

# Addendum I

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### Non-Degree Applicants

Minimum required materials for non-degree admission:

- **Completed Application:** Students must submit an electronic application to the RFU application system and it must be completely filled out.
- **Official Transcripts, Mark Sheets and Diplomas:** Official transcripts showing evidence of having earned a bachelor's degree (or highest degree earned if applicable) from an accredited college or university. The bachelor's degree requirement may be waived with faculty approval for students enrolling in designated courses. A list of approved courses for which this waiver applies is maintained by the Office of Admissions and Enrollment.
- **Unofficial Transcripts:** RFU will accept unofficial credentials uploaded to the online application system for some programs. However, most programs require official transcripts. The online application for each program indicates which is acceptable. Additional official credentials may be required if the conferred degree is not reflected on the transcripts submitted or in-progress prerequisite courses are not reflected on the transcript submitted.
- **Personal Statement:** Students must submit a statement explaining reasons for seeking to take course(s) as a non-degree student.
- **Evidence of English Language Proficiency:** Applicants who come from a country or political entity (e.g., Quebec) where English is not the official language must show and submit adequate proficiency in English to do graduate work, as evidenced by a Test of English as a Foreign Language (TOEFL) exam. This requirement applies to, but is not limited to, applicants from the following countries: Bangladesh, Burma, Nepal, India, Pakistan, Latin America, the Middle East, the People's Republic of China, Taiwan, Japan, Korea, Southeast Asia and most European countries. The test score cannot be more than two years old. (Institutional Code for TOEFL is 1117)
- **Transferability of Credit:** Rosalind Franklin University makes no guarantee that credit earned through non-degree enrollment will be accepted by other colleges or universities. Students who intend to apply non-degree coursework toward requirements at another institution are encouraged to verify the acceptability and transferability of credits directly with that institution prior to enrollment.

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## Doctor of Nursing Practice in Nurse Anesthesia (DNP)

### Doctor of Nursing Practice (DNP) Track Transfer Policy (between AGACNP specialty track and CRNA specialty track)

Provision may be made for students to transfer between the AGACNP specialty track and CRNA specialty track.

#### Eligibility Requirements

To be eligible, AGACNP students must be in good academic and professional standing, complete the defined first-year AGACNP 32-month degree plan coursework, earn at minimum a passing grade in all courses, maintain a minimum cumulative graduate GPA of 3.0, submit a letter of recommendation from an RFU CRNA faculty member, and meet all CRNA program admission requirements. Nurse Anesthesia students seeking transfer to the DNP-AGACNP track must obtain prior approval from the Department Chair and the AGACNP Program Director.

#### Transfer Limitations

Approval is subject to cohort capacity, clinical placement availability, and accreditation standards. Coursework transferability beyond the first year is not guaranteed.

#### Procedures

Students must complete advising consultations, submit a formal petition with required documentation, and undergo Admissions Committee review. Decisions are final and communicated in writing.

#### Accreditation Alignment

This policy aligns with the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) Standards related to student admissions, progression, curriculum, academic integrity, and adequacy of educational and clinical resources.

#### Effective Date of Transfer

Approved transfers take effect at the start of the next academic year. Retroactive transfers are not permitted. Following transfer to the DNP-Nurse Anesthesia Program, students are expected to complete degree requirements in 36-months (with the first three quarters of study at a part-time course load).

#### Policy Review

This policy is reviewed regularly to ensure continued compliance with institutional and accreditation requirements.

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## Post-Graduate Certificate in Psychiatric Mental Health Nurse Practitioner (PGC)

### Post Graduate Certificate in Psychiatric Mental Health Nurse Practitioner (PGC:PMHNP) Program Introduction

This 18-month (full-time) program of study was created for certified Nurse Practitioners who wish to continue their education to become a Board Certified Psychiatric Mental Health Nurse Practitioner (PMHNP-BC). PMHNPs are advanced practice registered nurses who focus on the care of individuals, across the lifespan, at risk for developing and/or having a diagnosis of psychiatric disorders or mental health problems. The PMHNP-BC provides primary mental health care, including assessment, diagnosis, and treatments such as psychotherapy and psychopharmacology. Successful students will be awarded a PGC as a PMHNP upon program completion and will be eligible to take the American Nurses Credentialing Center or American Association of Nurse Practitioner's Board Certification Exam for Psychiatric Mental Health Nurse Practitioners, a requirement for entry to practice as a PMHNP. The curriculum is delivered both in person and online, with live and virtual simulations, as well as synchronous and asynchronous discussions aligned with the content. PMHNP residents complete over 750 hours of clinical training during their program of study. Students will be immersed in both outpatient and inpatient care across the life-span, with clinical preceptors developed by the specialty track. PMHNP practice is necessarily holistic and at the forefront of considering the needs of the individual, family, group and community. PMHNPs assume roles as primary mental health care providers, consultants, systems managers, and policy advocates across a variety of settings. Our program is designed to provide graduates with the knowledge, skills, and practice to keep up with expectations of the profession both today and in the future.

### Mission

The mission of the Psychiatric Mental Health (PMH) Nursing Department is to educate registered nurses with the advanced knowledge, skills, and values necessary for providing exemplary evidence-based, advanced-practice, psychiatric mental healthcare services in a holistic, inclusive, equitable and interprofessional environment.

### Vision

Our vision is to build a nursing workforce, aligned with population needs, that advances health equity and transforms the mental health and well-being of Lake County, the region and our nation.

Our mission and vision align with RFU's value-driven culture of collaboration, innovation, excellence, integrity, justice, respect and scholarship and engage students in critical thinking and analysis of ideas; commitment to life in discovery; diversity, health equity, inclusion; confidence grounded in humility, civility, and personal responsibility for developing excellence.

## Program Accreditation

Our PGC curriculum is sequenced and delivered concurrently with our DNP:PMHNP curriculum, which has been accredited by the Commission on Collegiate Nursing Education (CCNE) (<http://www.ccneaccreditation.org>). The RFUMS College of Nursing (CON) is pursuing accreditation for the Post Graduate Certificate program with the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. Applying for accreditation does not guarantee that accreditation will be granted.

The CCNE accreditation process and timeline are shown below:

November 7, 2025: the College of Nursing submitted a letter of intent to pursue program accreditation with CCNE.

November 9, 2026: The PGC:PMHNP Program will matriculate its first cohort of students.

January 27, 2027: The College of Nursing will submit a CCNE Self-Study for its PGC program.

March 15-27, 2027: The College of Nursing will host a CCNE Site Visit with the CCNE Accreditors.

October 2027: The accreditation decision is rendered by the CCNE and is made retroactive to March 15, 2027 (time of site-visit).

## Admission Requirements for PGC:PMHNP

Applications for admission into the PGC:PMHNP program are accepted beginning with the published start date for each admission cycle. PGC:PMHNP students matriculate in the winter.

During each cycle, faculty will interview candidates and make offers of admission until all available seats in the cohort have been filled. The admission cycle will close on the published date, or sooner, if all seats have been filled; therefore, early application is recommended.

PGC:PMHNP students are admitted throughout year for a Winter start. Applicants must meet the following requirements to be eligible for admission into the PGC:PMHNP specialty track:

- Submission of all PMHNP specialty track application materials by published deadline (or whenever all seats in the class have been filled).
- Submission of all undergraduate- and graduate-level transcripts by published deadline (or whenever all seats in the class have been filled).
- **Grade-Point Average (GPA):** A minimum overall grade-point average (GPA), science GPA, and undergraduate or graduate nursing GPA of 3.0 on a 4.0-point are preferred.
- **Prior Degree:** Master of Science in Nursing (MSN) or higher Nurse Practitioner degree from an accredited institution must be completed prior to application.
- A minimum of one year of work experience in an advanced practice clinical setting, preferably in behavioral health, is highly encouraged at the time of matriculation.
- **Test of English as a Foreign Language (TOEFL) scores:** Required for applicants who earned their MSN or DNP degree from outside the U.S. and/or do not hold U.S. citizenship or permanent residency.
  - You are required to demonstrate proof of English proficiency via an official TOEFL report that includes a total score and category scores in reading, writing, listening and speaking.

- The TOEFL requirement may be waived at the program's discretion, if the applicant has been a full-time student at an accredited U.S. college or university for at least two consecutive years, or is from a country in which English is the primary language.
- A TOEFL iBT (Internet-based test) of 100 or the equivalent is recommended and with no category score being lower than 22.
- Interview with the PMH Department Admissions Committee.
- **Prerequisite Courses:** none. A holistic review of all APRN applicant transcripts will be conducted to ensure applicants advanced degree meets post-masters requirements in accordance with the program's accreditation and certifying bodies. Additional graduate coursework will be considered for transfer. Completion of a biostatistics course within the past two years is highly recommended.
- **Professional References:** Applicants may provide up to three professional references (one minimum) from individuals that are able to attest to the candidate's academic or clinical performance.
  - Professor or faculty member from your APRN nursing education program
  - Supervisor (i.e., the person responsible for your annual employment performance review).
  - Other healthcare professional with whom you engaged as part of a patient-centered interprofessional team
- **Resume or Curriculum Vitae:** A curriculum vitae (CV) is required as part of the Nursing CAS application.
- **Career Motivation/Personal Statement:** Applicants are required to submit a short essay (no more than 500 words) explaining why they want to become a Psychiatric Mental Health Nurse Practitioner (PMHNP). Applicants are also encouraged to identify a clinical problem or focus area they would like to address with their doctoral work.
- **License:** Current unencumbered license as a registered nurse and APRN (if applicable) in the United States, its territories or protectorates at the time of matriculation.
- **Supplemental Application:** This program does not have a supplemental application.
- **Transfer Applicant Policy:** Transfer applicants are encouraged to contact the program before applying. Transfer credit will not be granted for PMHNP Specialty Track courses (NPMH 774-841), doctoral project courses, or any clinical practicum/seminar course.
- **Graduate Record Exam (GRE):** Not required.
- **Early Decision Programs:** During each admission cycle, the Department of Psychiatric Mental Health Nursing interviews applicants, and makes offers of acceptance; the admission cycle will close on the published date, or sooner, if all available seats in the class have been filled. Therefore, early application is recommended.

## Technical Standards

### What is the Role of a Psychiatric Mental Health Nurse Practitioner?

The foundational knowledge that underpins the practice of the PMHNP is continually expanding, consistent with the growing needs for mental health services and the expansion in scientific and

nursing knowledge. PMHNPs provide a full range of services that constitute psychiatric mental health primary care treatment. PMHNPs are accountable for their own services and are academically prepared to perform services independent of other disciplines. To perform these role-related standards of practice, a PMHNP student must possess abilities and skills that are observational, communicational, intellectual-conceptual (integrative and quantitative), as well as appropriate behavioral and social skills. The use of a trained intermediary is not acceptable in any clinical situation in that it implies that the judgment of the trainee must be mediated by the powers of selection and observation of a third party.

The following technical standard guidelines are based on those recognized as essential to the study and practice of psychiatric mental health advanced practice nursing. These guidelines specify the attributes considered essential for completing training and for enabling each graduate to enter clinical practice.

All students must possess the intellectual, physical, and emotional capabilities necessary to undertake the required curriculum in a reasonably independent manner without having to rely on intermediaries. All students must be able to achieve the levels of competence required by the program goals and objectives.

It is the societal responsibility of the PMHNP program to train competent healthcare providers who are able to demonstrate extensive knowledge, communication, and critical thinking skills. The categories described below address these concepts and are referred to as technical standards required to achieve these expectations, satisfactorily progress through the program, and graduate. These categories include: observation, communication, motor function, intellectual-conceptual (integrative and quantitative) abilities, and behavioral and social attributes. Candidates who have questions regarding these technical standards, or who may need to request reasonable accommodation(s) to meet these technical standards are encouraged to contact the ADA Coordinator (information detailed below).

- **Observation:**
  - Candidates must acquire a defined level of information presented in the form of demonstrations and experiences. Examples may include: physical examination skills with standardized patients, and simulated and actual patient encounters related to mental health services. For example, utilizing skills obtained throughout the curriculum, candidates must be able to acquire information from a patient through a complete physical and mental health examination.
- **Communication:**
  - Candidates must communicate effectively, efficiently, and empathetically with patients and families, as well as faculty, staff, peers, and other healthcare providers.
  - Candidates must be able to obtain a medical history; describe changes in mood, behavior, posture, and activity; interpret non-verbal aspects of communication; document and relay information clearly and accurately; develop therapeutic rapport with patients.

- **Motor Function:**
  - Candidates must be able to perform a complete physical exam, following appropriate training by the nursing program.
  - Candidates must also be able to respond promptly to general and emergent clinical situations.
- **Intellectual-Conceptual (integrative and quantitative) Abilities:**
  - Candidates must be able to acquire information through a variety of modalities including, but not limited to: classroom instruction; small group, team, and collaborative activities; individual study; preparation and presentation of reports; simulations; and use of computer technology.
  - Candidates must also be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.
  - Candidates must measure, calculate, reason, analyze, integrate, and synthesize.
  - Candidates must have the ability to formulate and test hypotheses that enable effective and timely problem-solving in nursing diagnosis and care of patients in a variety of clinical settings and healthcare systems.
- **Behavioral and Social Attributes:**
  - Candidates must possess the maturity and emotional health required for: full utilization of intellectual abilities; the use of good judgment; the prompt completion of all responsibilities attendant to the curriculum and to the nursing diagnosis and care of patients; and the development of mature, sensitive and effective relationships with patients, families, other healthcare providers, faculty, staff, and peers.
  - They must display characteristics of integrity, honesty, conscientiousness, and empathy.
  - Candidates must be able to collaborate, accept and provide appropriate and constructive feedback, and take personal responsibility for making appropriate and positive changes.
  - Candidates must have the physical and emotional stamina and resilience to tolerate taxing workloads and to function in a competent and professional manner under highly stressful situations.
  - Candidates must be able to display flexibility and adapt to changing environments.

The PMHNP Program at Rosalind Franklin University of Medicine and Science supports students who qualify for reasonable accommodations under the Americans with Disabilities Act (ADA). For further information related to these technical standards, or to request reasonable accommodations, interested persons are encouraged to contact the ADA Coordinator at 847-578-8354 or [ADA.coordinator@rosalindfranklin.edu](mailto:ADA.coordinator@rosalindfranklin.edu)

### **PGC Program Outcomes**

1. Provide patient-centered advanced practice nursing care to individuals and families that demonstrates evidence-based knowledge and skills appropriate to the population.

2. Advocate for ethical policies and advanced nursing practices that promote health and social justice and reduce population-based health disparities.
3. Provide safe, comprehensive advanced practice nursing services using healthcare technologies and informatics to improve clinical outcomes
4. Collaborate effectively with interprofessional colleagues through clear, respectful, and knowledgeable communication during consultation, shared decision-making, and evaluation of practice.
5. Actively engage in personal and professional growth by identifying specific leadership opportunities within a variety of practice settings while demonstrating enhanced self-awareness and interpersonal skills.

PMHNP Competencies for the PGC:PMHNP program are informed by the AACN 2021 Essentials, and the 2022 Criteria for Evaluation of Nurse Practitioner Programs.

### **Didactic Course Waiver or Transfer Credit**

The PMH department faculty will complete a holistic review of nurse practitioner applicant transcripts in compliance with accreditation and certification standards.

- Transfer credit will not be granted for NPMH 774-841.
- To be eligible for matriculation into the PGC, the applicant must submit an official transcript identifying the award of a masters or higher NP degree. Core science courses must indicate that they were “across the lifespan.”

### **Program Plans**

#### **PGC:PMHNP, 18-Month**

##### **Year 1 (19QH)**

NPMH 774 Foundations in Psychiatric Mental Health Nursing (4QH)

NPMH 775 Neuro Anatomy, Physiology and Behavior (4QH)

NPMH 776 Diagnosis and Management of Mental Health Disorders I (4QH)

NPMH 785 Psychopharmacology for Mental Health Disorders I (3QH)

NPMH 787 Psychotherapy for Mental Health Disorders (4QH)

##### **Year 2 (42QH)**

NPMH 779 Diagnosis and Management of Mental Health Disorders II (5QH)

NPMH 783 Assessment, Diagnosis, Management of Addictive Disorders (3QH)

NPMH 786 Psychopharmacology for Mental Health Disorders II (3QH)

NPMH 789 Special Populations for Mental Health Disorders (4QH)

NPMH 811 Clinical Residency I (5QH) (120 clinical hours)

NPMH 821 Clinical Residency II (7QH) (200 clinical hours)

NPMH 831 Clinical Residency III (7QH) (200 clinical hours)

NPMH 841 Clinical Residency IV (8QH) (230 clinical hours)

## **PGC:PMHNP, 30-Month**

### **Year 1 (15QH)**

NPMH 774 Foundations in Psychiatric Mental Health Nursing (4QH)

NPMH 775 Neuro Anatomy, Physiology and Behavior (4QH)

NPMH 776 Diagnosis and Management of Mental Health Disorders I (4QH)

NPMH 785 Psychopharmacology for Mental Health Disorders I (3QH)

### **Year 2 (19QH)**

NPMH 779 Diagnosis and Management of Mental Health Disorders II (5QH)

NPMH 783 Assessment, Diagnosis, Management of Addictive Disorders (3QH)

NPMH 786 Psychopharmacology for Mental Health Disorders II (3QH)

NPMH 787 Psychotherapy for Mental Health Disorders (4QH)

NPMH 789 Special Populations for Mental Health Disorders (4QH)

### **Year 3 (27QH)**

NPMH 811 Clinical Residency I (5QH) (120 clinical hours)

NPMH 821 Clinical Residency II (7QH) (200 clinical hours)

NPMH 831 Clinical Residency III (7QH) (200 clinical hours)

NPMH 841 Clinical Residency IV (8QH) (230 clinical hours)

## **Assessment of Student Learning**

### **Grading Policies**

Students are expected to satisfactorily complete all courses with a minimum grade of B or Pass, and maintain a 3.0 GPA. Students falling below these standards will be placed on an Action Plan per PMH Nursing Departmental and CON Student Handbooks, and may be subject to dismissal if not meeting the program didactic and clinical standards.

Student PMHNPs who do not meet established departmental grading requirements will be subject to dismissal pending due process as outlined in the CON and RFU Student Handbooks.

Assessment of student learning is accomplished through the use of traditional examinations, oral presentations and examinations, written scholarly works and simulation experiences.

### **Grading for NPMH 811-841**

Successful completion of any Clinical Residency course (NPMH 811-841) is contingent upon meeting expectations as defined in the course syllabi.

- A passing grade on diagnostic evaluations as determined by the PMHNP course director (required number of diagnostic evaluations to be completed is also determined by the faculty mentor)
- Achievement of a minimum rating of “meets expectations” on all summative evaluation performance indicators for each residency
- Completion of an evaluation for each clinical site
- Completion of an evaluation for each clinical preceptor during each clinical residency.

Clinical coordinators may dismiss a student from the clinical area for violations of professional standards. Examples of such behavior include but are not limited to: failure to complete clinical site onboarding/credentialing requirements in the specified time frame (may vary site to site); failure to contact the clinical coordinator at least one week before the start of a rotation; failure to prepare for clinical assignment; inability to work effectively and safely with assigned clinical preceptors; failure to report to the clinical site or notify the clinical site/program office of absences per program policy; and patient safety violations. Clinical performance or behavior that represents violations of patient care standards, and/or poses a patient safety risk, will result in immediate removal of the student from the clinical rotation. Students may be assigned a failing grade and be subject to dismissal prior to completing the clinical residency due to:

- Egregious ethical violations
- Egregious patient safety violations that result in near misses or negative patient outcomes
- Failure to comply with patient management orders dictated by the supervising PMHNP or psychiatrist.

The overall evaluation of a student's clinical performance, and determination of a student's grade for each residency, will be informed by:

- Formative evaluations
- Summative evaluation
- Clinical preceptor communications with program faculty
- Program faculty communications with the student
- Number and type of performance indicators that are below expectations
- Progress toward achievement of performance indicators
- Performance in the simulation lab

The program administrators have the right and responsibility to determine each student's final grade. In accordance with the policies and procedures of the Department of Psychiatric Mental Health Nursing and of the College, students receiving a failing grade of F in any Clinical Residency course are subject to dismissal from the program.

At the earliest indication that a student's performance in the clinical area is unsatisfactory and inconsistent with the program standards, a meeting with the program administrators will be scheduled. The performance of such students will be reviewed and a course of action will be determined. Potential courses of action include but are not limited to (these courses of action may be concurrent, when applicable):

- Written warning, kept in the file of the involved student
- Remediation, which may include additional simulation lab testing and oral board exams
- Possible reorganization of clinical rotations for the affected student
- Extension of clinical residency training
- Conditional progression to the next clinical rotation. A grade of Incomplete will be posted in the transcript until successful achievement of a satisfactory evaluation from the clinical coordinator and successful achievement of "meets expectations" for all required clinical residency objectives/performance indicators

- Dismissal hearing
- Potential immediate withdrawal from the clinical rotation

## **Graduation Requirements**

Students must meet the following program requirements:

- Total quarter hours required for PGC:PMHNP program is 61
- Over 750 supervised direct patient care hours depending on program plan
- Satisfactory completion of all program courses is required (pass or B grade or better).
- A minimum grade-point average (GPA) of a 3.0 on a 4.0 scale in the program
- Successful completion of a comprehensive examination in the final term of the program in preparation for the American Nurses Credentialing Center or American Association of Nurse Practitioner's Board Certification Exam for Psychiatric Mental Health Nurse Practitioners