor and student prior to graduation. The signed letter must be turned into the Course Director prior to taking the ECCME comprehensive examination.

X. National Certification Examinations

Upon completion of the MSN degree in these programs, students are eligible to take National Certification Examinations. For the WHGRNP students, it is offered by the National Certification Corporation (NCC). Nurse-Midwifery students can sit for NCC exam only upon completion of the entire Midwifery Program. The most current examination requirements, dates and sites can be found by checking the NCC website (www.nccwebsite.org).

Graduates of the MSN in Nurse-Midwifery must pass the national certification examination offered by the American Midwifery Certification Board (AMCB) to use the Certified Nurse Midwife (CNM) credentials after their names. Further details are available at the AMCB website (<http://www.amcbmidwife.org/>)

XI. Student Feedback and Engagement

Faculty highly value student participation in the creation and evaluation of the policies of the programs. At the beginning of the program, faculty will request the participation of a student representative from each track at the Faculty Meetings. Student(s) will be notified of the meeting schedule in advance. Students are not permitted to attend any portion of the agenda which will address confidential matters related to the program or to any student. The student is expected to solicit program-related feedback and issues of concern from the entire student cohort and likewise to convey pertinent information or announcements to and from the faculty and the students in a professional manner. These items to be discussed should be submitted to the track directors 24 hours in advance of the faculty meetings. If nothing is submitted, we will assume there are no updates. Course related issues raised by students should first be brought to the attention of the Course Director.

Track Directors are available to any student who wishes to submit individual feedback for faculty consideration.

Support for Families

Quiet babies under six months of age are welcome in class. A private place to nurse or pump is available in Fagin Hall for those who wish to use it (See [University HR website](#) for more information and locations across campus).

XII. Working While in the Program

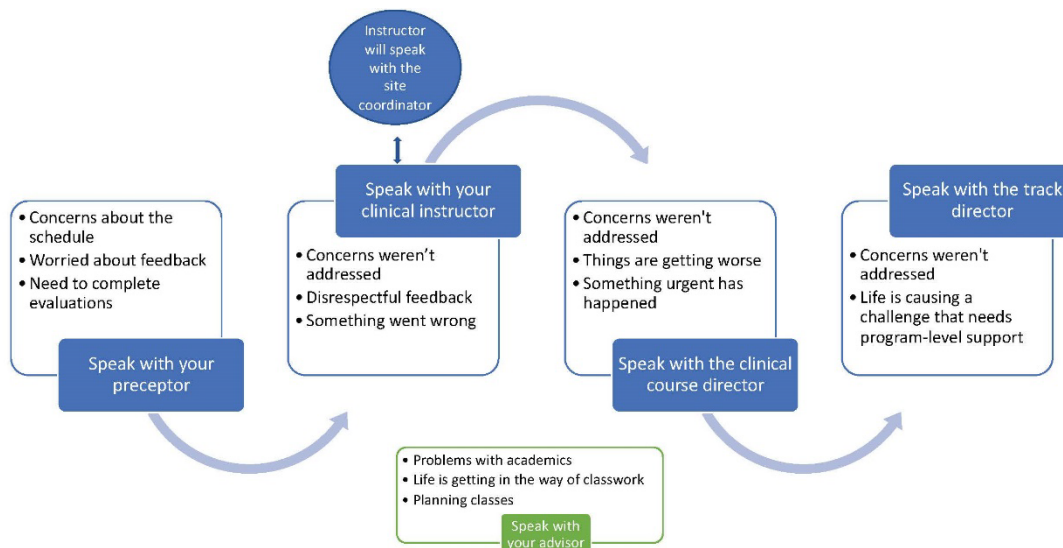
Given the rigorous nature of graduate education, students may find it difficult to maintain full-time employment. If the student makes the decision to maintain employment during graduate education, it is expected that employment will not interfere or impede any portion of the student's academic responsibilities. This includes, but is not limited to, attendance at mandatory on-campus intensive sessions, weekly class sessions, examinations, clinical lab experiences, completion of assignments, and clinical practicum experiences.

XIII. Communication

Per the School of Nursing Policy, students are expected to use their Penn Nursing email account and check it daily. When communicating with faculty, students should expect a response within 48 hours, excluding weekend and University holidays.

Below is a communication tree to help guide students in identifying the best person to speak with regarding questions or concerns:

What should you do if you have a problem in clinical?



Accreditation Notice

The Midwifery program is fully accredited by the American Commission for Midwifery Education. Questions regarding this accreditation should be addressed to the American Commission for Midwifery Education Suite 1550, 8403 Colesville Road, Silver Spring, MD 20910.

<http://www.midwife.org/Accreditation>

The Women's Health Gender Related Nurse Practitioner program is fully accredited by the Commission on Collegiate Nursing Education. Questions regarding this accreditation should be addressed to the Commission on Collegiate Nursing Education 655 K Street, NW, Suite 750, Washington, DC 20001.

<http://www.aacnnursing.org/CCNE>

Reviewed and revised 6.21 by OAA, WHGRNP and NM Program Directors