



# Bachelor of Science in Nursing

College of Nursing

Student Handbook

January 2023



Revised: January 2023

Dear Student:

This Student Handbook was developed to provide information about the policies and procedures applicable to students in the Bachelor of Science in Nursing Program. It is a supplement to the information provided in the Lourdes University Catalog and Lourdes University Student Handbook.

The faculty and administration of the College of Nursing reserve the right to change the policies and procedures in this document at any time. If this occurs, students will be notified of the changes in a timely fashion. Students who enter the nursing major will be held to the policies that were in place during the year they were admitted to the nursing major. Additions may be made to the handbook and will be included as addendums with the designated date of implementation. The College of Nursing views baccalaureate education in Nursing as a collaborative venture. Please do your part to ensure success by assuming responsibility for reading and using this Student Handbook and the documents to which it refers. The baccalaureate degree program in nursing at Lourdes University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>). In addition, the Lourdes University College of Nursing has been approved by the Ohio Board of Nursing (OBN).

On behalf of Lourdes University, and in the Franciscan tradition, we wish you “Peace and All Good” in your educational journey.

Sincerely,

The Administration, Faculty, and Staff of the College of Nursing

## **Student Handbook**

### **Lourdes University School of Nursing-Undergraduate Nursing Program**

#### **Student Receipt**

Students are responsible for knowing and abiding by all policies, requirements, and regulations in this handbook. The provisions in this handbook are not to be regarded as a contract between the student and the institution. Course content and policies are under constant review and evaluation. The College of Nursing (CON) reserves the right to change any provision, regulation, and requirement. Changes will be publicized through appropriate channels. This handbook supersedes all previous handbooks of the College of Nursing

I understand the Lourdes University School of Nursing Undergraduate Handbook is available to me on the Lourdes Nursing website and portal

I have had an opportunity to review its contents and I agree, as a student enrolled in the College of Nursing, to adhere to the policies and guidelines set forth. The policies and procedures are subject to change during my course of study, and it is my responsibility to keep abreast of these changes.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Introduction to Lourdes University**  
**College of Nursing**  
**Student Handbook**

Lourdes University and the College of Nursing are accountable to the public for the quality of professional nurses who graduate from our Bachelor of Science in Nursing Program. Therefore, Lourdes University and the College of Nursing have the right and responsibility to establish standards of admission, retention, progression, dismissal, and graduation in accordance with its philosophy, program objectives and the Ohio Board of Nursing rules and regulations to protect the integrity of the educational program and the public. Nursing students have the right to an educational environment where the freedom to learn is provided. The College of Nursing Student Handbook contains standards of academic achievement and conduct. Students are responsible for meeting these standards and have the right to be informed about these standards, the means of assessment, and the appeal process. Students are invited to participate in the formation and evaluation of academic and conduct standards through participation in the College of Nursing committee process. No student is treated differently based on age, religion, creed, national origin, handicapping condition, marital status, race, or sex.

# **1. Overview of the College of Nursing**

## **1.1 Vision**

Achieve national recognition for the continuous development of individuals and education that impacts the practice of nursing and patient outcomes

## **1.2 The Mission Statement of the Lourdes University College of Nursing**

The College of Nursing exists to prepare undergraduate and graduate nursing students in an individualized educational environment that incorporates quality nursing practice, critical thinking, leadership, diversity, and Christian ethics. Both the undergraduate and graduate programs will prepare professional nurses to continuously improve quality and safety in healthcare delivery systems and exemplify holism, ethics, respect for diversity, community service, and Franciscan values. . Emphasis is placed on nursing theory, research, and practice to facilitate personal and professional development in an environment that encourages lifelong learning.

## **1.3 Philosophy of the College of Nursing**

Lourdes University College of Nursing believes that:

- Health is the dynamic state of physical, emotional, social and spiritual well-being that is defined in the context of personal values and culture.
- Nursing is a scientific and caring profession which utilizes the most current evidence in diagnosis and treatment to optimize health, reduce risk, and promote wellness.
- Learning results in an increase in self-understanding and discovery of knowledge, values, and skills. Learning occurs in a supportive environment through a collaborative partnership that requires active involvement on the part of a student/learner and educator/facilitator.
- Baccalaureate nursing education builds on a liberal arts education to prepare generalists to practice values-based nursing within the community, fulfill leadership roles and provide evidenced based nursing care. Masters nursing education builds upon the baccalaureate curriculum to prepare graduates for advanced nursing roles by promoting the development of advanced knowledge, concepts, and skills.

## **2. Curriculum of the College of Nursing**

### **2.1 Curriculum Overview**

The Baccalaureate curricula model has 10 conceptual themes. Six are QSEN based and are derived from skills identified in Crossing the Quality Chasm (Institute of Medicine, 2001); the themes of patient centered care; safety; collaboration; evidence-based care; quality improvement and informatics are essential for nurses to continuously improve nursing care in today's complex health care systems. The six QSEN themed concepts provide a framework to structure a curriculum so that the graduate will not only take responsibility for providing safe care on an individual basis; but will also be knowledgeable of system-based factors that he or she can impact to improve patient care outcomes. In addition, the QSEN competencies are designed to help health care systems achieve the National Patient Safety Goals and the level of patient satisfaction required for federal reimbursement to hospitals. By adopting the six QSEN conceptual themes the curriculum is intended to help students transition smoothly from education to practice. The four additional conceptual themes; values-based care; leadership; community and culture reflect Lourdes College of Nursing support for conceptual nursing needs

Lourdes College is a Catholic school, rooted in Franciscan values and traditions. Service is at the heart of the Franciscan mission which means the faculty strive to educate nursing leaders who will serve those of diverse cultures located in the communities in which we live and work. Taken together the conceptual themes support the program learning outcomes as listed in Table 3.1 below.

Students apply these concepts in a variety of settings including, but not limited to, simulation labs, community-based settings, extended care facilities, outpatient clinics, and hospitals. Having experience in a variety of settings allows Lourdes BSN students to develop the skills necessary to work as professional nurses in diverse, global healthcare entities and milieus upon graduation.

The prelicensure BSN curricula consists of 125 credit hours within a 15-week semester model. Students complete general education courses, prerequisite courses, and 60 hours of coursework within the nursing major. A student is able to finish the course work in 4 years.

The RN to BSN completion program is designed to prepare the practicing nurse by enhancing the professional role in care of the greater population and prepare the student for leadership roles and graduate studies. As stated previously, the RN to BSN delivery modality was changed to a self-paced, online learning platform. This program recognizes the prior learning from the registered nurse and builds upon this to transition the student to the baccalaureate level. All RN to BSN courses are scaffolded to align within the BSN curricula

### **2.2 Competencies and Program Learning Outcomes**

<b>Table 2.1</b>	
<b>Competency</b>	<b>Program Learning Outcome</b>
Patient Centered Care	Provide nursing care that recognizes the patient as a full partner and source of control.

Safety	Through individual performance and organizational processes, provide care to patients that minimize risk of harm to patient, others, and self.
Collaboration	Participate fully in the health care team in a way that fosters mutual respect and shared decision-making to achieve quality patient care.
Evidence Based Care	Provide nursing care that is based on current evidence, clinical expertise, and patient preference, needs and values.
Quality Improvement	Participate fully in processes to monitor outcomes and improve patient care.
Informatics	Use current technology to manage patient information and other data to maximize safety and optimize health outcomes.
Values Based Care	Provide nursing care grounded in the Christian ethic and portraying the core nursing values of accountability, caring, communication, clinical reasoning, critical thinking, and lifelong learning.
Leadership	Provides nursing care while modeling the professional roles of coordinator of care, educator, advocate, and leader.
Community	Provides nursing care recognizing that populations and groups are patients with unique needs, requiring the services of educated nurses.
Culture	Provides nursing care with an understanding of and appreciation for the diverse backgrounds, values, and beliefs of each individual and group.

## 2.3 Course Descriptions

Courses in the Nursing Major integrate instruction toward meeting the Lourdes University Learning Outcomes across the curriculum. See the Lourdes University Academic Catalog for complete descriptions of nursing courses in the major including required prerequisite courses.

## 2.4 Curriculum Standards for Courses in the Nursing Major

Lourdes University College of Nursing Bachelor of Science in Nursing follows consistent professional standards across the curriculum including the QSEN framework and the Essentials for Baccalaureate Education in Professional Nursing.

<http://www.aacnnursing.org/portals/42/publications/baccessentials08.pdf>

Lourdes University College of Nursing has a structured curriculum for students enrolled in the pre-licensure track and for post licensure registered nurses (RNs) entering the Baccalaureate of Science in Nursing (BSN) program. These curriculum standards guide the implementation of this curriculum.

The student working with their academic advisor will create a plan of study using the integrated curriculum of the College of Nursing (CON). Any changes that occur to the plan of study will be approved by the students' academic advisor with consultation of the BSN Coordinator of Advising and Enrollment and Program Director.

## **Prelicensure Curriculum Standards:**

1. The pre-licensure BSN program is an integrated model. All of the courses offered in a given semester in the plan of study are meant to be taken together. The theory courses and the Integrated Clinical experiences are stand-alone courses, but concepts and application are integrated in order to reinforce the holistic approach to nursing care of the patient. Integrated Clinical courses are associated as co-requisites to all theory courses in that semesters. A failure in a theory course would require repeat of the Integrated Clinical course.
2. Successful achievement of both theoretical and clinical aspects of the co-requisite courses are required. If an objective testing grade of less than 76 percent is earned in the co-requisite theory component of the semester, the theory grade is recorded, and both the co-requisite theory course and Integrated Clinical course must be repeated. If an “Unsatisfactory” in the Integrated Clinical component of the required co-requisite courses is obtained, an “Unsatisfactory” is recorded for the Integrated Clinical course and all co-requisite theory courses and Integrated Clinical must be repeated.
3. A withdrawal from a co-requisite nursing theory course requires withdrawal from the co-requisite Integrated Clinical course within that semester. This results in grades of “W” on the student’s transcript. Students are required to consult with their academic advisor prior to initiating a withdrawal to discuss the implication to their plan of study and/or financial aid.
4. A student must pass all core nursing courses in a given semester before progressing into the next semester.
5. Clinical/Laboratory experiences are graded on a satisfactory/unsatisfactory basis in order to assure safe practice. There are specific integrated clinical/laboratory objectives each student must successfully complete in order to pass the clinical course. Students and faculty maintain records throughout the semester. Clinical/laboratory faculty, along with course faculty if appropriate; reviews written clinical evaluations with students at mid-term and the end of the semester.
6. While the course faculty always strives for consistency in learning experiences, clinical placement, student readiness and individual teaching styles vary. Therefore, slight variations in methods across sections may occur. However, assignments and evaluation methods across course sections remain consistent.
7. Students are expected to attend all classes. Completion of all clinical/laboratory hours are required to pass each clinical/laboratory course. Each theory course has different requirements for attendance which are clearly identified on the course syllabus.
8. Faculty members utilize a variety of teaching strategies. Course faculty members are considered content experts and may select the teaching method which, in their opinion, will provide the best learning outcome for their students.
9. The integrated nature of the curriculum means that the course faculty work together to coordinate assignments to meet learning outcomes. In a given semester, the student should be expected to write at least one scholarly paper, give one presentation, and incorporate one group project.
10. Students must complete all required elements as identified in each course syllabus to pass the course.
11. Lourdes University College of Nursing utilizes standardized tests as part of its assessment of learning outcomes. The standardized test results provide individual students with feedback on areas of strengths and

weaknesses. Students are required to complete these standardized assessment instruments as they progress through the program.

12. All students are encouraged to participate in course evaluations at the end of each semester. The Dean/Program Director receives aggregate results as well as the individual comments and shares evaluative feedback with the faculty after grades have been assigned.
13. Courses in the nursing major reviews pharmacological concepts and students are evaluated on medication dose calculations throughout the curriculum.
14. The Lourdes University College of Nursing along with the American Nursing Association (ANA) Code of Ethics believes the profession of nursing is one that demands adherence to a set of ethical principles. As such, students will be upheld to the Professional Competency Standards outlined in the Bachelor of Science (BSN) Professionalism Position Statement.
15. Remediation of student performance or professionalism exists to enhance professional growth and development in the classroom, laboratory, and clinical setting. Students who have been identified as requiring remediation will be notified by the instructor and a formal Lab Referral Form and/or a Student Performance Assessment (SPA) will be initiated and reviewed. SPA forms will remain in the student academic file. Failure of the student to appropriately address the tasks outlined on the remediation form may result in course failure. Repeated offense of the Professionalism Position Statement may result in program dismissal.

**Post Licensure Curriculum Standards:**

Please refer to the Competency Based Education (CBE) handbook

## **2.5 Formatting Guidelines**

Scholarly papers in the Lourdes University College of Nursing are formatted using the most current version the APA publication manual.

Credits	6		6		
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Basic Pre-Licensure Plan of Study Full Time

	Fall Semester		Spring Semester		Summer Semester
Yr.1	ENG 101 (Comp. I) BIO/BIL 330 (A & P I) LUC 101 (First Yr. Exp.) PSY 110 (General Psychology Overview)  *CHM 140/CHL 140 (Chem for Healthcare Prof.) *Must test into this course  (17)	3 4 3 3  4	BIO/BIL 331 (A & P II) BIO 335 (Micro) LUC 102 (Nursing) PSY 210 (Dev. Lifespan)  • PHL 101 or 103 • HST  (34)	4 3 1 3  3 3	
		17		17	
2	BIO 313 (Nutrition) MTH 212 (Statistics) BIO 340 (Pathophysiology) LUC 201 (Nursing)  • THS #1 (see list of options) • ENG Literature (50)	3 3 3 1  3 3	NUR 230 Mental Health (T=45) NUR 250 Fundamental QSEN (T=90) NUR 260 Community (T=45) NUR 265 Integrated Clinical I (L=51, C=84)  (65)	3 6 3 3	
		16		15	
3	NUR 305 Pharm(T=45) NUR 320 Assess(T=45) NUR 300 Evidence Based Practice(T=45) NUR 335 Integrated Clinical II (L=39, C=96)  • ENG 355 (80)	3 3 3 3  3	NUR 370 Acute Care (T=45) NUR 360 Childbearing Families (T=45) NUR 350 Children(T=45) NUR 365 Integrated Clinical III (L=20, C=115)  • Fine Arts – ART or MUS (95)	3 3  3 3  3	
		15		15	
4	NUR 440 Advanced Nursing (T=45) NUR 430 Leadership (T=45) NUR 435 Integrated Clinical IV (L=32, C=238)  • THS#2 Any second course (110)	3 3 6  3	NUR 485 Complex Care(T=45) NUR 495 Practicum (L=15, C=120) NUR 490 Nursing Capstone (T=45)  • PHL 310 (Bioethics) • Enduring Question (125)	3 3 3  3 3	
		15		15	

Degree Credits: Nursing= 60 Core + Gen Ed= 63 T=Theory Clock Hours, L=Lab Clock Hours, C=Clinical Clock Hours

NUR 301 Foundations in Evidence Based Practice	3 credits
NUR 460 Concepts in Professional Nursing*	3 credits
NUR 461 Applied Concepts in Professional Nursing	3 credits
NUR 475 Concepts in Population Focused Nursing	3 credits
NUR 476 Applied Concepts in Population Focused Nursing	3 credits
NUR 480 Concepts in Leadership & Management	3 credits
NUR 491 RN Professional Capstone (also counted in core)	3 credits
<b>Sum – Credit Hours: 21</b>	21
<i>*After successful completion of NUR 460, the student will be awarded 39 semester hours of bypass credit for the following courses:</i>	(+39)
<i>NUR 265 Integrated Clinical I 3•</i>	
<i>NUR 305 Pharmacology for Nursing 3.</i>	
<i>NUR 320 Nursing Assessment 3</i>	
<i>NUR 330 Mental Health Nursing 3•</i>	
<i>NUR 335 Integrated Clinical II 3•</i>	
<i>NUR 350 Nursing Care of Families with Children 3•</i>	
<i>NUR 360 Nursing Care of Childbearing Families 3•</i>	
<i>NUR 365 Integrated Clinical III 3•</i>	
<i>NUR 370 Acute Nursing Care 3•</i>	
<i>NUR 435 Integrated Clinical IV 3•</i>	
<i>NUR 440 Advanced Nursing Care 3•</i>	
<i>NUR 485 Complex Nursing Care 3•</i>	
<i>NUR 495 Practicum in Professional Nursing 3•</i>	
<i>*Transcription fee applies.</i>	

## GENERAL EDUCATION COURSES BY TRANSFER OR EARNED CREDIT

ENG 101 Composition I: Essay Writing	3 credits
ENG 355 Scholarly Writing for Health Care Professionals	3 credits
MTH 212 Statistics	3 credits
Ethics (see approved courses)	3 credits
399 Enduring Questions seminar* 5 hours SL	3 credits
<b>Sum-Credit Hours: 15</b>	15

## GENERAL EDUCATION

History	3 credits
English Literature	3 credits
Philosophy	3 credits
Two Theology Courses <i>*THS 265 10 hours SL</i>	6 credits
Fine Arts (any music or art course, except Art 302) <i>*Art 100 5 hours SL</i>	3 credits
Natural Science <ul style="list-style-type: none"> <li>BIO 340 Pathophysiology</li> </ul>	3 credits
<ul style="list-style-type: none"> <li>Nutrition (BIO 212, BIO 313, or CHM 222 or NLN testing equivalent)</li> </ul>	3 credits
Social Science <ul style="list-style-type: none"> <li>PSY 110 General Psychology</li> </ul>	3 credits
<ul style="list-style-type: none"> <li>PSY 210 Developmental Psychology</li> </ul>	3 credits
Electives (must have a minimum of 120 semester hours for the BSN) <b>Sum – Credit Hours: 30</b> <i>*Prorated Service-learning requirement for transfer students:</i> <ul style="list-style-type: none"> <li>Transferring in <b><i>fewer than 30 credits toward the degree</i></b>: 20 hours are required.</li> <li>Transferring in <b><i>30 credits or more BUT fewer than 60 credits toward the degree</i></b>: 15 hours are required.</li> <li>Transferring in <b><i>60 credits or more BUT fewer than 90 credits toward the degree</i></b>: 10 hours are required.</li> <li>Transferring in <b><i>90 credits or more</i></b>: 5 hours are required.</li> </ul>	30

## **3. Admission and Progression Policies**

### **3.1 Academic Advising**

#### **3.1.1 Advising for Nursing Program**

An academic advisor is available for each student to discuss his/her academic plans. During the University admission process each student is counseled by the advisor and participates in placement tests as required by the University.

#### **3.1.2 Prelicensure Nursing Academic Advisor Role**

A nursing faculty member is assigned to each student to provide advising and support for prelicensure undergraduate students throughout their program and to ensure proper progression throughout the BSN program. The student consults with his or her nursing faculty advisor regarding all issues related to admission, progression, and graduation. Please refer to the *Program Completion Requirements* policy for graduation information. It is the student's responsibility to ensure that recurring appointments are scheduled and maintained with the nursing faculty advisor. The student and nursing faculty advisor work together to develop a plan of study. Students must meet with the nursing faculty advisor whenever changes in the plan of study are needed. The student and the nursing faculty advisor are both responsible for maintaining a current academic record. The student is responsible for knowing all the graduation requirements, including courses and credit hours required for the BSN degree.

In order to maintain student confidentiality, College of Nursing staff assists with data entry and filing concerning the academic record kept in the Nursing department.

- Student meets with a nursing faculty advisor at a minimum of once a semester, the advisor will release the appropriate advising hold on the student's account, in advance of the first day of registration.
- On-line registration is available after the first semester at Lourdes University. After the advising hold on the student is released by the nursing faculty advisor.
- After application and acceptance to the nursing major, the student's advising hold is lifted and the BSN Coordinator of Advising and Enrollment will register the student in the appropriate courses.
- The student may add/drop courses prior to the Saturday preceding the start of class each semester.
- No student may change a clinical or lab section without approval from the Director of Prelicensure Clinical Education after registration is completed.
- Student and nursing faculty advisor update the academic record whenever changes occur, or new data are submitted.
- The student who adds or drops any class must notify the nursing faculty advisor prior to registration for the following semester.

#### **3.1.3 Exception Requirements**

A student may apply for exceptions to the Lourdes University College of Nursing requirements by completing an Exception to the Requirement Form in collaboration with their Advisor. Academic Exceptions are approved by the Program Director of Undergraduate Nursing Studies and the Dean of the College of Nursing. Progression exceptions may need approval by the Admission, Progression and Graduation Committee (APG).

Exceptions to general education requirements are made through the Dean of the College of Nursing upon the recommendation of the chairperson of the department through which the general education exception is being requested. General education exception may require approval of the department Chair of that course and the VPAA/Provost.

### **3.2 General Application Procedure for Admission to the Nursing Major**

Admission to the Nursing Major is open to any student without regard to race, religion, creed, national origin, sex, age or marital status. The seats for students entering the nursing major during fall, spring, or summer semesters are offered to students who have met the pre-requisite university coursework as listed below..

One competitive ROTC student seat will be held each pre-licensure admission session for an ROTC student who meets all admission requirements with the additional requirement of a prerequisite GPA of 2.75. The ROTC student who meets these criteria will be granted this one admission seat over other student admissions. If there is more than one ROTC student applicant, the most highly qualified will receive this designated ROTC seat and the others will be ranked with the rest of the applicants.

If a student does not meet the minimal requirements for admission into the nursing program, they can reapply to the major in a subsequent semester. Students may apply for different tracks based on prior learning and work experience. The Admission, Progression, and Graduation Committee (APG), comprised of nursing Faculty members, reviews the applications for admission and selects candidates according to the admission criteria for each program track and the procedures outlined herein. The APG Chairperson will report admission statistics to the General Nursing Assembly (GNA).

#### **Direct Admission to the Nursing Major**

In recognition of the fact that many students can maintain a solid GPA, Lourdes University permits new students to reserve a seat in the nursing major during the university admission process by completing the following requirements and maintaining a 3.0 GPA every semester prior to nursing program:

- 3.25 high school cumulative GPA
- Demonstrate college readiness in Math, English, and Chemistry (as per university policy)
- Transfer students with a transfer GPA of 3.25 will be evaluated on an individual basis
- Complete Requirements for Admission to the Nursing Major

Students who receive a direct admission held seat in the nursing major their freshman year at Lourdes University must remain full-time, follow the BSN plan of study, and maintain a GPA of 3.0 during their first two semesters or they will forfeit their direct admission seat. They may reapply but their application will be part of the semiannual competitive upper division nursing major admission process.

Students without the above requirements may still pursue nursing at Lourdes University by enrolling as a Pre-Nursing Student. These students still take the same courses in the first 3 semesters at Lourdes University and apply to enter the Nursing Major in the second semester of their sophomore year.

## **Requirements for Admission to the Nursing Major**

### **Admission for Pre-licensure PreNursing students (sophomore application):**

- A. Admitted to Lourdes University.
- B. Completes prerequisites to the nursing major as per curriculum plan.
- C. Achieves a grade of C or better in natural science courses with a cumulative science GPA of 2.75.
- D. Achieves a prerequisite GPA of 2.5 or better.
- E. Completes the holistic admissions process with a minimum of receiving an acceptable rating in all areas of rubric.

### **Admission for Pre-licensure Direct Admit reserved seats:**

- A. Admitted to Lourdes University.
- B. Completes prerequisites to the nursing major as per curriculum plan.
- C. Achieves a grade of C or better in natural science courses with a cumulative science GPA of 2.75.
- D. Achieves a prerequisite GPA of 2.5 or better.
- E. Completes the Direct Admission Letter of Intention.

### **Admission requirements for Registered Nurse to BSN (RN to BSN)**

- A. Admitted to Lourdes University.
- B. Transcripts demonstrating completion of a Registered Nursing program.
- C. Current Registered Nursing license for full admission or Registered Nursing license obtained within first semester of program.

Note: Deadlines for application to the Nursing major are posted on the Lourdes University web page. A student may apply for admission to the nursing major the semester before admission requirements are met.

1. The number of pre-licensure undergraduate seats available is determined by the Dean.
2. Admission is competitive and dependent on space available. Students not accepted, may reapply in a subsequent semester. Students with the highest qualifications are accepted into the program first after reserved seats for direct admit students are filled.
3. The BSN Coordinator of Enrollment and Advising presents pre-licensure PreNursing and Direct Admits applications for admission to the Admission, Progression, and Graduation Committee (APG) in each semester admissions meeting.
4. The Admission, Progression, and Graduation Committee (APG) reviews the Applications for Admission to the Nursing Major through a holistic admission review and rank orders the candidates after direct admission seats are filled according to the following criteria:
  - a. Quantitative Metrics
    - Pre-requisite Grade Point Average (See attached list of pre-requisite courses)
    - Science GPA Average multiplied by two
      - BIO 340, BIO/L 330, BIO/L 331, CHM140, BIO 313 and BIO 335
    - Loyalty points for Lourdes Students with a GPA= or > 2.5
      - 12-18 Lourdes credits = .25 additional point
      - 19-24 Lourdes credits = 0.5 additional points
      - 25 or more Lourdes credits = 0.75 additional points

- Lourdes Students in good standing in the Lourdes University Honors program will receive 0.75 additional points
- b. Qualitative Metrics
  - Essay submission
  - Letters of recommendation
  - Co-curriculars/Honors/Awards/Accolades
  - Certifications/Credentials/Work Experience/Life Experience

Selected applicants will be offered **conditional admission** to the nursing major pending completion of all admission requirements.

5. The student's information and rank order are recorded and maintained by the BSN Coordinator of Enrolling and Advising.
6. The Program Director of Undergraduate Nursing Studies notifies each student of his or her offer of admission in writing. A student receiving an offer of admission must return a signed *Acceptance of Offer of Admission* by the date indicated in the letter, indicating understanding of the policies for enrollment and progression in the nursing major.
7. All health and professional requirements must be completed and/or updated two weeks prior to the start of each semester to permit admission to the program. If all health and professional requirements are not submitted/updated two weeks prior to the start of each semester, the student will be unregistered from all nursing courses.
8. The Dean/Program Director may rescind the offer of admission if all requirements for enrollment in the nursing major are not met.
9. Additional applicants may be considered at a late application date according to the admission criteria at the discretion of the Dean/Program Director.

#### Pre-requisite Courses for Pre-licensure PreNursing and Direct Admits

ENG 101 Composition.....	3 hours
PSY 110 General Psychology.....	3 hours
PSY 210 Developmental Psychology.....	3 hours
MTH 212 Statistics.....	3 hours
BIO/BIL 330 Anatomy & Physiology.....	3/1hours
BIO/BIL 331 Anatomy & Physiology II .....	3/1hours
BIO/BIL 335 Microbiology.....	3/1hours
BIO 340 Pathophysiology.....	3 hours
CHM/CHL 140 .....	3/1 hours
BIO 313 Nutrition.....	3 hours

#### PROCEDURE for RN to BSN Program (Post Licensure BSN Program):

Note: There is open enrollment to the RN to BSN program.

1. The number of RN to BSN seats available is determined by the Dean.
2. Admission is competitive and dependent on space available. Students not accepted, may reapply in a subsequent semester. Students with the highest qualifications are accepted into the program first.
3. The Competency Based Education (CBE) team representative presents applications for admission to the Admission, Progression, and Graduation Committee (APG) in admissions meeting.
4. Applicants that have not completed licensure may be offered **conditional admission** to the nursing major pending completion of all requirements.
5. The student's information and rank order are recorded and maintained by the BSN Coordinator of Enrolling and Advising.
6. The Program Director of Undergraduate Nursing Studies notifies each student of his or her offer of admission in writing. A student receiving an offer of admission must return a signed *Acceptance of Offer of Admission* by the date indicated in the letter, indicating understanding of the policies for enrollment and progression in the nursing major
7. The Dean/Program Director may rescind the offer of admission if all requirements for enrollment in the nursing major are not met.

### 3.2.1 Advanced Standing/Prior Learning/By-Pass Credit

To provide Lourdes University Admissions a process for determining the amount of credit to be granted to an applicant for advanced standing upon entry to the nursing program.

**Advanced Standing Credit:** credit granted for prior nursing courses or transfer credit, according to the policy required by paragraph (A)(3) of rule 4723-5-12 of the Administrative Code.

**Prior Learning Credit/Bypass Credit:** Lourdes University's Prior Learning Program provides a means for obtaining academic credit for college-level learning that is achieved outside of a regionally accredited institution of higher education.

Lourdes University credit may be awarded for prior formal study of nursing in an accredited baccalaureate, associate degree, or diploma program. Award of credit is pending the completion of appropriate applications and coursework. Students must meet all the requirements for admission to the major. The credit for courses awarded are included in the total credits earned at Lourdes University. These credits do not reflect a letter grade and do not count in the quality point ratio for calculating GPA at Lourdes University. Prior learning credit has a per credit hour fee which is processed through the registrar and bursar's office.

**RN to BSN students** qualify for 39 hours of prior learning credit as follows:

- Completed or NUR 460, Concepts in Professional Nursing with a grade of C- or better.
- Holds current RN license.
- Successfully completed prior study in nursing equivalent to learning achieved in the
- following Lourdes University courses:

NUR 265 Integrated Clinical and Laboratory I	3 Semester hours
NUR 305 Pharmacology	3
NUR 320 Assessment	3
NUR 330 Mental Health Nursing	3
NUR 335 Integrated Clinical and Laboratory II	3
NUR 370 Acute Nursing Care	3
NUR 350 Nursing Care of Families with Children	3
NUR 360 Nursing Care of Childbearing Families	3
NUR 365 Integrated Clinical and Laboratory III	3
NUR 440 Advanced Nursing Care	3
NUR 435 Integrated Clinical and Laboratory IV	3
NUR 485 Complex Nursing Care	3
NUR 495 Practicum in Professional Nursing	3
Total Bypassed Credit awarded:	39 Semester Hrs.

1. Students must qualify for admission to the nursing RN to BSN Program by meeting the admission requirements and receiving an acceptance per recommendation of the APG committee.
2. The student must hold an active RN license or obtain within first semester of courses.
3. The RN will receive prior learning credit as follows:
  - 39 hours after successful completion of NUR460
4. The advisor submits prior learning credit form to the registrar's office for processing after the completion of the courses. These credits are documented on the transcript by the registrar's office.

### **3.2.2 Transfer Credit**

The Lourdes University pre-licensure BSN program is an integrated learning model. All courses offered each semester are meant to be taken together. Theory courses and clinical/lab experiences are not stand-alone courses, but concepts and applications integrated in order to reinforce the holistic approach to nursing care of the patient. The curriculum is most effective when the student completes the courses that are designed and taught by Lourdes University College of Nursing Faculty and as presented in the university-approved plan of study. All required nursing courses must be taken at Lourdes University in the prelicensure nursing program.

### **3.2.3 Military Veteran Prior Education and Experience**

To honor and acknowledge prior military training and experience that veteran candidates might possess, Lourdes University provides a means where veterans can obtain academic credit for prior college-level learning.

Lourdes University's Prior Learning Program provides a means for obtaining academic credit for college-level learning that is achieved outside of a regionally accredited institution of higher education. A maximum of 25 credits may be awarded for a bachelor's degree. This is in addition to any college work the veteran may bring to Lourdes from other regionally accredited colleges and universities. Overall the veteran must earn 25% of all the required credits required to complete the BSN program.

1. The veteran meets with their advisor and submits transcripts for a transfer evaluation by the registrar's office.
2. The veteran follows the procedure for prior learning as outlined by the Lourdes Academic Catalog.
3. All Prior Learning is determined in collaboration with the Prior Learning Program and the Chair of Undergraduate Nursing Studies.
4. The advisor submits exceptions to the major or general education form to the registrar's office for processing. These credits are documented on the transcript by the registrar's office.

### **3.4 Academic Progression: Probation and Dismissal from the Nursing Major**

The evaluation of student performance and progression within courses in the Nursing Major, from course to course and from level to level is the shared responsibility of the students, faculty and administration.

**Definitions:** Grade Point Average (GPA) refers to cumulative nursing GPA for all designated NUR nursing courses.

Successful Nursing Progression is maintained by:

- Having a cumulative NUR GPA of 2.5 or greater for all BSN students
- Passing all NUR nursing courses with a C- or better
- All NUR nursing courses must be completed with five calendar years. A two-calendar year extension may be granted as an Exception to the Requirement.

A nursing student may be placed on academic probation for the following reasons:

- A cumulative NUR GPA less than above requirements
- Failure of one nursing course

A nursing student may be dismissed from the program for the following reasons:

- Failing two courses in the NUR nursing major
- Failure to meet the professional code of conduct and policy standards
- Unsafe clinical performance
- After completing two consecutive semesters on probation and not achieving the GPA requirement

### Pre-Licensure Nursing Courses

- All nursing students must repeat a course if a D+ or less is attained in that course.
- Students may retake one nursing course one time
- If a student fails a clinical course, the student will have to meet with the Program Director of Undergraduate Nursing Studies and create an individual plan of remediation signed by the student based upon documented deficiencies in the failed course. The student will have to repeat the failed clinical course as per the curriculum standards policy.

For NUR nursing courses where an “Incomplete” grade is attained:

- All “Incomplete” grades will be reported to the end of semester APG meeting
- The student, faculty and advisor will work together to develop a resolution plan for the “Incomplete” grade
- The College of Nursing will follow the Lourdes University policies for “Incomplete” grades

### PROCEDURE:

1. APG monitors students’ progression through the curriculum and makes recommendations to:
  - Progress through the curriculum
  - Continue on Academic probation
  - Remove from Academic probation
  - Be dismissed from the nursing major
2. The Dean or Program Director informs the students of any changes in their academic status in the program.
3. All students on Academic probation must meet with their advisor to develop and monitor a plan for success.
4. All students dismissed from nursing major must meet with a University level advisor to develop an alternate plan of study

If a student takes a leave of absence and stop out of the program they are asked to provide information regarding the reasons for the absence and planned return date.. This record is kept with the students’ academic file

## 3.5 Complaints, Suggestions, and Grievance

Lourdes University College of Nursing has a feedback process for students to assure students have a procedure to communicate suggestions, complaints, concerns, and compliments to the College of Nursing

Lourdes University College of Nursing Students follow the Lourdes University Final Grade Grievance Policy which is located in the University Academic Catalog. Students are always encouraged to attempt to resolve the issue directly with the member of the faculty, staff, or administration involved in an informal manner. After a discussion of the concern with the instructor, the student, may in turn, talk with the instructors’ department chair or program director, dean and finally, the Provost. Any suggestions, complaints, concerns, or complaints of any other nature follow the procedure below.

1. New students are informed of the method for suggestions, complaints, concerns, & compliments specific to the College of Nursing each academic year. Students may also utilize the University Online Complaint form if desired.

2. All problems that can be dealt with in a friendly or formal manner shall be examined and resolved taking into account the full confidentiality of the complaint and the expeditious determination of the complaint.
3. The designated person reviews the issue, complaint, compliment, or suggestion and forwards it to the appropriate committee/person.
4. All records of formal complaints are maintained and stored per the appropriate Program Director or designated committee procedure.
  - a. Academic Grievances are stored indefinitely a secured location in the Dean's office
5. If applicable the response to the compliant or suggestions will be posted for student viewing.
6. Confidentiality will be maintained concerning student's names.

## **4. College of Nursing Structure**

The College of Nursing Organization is responsible for the mission, philosophy, conceptual framework, and learning outcomes of the Nursing Program. The central decision-making body of the College of Nursing Organization is the General Nursing Assembly (GNA). Standing GNA committees include Admission, Progression and Graduation (APG), Curriculum, Assessment and Evaluation.

The College of Nursing ascribes to a shared governance model. All students in the nursing program are invited to serve on the following committees.

- Curriculum
- Assessment
- Evaluation
- APG

### **4.1 Student Committee Membership**

Students in the nursing program are invited to serve on designated department standing committees, which include Baccalaureate of Science in Nursing (BSN) Admission, Progression, and Graduation (APG); BSN Assessment, BSN Evaluation; and BSN Curriculum.

The Chairperson of each BSN Committees extends an invitation for membership to, at least, two students, currently enrolled in the undergraduate program.

### **4.2 Student Participation in Program Evaluation**

In addition to serving on the Assessment & Evaluation committees and continuous informal student/faculty interaction, students routinely participate in program evaluation through various surveys, focus groups, and performance on standardized tests.

After graduation students participate in program evaluations through Graduate/Alumni Surveys.

## **5. Student Performance Policies, Procedures and Criteria**

### **5.1 Grading Scale**

All assessment methods in didactic courses in the Nursing Major are graded in accordance with the College of Nursing grading policy.

PROCEDURE: The prelicensure Grade Scale is as follows:

95-100	A	80-82.9	C
93-94.9	A-	76-79.9	C-
91-92.9	B+	74-75.9	D+
88-90.9	B	71-73.9	D
85-87.9	B-	68-70.9	D-
83-84.9	C+	Below 68	F

1. In order to pass a didactic nursing course with an integrated clinical or lab component, a student must achieve a cumulative score of 76% on all assessments deemed objective. This percentage is calculated using the weights of the individual assessments. A 76% on objective assessments **MUST** be reached before subjective assessment scoring is included in the final grade.
2. All subjective and objective course assessments will be recorded as calculated. For example, a score of 75.9% will be entered as a 75.9% and is the equivalent to a D+ per the Grade Scale.
3. Any extra credit awarded in a didactic course is at the discretion of the faculty instructor but cannot be applied until the student achieves a cumulative score of 76% on all assessments deemed objective.
4. Official grades will be submitted in accordance with the Registrar's policy.

The RN to BSN Grade Scale is as follows:

94-100	A	73-76	C
90-93	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	64-66	D
80-82	B-	63-60	D-
77-79	C+	Below 60	F

1. A minimum grade of 80% must be obtained to sat pass course.
2. Numeric grades are calculated to the tenth place and rounded to the next higher number if five or above.
3. For the courses that use satisfactory or unsatisfactory, the parameters for each course are determined by the program director.

Official grades will be submitted in accordance with the Registrar's policy.

## 5.2 Student Performance Assessment

The Student Performance process is intended provide a communication tool between the student and college of nursing staff and faculty when they have been recognized as performing at an “outstanding” level or to correct knowledge or behavior deficits. This is intended to provide the student with individualized, specific and mutually-agreed upon action steps to improve student success and to promote professional responsibility and accountability in class, clinical experiences, lab and when representing Lourdes University College of Nursing, as well as to recognize and commend students modeling characteristics of the nursing profession.

The Admission, Progression and Graduation (APG) committee monitors the progress of students who perform at an “outstanding” level and those who experience difficulty in the program. Students are referred to the committee during the semester when academic or professional conduct issues occur, at midterm when failing grades are received, and the end of the semester when failing grades are obtained or at any time throughout the semester for academic excellence.

A SPA (Student Performance Action) can be initiated for any of the following reasons:

- a. The student is not progressing towards achievement of one or more of the CON/course objectives.
- b. The student demonstrates behavior that violates the student code of conduct and/or academic integrity.

A STAR (Students Taking Academic Responsibility) can be initiated for the following reasons:

- a. The student is recognized for academic excellence.
- b. The student is recognized for professionalism
- c. The student is recognized for exemplary teamwork

**Note: Issues of academic integrity such as cheating, plagiarism etc. are addressed in the Lourdes University Academic Catalog.**

## 5.3 Clinical Calculation Testing

Lourdes University College of Nursing recognizes the importance of quality and safe patient care. The purpose of this policy is to assure that students can safely calculate clinical and medication dosages and administer medications.

In order to determine student’s competency in completing clinical calculations, students enrolled in prelicensure undergraduate program must successfully pass a calculation test in all semesters. Each semester will build from the previous semester’s mathematical learning.

### PROCEDURE:

1. The calculation testing process must include: initial attempt, remediation, and second attempt and be completed by Week 8 of the Semester.

2. The semester progression is as follows:

### **Semester 1**

- Basic math conversion

### **Semester 2**

- Oral, subcutaneous, IM med administration calculations
- IV fluid management

### **Semester 3**

- IV push medication administration
- IVPB (secondary) medication administration

### **Semester 4**

- IV medication continuous drip administration

### **Semester 5**

- All of above

3. Student preparation and education is to be provided prior to testing.
4. Clinical calculation tests consist of 15-20 questions. Adequate time must be given for the complexity of the test. Students are instructed of time frame via testing instructions.
5. Students must achieve 85% or greater on the test to pass. Students are given 2 attempts to reach this goal.
  - If an 85% is not achieved on the first attempt, the student will:
  - Meet with instructor to review exam results
    - Instructor will determine if the student needs more remediation and will refer student to the Nursing Success Coach following the referral process, or other academic support service.
    - The student may self-refer to the Nursing Success Program following the referral process or other academic support service if they would like additional assistance.
    - The student must reschedule, within 1 week **of remediation completion**, a date to take the second attempt of the dose calculation test. This will be a new test with similar content.
6. If the second attempt to successfully pass the calculations test results in failure, this is considered failure of the associated theory course.
7. The grade displayed in the grade book for the successful completion of the second attempt of the calculation test is recorded as an 85%, regardless of actual score.
8. Applicable theory courses include clinical calculation questions on all exams as determined by course faculty with a minimum of 2 clinical calculation questions per 50 exam questions.

- Individual faculty retain the right to require the student to show in writing how they reached the answer; if this is a requirement then it must be included in the instructions.
9. The following will be the instructions on every clinical calculations test:
- Students may use a College of Nursing basic calculator or Respondus online calculator
  - Each question will be answered as directed per rounding rules.
  - The entire answer must be correct to receive full credit for the question.
  - Students must use a leading zero in the answer if the answer is less than a whole number.
  - Students must NOT use a trailing zero in the answer.
  - Students must ALWAYS label the final answer correctly.
  - Rounding rules are applied only at the end of the dosage calculation process.
    - To determine the appropriate rounding necessary, calculate to the next number place as directed.

## 5.4 Social Media and Confidentiality Guidelines

### Use of Social Media:

- Student should not share, post, or otherwise disseminate any information, that can identify a patient or in any way violate a patient's rights or privacy.
- Students should never refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.
- Student nurses should not make threatening, harassing, sexually explicit, or derogatory statements regarding any person's race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
- Student should not make disparaging remarks about university, or college of nursing students, faculty, and or staff. e. Students should not post content or otherwise speak on behalf of the university, college of nursing or other student nurse association unless authorized to do so.
- A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority. A student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Refer to the Social Media guidelines on NCSBN at [https://www.ncsbn.org/public-files/NSNA\\_Social\\_Media\\_Recommendations.pdf](https://www.ncsbn.org/public-files/NSNA_Social_Media_Recommendations.pdf)

## 5.5 On-line Etiquette

Lourdes University College of Nursing requires students to engage in on-line learning as an integral part of instruction. On-line learning is used extensively in the education of nurses and in the professional nursing community. Lourdes University College of Nursing expects students, faculty, and staff to conduct on-line communication with the same respect for human dignity and professionalism that characterizes face-to-face, telephone, and paper communication. Netiquette expectations are consistent with the Franciscan values of the Sisters of St. Francis, the mission of Lourdes University, and the Lourdes University Student Handbook, Community Standards and Code of Conduct.

Netiquette, or network etiquette, refers to the guidelines and recommended practices for online communications. It is the etiquette for the Internet, and should be used for all class communication for the course: email, chatting, blogging, discussion forums, messages, comments on assignments, etc. etc. Students are expected to conduct themselves in a manner that is respectful and upholds a supportive, mutually beneficial learning environment.

## 5.6 Attendance Policy

Attendance in all learning activities in prelicensure education is paramount to the knowledge attainment in the curriculum. Nursing clinical and laboratory attendance hours are reported to accrediting bodies and must be completed satisfactorily and in entirety; therefore, attendance at clinical and lab is mandatory.

Students are expected to attend all classes. Each theory course has different requirements for attendance which are clearly identified on the course syllabus.

Clinical and Laboratory hours are reported to accrediting bodies and must be completed satisfactorily and in entirety; therefore, attendance at clinical and laboratory learning experiences is mandatory. If a student has a clinical or laboratory experience absence, for any reason, the missed time must be made up. Experiential learning provides each student with experiences to learn and demonstrate the ability to consistently achieve course objectives.

While attendance/participation is required, students will periodically have excusable absences which are defined below. Excused absences must be approved through course faculty before class/due date begins, and verification may be required of the student at the instructor's discretion. The Director of Prelicensure Clinical and Laboratory Education and/or Coordinator of the Nursing Skills Lab will work with students to try to arrange makeup clinical and laboratory days for students with absences. However, clinical/laboratory instructors and facilities have limited availability; therefore, a makeup day will be based on this not on student request. Planned absences will be evaluated for approval by the course faculty. Absences, for any reason, may put the student at risk for failure. Extenuating Circumstances will be evaluated on a case-by-case basis.

### Course Fee for All Unexcused Clinical and Laboratory Absences

The following course fee will be applied to the student's account for all unexcused clinical and laboratory absences per occurrence:

- **Clinical, practicum, or lab make-up-\$100 fee**

#### Lab:

1. All lab absences and tardiness must be reported by the student to the lead teaching instructor (TA) before the start of the lab experience via email whenever reasonable. The student may also call the nursing lab at 419-824-3782 and leave a message.
2. All absences regardless of the reason are recorded by the lab TA and the course faculty is notified of the absence.
3. Students will be asked to provide a note from their health care provider if absence is related to illness.
4. The student must contact their course faculty within 2 days of the absence to arrange for the lab make up. Under normal circumstances this will occur within 2 weeks of the absence. This plan must be communicated with the lead TA and the learning laboratory. Students are not allowed to make arrangements for their own lab make up.
5. The lab TA may remediate the student for additional skill instruction or education as necessary utilizing the Nursing Lab Referral Form.
6. Students reporting to laboratory class that are not in compliance with the student dress code will be considered unprepared for lab and will be sent home. This will be considered an unexcused absence.
7. . Any student that will be late is required to notify the Nursing Learning Laboratory. Students are considered tardy if they are up to 10 minutes late. Students that are more than 10 minutes late without notifying the Nursing Learning Laboratory will be considered absent and required to make up the laboratory class.
8. A pattern of tardiness (2 incidents in a semester) is considered unprofessional behavior and can result in an inability to meet or demonstrate achievement of course objectives and can result in course failure.
9. Two (2) or more unexcused lab absences may result in clinical course failure for NUR 265, NUR 335, NUR 365, NUR 435, or NUR 495.
10. Non-adherence may result in an incomplete grade for the course, the inability to progress to the next semester, or course failure.

#### Clinical:

1. All clinical absences and tardiness are to be reported by the student to the clinical teaching assistant (TA) before the start of the clinical experience.
2. All absences, regardless of the reason, are recorded by the clinical teaching assistant and the course faculty is notified of the absence.
3. Students will be asked to provide a note from their health care provider if absence is related to illness.

4. Make up clinical hours are to be arranged by the Prelicensure Director of Clinical and Laboratory Education. Under normal circumstances this will occur within 2 weeks of the absence. Students are not allowed to make arrangements for their own make up clinicals.
5. Any student dismissed from a clinical experience for appearing inappropriately dressed is unprepared for clinical and student will be sent home. This will be considered an unexcused absence.
6. Students reporting to clinical that are not in compliance with the student dress code will be considered unprepared for clinical and will be sent home. This will be considered an unexcused absence.
7. Any student that will be late is required to notify the Clinical Teaching Assistant, course faculty and Prelicensure Director of Clinical and Laboratory Education. Students are considered tardy if they are up to 10 minutes late. Students that are more than 10 minutes late without notifying the Clinical Teaching Assistant will be considered absent and required to make up the laboratory class.
8. A pattern of tardiness (2 incidents in a semester) is considered unprofessional behavior and can result in an inability to meet or demonstrate achievement of course objectives and can result in course failure.
9. Two (2) or more unexcused clinical absences may result in clinical course failure for NUR 265, NUR 335, NUR 365, NUR 435, or NUR 495.
10. Non-adherence may result in an incomplete grade for the course, the inability to progress to the next semester, or course failure.

#### Excused Absences

##### Personal Illness:

- If a student is experiencing symptoms that would prevent attendance for clinical, lab, or an exam, they are responsible for notifying the faculty or clinical teaching assistant, lab teaching assistant as listed above.
- In the event of a personal illness that results in absence from clinical, lab or an exam, the student must provide a medical excuse from a prescriber.

##### Funeral Leave:

- Temporary absence from the academic program is granted for a death in the immediate family.
- The student must notify the course faculty or Clinical/Lab Director in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements.

##### Jury Duty:

- Temporary absence is granted for the actual hours of jury duty.
- The student must notify the course faculty or Clinical/Lab Director in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements.

#### Military Duty:

- Temporary absence is granted for active military service.
- The student must notify the CON faculty or Clinical/Lab Director in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements.

#### Other Absences:

- The CON is not obligated to excuse absences unrelated to CON approved activities.
- Athletic events must be discussed with course faculty or Clinical/Lab Director prior to the event for approval.
- Extraordinary circumstances must be pre-approved by faculty, Clinical/Lab Director.

#### Unexcused Absences

Students are not excused from clinical/lab for externship or internship programs, employment, interviews, or job searches. Students are not excused from clinical/lab for personal or social activities.

### **5.7 RN to BSN Portfolio**

The RN to BSN student is required to maintain an academic E-portfolio in Microsoft Teams™ throughout the RN-BSN completion program.

The academic E-portfolio is a collection of data related to the student's progress in achieving the baccalaureate program outcomes. It is a tool for student learning, self-evaluation, and assessment. The E-portfolio serves as a link between curriculum course content, course objectives, program outcomes, and professional nursing practice. The E-portfolio is used to showcase professional role development, values, core competence, and critical thinking. The completed E-portfolio is an integral portion of the student and program assessment process. The academic E-portfolio guidelines are designed to provide an explanation for what should be found in each section of the E-portfolio.

1. It is required that the E-portfolio be developed through Microsoft Teams™ and will be retained by the college for evaluation by accrediting agencies.
2. The E-portfolio is completed and submitted by the student at midpoint through the nursing curriculum and at 3 weeks prior to program completion.
3. The E-portfolio is reviewed by the BSN-Assessment committee.
4. Objectives of this:
  - a. Demonstrate student professional growth through the RN-BSN Completion Program.
  - b. Assess student academic achievement at the end of the RN-BSN Completion Program.
  - c. Profile students with a tool that documents learning in order to enhance professional advancement.
  - d. Provide documentation for program evaluation purposes.
5. RN-BSN Completion Program E-portfolio Instructions:
  - a. It is expected that each student will address all baccalaureate program outcomes by the end of the program. The collection of summaries must reflect analysis and application of the baccalaureate program outcomes, not just a list of facts. The goal is to document that all ten outcomes have been clearly met by the end of the program.
  - b. Guidelines for Sections of the Portfolio:

### *Personal/Introduction*

This should be a narrative introduction. The content of the introduction should include the student's curriculum vitae (CV) or resume content and a narrative reflection examining:

- This is who I have become
- This is how I got here
- This is where I am going

### *Meeting of the Program Outcomes*

A separate folder within the E-portfolio should be devoted to each of the program learning outcomes. A minimum of two artifacts (assignments) should be uploaded to each folder. These should be submitted after grading by faculty has occurred and a passing grade was received. A one page narrative statement related to a critical assessment as to how these artifact allowed the student to meet the program learning outcome should be included.

### *Capstone*

A folder of the E-portfolio should include the Final Capstone paper with a narrative reflection related to the capstone experience and how that experience prepared the student as an RN to BSN graduation

## **6. Clinical and Laboratory Education**

### **6.1 Health and Professional Requirements**

All students enrolled in a clinical nursing course must meet the College of Nursing Health and Professional Requirements as set forth by the Ohio Board of Nursing and/or Clinical agencies with an active contract.

Students are responsible to complete and provide appropriate supporting documentation of completion within the given timeframe. The College of Nursing is accountable to ensure compliance for patient safety, student safety, and compliance with policy, clinical agencies, and accrediting bodies.

1. The Health and Professional Requirements list is updated each year pending any changes mandated by the Ohio Board of Nursing or clinical agencies with an active contract.
2. All Health and Professional forms are posted and available on the College of Nursing portal. These forms should be utilized for providing documentation and may be supplemented by laboratory or vaccination records as necessary.
3. Students participating in 200, 300, 400, 600, and 700 level nursing courses with a clinical component are required to complete and provide documentation of all Health and Professional Requirements. All health and professional requirements must be completed and/or updated (2) weeks prior to the start of each semester. If all health and professional requirements are not submitted/updated (2) weeks prior to the start of each semester, the student will be unregistered from all nursing courses.
4. Health and Professional requirements that are scheduled to expire or be renewed during the current semester must be completed and documentation provided prior to the expiration of those items.
5. If the student remains non-compliant by the first day of the clinical experience, the student will be unable to attend clinical rotations, resulting in an unexcused absence and required make-up day for the clinical.
6. Failure to complete requirements within an appropriate time frame could result in the inability to meet clinical objectives and result in a failing clinical grade.

### **Students With Clinical or Direct Patient Contact Experiences** **Initial Requirements**

#### **Health Requirements:**

**Physical Examination & Technical Standard Policy:** This must be done annually by a physician (MD/DO) or Nurse Practitioner or Physician's Assistant. This must be documented by the examiner on the provided Preclinical Physical Examination form – See Health and Professional packets. A licensed health care provider (physician MD/DO or Nurse Practitioner or Physician's Assistant) must sign and indicate if accommodations could be needed annually–included on the Pre-Clinical Physical Assessment.

**Negative 10-Panel urine drug screen:** to include Methamphetamine, Amphetamines; barbiturates; benzodiazepines; cocaine and metabolites; methadone; opiates; phencyclidine (PCP); tetrahydrocannabinol (THC); Propoxyphene; Methaqualone.

- A drug screen is not considered positive until a medical review officer has determined that the results are not due to legally prescribed and appropriately taken prescription medications and the individual has been offered the opportunity to have their original sample retested at the individual's expense.
- An individual with a positive drug screen shall be ineligible for clinical/employment within the program, and given referral information for drug services. An individual may be eligible to reapply after submission of satisfactory proof of drug treatment by an accredited treatment facility at the individual's sole expense, and provides a clean drug test on re-testing.

**Immunizations/Lab tests:**

**Hepatitis B series:** (3 dates of injection) **or** Negative Hepatitis B Antigen (blood test).

**MMR (Mumps, Rubella, Rubeola):** series of 2 according to Centers for Disease Control guidelines, or a positive titer for each.

**Tetanus/Diphtheria:** Must have the primary immunization **and** a tetanus booster every 10 years.

**TB-tuberculosis skin test (PPD):** Must have a two (2) step PPD in the last 12 months **or** a negative annual PPD for 2 years prior to first clinical **or** T-spot/Quantiferon B.

If you have tested positive to a TB skin test or T-spot, a negative chest x-ray or an annual physician statement of the absence of disease must be submitted.

**Varicella (Chicken Pox):** Either the series of 2 Varicella vaccinations **or** a positive or immune Varicella Titer/Antibody test.

**Note:** History of having had the disease will not be accepted by our clinical agencies.

**Seasonal Influenza Vaccination:** Must have a seasonal flu shot every year. Exceptions will only be made with a Medical Exemption form (obtained from College of Nursing) signed by your doctor, and you must follow the Masking Policies of the clinical agency.

**Covid-19 Vaccination:** Must be fully vaccinated against Covid-19. A copy of the vaccination card or equivalent will be provided to the College of Nursing and submitted to the University accordingly.

***It is the student's responsibility to maintain and comply with any additional health and physical requirements requested by clinical agencies/affiliates not noted above***

**Professional Requirements:**

**Health & Professional Requirement Checklist:** Initialed and submitted as directed to the College of Nursing.

**Current CPR/BLS:** Must successfully complete an *American Heart Association* or *American Red Cross* Health Care Provider Course and submit a copy of the wallet card or other proof of completion biannually.

**Completion of the Core Competencies:** Review documents provided and submit your completed attestation as directed to the college of nursing.

**Criminal Background Check:** Background checks are only accepted from BCI and FBI agencies, private companies or employment background checks are not accepted. Must be current (within the last 6 months). You must also read, sign and return the Criminal Background Check Policy and Acknowledgement Form. Students who have lived in Ohio for the last five consecutive years require a BCI only. Students who have lived outside of Ohio within the last 5 years or currently do not reside in Ohio must complete both the BCI and FBI background checks.

**Confidentiality Agreement:** Must be signed and submitted to the College of Nursing.

**Technical Standards Certification Statement:** Must be signed and submitted to the College of Nursing.

**Proof of Health Insurance:** Submit copy of proof of insurance annually.

**Professional Liability Insurance (DNP, NAP, MSN, RN to BSN only):** Professional liability insurance of \$1,000,000/\$3,000,000 are required. Students must submit a copy of the face sheet prior to starting practicum. Completed **Annually** for academic years in which the student is completing clinical assignments

**Proof of License (DNP, NAP, MSN, RN to BSN only):** Licensure is validated by the College of Nursing upon admission to the program and annually **prior to the date of expiration.**

## **Students With Clinical or Direct Patient Contact Experiences** Annual and Renewal Requirements

### **Health Requirements:**

**Annual Physical Examination & Technical Standard Policy:** This must be done annually by a physician (MD/DO) or Nurse Practitioner or Physician's Assistant. This must be documented by the examiner on the provided Pre-Clinical Physical Examination form – See Health and Professional packets. A licensed health care provider (physician MD/DO or Nurse Practitioner or Physician's Assistant) must sign and indicate if accommodations could be needed annually–included on the Pre-Clinical Physical Assessment.

### **Immunizations/Lab tests:**

**Tetanus/Diphtheria:** Must have the primary immunization **and** a tetanus booster every 10 years.

**Seasonal Influenza Vaccination:** Must have a seasonal flu shot every year. Exceptions will only be made with a Medical Exemption form (obtained from College of Nursing) signed by your doctor and you must follow the Masking Policies of the clinical agency.

**TB-tuberculosis skin test (PPD):** Must have a two (2) step PPD in the last 12 months **or** a negative annual PPD for 2 years prior to first clinical **or** T-spot/Quantiferon B.

If you have tested positive to a TB skin test or T-spot, a negative chest x-ray or an annual physician statement of the absence of disease must be submitted.

**It is the student's responsibility to maintain and comply with any additional health and physical requirements requested by clinical agencies/affiliates not noted above**

**Professional Requirements:**

**Current CPR/BLS:** Must successfully complete an *American Heart Association or American Red Cross* Health Care Provider Course and submit a copy of the wallet card or other proof of completion biannually.

**Proof of Health Insurance:** Submit copy of proof of insurance annually.

**Professional Liability Insurance (DNP, NAP, MSN, RN to BSN only):** Professional liability insurance of \$1,000,000/\$3,000,000 are required. Students must submit a copy of the face sheet prior to starting practicum. Completed **Annually** for academic years in which the student is completing clinical assignments

**Proof of License (DNP, NAP, MSN, RN to BSN only):** Licensure is validated by the College of Nursing upon admission to the program and annually **prior to the date of expiration.**

### **6.3 Technical Standards for Nursing Students**

The Lourdes University College of Nursing is committed to equal access for all qualified program applicants and students. Nursing students must be able to perform certain mental, physical, and other tasks that are essential in providing care for their patients. Faculty/Instructors will evaluate throughout each semester, the students continued ability to demonstrate compliance with the standards. These requirements are outlined in the College's **Technical Standards for Nursing Students and Technical Standards Certification Statement**. Acceptance into the nursing major is conditional upon the nursing student submitting a signed Technical Standards Certification statement stating that they believe that they can meet these standards with or without reasonable accommodation. The student's statement must also be confirmed through a physical examination by a licensed healthcare provider of the student's choosing who also signs a statement on the form. Students are responsible for the cost of the physical examination and must provide the healthcare provider with the Technical Standards for Nursing Students Table. The executed certification form must be on file before beginning the clinical nursing courses of the program. If a student believes he or she needs accommodation(s) in order to meet these requirements, the student must have the need for accommodation validated through the **Office of Accessibility Services prior to the beginning of the semester**. Accommodation may not be possible in some cases. If a condition or change is identified at any time during the Nursing Program that effects the student's ability to perform under the Technical Standards, the student is required to report and obtain accommodations in order to continue in Clinical.

- Any student who cannot meet each of the Technical Standards with or without reasonable accommodation can no longer be enrolled in the Nursing Major.
- Students requesting disability related accommodations must have their need for reasonable accommodation validated through the **Office of Accessibility Services** before beginning clinical nursing courses in order to permit adequate time to arrange the accommodation. It may not be possible to provide some accommodations on short notice.

- Accessibility Services works jointly with the student and the College of Nursing to explore accommodation options. Note: Some accommodations are not possible due to current workplace practices, clinical site contracts and profession expectations.
- Students are responsible for informing their instructors about needs for accommodation for courses or clinical experience.

Note: Student medical information will be kept confidential. Lourdes University may disclose as needed or required by law.

Note: Faculty/Instructors who evaluate students as non-compliant in meeting technical standards will notify the appropriate administrative personnel. Administrative personnel will decide upon the course of action to maintain safety of student and patients. Part of this action will be referring the student back to a health care provider for re-evaluation of ability to meet technical standards.

### **Technical Standards for Nursing Students Table**

The Lourdes University College of Nursing is committed to equal access for all qualified program applicants and students. The College of Nursing faculty has identified specific technical standards essential to the delivery of safe, effective nursing care during clinical education activities. These standards determine the students' ability to acquire knowledge and develop the clinical skills required by the curriculum. Clinical education is a major focus throughout the program involving considerations, such as patient safety, that are not present for classroom activities. Therefore, the student must meet these standards and maintain satisfactory demonstration of them for successful program progression and graduation. Nursing students, with or without reasonable accommodation, must satisfy the performance standards described below.

## Technical Standards for Nursing Students Table

The Lourdes University College of Nursing is committed to equal access for all qualified program applicants and students. The College of Nursing faculty has identified specific technical standards essential to the delivery of safe, effective nursing care during clinical education activities. These standards determine the students' ability to acquire knowledge and develop the clinical skills required by the curriculum. Clinical education is a major focus throughout the program involving considerations, such as patient safety, that are not present for classroom activities. Therefore, the student must meet these standards and maintain satisfactory demonstration of them for successful program progression and graduation. Nursing students, with or without reasonable accommodation, must satisfy the performance standards described below.

Technical Standard	Definition	Examples
<b>Senses</b>	Have functional use of the senses of vision, touch, hearing, and smell so that data received by the senses may be quickly integrated, analyzed, and synthesized in an accurate manner.	Hear, observe and speak to patients; detect skin color changes, anatomical abnormalities such as edema, sounds related to bodily functions using a stethoscope, and odor associated with a wound infection.
<b>Physical Abilities</b>	Perform gross and fine motor movements with reasonable endurance, strength, flexibility, balance, mobility, and precision as required to provide holistic nursing care.	Perform CPR, safely transfer and control fall of a patient, and manipulate equipment such as syringes and medication packages.
<b>Cognitive</b>	Collect, analyze, and integrate information and knowledge to make clinical judgments and decisions that promote positive patient outcomes.	Measure, calculate, reason, and understand information and graphs; identify priorities; problem-solve in a timely manner; select, implement, and evaluate interventions; and teach patients and families.
<b>Communication</b>	Communicate effectively and sensitively with patients and families, other professionals, and groups to elicit information and transmit that information to others. Possess sufficient interpersonal skills to interact positively with people from all levels of society, all ethnic backgrounds, and all belief systems.	Speak, read, write, and comprehend English at a level that meets the need for accurate, clear, and effective communication; perceive patients' nonverbal communication; maintain accurate patient records; obtain accurate health history; establish rapport with patients, faculty, peers, and agency staff; and accept constructive feedback on performance.
<b>Mental/Emotional Stability</b>	Have sufficient emotional health to fully use intellectual ability, exercise good judgment, and complete all responsibilities necessary to the care of patients.	Function under stress, problem solves, adapt to changing situations, and follow through on assigned patient care responsibilities, in a safe manner.
<b>Professional Behavior</b>	Engage in activities consistent with safe nursing practice and display responsibility and accountability for actions as a student and as a developing nurse.	Does not demonstrate behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair judgment; displays compassion, nonjudgmental attitude, consciousness

## TECHNICAL STANDARDS CERTIFICATION STATEMENT – CONFIDENTIAL

Student Name: \_\_\_\_\_

This form is a companion to the *Technical Standards for Nursing Students*\* document. After being accepted for admission to the College of Nursing, students must complete and submit this certification form to the Lourdes University College of Nursing prior to beginning the program's clinical courses. If a condition or change is identified at any time during the Nursing Program that effects the student's ability to perform under the Technical Standards, the student is required to report and obtain accommodations in order to continue in Clinical. The Lourdes University College of Nursing is committed to equal access for all qualified program applicants and students.

### Enrollment of accepted students in the College of Nursing is contingent, in part, upon:

1. Submission of this completed *Technical Standards for Nursing Students Certification Statement* to the College of Nursing.
2. The ability to meet the *Technical Standards for Nursing Students* either with or without accommodation(s).
3. The verification of the physical aspects of this ability as determined through a routine physical examination by a health care provider licensed and qualified to perform such routine physical examinations (typically a physician, physician assistant or advanced nurse practitioner).

### Students are responsible for:

- a. The cost of the physical examination.
- b. Providing a copy of the *Technical Standards for Nursing Students* table to the health care provider completing the physical exam.

### STUDENT STATEMENT:

After you have been accepted into the College of Nursing, **check only one** of the statements below and sign where indicated:

\_\_\_\_\_ I certify that I have read and understand the *Technical Standards for Nursing Students* documents, and I believe to the best of my knowledge that **I meet each of these standards without accommodation(s)**. I also understand that if I am unable or become unable to meet these standards with or without accommodation(s), I cannot enroll or remain enrolled in the College of Nursing.

\_\_\_\_\_ I certify that I have read and understand the *Technical Standards for Nursing Students* documents, and I believe to the best of my knowledge that **I meet each of these standards with accommodations**. I will contact the Office of Accessibility Services to have my need(s) for accommodation(s) validated. I will work with both the Office of Accessibility Services and the College of Nursing to examine reasonable accommodation options. I understand that in some cases, accommodation(s) might not be reasonable. I also understand that if I am unable or become unable to meet these technical standards with or without accommodation(s), I cannot enroll or remain enrolled in the College of Nursing.

\_\_\_\_\_ I certify that I have read and understand the *Technical Standards for Nursing Students*, and I believe to the best of my knowledge that I do not **meet each of these standards with or without disability-related accommodations**. I also understand that if I am unable to meet these standards with or without accommodation(s), I cannot enroll or remain enrolled in the College of Nursing.

Signature of Student: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

## 6.4 Fitness for Class/Lab/Clinical Participation

The College of Nursing will maintain an environment that ensures the provision of safe, quality patient care and is also supportive of the well-being of students. Accordingly, students are required to report to class, lab, and clinical settings unimpaired from drugs and alcohol, unimpaired by non-communicable personal illness or at risk of transmitting a communicable disease and will be removed immediately from any situation to ensure patient and/or student safety. The College of Nursing will assist students desiring to correct a substance abuse problem by directing them to appropriate professional services. All faculty and students will adhere to the Center for Disease Control (CDC) and Prevention Guidelines for work restrictions when exhibiting signs and /or symptoms or for post exposure follow-up of certain communicable diseases. [www.cdc.gov](http://www.cdc.gov)

- The College of Nursing will maintain the confidentiality of all information related to faculty/student health, substance abuse, non-communicable personal illness and/or communicable disease problems or concerns.
- **Attendance in the Lab/Clinical setting is mandatory** (Please reference Attendance Policy).
- Class attendance and participation is expected. Interaction with faculty and fellow students/colleagues is necessary to meet the course requirements. If **unavoidable** absences occur, it is the **student's responsibility** to secure the information presented in the class and to arrange makeup of any missed class activities with faculty as appropriate.
- Students are responsible for managing their own physical and mental health concerns. Health Insurance is the responsibility of Lourdes Students.
- Students who are unable to meet clinical or academic responsibilities without undue risk to their own health will need to follow the Lourdes University Policy on "Health and Human Services" in the Lourdes University Student Handbook.

### Communicable Diseases – Class/lab/clinical settings

- Students will promptly report to faculty an exposure to communicable disease or when presenting signs or symptoms of a communicable disease.
- The faculty member will follow the agency protocols and the CDC guidelines when making a decision to exclude or restrict a student's clinical practice due to a communicable disease. [www.cdc.gov](http://www.cdc.gov)
- Should a faculty member show signs or symptoms of one of the listed communicable diseases, they will report this to the agency and follow the agency requirements. Clinical restrictions will follow the recommendations of the CDC guidelines. [wwwcdc.gov](http://wwwcdc.gov)
- When a clinical agency notifies the College of Nursing Dean/Chair of a student's or faculty member's exposure to a patient with a communicable disease the said individual will be notified immediately in order to initiate post exposure follow-up and/or work restriction.
- The student's or faculty member's primary health care provider should counsel the individual regarding the appropriate treatment needed as a result of active infection or exposure follow up.
- A written statement from the primary health care provider indicating the individual is non-infectious will be required for return to the clinical setting.

## **Non-Communicable Disease – Class/Lab/Clinical settings**

**Pregnancy:** Students are not excluded from clinical settings based only on pregnancy.

- Pregnant students are responsible to provide any restrictions due to pregnancy in writing from their health care provider.
- Students must provide a written release from their health care provider in order to return to the clinical setting after delivery.
- Please refer to the Lourdes University *Pregnant and Parenting Student Policy*.

## **Drugs & Alcohol**

### **On the Lourdes University Campus**

1. Students are referred to the Lourdes University “Policies on Drugs & Alcohol” for information in compliance with the “Drug-free Schools and Communities Act Amendments of 1989.” Students are further referred to the Lourdes University Student Code of Conduct #11 & 12.
2. If, while on campus, student behaviors are indicative of chemical impairment and the safety of the student and/or peers is in jeopardy, the suspected impaired student is referred to the Director of Community Services (DCS) for assistance and referral.
3. Faculty will complete an “Incident Report Form” to be sent to the DCS and notify the appropriate Chair or Associate Chair. Further action may be taken by the DCS, which can range from recommendation to a treatment plan to reprimand, suspension, or dismissal from the University. These can be found at <https://www.lourdes.edu/campus-life/public-safety/community-standards-student-conduct/community-standards-code-policy/>
4. If after a referral the student is recommended to a substance abuse treatment program, the DCS will notify the College of Nursing of verification of participation and approval for continuance in the nursing program.
5. Refusal to comply with the recommendations for treatment could result in disciplinary action up to and including dismissal from the nursing program.
6. Student behaviors that cause faculty to suspect abuse of chemicals must be objectively documented and sent to the DCS to ascertain the problem.

### **Within a Clinical Agency**

1. If student behaviors are indicative of chemical impairment and the safety of patients and/or students is in jeopardy, immediate action is necessary. The faculty or his/her designee will accompany the student to the clinical agency’s emergency department or employee health services for evaluation (drug toxicology and/or substance abuse evaluation paid for by the student). In the event no health services/emergency department is available within the agency, the student is referred to an agency that provides such evaluations and arrangements are made for transportation of the student.

2. The faculty will complete an “Incident Report Form” to be sent to the DCS and notify the Clinical Director. Further action may be taken by the DCS which can range from recommendation to a treatment plan to reprimand, suspension, or dismissal from the College. The form can be found here: <https://www.lourdes.edu/campus-life/public-safety/community-standards-student-conduct/community-standards-code-policy/>
3. If after a referral the student is recommended to a substance abuse treatment program, the DCS will notify the College of Nursing of verification of participation and approval for continuance in the nursing program.
4. Refusal to comply with the recommendations for treatment could result in disciplinary action up to and including dismissal from the nursing program and the University.
5. Student behaviors that cause faculty to suspect abuse of chemicals must be objectively documented and submitted to the DCS to ascertain the problem.

## 6.5 Incident Reporting

Any member of the Lourdes University community can submit an online incident report if they witnessed or have information regarding an incident. An online incident report alerts the designated College officials so an appropriate intervention can be made to resolve the incident.

### Accidental Exposure to Blood and Body fluids

Nursing students sustaining an accidental percutaneous (puncture wound) and/or mucous membrane exposure to blood or body fluids during clinical experiences shall comply with the bloodborne pathogens exposure policy of the facility. The student would follow up with the Lourdes University Student Health Center and be treated by a healthcare provider as soon as possible

If exposure occurs while the student is affiliated with an agency that has no policy to cover such as incident, the student should be treated by the personal healthcare provider or by the student health center.

### Accidental Exposure to Communicable Disease

Student who experience an accidental exposure to a communicable disease during clinical must notify the clinical instructor immediately. Follow clinical site policy for immediate assessment.

### Emergency Procedure for Students in Classroom

If a student becomes ill in the classroom, do an immediate assessment to determine if a simple measure will suffice or if there is a need for more complex care. Call 9-911 if ambulance transport is warranted and Lourdes Security at 511 (Student in Distress). A faculty, staff or peer should remain with the student until the health concern is resolved or emergency transport begins. The individual can be referred to the Lourdes Health Center or their healthcare provider for interventions as needed.

If a student becomes ill or is injured in the clinical setting, seek available emergency treatment at the clinical site. If treatment is not available, arrange for student transport to the closest emergency facility.

### Occurrence Reports for Accidental Injury and/or Hazardous Exposure

Students who experience an accidental injury or hazardous exposure during clinical experiences are expected to complete an incident report. The form is completed electronically as per Lourdes University policy. Information should be concise but related to the injury and illness.

### **PROCEDURE:**

1. Regardless of the location of an incident, an incident report form should be generated. Student incident report forms are located on the Lourdes University website. The report should include only the facts of the situation, not qualitative judgments about individual actions. Faculty and staff should assist the student when completing an incident report to assure accuracy.
2. A separate incident report may be required by the clinical agency. In the event of an exposure to a reportable communicable disease, in addition to complying with the clinical agency's procedures, the student notifies the clinical instructor and together they complete a Lourdes University Student Incident Report Form.
3. All incident report forms will be reviewed by the appropriate University representative.
4. The Dean of Student's office will submit the student incident report forms to the Provost and the employee involved in the incident report forms to the Director of Human Resources.

## **6.5 Dress Code and Personal Equipment**

For patient and student safety as well as easy identification as nursing students from Lourdes University, appropriate attire is necessary in the laboratory and clinical settings.

Students enrolled in Lourdes University College of Nursing courses must adhere to the dress code policy whenever participating in the clinical and nursing laboratory settings.

All students are responsible for purchasing nursing equipment and uniforms.

In cases of financial need where the purchase of mandatory uniforms and equipment is a hardship, the student should notify his/her academic advisor and will be referred to the Financial Aid Office.

If an affiliating clinical agency has more restrictive guidelines they must be adhered to.

### **PROCEDURE:**

1. During introduction to the nursing major, students are directed to follow the instructions for ordering uniforms as provided.
2. Fingernails: Fingernail length must not be greater than ¼ inch beyond the tip of the flesh of the finger. The use of nail polish is discouraged: if used it must be neat and intact.
3. Hair: Hair that is longer than shoulder length must be restrained using simple devices to keep hair neatly off of the shoulders. Hair color must reflect a naturally occurring hair color (colors such as purple, green, blue, pink, etc. are not permitted). Facial hair should be kept trimmed and neat in appearance.
4. Head Dress for Religious Purposes: Lourdes University recognizes and respects religious practices which require the use of head dresses. These may be worn provided they are clean and solid in color.

5. Hygiene and Make-Up: Good oral and body hygiene must be practiced. The use of cologne/perfume is not permitted. Make-up, if worn, should be natural and minimal.
6. Undergarments: Undergarments must be worn under clothing, offering sufficient coverage for modesty. Undergarments are not to be visible through outer garments.
7. Uniforms bearing the embroidered Lourdes University logo may not be worn at any time other than during activities or assignments associated with Lourdes University College of Nursing courses.
8. Uniforms: To ensure the development of professional nursing standards, students are required to wear uniforms endorsed by the Lourdes University College of Nursing selected from the following list:

	Clinical Uniform	Business Casual Uniform	Nursing Learning Laboratory
Top	Pewter scrub top with LU embroidered logo	Business Casual Business casual dress excludes denim clothes, cropped, low cut, strapless, spaghetti straps or halter tops, open toe or open heeled shoes, shorts, sweat pants, capris, jeggings, “skinny” and cargo style pants.	Pewter scrub top with LU embroidered logo
Pants/ Skirt	Pewter scrub pant, appropriate length	Business Casual, appropriate length (at least knee length for dress/skirt and ankle length for pants)	Pewter scrub pants, appropriate length
Jacket	White or gray lab coat with LU embroidered logo	White lab coat with LU embroidered logo	Jackets may not be worn during simulation

Shoes	Solid White, Black or Gray preferably leather or simulated leather, closed toe and closed heel shoes with non-skid soles and flat or near flat heels (minimal, muted color is acceptable).	Business Casual	Solid White, Black or Gray preferably leather or simulated leather, closed toe and closed heel shoes with non-skid soles and flat or near flat heels (minimal, muted color is acceptable).
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9. Business casual under white lab coat with LU embroidered logo must be worn when doing research for a clinical assignment.
10. Jewelry: Minimal jewelry may be worn. Jewelry may not dangle. Piercings are to be limited (no more than three per ear); multiple ear piercings are discouraged. Tongue piercings, spikes and discs are not acceptable. Other body piercings must be covered. Students must follow the policy for their specific clinical sites.
11. Body Art: Student are required to use own clothing/cosmetic products to cover body tattoos. Only medical alert tattoos may be exposed.
12. Identification: The Lourdes University College of Nursing photo identification (ID) badge must be worn above the waist and visible at all times on the student uniform. The Lourdes University College of Nursing student ID badge may not be worn at any time other than when engaged in activities or completing assignments associated with Lourdes University College of Nursing courses.. If an external clinical agency requires their ID, this must be worn in addition to Lourdes University ID. Lourdes University student photo identification (ID) cards with barcodes **must be used** to sign in to the nursing lab. Student ID cards must be visible at all times while in the nursing lab **unless** the student ID card is being used as collateral for checking out laboratory supplies.
13. Uniform/clothing maintenance: Students are responsible for laundering their own uniform/clothing. All uniforms/clothing must be clean and in good repair in order to promote a profession appearance.
14. Equipment: Students should ensure they have the following equipment as needed in clinical or lab: watch with second hand, stethoscope, pen light, goggles/face shield, bandage scissors.

**Students who are not compliant with the clinical and laboratory dress codes policy will be considered unprepared for clinical/laboratory class/practice and maybe subject to dismissal from clinical/laboratory class/practice. Students will then be required to make up missed clinical/laboratory class/practice time.**

## 6.6 Student Transportation related to Clinical

A Lourdes University student enrolled in course work in the College of Nursing is responsible for his or her own transportation to, from, and during all course meetings and for all transportation required for the completion of course assignments.

1. A student may not provide transportation for clients in connection with the participation in Lourdes University College of Nursing course work.
2. The student is encouraged to always place personal safety ahead of all other considerations in relation to transportation issues such as travel affected by weather. If there is any question whether attending clinical should be attempted the student's instructor or appropriate supervisor should be contacted.
3. Lourdes University faculty may not transport students in personal cars to clinical assignments or other related activities. Preceptors may not transport students in personal cars to clinical visits.
4. Students will be expected to travel to clinical affiliate sites.

## 6.7 Professional Nursing Conduct

### **Bachelor of Science in Nursing (BSN) Professionalism Position Statement:**

The Lourdes University College of Nursing (CON) along with the American Nursing Association (ANA) Code of Ethics believes that the profession of nursing is one that demands adherence to a set of ethical principles. These high ideals are necessary to ensure that quality and safe care is extended to patients. As a student of nursing, this does not start with graduation; rather, it begins with membership in a professional higher learning community such as the Lourdes University CON BSN program.

A professionalism competency standard is therefore in place throughout the Lourdes University BSN nursing program. Successful adherence of the professional competency standards are required of every graduate of the Lourdes University BSN Nursing program. Professional competency standards will be represented in various areas within the nursing program including but not limited to classroom norms and clinical evaluations.

Lourdes University CON BSN Program Faculty and or staff will submit a written description for each record of exemplary adherence to and/or violation of the expected norms. Exemplary adherence to the professional standards would require an above and beyond demonstration of the professional behavior. The student will also have a meeting with the respective person reporting a violation and have a written remediation plan to help develop the student's professional conduct.

Examples of professional conduct include behavior such as not interrupting or mocking others, not taking phone calls in class or clinical, being on time for class, maintaining dress code, etc. (see grid above). If repeated behavior is seen without successful remediation the student may be dismissed from the nursing program.

Examples of Professionalism:

- a. Demonstrate professional values (caring, altruism, autonomy, integrity, human dignity, and social justice).
- b. Maintain professional behavior in compliance with class norms.

- c. Comply with the Code of Ethics, Standards of Practice, and policies and procedures of Lourdes University College of Nursing.
- d. Accept constructive feedback and develop plan of action for improvement.
- e. Maintain a positive attitude and interact with faculty and fellow students in a positive, professional manner.
- f. Provide evidence of preparation for learning experiences
- g. Arrive to class experiences at assigned times.
- h. Demonstrate expected behaviors and complete tasks in a timely manner
- i. Accept individual responsibility and accountability for course work and own behavior.
- j. Engage in self-evaluation
- k. Assume responsibility for learning.

### **Supporting Policies and Regulations:**

Student conduct while providing nursing care must meet the requirements of the agency and the standards of OBN rules policy section 4723-5-12, HIPPA regulations, and NSNA Social Media recommendations.:

- 1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
  - (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
  - (3) A student shall not falsify any patient record, or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
  - (4) A student shall implement measures to promote a safe environment for each patient.
  - (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
  - (6) At all times when a student is providing direct nursing care to a patient the student shall:
    - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
    - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
  - (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;
  - (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
  - (9) A student shall not:
    - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
    - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
  - (10) A student shall not misappropriate a patient's property or:
    - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
    - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

- (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
- (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.
- For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
- (11) A student shall not:
  - (a) Engage in sexual conduct with a patient;
  - (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
  - (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
  - (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.
- .
- For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.
- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
  - (a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;
  - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- (13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
- (14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- (18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- (22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading, or deceptive statements, information, or documents to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

5.15.17. Use of Social Media:

- a. Student should not share, post, or otherwise disseminate any information, that can identify a patient or in any way violate a patient's rights or privacy.
- b. Students should never refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.
- c. Student nurses should not make threatening, harassing, sexually explicit, or derogatory statements regarding any person's race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
- d. Student should not make disparaging remarks about university, or college of nursing students, faculty, and or staff. e. Students should not post content or otherwise speak on behalf of the university, college of nursing or other student nurse association unless authorized to do so.
- e. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- f. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority. A student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

- The standards of behavior while giving nursing care are included in clinical objectives and reviewed with the student before each clinical nursing course.

- Any behaviors in violation of any of these requirements or standards should be discussed with the student and documented by the clinical instructor and reported to the clinical coordinator and the Clinical Director.
- The clinical instructor in conjunction with the clinical coordinator and the Clinical Director determines the sanction to be applied to the student.
- The nature of the behavior will determine the student's sanction. Participating in behaviors numbered 2-11 are grounds for immediate dismissal from the nursing program and these students are not eligible to reapply. Participating in behaviors numbered 12-17 have sanctions that may include failure of the course up to suspension and expulsion from the program. Please review the following Lourdes University College of Nursing Clinical Policy and Procedures titled: Fitness for Class/Lab/Clinical Participation and Technical Standards for Nursing Students for additional information related to behaviors numbered 12-16.
- Depending upon the nature of the behavior the clinical agency within which the situation occurred will be notified as well.

**Student Pledge and Acknowledgement of Receipt and having Read the Ohio Board of Nursing Ch. 4723-5-12 C**

As a student of nursing, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. This development, a vital process in my education, will help ensure that I am true to the professional relationship I establish between myself and society as I become a member of the nursing community. Integrity will be an essential part of my everyday life and I will pursue all academic and professional endeavors with honesty and commitment to service and in the best of my ability. *With this understanding, I agree to adhere to the Professional Competency Standards set by the Lourdes University CON BSN Program. I further acknowledge that I am in receipt of and have read a copy of the Ohio Board of Nursing's section 4723-5-12(C) of the revised code as set forth regarding student conduct and the standards for safe nursing care as set forth in the rules adopted under this chapter.*

*Adapted from the University of Illinois College of Pharmacy Pledge of Professionalism, 1193, the American Association of Colleges of Pharmacy Council, 1194, and the Ohio Board of Nursing retrieved from: <http://codes.ohio.gov/oac/4723-5-12> Developed and adapted by the Lourdes College of Nursing 2016*

**To accomplish this goal of professional competence, as a student of nursing I will:**

**Maintain a Community of Reverence:**

- Mutual respect for one another in all forms of communication.
- Demonstrate respect for a constructive learning environment.
- Assume goodwill when someone says or acts in an undesirable way.
- Keep an open mind and promote a judgment free atmosphere.
- Be respectful of technology in the education setting.

**Maintain a Community of Service:**

- Develop collegial relationships with fellow students.
- Encourage one another with supportive statements and actions.
- Offer solutions to identified issues and or problems.

**Maintain a Community of Learning:**

- Proactive educational preparation is expected.
- Utilize and develop critical thinking skills for educational endeavors.
- Active engagement in educational activities.
- Utilize university resources and technology to enhance educational experience.

**\*The above list of professional competency standards does not represent an all-inclusive list of behaviors that could be addressed in each category.**

**I voluntarily make this Pledge of Professionalism and Receipt/Reading of OBN Standards 4723-5-12 C;**

**Student Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Lourdes University ID #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 6.8 Nursing Learning Laboratory

Students enrolled in the College of Nursing prelicensure undergraduate nursing program are required to practice nursing skills prior to providing care to clients at any clinical site. Satisfactory nursing skill achievement is determined either by verbal or hands on demonstration as required by faculty.

The College of Nursing provides a Learning Laboratory in St. Joseph Hall located in the Flasck Nursing Center and a simulation lab located in St. Francis Hall. The Nursing Learning Laboratory has interactive classrooms and simulated patient care rooms to enhance student learning.

### 6.8.1 Lab Information

#### Lab Hours

- Hours are subject to change. Please check the weekly schedule in the Nursing Lab.

#### Safety

- Do not leave personal belongings/valuables unattended in the Nursing Lab at any time.
- For the safety of all, cameras have been installed in the SJH hallways/entryways.

#### Nursing Lab Services

- **Appointments:** All appointments are scheduled via email to: nursinglearninglab@lourdes.edu (preferred method). You may also schedule in person at the nursing lab with the administrative assistant, or by phone at 419-824-3796.
- **Referrals:**
  - Student receives referral form from clinical or lab instructor.
  - Students make an appointment for the following items:
    - Remediation of a check off skill
    - One on one lab time with a teaching assistant (TA)
  - Appointments are made following the instructions listed above under “Appointments.”

#### Formal Laboratory Competencies

Nursing students must successfully complete all formal laboratory competencies to demonstrate basic knowledge and understanding of the appropriate skills assigned to each course in accordance with the College of Nursing standards for nursing practice. The primary duty is to the client to ensure safe, competent, and ethical nursing care. **Failure of the second and final attempt may result in failure of the course.** Refer to course syllabus for further information.

#### Skills Practice

Independent student practice is available any time there are open lab hours. Open Lab hours are for all students/semesters to practice and will be posted on the nursing portal with days and times

- **Individual appointments with a TA are not made for skills practice unless a referral is given to a student by the instructor.**

**Equipment:** A limited supply of blood pressure cuffs and stethoscopes are available to be signed out. Double teaching stethoscopes are not available for sign out. If not returned, students will be charged for a replacement.

## **7.0. Resources and Support**

### **7.1 The Academic Success Center**

The Sr. Cabrini Warpeha Academic Success Center maintains an atmosphere, utilizing Franciscan values, that is focused on increasing success and retention for all students at Lourdes University. The Academic Success Center offers academic support services to a diverse community in a nurturing, student-centered environment.

### **7.2 BSN Nursing SUCCESS Program**

Lourdes University College of Nursing recognizes the importance of academic coaching and interventions to enhance retention of knowledge and skills to increase the success of baccalaureate nursing students. Academic tutoring services provided to the student are based on an individualized assessment. The Nursing Success Program (NSP) Coordinator will utilize resources and referrals that will complement the students' individual needs and focus on nursing specific issues and assistance with test taking procedures unique to the NCLEX RN © style exams. NSP services are in addition to the time the student spends working with faculty on test reviews, assignments, and course related content. NSP services do not duplicate the services provided by Academic Support Center (ASC).

- Referrals to NSP should be made after a student and faculty member have spent a reasonable amount of time working together on the student's concerns and determined that the student needs additional help.
- Students may self-refer to NSP by completing an electronic referral form or by emailing NSP at [nursingsuccess@lourdes.edu](mailto:nursingsuccess@lourdes.edu).

### **7.3 Nursing Office Hours/ Faculty Office Hours**

The Nursing Office is open between the hours of 8:30 AM – 5:00 PM, Monday – Thursday and 8:30 AM – 4:30 PM, Friday. Individual Faculty office hours are posted on a bulletin board outside of each office.

### **7.4 Lourdes University Duns Scotus Library**

Students have access to The Duns Scotus Library collection that includes books, audio visuals, periodicals, and online resources such as research databases, eBooks, and electronic journals. Students may use library PCs or laptop computers with Internet access and Microsoft Office software, printers, a scanner, and fax machine. The library has group study rooms and video monitoring equipment available for individual use. The library homepage (<http://www.lourdes.edu/library>) has links to subject guides, tutorials, an article request form, and the patron's library account, as well as the catalog and databases. The library staff provides patrons with assistance in learning how to access OPAL/OhioLINK library

catalogs to locate and request books and other materials, and research databases to find and request journal articles. At the request of faculty, librarians schedule library group instruction.

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## **7.6 Copying and Printing**

Copying is available for all students at the Academic Success Center and the library.  
No copying facilities are available in St. Joseph Hall.

## **8. Student Feedback Mechanisms**

### **8.1 Individual Suggestion, Complaint/Concern, & Compliment Feedback**

A student who has a concern about assignments, exams, grades, or issues related to a course should discuss the issue with the course instructor as soon as possible. Except in the event of discrimination or harassment, students must meet with the course instructor in an attempt to resolve the issue. Allegations of discrimination and harassment shall be addressed in accordance with the Institutional Policy on Discrimination and Harassment.

Lourdes University College of Nursing Students follow the Lourdes University Final Grade Grievance Policy which is in the University Academic Catalog. Students are always encouraged to attempt to resolve the issue directly with the member of the faculty, staff, or administration involved in an informal manner. After a discussion of the concern with the instructor, the student, may talk with the instructors' department chair or program director, dean and finally, the Provost. Any suggestions, complaints, concerns, or complaints of any other nature follow the procedure below.

1. New students are informed of the method for suggestions, complaints, concerns, & compliments specific to the College of Nursing each academic year. Students may also utilize the University Online Complaint form if desired.
2. All problems that can be dealt with in a friendly or formal manner shall be examined and resolved considering the full confidentiality of the complaint and the expeditious determination of the complaint.
3. The designated person reviews the issue, complaint, compliment, or suggestion and forwards it to the appropriate committee/person.
4. All records of formal complaints are maintained and stored per the appropriate Program Director or designated committee procedure.
  - a. Academic Grievances are stored indefinitely in a secured location in the Dean's office
5. If applicable the response to the complaint or suggestions will be posted for student viewing.
6. Confidentiality will be maintained concerning students' names.

## **9. NCLEX Preparation**

### **9.1 Required Testing**

Upon graduation from the nursing program, a pre-licensure student is eligible to sit for NCLEX® computerized testing for licensure as a Registered Nurse. The College of Nursing has information regarding the testing and application procedures. This information is distributed to graduating pre-licensure students in their last semester.

### **9.2 Standardized Testing**

Standardized testing is utilized in the College of Nursing as part of the prelicensure undergraduate program assessment plan as well as a tool for students to measure their progress and remediate in areas in which they may be deficient.

Standardized testing will occur at designated points during the pre-licensure undergraduate curriculum. The timing of standardized testing will be determined by the faculty of undergraduate studies in consultation with the program directors of Undergraduate Nursing studies and the Dean.

All pre-licensure students will be required to complete an exit examination in their final semester.

#### **PROCEDURE:**

1. The alignment of materials and standardized testing is determined by the Program Director of Nursing Studies or the Dean in consultation with course faculty and curriculum committee.
2. Setting Benchmarks. Determination of the test benchmarks will be made by the Program Director of Undergraduate Nursing Studies or the Dean in consultation with course faculty and the curriculum committee.
3. Testing Accommodations  
The Office of Accessibility Services provides reasonable accommodations, support services, and auxiliary aids for students with disabilities and/or medical conditions. The Office of Accessibility Services administers accommodations for eligible students to remove barriers to full participation in university life. Accommodations are individually designed and based on the specific needs of each student as identified by our Office of Accessibility Services.

### **9.3 Practice Program Availability**

A variety of computer media is available with NCLEX® style questions and is available for student use in the Academic Support Center. The Nursing Learning Laboratory and University Library also have multiple NCLEX review books available for student use. It may be a course requirement to spend a certain amount of time practicing for the NCLEX exam.

## **9.4 Review Course**

A live review for NCLEX review course will be provided to prelicensure undergraduate students in their 5<sup>th</sup> semester. See NUR490 Syllabi for more information.

## **9.5 Exit Testing**

All pre-licensure undergraduate students will be required to complete the exit exams in their final semester NUR 490 course. See NUR490 syllabus for further information.

Refer to course syllabi and faculty directives for Standardized Testing procedures.

## **10. Professional Opportunities**

### **10.1 National Student Nurses Association (NSNA)**

The National Student Nurses Association (NSNA) is a professional organization for nursing students in any state approved program preparing for registered nurse licensure, or registered nurses in a program leading to a baccalaureate in nursing.

The Student Nurses Association chapter at Lourdes University is active in planning activities for students such as lunch-and-learn programs, fundraisers, attendance at the NSNA national convention, career planning activities, and celebratory functions.

Information about joining the NSNA will be made available to all students after matriculation in the nursing major and is available online at <http://www.nsna.org>.

### **10.2 Sigma, Zeta Theta Chapter-at-Large**

Lourdes University is a member of Zeta Theta Chapter-at-Large of Sigma International. The purpose of Sigma International is to recognize superior academic achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession.

Student Qualification (September 1, 2018-present) specifics are as follows:

#### **Undergraduate students-**

- 3.0 cumulative GPA minimum
- Top 35% of their class
- At least half of curriculum/program completed (November 2018-present)
- Be in good academic integrity standing

# **11. Program Completion**

## **11.1 Graduation in the Nursing Major**

Students apply for graduation after completing university and college of nursing-requirements.

### **PROCEDURE:**

1. Students complete requirements for the Bachelor of Science in Nursing Degree according to the Lourdes University policy.
2. Application for Graduation Process:
  - a. The student obtains an Application for Graduation from the Lourdes University website, prior to the deadline specified by Lourdes University.
  - b. The student fills out the application and sets up an appointment with the BSN Coordinator of Advising and Enrollment to complete their degree audit.
  - c. The BSN Coordinator of Advising and Enrollment reviews the degree audit and graduation application for accuracy and completion. The graduation application is signed by the BSN Coordinator of Advising and Enrollment and the student. Then the graduation audit, including any exemptions or substitutions granted, is given to the student as part of their graduation application packet.
  - d. All graduation audits are to be completed by the BSN Coordinator of Advising and Enrollment. They will contact the nursing student with any discrepancies in the audit before the posted deadline.
  - e. Graduation fee is then paid to the student accounts office
  - f. Once degree audit is complete and graduation fees are paid to student accounts, the complete packet is then submitted by the student to the Registrar's office for final review.
3. Program Administrator or Designee for Undergraduate Nursing studies completes the certification of program completion form for the eligible pre-RN licensure students and submits them to the Ohio Board of Nursing.
  - a. The program completion letter cannot be released until all requirements are met and all accounts are paid, with verification of diploma receipt from the Registrar's office.
  - b. If student will be sitting for the NCLEX-RN examination in another state, it is the student's responsibility to determine that states requirements and to contact the college of nursing with needs of program completion documentation.

## **11.2 Graduation Review**

A record review must be completed on all graduating students before graduation. It is the responsibility of the student to meet with a Nursing Advisor to check that all required courses have been completed and credit has been entered on the Lourdes University transcript. The registrar will not audit the records for graduation until the student applies for graduation. Meeting the graduation application deadline is essential to participate in the University

commencement. See the University calendar on the Lourdes web page for graduation application deadlines for fall and spring semesters.

### **11.3 Application for Graduation**

Lourdes University has two formal commencements held in December and May. To graduate, students must file an Application for Graduation Form in the Registrar's Office. The application requires the signature of the student's advisor and the attachment of the advisor's Degree Audit Sheet. Graduation fees must be paid at the Student Accounts Office prior to submitting the application to the Registrar.

Students must have completed all academic requirements for their degree before they will be able to graduate and participate in one commencement ceremony. Students receiving degrees are encouraged to participate in the commencement exercises. Each candidate is assessed a fee for expenses, regardless of participation

### **11.4 Nursing Pinning Ceremony**

A Nursing Pinning Ceremony is held twice a year; every December and May. This is a nursing celebration and recognition event for all graduating BSN students. Families are invited to join the celebration and to see the nursing pinning and acknowledgement of awards. Students will be notified by invitation each semester. Pins are purchased through the online website provided when ordering opens. Deadlines and websites for purchasing pins will be communicated to students.

### **11.5 Baccalaureate Mass**

A Baccalaureate Mass is held in the Queen of Peace chapel for all Lourdes University graduates and their families. Dates and times will be published.

## **12. Scholarships and Awards**

### **12.1 Lourdes University College of Nursing Awards**

The Lourdes University College of Nursing and professional nursing organizations present awards to Undergraduate and Graduate students to recognize student achievement in the program. The various awards are listed below with their criteria and procedure for awarding.

#### **Undergraduate Nursing Awards**

**Spirit of Nursing, Leadership and Athletic Scholar Award:** Presented to one Pre-licensure or one RN-BSN Completion student from both the December and May graduates, who demonstrate the Spirit of Nursing criteria as captured in the mission statement of the College of Nursing; and the criteria for the Leadership Award; and the criteria for the Athletic Scholar Award.

##### **Criteria for College of Nursing Spirit of Nursing Award Undergraduate Student:**

- Professional performance in university and nursing activities
- Holistic approach to nursing care; spiritual, physical, and emotional aspects
- Mentors fellow students
- Participation in activities of the College of Nursing, such as the Student Nurse Association, new student orientation, nursing committees, etc.
- Volunteer time and service to the University or greater community, such as: church, schools, charities, community agencies, county/city organizations, etc.

##### **Criteria for College of Nursing Leadership Award Undergraduate Student**

- Exhibited excellence in the areas of scholarship;
- communication; peer support and nursing practice;
- involvement in university, department, and/or community service; and membership in a student and/or professional nursing organization.

##### **Criteria for College of Nursing Athletic Scholar Award:**

- Achieves a high level of scholarship while completing their course work in the nursing major while also demonstrating Franciscan values.
- Demonstrates the ability to manage time, prioritize and work in a team atmosphere, which are essential skills within the nursing profession
- Minimum 3.0 Cumulative GPA
- Senior status in the nursing major
- Based on completion of semester 4 in the nursing major
- Eligible to graduate

1. Graduating seniors considered for this award must complete the graduation application by the deadline in October for fall or February for spring.
2. The BSN Coordinator of Advising and Recruiting prepares a list of graduating seniors using these criteria by November or February to be presented to the undergraduate faculty team in the form of a ballot.

3. The final votes are presented to the appropriate program director and/or Dean of the College of Nursing with the names of the recipients.
4. The College of Nursing presents certificates to the recipients at the corresponding college of university ceremony.

**Helping Hands Award:** The purpose of this award is to recognize an prelicensure undergraduate nursing student from 1<sup>st</sup> - 4th semester who displays exemplary behavior as a team member and leader with other students

- Criteria for the award will be recommend on these behaviors in the clinical, laboratory or classroom setting.

**PROCEDURE:**

1. Students in 1<sup>st</sup>-4<sup>th</sup> semester nominate classmates based on the above
2. The Nursing Success Program coach will gather nominations and create A ballot for semester faculty
3. Semester faculty will then choose the award winner from the nominations
4. Awards will be presented at the end of the semester.