Master of Science in Nursing
Educator & Leader Concentrations
Lourdes University

College of Nursing

Student Handbook

2022-2023

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Dear Student:

This Student Handbook provides you with information about the policies and procedures that apply to the students in the MSN Leadership and Education Tracks at Lourdes University. It is a supplement to the information provided in the Lourdes University Academic Catalog. We hope this information is informative, helpful and supports your progression through the program.

This handbook will provide guidance for required courses, program communication, expectations, and issue resolution, and will be in place for the duration of your work in the MSN Program. The program leadership and faculty are available to help clarify questions and provide guidance. Students have the responsibility to review and follow the guidance provided in this handbook and seek clarification if needed. 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 needed. If this occurs, you will be notified of the changes in a timely fashion. Students will be held to the policies that were in place during the year they entered the graduate program.

On behalf of the MSN Program faculty, Lourdes University, the College of Nursing, and the Franciscan tradition, we wish you all the best as we join you in your journey.

Sincerely,

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

For updates, please visit our website at http://www.lourdes.edu.

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Lourdes University and the College of Nursing are pleased to provide quality education that will prepare nurses to lead change and improve population health and health systems. Education is provided in a professional manner that enables the student to individualize the education to best support their career goals. Nursing students have the right to an educational environment where the freedom to learn is provided and where they can contribute to and engage in the educational 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.

Lourdes University and the College of Nursing are accountable to the public for the quality of professional nurses who graduate from our Masters in Nursing Practice 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 national standards to protect the integrity of the educational program and the public.

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
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 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.

1.4   Accreditation
Lourdes University is accredited by the Higher Learning Commission, a regional accreditation body recognized by the US Department of Education.

2   Curriculum: Admission and Progression Policies

2.1   Degree Purpose

The Master of Science in Nursing (MSN) degree builds upon the baccalaureate curriculum to prepare professional nurses for service in advanced roles of teaching, leadership, or advanced clinical practice. The MSN programs are for nurses who have a foundation of quality nursing practice, critical thinking, leadership, diversity, and a holistic nursing philosophy. Emphasis is placed on nursing theory, research, and evidence-based practice to facilitate personal and professional development in an environment that reflects the University's Franciscan values and encourages lifelong learning.

2.2   Curriculum Overview

The Lourdes College MSN Program offers three concentrations – Nurse Educator, Nurse Leader and Nurse Anesthesia. This Student Handbook focuses on the concentrations of Nurse Educator and Nurse Leader.

Nurse Educator (MSN):

Graduates of the Nurse Educator concentration are prepared to function as generalists to teach in a variety of educational roles in nursing practice, including undergraduate nursing educational programs, professional development programs, and patient education. Nurse Educator concentration includes core content in nursing theory, trends in nursing, evidence-based practice, statistics, health care policy, role development, ethics, diversity, and nursing informatics.

Nurse Leader (MSN):

Graduates of the Nurse Leader concentration are prepared to function in advanced leadership roles in a variety of health care settings. The Nurse Leader concentration includes core content in nursing theory, trends in nursing, evidence-based practice, statistics, health care policy, role development, ethics, diversity, finance, and nursing informatics.

2.3 Program Learning Outcomes

Building on the core Lourdes University Student Learning Outcomes and the Graduate Level Outcomes, the MSN Student Learning Outcomes include:

Graduate Learning Outcomes	MSN Program Student Learning Outcomes
1. Acquire and utilize specialized knowledge in their area of study.	Incorporate knowledge from nursing science, related fields, and professional foundations in building advanced nursing roles. Engage in professional and practice activities, advocate for change, and articulate the role of the advanced nurse through interprofessional interaction. Develop a commitment for lifelong learning and advanced study. Utilize health information technologies for quality and safety initiatives related to advanced nursing roles. Apply organizational and systems leadership principles in the advanced nursing role.
2. Gain intellectual and practical communication, analytic inquiry, and information fluency skills appropriate to their area of study.	Incorporate knowledge from nursing science, related fields, and professional foundations in building advanced nursing roles. Collaborate in scholarly activities of evaluation, application, and integration of nursing research into holistic nursing practice. Engage in professional and practice activities, advocate for change, and articulate the role of the advanced nurse through interprofessional interaction. Utilize health information technologies for quality and safety initiatives related to advanced nursing roles. Apply organizational and systems leadership principles in the advanced nursing role.
3. Develop a person and professional ethic consistent with the Franciscan values of learning, reverence, and service.	Integrate Franciscan and personal values and beliefs into a framework for advanced nursing. Apply organizational and systems leadership principles in the advanced nursing role
4. Demonstrate a commitment to social responsibility, diversity, and the standards of their professions/disciplines.	Demonstrate an understanding and appreciation of human diversity in the provision of health care including clinical prevention and population health. Explore the impact of ethical, political, economic, legal, and moral issues related to healthcare in society.
5. Exhibit the professional development, work practices, global perspectives, and dispositions of lifelong learners.	Incorporate knowledge from nursing science, related fields, and professional foundations in building advanced nursing roles.

	Collaborate in scholarly activities of evaluation, application, and integration of nursing research into holistic nursing practice.
	Engage in professional and practice activities, advocate for change, and articulate the role of the advanced nurse through interprofessional interaction.
	Explore the impact of ethical, political, economic, legal, and moral issues related to healthcare in society.
	Develop a commitment for lifelong learning and advanced study.
6. Integrate knowledge by engaging in meaningful graduate-level scholarly activities appropriate to their area of study.	Incorporate knowledge from nursing science, related fields, and professional foundations in building advanced nursing roles.
	Collaborate in scholarly activities of evaluation, application, and integration of nursing research into holistic nursing practice.

2.4   MSN Plan of Study

Plans of Study

MSN Educator

Course	Semester Credit Hours
NUR 616 Pathophysiology Across the Lifespan for the Nurse in an Advanced Role	3
NUR 637 Pharmacology Across the Lifespan for Advanced Nursing Roles	3
ENG 670 Graduate Nursing Writing Preparation	3
NUR 600`Theories and Values for Advanced Nursing	3
NUR 625 Nursing Informatics	3
NUR 619 Advanced Physical Assessment Across the Lifespan	3
NUR 620 Statistics for Advanced Nursing	3
NUR 622 Advanced Nursing Inquiry for Evidence Based Practice	3
NUR 640 Perspectives on Teaching and Learning	3
NUR 643 Curriculum Design	3
NUR 612 Health Care Policy in a Diverse Community	3
NUR 645 Assessment and Evaluation in Healthcare Education	3
NUR 690 Practicum in the Advanced Nursing Role	3
NUR 696 Professional Proposal Design	2
NUR 698 Nursing Capstone*	2
Total Hours	43

*NUR 698 Nursing Capstone may be taken for 3 credit hours

MSN Leader

Course	Semester Credit Hours
ENG 670 Graduate Nursing Writing Preparation	3
NUR 600`Theories and Values for Advanced Nursing	3
NUR 625 Nursing Informatics	3
NUR 610 Foundations of Leadership	3
NUR 620 Statistics for Advanced Nursing	3
NUR 622 Advanced Nursing Inquiry for Evidence Based Practice	3
NUR 611 Leadership and Organizational Behavior	3
NUR 617 Financial Tools for Nursing Leaders	3
NUR 612 Health Care Policy in a Diverse Community	3
NUR 690 Practicum in the Advanced Nursing Role	3
NUR 696 Professional Proposal Design	2
NUR 698 Nursing Capstone*	2
Total Hours	34

*NUR 698 Nursing Capstone may be taken for 3 credit hours

2.5   Progression Standards

The MSN Curriculum is consistent with current professional standards and leadership practices including:

- The ANA Scope and Standards for Nursing Practice 4th edition (2021),
- The Essentials: Core Competencies for Professional Nursing Education (2021) https://www.aacnnursing.org/AACN-Essentials

Students working with the program director will create a plan of study to assure degree completion is achieved. Any changes that occur to the plan of study will be approved by the student and the program director.

PROCEDURE:

1. When initiating the individual plan of study, students will select either the Leadership or Education area of concentration based on their career goals and areas of practice interest. Students will maintain the POS for their admitting cohort unless changes are approved by the Program Director for extenuating circumstances.

2. Students will maintain course grades of B or higher in letter-grade courses and Pass in any Pass/Fail courses. (See Grading guidelines section of this handbook)

3. Practicum hours are required. This requirement can be accomplished in the student's area of interest, including a current place of employment. These hours should not, however, be part of the student's typical work responsibilities and paid time. Completion and documentation of these hours will be managed by course faculty. Affiliation agreements may be required with agencies depending on the type of experiences planned. Students will maintain Health and Professional Requirements as required by their practice (field work) settings.

4. Students will notify the College of Nursing/Program Director within five (5) days in the event of any legal infraction, or another action being taken against their nursing license including any investigation of such instances.

5. Students must demonstrate acceptable professional progression in the application of skills and knowledge throughout the program. Advanced-level nursing competencies will be developed and measured as outcomes of this curriculum. Preceptors/Practice Experts in the practice setting may be involved in the measurement and documentation of such competencies, and therefore must be approved by faculty or the program director.

6. The MSN Curriculum has a heavy focus on advanced nursing activities including writing at a scholarly level. Significant attention will be given in each course to the use of evidence, the development of concise and cogent writing skills, and collaborative professional communication. Scholarly papers in the Lourdes University College of Nursing are formatted using the student style in the APA Publication Manual (7th edition).

7. Students must complete all required elements as identified in each course syllabus to pass the course.

8. 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.

3   Advising for the MSN Program

The MSN Program Director serves as the academic advisor for each student to discuss his/her academic plans, admission, progression, and graduation. The student, Program Director and Director of Self-Paced Online learning work together to develop a plan of study, and whenever changes in the plan of study are needed. The student and Program Director are both responsible for maintaining a current academic record. The <u>student</u> is responsible for knowing all the graduation requirements, including courses and credit hours required for the MSN degree as reflected in the plan of study.

PROCEDURES:

FOR REGISTRATION
1. Online registration will be completed by the program director.

FOR GRADUATION
1.   The student has the primary responsibility with the assistance of the Program Director to monitor progression based on the current plan of study.

2.   The student receives an Application for Graduation from the Registrar's office. Once graduation fees are paid, the application must be submitted to the Program Director prior to the deadline specified by Lourdes University.

3.   The Program Director reviews the file and completes the Graduation Audit Form the semester of the student's expected date of program completion.

4.   The Program Director reviews the Application for Graduation for accuracy and completion; signs the Application and submits it to the Registrar.   All graduation audits are completed by the Program Director, who will contact the student if there is a discrepancy.

5.   It is the <u>student's</u> responsibility, with the Program Director's assistance, to ensure that all requirements are completed at the time of graduation

3.1   General Application Procedure for Admission to the Program

Admission to the MSN Program is open to any student without regard to race, religion, creed, national origin, sex, age, or marital status. Applications for the Lourdes MSN Program will be accepted year-round for admission consideration.

<u>Requirements for Admission to the Program</u>

Registered nurses (RNs) who hold a Bachelor of Science in Nursing (BSN) degree are admitted directly into the MSN program upon satisfactory fulfillment of the following requirements.

- Graduated from an accredited college or university with a bachelor's degree in nursing
- Official transcripts from all colleges and universities attended
  Note: Unofficial transcripts of undergraduate courses may be reviewed by program advisor prior to application process at applicant's request.
- Cumulative GPA of 2.7 or higher
- A current, unrestricted license as a registered nurse in attendee's state of residence, or completed within the first semester of the program
- Complete and submit the Graduate Application for Admission.

A completed application also includes the following:
- One recommendation using the Lourdes University recommender form supporting the applicant's potential success in the MSN program such as the applicant's potential or ability for functioning in the advanced practice role (clinical skills, critical thinking, independent decision making, collaborative skills with other health professionals, and nursing leadership).
  - Note: Applicants currently enrolled in a nursing program must submit at least one (1) recommendation from a faculty member in that program or a current manager/supervisor.
- Resume or CV that includes work experience, educational, leadership and professional organization activities, and scholarly activities including publications, presentations, research, honors and awards.
- GRE is NOT required for admission

3.2 Transfer Credit

Up to 33% of the credits required for graduation (in whole numbers) may be accepted as transfer credits pending the Program Director's review and approval. In addition to general transfer credit requirements for Lourdes University:

- Transfer credits must be from the same graduate level as the degree being sought. Credits may not have been applied to another degree.
- Official transcripts are required as part of the admission process. Unofficial transcripts (with grading key) may be used for transfer credit analysis.
- Transfer credits include those earned at other institutions prior to or during the Lourdes program.
- Credits must correlate directly with the content of the program courses offered at Lourdes. Students must provide syllabi for each course under consideration. The program director will review learning outcomes, objectives, course content, and credits earned to assure adequate replacement for the Lourdes course.

o Maximum credits awarded/course will be equal to the Lourdes course regardless of the credits awarded by previous university.
  o Courses with less credit than the Lourdes course will not be considered for transfer credit, unless the previous university provided the content in a series course which equal or exceed the content and value of the Lourdes course.

- Transfer credits are awarded for courses with A or B grade. No credit will be given for a P/F course.
- All completion courses (Capstone, Project, Practicum, Competency) must be completed at Lourdes University.

3.3   Academic Progression: Probation and Dismissal from the Program

The evaluation of student performance and progression within courses in the MSN Program is the shared responsibility of the students, faculty, and administration.

Successful Nursing Progression is maintained by:

- Having a NUR GPA of 3.0 or greater.
- All MSN courses must be completed within five calendar years.

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

- A NUR GPA below 3.0 for 2 consecutive semesters.
- Failure of a course twice.
- Failure to meet the professional code of conduct and policy standards.
- Failure to obtain licensure in first semester of program
- Unsafe clinical performance.
- Incomplete grade not completed within the first 5 weeks of the next semester.
- The Dean or Program Director informs the students of any changes in their academic status in the program.
- Students on academic probation will not be registered for the next semester until the probation has been resolved.

3.4   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 in the University Academic Catalog. Students are always encouraged to attempt to resolve the issue directly with the members 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.

PROCEDURE:
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 student's names.

4   College of Nursing Structure

The College of Nursing is responsible for the mission, philosophy and learning outcomes of all Nursing Programs. The central decision-making body of the College of Nursing is the General Nursing Assembly (GNA), and the Graduate Nursing Committee is the primary committee structure supporting the Graduate Nursing Programs. The College of Nursing (CON) ascribes to a shared governance model. All students in the nursing program are invited to attend departmental committees. Individual graduate students may be invited to attend as a student representative for 1 year on the GNC committee.

4.1   Student Participation in Program Evaluation
In addition to serving on 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 & Criteria

5.1   Grading
1. The grading scale is A (100-90), B (89-80), C (79-70), D (60-69) and F (below 60).
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.
4. Faculty reserves the right to change course requirements with fair notice to students.

5. All written assignments are submitted within Brightspace in the course "Assignment Drop Box "and will be reviewed for quality content, adherence stated to rubric/criteria/guidelines, APA format, and original thought on the subject. Faculty will answer specific questions related to any assignment but will not read full drafts of any written assignment.
6. Students must complete all assignments (course and experiential) to pass the course.
7. Graduate students may repeat any graduate course in which a grade of less than B (3.0) is earned, including withdrawal (W) grades. They may not repeat any course more than once. No more than two graduate courses in a graduate degree program can be repeated. Students who repeat a course will receive only the credit and quality points from the most recent registration. The grade first earned will remain on the record.
8. Students not completing all course content may receive an Incomplete (I). The I course work for the I must be completed within the first 5 weeks of the next semester.

5.2   Student in Good Standing

To remain in good standing in a graduate program and to graduate, a student must maintain a grade point average of 3.0 (on a 4.0 scale). Only graduate courses with grades of C (2.0) or higher can be used to fulfill degree requirements. No more than two graduate course grades of C (2.0) can be used to fulfill degree requirements.

5.3   Expectations, Issue Resolution and Escalation

Students are responsible for meeting standards that align with the nursing profession and Franciscan values 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. Students are free to present reasoned dissent and opinions that differ from those offered in any course; they are entitled to use the University appeal process   throughout the academic program. No student is treated differently based on age, religion, creed, national origin, handicapping condition, marital status, race, or gender. Periodically, issues may arise between students or students and faculty members. Each incident should be handled directly with the individual and in a professional communication manner.   If an issue cannot be satisfactorily resolved, additional resources are available within the MSN Program including the course faculty member if not initially involved in the disagreement and the program director. If resolution cannot be reached within the program, students are encouraged to use the University resources as outlined in the University Catalog (insert link)

5.4   Social Media and Confidentiality Guidelines

- Students 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.

- Students 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.

- Students 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/NCSBN_SocialMedia.pdf

5.5 Online Etiquette

Lourdes University College of Nursing requires students to engage in online learning as an integral part of instruction. Online 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 online 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.

6 Experiential Education

6.1 Experiential Education (Practicum)

Experiential hours are reported to accreditation bodies and must be completed satisfactorily and in entirety during the designated course. Students will work directly with the course faculty and the site preceptor to arrange and complete the required hours. Hours will be documented on the

master Hours Log and maintained as cumulative program file. Experiential learning should provide each student with ample time to learn and demonstrate the ability to consistently achieve course objectives, competencies, and program outcomes.

Non-adherence may result in an incomplete grade for the course, the inability to progress to the next semester, or course failure.

6.2   Health and Professional Requirements

All students enrolled in a course with experiential or project hours must comply with the Health and Professional Requirement required by that practice agency. Practice agencies must have an active contract.

Students are responsible for completing and providing appropriate supporting documentation of completion to the agency 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 typical Health and Professional Requirement list is located on the College of Nursing portal. Graduate students are not required to complete the full list but may choose to do so to assure they are prepared for experiential learning courses. Submission forms (available on the portal) should be utilized for providing documentation and may be supplemented by laboratory or vaccination records, as necessary.
2. 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.
3. Failure to complete requirements within an appropriate time frame could result in the inability to meet course objectives and result in course failure.

Health Requirements:

Graduate – DNP Students and MSN Educators, Leaders, & RN to MSN students in Indirect (non-patient care) Practicums

Health Requirements: Must be completed ONLY if requested by the host agency and placed in the coinciding online learning management system of the appropriate course drop box prior to beginning the indirect (non patient care) practicum.

There are no Annual Physical Examination & Technical Standard requirements for DNP students or MSN Educator, Leader, and RN to MSN students involved in Indirect (non patient care) Practicums.

Professional Requirements:

Confidentiality Agreement: Must be signed and submitted to the College of Nursing online learning management system course as designated prior to the beginning of each clinical experience.

Proof of License: Copy of nursing license is required for admission to the program and is stored in the online student management system with the application to the program. If student is not an Ohio

resident, student must have an active license in the state for which they reside/practice. Annual license verification is completed while students are in the program.

Proof of License (NAP, MSN, RN to BSN only): Licensure is validated by the College of Nursing. 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. Faculty 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**.

If a student believes he or she needs accommodation(s) to meet these requirements, the student must have the need for accommodation validated through the **Office of Accessibility Services.** Accommodation may not be possible in some cases. If a condition or change is identified at any time during the Nursing Program that affects the student's ability to perform under the Technical Standards, the student is required to report and obtain accommodations to continue in practice settings.

Any student who cannot meet each of the Technical Standards with or without reasonable accommodation can no longer be enrolled in the MSN Program.

Students requesting disability-related accommodations must have their need for reasonable accommodation validated through the **Office of Accessibility Services** before beginning clinical nursing courses to permit adequate time to arrange the accommodation.

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, practice site contracts and professional expectations.

Students are responsible for informing their faculty about the need for accommodation for courses or practice experience.

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

Note: Faculty 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 the safety of students 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 practice education activities. These standards determine the students' ability to acquire knowledge and develop the competencies required by the curriculum. 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
Senses	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.
Physical Abilities	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.
Cognitive	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.
Communication	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.
Mental/Emotional Stability	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.
Professional Behavior	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 of

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Lourdes University
TECHNICAL STANDARDS CERTIFICATION STATEMENT – CONFIDENTIAL

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Student Name:_____

This form is a companion to the *Technical Standards for Nursing Students** found in the program handbook. After being accepted for admission to the College of Nursing, students must complete and submit this certification form to the Program Director prior to beginning the program. If a condition or change is identified at any time during the Nursing Program that affects the student's ability to perform under the Technical Standards, the student is required to report and obtain accommodation to continue. 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 MSN Program Director.
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:
1. The cost of the physical examination.
2. Providing a copy of the *Technical Standards for Nursing Students* table to the health care provider completing the physical exam*.

STUDENT STATEMENT:
*After being 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/ Experiential Learning 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, MSN students are required to report to practice 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

- 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.

- 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 academic or experiential learning 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

- Students will promptly report to faculty and practice preceptor an exposure to communicable disease or when presenting signs or symptoms of a communicable disease.
- The student will follow the agency protocols and the CDC guidelines when deciding to reschedule a practice experience due to a communicable disease. www.cdc.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 primary health care provider should counsel the individual regarding the appropriate treatment needed as a result of active infection or exposure follow up**.**

Non-Communicable Disease

Drugs & Alcohol

On the Lourdes University Campus or During Course Interactions
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, during course interactions, 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 Practice 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 preceptor may 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 Preceptor will notify the faculty who 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 can 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
Students who experience an accidental exposure to a communicable disease during clinical must notify the course faculty immediately. Follow practice site policy for immediate assessment.

Emergency Procedure for Students in the Practice Setting
If a student becomes ill or is injured in the practice setting, seek available emergency treatment at the practice site. If treatment is not available, arrange for 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 practice 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 Intranet. 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 practice agency. In the event of an exposure to a reportable communicable disease, in addition to complying with the practice agency's procedures, the student notifies the faculty 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 Students 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.

7   Resources and Support

7.1   The Academic Success Center (ASC)

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   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. 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.

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 faculty, the student may talk with the faculty department chair or program director, the dean, and finally, the Provost. Any suggestions, complaints, concerns, or complaints of any other nature follow the procedure below.

PROCEDURE:
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 Program Completion

9.1 Program Completion Requirements:
MSN students must successfully complete the following prior to graduation:

- All Lourdes University graduation requirements.
- Satisfactory course completions (or transfer credit) of curriculum described in the catalog of their admission year.

9.2 Graduation

Students' complete requirements for the Masters of Science in Nursing Practice according to the Lourdes University policy.

1. The student receives an Application for Graduation from the Registrar's office prior to the deadline specified by Lourdes University. Once graduation fees are paid, the application is submitted to the Program Director for the graduation review audit.

2. The Program Director reviews the Application for Graduation for accuracy and completion, signs the application and submits it to the registrar. All graduation audits are completed by Program Director who will contact the student with any discrepancies before the posted deadline.

9.3 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 Program Director 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.

9.4 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 nursing 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.

9.5 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.

10 Scholarships and Awards

10.1 Lourdes University College of Nursing MSN Award

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.

GRADUATE MSN LEADERSHIP AWARD

Presented to one December and one May graduate MSN student who demonstrates the spirit of MSN nursing as captured in the mission statement of the College of Nursing and the following criteria:

5. Integrates the Franciscan values and beliefs to professional MSN practice through volunteerism and community service.
6. Acts as a positive role model and /or mentor to peers and students.
7. Demonstrates a strong commitment to advancing the art and science of MSN nursing through creative and innovative practice.
8. Influences the quality of MSN leadership, nursing care and population health through scholarly pursuits.

PROCEDURE:

1. Graduating students considered for these awards must complete the graduation application by the deadline in October for fall or February for spring.

2. The Program Director prepares a list of graduating students using these criteria by November or February to be presented to the graduate faculty team in the form of a ballot.

3. The final votes are presented to the 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 ceremony.