



Master of Science in Nursing  
Educator & Leader Concentrations  
Lourdes University  
College of Nursing  
Student Handbook  
2023-2024

Revised: August 2023

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 and Certificates 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 progression and completion 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,

Barb Tassell DNP, RN, EBP-C, NPD-BC  
DNP Program Director  
MSN Program Director  
Assistant Professor, College of Nursing

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

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

*This handbook is published for informational purposes only. It creates no contract rights for either students or staff. All questions concerning the application of any stated policy to an individual must be referred to the appropriate University officials for final determination. (Revised 8/2023)*

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

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 Master's 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.

The master's degree program in nursing at Lourdes University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

## **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 two degree-concentrations and two certificates – Nurse Educator, Nurse Leader.

#### **Nurse Educator (MSN):**

Graduates of the Nurse Educator concentration are prepared with core master's level courses in nursing theory, evidence-based practice, statistics, health care policy, role development, ethics, diversity, and nursing informatics. Nurse Educator students complete direct care content related to Physical Assessment, Pathophysiology, and Pharmacology. Additionally courses specific to education theory and curriculum design prepare nurses to function in a variety of educational roles in nursing practice, including undergraduate nursing educational programs, professional development programs, and patient education.

#### **Nurse Leader (MSN):**

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

## 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 Plans of Study

### MSN Educator

Course	Semester Credit Hours
ENG 670 Graduate Nursing Writing Preparation	3
NUR 600 Theories and Values for Advanced Nursing	3
NUR 612 Health Care Policy in a Diverse Community	3
NUR 622 Advanced Nursing Inquiry for Evidence Based Practice	3
NUR 620 Statistics for Advanced Nursing	3
NUR 625 Nursing Informatics	3
NUR 616 Pathophysiology Across the Lifespan for the Nurse in an Advanced Role	3

NUR 619 Advanced Physical Assessment Across the Lifespan	3
NUR 637 Pharmacology Across the Lifespan for Advanced Nursing Roles	3
NUR 640 Perspectives on Teaching and Learning	3
NUR 643 Curriculum Design	3
NUR 645 Assessment and Evaluation in Healthcare Education	3
NUR 692 Practicum in the Advanced Nursing Role	3
NUR 696 Professional Proposal Design	2
NUR 698 Nursing Capstone*	2
<b>Total Hours</b>	<b>43</b>

\*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 612 Health Care Policy in a Diverse Community	3
NUR 622 Advanced Nursing Inquiry for Evidence Based Practice	3
NUR 620 Statistics for Advanced Nursing	3
NUR 625 Nursing Informatics	3
NUR 610 Foundations of Leadership	3
NUR 611 Leadership and Organizational Behavior	3
NUR 617 Financial Tools for Nursing Leaders	3
NUR 690 Practicum in the Advanced Nursing Role	3
NUR 696 Professional Proposal Design	2
NUR 698 Nursing Capstone*	2
<b>Total Hours</b>	<b>34</b>

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

## 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 Coordinator of the Self-Paced Online Education (SPOE) 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 Program Director or SPOE Coordinator will confirm the student's intent to continue with the plan of study prior to each semester's course registration. The Program Director or SPOE Coordinator will register all students in a cohort. If progression is in question for a student, formal verbal communication with the student will occur.
- The student is responsible for knowing all the graduation requirements, including courses and credit hours required for the DNP degree as reflected in the plan of study.

## **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.

### **4.2 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/VPAA. 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.

## **5 Student Performance Policies, Procedures & Criteria**

## **5.1 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.
- Passing all courses with a B or better
- Completing all MSN courses within five years.

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

- A cumulative GPA less than 3.0 for 2 consecutive semesters
- Failure of a course twice.
- Failure to meet the professional code of conduct and policy standards.
- Unsafe clinical performance.
- Students on academic probation will not be registered for the next semester until a plan for the probation resolution has been established.

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

- Failing two courses in the program (less than a B)
- Continued failure to meet the nursing professional code of conduct
- Continued unsafe nursing practice in the practice settings
- After completing two consecutive semesters on probation and not achieving the cumulative GPA requirement of 3.0 or higher.

For courses where an Incomplete grade is attained:

- The College of Nursing will follow the Lourdes University policies for Incomplete grades.
- The student, faculty and Program Director will work together to develop a resolution plan for the Incomplete grade. (Resolution plan will determine the course completion timeframe based on the amount of incomplete work- not to extend past the end of the next semester.)
- Incompletes that are not resolved in the established timeframe will be converted to F grades for the course.
- The Dean or Program Director informs the student of any changes in their academic status in the program.

For successful MSN program completion:

- Meets all Lourdes University graduation requirements. (See Academic Catalog of admission year)
- Satisfactory course completions (or transfer credit) of curriculum described in the catalog of student's admission year.

## **5.2 Progression Standards**

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

- The ANA Scope and Standards for Nursing Practice 4<sup>th</sup> edition (2021),
- The American Organization for Nursing Leadership Competencies  
<https://www.aonl.org/resources/nurse-leader-competencies>
- American Association of Colleges of Nursing. (2021) The Essentials: Core Competencies for Professional Nursing Education  
<https://www.aacnnursing.org/AACN-Essentials>
- American Association of Colleges of Nursing. (2008). *The essentials of master's education for professional nursing practice*.  
<https://www.aacnnursing.org/Portals/42/Publications/MastersEssentials11.pdf>  
(While still in use for CCNE Accreditation)

2. 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 concentration unless changes are approved by the Program Director for extenuating circumstances.
3. 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)
4. 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 experience planned. Students will maintain Health and Professional Requirements as required by the College of Nursing.
5. 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.
6. 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.
7. 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 (7<sup>th</sup> edition).
8. Students must complete all required elements as identified in each course syllabus to pass the course.
9. 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.

### **5.3 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. Students in jeopardy of failing at midterm are identified, provided written notice of performance, and actions necessary to improve/pass the course.
5. Faculty reserves the right to change course requirements with fair notice to students.
6. 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.
7. Students must complete all assignments (course and experiential) to pass the course.
8. Per Lourdes Graduate Policies: 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.

### **5.4 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.

### **5.5 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](https://www.ncsbn.org/NCSBN_SocialMedia.pdf)

## **5.6 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**

Practice agencies must have an active academic agreement with Lourdes University. Contact the program director to initiate or confirm an agreement is in place.

All students enrolled in the DNP program must comply with the Health and Professional Requirements of the College of Nursing. Health and Professional Requirements are identified in the CON policy titled Clinical: Health and Professional Requirements: STUDENTS. Copies of this policy will be made available to students on admission, annually, and whenever changes occur in the policy content.

Students are responsible for completing and providing appropriate supporting documentation of completion to the College of Nursing (Program Director) 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.

Graduate Student Considerations:

1. 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.
2. Failure to complete requirements within an appropriate time frame could result in the inability to meet course objectives and result in course failure.
3. Students must also comply with any additional health and physical requirements requested by clinical agencies/affiliates not noted in the CON policy.

## **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. Graduate 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 (for MSN E/L and DNP Ldr tracks)**

Acceptance into the DNP Program 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 the beginning of the program.

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 accommodation 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 DNP 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. It may not be possible to provide some accommodation 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, 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 (MSN & DNP).**

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.

<b>Technical Standard Definition</b>		<b>Examples</b>
<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 and other professionals; detect changes in the environment or individual including color or odor changes.
<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.	. Safely and independently move about the practice setting and participate in learning activities.

<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; and teach patients, families, and other professionals.
<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, effective and professional communication; perceive nonverbal communication; maintain accurate records; establish rapport with patients, other professionals, faculty, and peers, 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 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 of social values, honesty, integrity and confidentiality; displays appropriate dress and appearance in practice-related activities; and demonstrates motivation, appropriate attitude, and professional behavior.

### TECHNICAL STANDARDS CERTIFICATION STATEMENT-MSN & DNP 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.

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 in order to continue in the program. The Lourdes University College of Nursing is committed to equal access for all qualified program applicants and students.

#### **Enrollment of accepted students in the program 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:**

- The cost of the physical examination.
- 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 program, **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, DNP 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](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.
- 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](http://www.cdc.gov)
- When a clinical agency notifies the College of Nursing Dean or Director 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.

### 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 Program 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 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.

### **Drugs & Alcohol - 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 Program 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.

The student has the primary responsibility with the assistance of the Program Director to monitor progression based on the current plan of study. It is the student's responsibility, with the Program Director's assistance, to ensure that all requirements are completed at the time of graduation.

During the final semester, the student receives an Application for Graduation from the Registrar's office. Graduation fees must be paid, and the graduation application must be submitted electronically. Each candidate is assessed a fee for expenses, regardless of participation.

The Program Director completes a Graduation Audit and will contact the student if there is a discrepancy.

The Program Director reviews the Application for Graduation for accuracy and completion, signs the Application, and submits it to the Registrar.

Students must have completed all academic requirements for their degree before they will be able to graduate and participate in a commencement ceremony. Students receiving degrees are encouraged to participate in the commencement exercises.

### **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:

- Integrates the Franciscan values and beliefs to professional MSN practice through volunteerism and community service.
- Acts as a positive role model and /or mentor to peers and students.
- Demonstrates a strong commitment to advancing the art and science of MSN nursing through creative and innovative practice.
- 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.