

# University of North Carolina at Chapel Hill

## Post-Master of Science in Nursing Certificate Program - Application Process & Instructions

Academic Year 2009-2010

### APPLICATION PROCESS

The School of Nursing admits students to the Post-Master of Science in Nursing Certificate Program (Post-MSN) primarily for fall semester each year. A small number of students may be admitted for spring semester depending on the area of concentration, course availability and sequencing, and clinical preceptor availability. Questions regarding this may be directed to the Office of Admissions and Student Services at 919-966-4260 or by email via [nursing@unc.edu](mailto:nursing@unc.edu)

### DEADLINES

Fall Semester - Final Application Deadline: **March 1st**

Spring Semester - Final Application Deadline: **October 1st**

### APPLICATION INSTRUCTIONS

There are six parts to the application for admission to the Post-MSN Certificate Program:

- Completed on-line application
- Documentary evidence of a current unrestricted/unencumbered Registered Nurse license
- College or university transcript (Master's Degree only)
- Professional resume or curriculum vitae
- Professional Statement
- Current Employment Reference
- Completed Health Assessment Skills Evaluation Form

*NOTE: Applications deemed incomplete by the posted deadlines may not be reviewed*

**Application:** The online Post-MSN application is accessed through the application section of the School of Nursing website: [https://admissionsapp.unc.edu/grad/DEFAULT\\_NURS.ASP](https://admissionsapp.unc.edu/grad/DEFAULT_NURS.ASP)

The School of Nursing must receive all parts of the application portfolio before the application can be considered by the Admissions Committee. It is the applicant's responsibility to ensure that the full application portfolio has been received by the School of Nursing.

1. **Master's Degree Transcript:** One official copy of the college or university transcript reflecting a master's degree in nursing. The transcript should be submitted to:

**The University of North Carolina at Chapel Hill  
School of Nursing; 1200 Carrington Hall; CB #7460  
Office of Admissions & Student Services**

## Chapel Hill, NC 27599-7460

2. **Registered Nurse License:** all applicants must hold a current unencumbered license as a registered nurse in the state in which the student will do clinical course work. Note: an “encumbered license” means neither the license, the licensee’s practice, nor the licensee is associated with any type of restriction, encumbrance, or probationary limitations imposed by the applicable Board of Nursing or any judicial entity. Documentary evidence must be submitted with the application.
3. **Resume:** Please submit a current resume or curriculum vitae with your application as an uploaded MS Word “.doc.” file. The resume must be thorough, detailing your education and employment history; any gap of greater than one year should be explained. It is important to ensure that all entries be properly dated indicated when your activity relative to the entry began and concluded. Contact the School of Nursing if a resume format is needed.
4. **Employment Reference:** A reference from your current immediate supervisor using the requisite Employment Reference Form.  
[http://nursing.unc.edu/admissions/pdf/pmsn\\_employer\\_reference.doc](http://nursing.unc.edu/admissions/pdf/pmsn_employer_reference.doc)
5. **Professional Statement:** The quality of the Professional Statement is often crucial in admissions decisions since it provides the Admissions Committee a first-hand example of your writing skills and your ability to present ideas in a clear and logical manner. In lieu of an interview, the professional statement provides the Committee with your personal perspective on your professional contributions, strengths as a student, current skills and abilities, and prior experiences. Please proofread your statement carefully!

Please address EACH of the following subjects in your professional statement. Create a header for each topic noted and specifically respond to the topics as noted below. Failure to do so will weaken your portfolio notably:

- a. Discuss your professional goals.
- b. Describe how your professional experiences to date relate to the particular specialty area you have chosen to study within the School’s Post-MSN program. Provide information about your employment history, including location, type (rural, urban, etc.), practice setting, population served, and your clinical practice area.
- c. Discuss how you believe the Post-MSN specialty you have selected will help you achieve your professional goals. For example, if you are applying to the Family Nurse Practitioner Program, you might discuss your view of community-oriented primary care, provide examples of your prior activities in community level work, and discuss how achievement of your goals will allow you to provide primary care in a particular community or to a specific population group.
- d. Describe your clinical and academic strengths and areas in which you are working to improve. Explain how you expect these attributes to relate to your performance in the Post-MSN specialty area you have selected.

Consider this your opportunity to communicate with Admissions Committee members about your professional background and reasons for pursuing a graduate degree in your selected advanced practice area at this point in your career.

**The Professional Statement should be three to four typed, double-spaced pages and should focus in detail on all elements noted above.** The document should then be submitted with your application as an uploaded MS Word “.doc.” file.

6. **Health Assessment Evaluation Section:** Indicate on the Health Assessment Evaluation section of the application, your background and proficiency in assessment skills. A course approved by the School of Nursing is required and must be successfully completed within two years of enrollment in the first clinical course. The health assessment course shall consist of a thorough review of all body systems including demonstrations and practice performing a full health assessment on each system. The course must include a minimum of 24 hours of classroom instruction and 24 hours of lab/clinical practice.

If you have taken a course other than what is offered by UNC-CH School of Nursing within the two year timeframe, submit a syllabus or other course material for review by School faculty. You will receive written notification of the outcome of this review.

*Please be advised:* In addition to fulfilling this prerequisite for admission, you are required to demonstrate basic competence in health assessment knowledge and skills during your first clinical course. Competency assessments typically occur within the first two weeks of the course and include the following expectations:

- a. Ability to interview a patient (on videotape) and write a detailed report of the history of the presenting illness.
- b. Ability to perform a head-to-toe physical examination under faculty observation and write a thorough report on the examination.
- c. Achieve 80% on a written examination covering techniques for patient interviewing, structure of the health history, techniques for performing a physical examination, and knowledge of common normal and abnormal findings which may be found on physical examination.

**Note:** If you are currently a practicing NP and perform health assessments as a routine responsibility of your current role, you may petition for exemption from this requirement.

## **NOTIFICATION OF DECISION**

It is the responsibility of the applicant to ensure that all application materials are submitted by the posted deadline and that your file is complete. The Admissions Committee only considers COMPLETE applications.

You will receive written notification of the Admissions Committee's decision and rationale. All applicants offered admission must respond formally via a designated reply form. Upon receipt of this formal acceptance, admitted applicants must then apply to The Friday Center for Continuing Education-Office of Part-Time Studies

## **QUESTIONS:**

Questions regarding the instructions, application requirements, or the status of your application, should be directed to the Office of Admissions & Student Services in the School of Nursing at (919) 966-4260 or via email to nursing@unc.edu. Thank you for your interest in the School of Nursing at UNC-Chapel Hill

Revised: 063008; 0809

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