Bachelor of Science in Nursing

College of Nursing
Student Handbook
2016-2017

Revised: January 2017
Dear Student:

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

The faculty and administration of the College of Nursing reserve the right to change the policies and procedures in this document at any time. If this occurs, students will be notified of the changes in a timely fashion. Students who enter the nursing major will be held to the policies that were in place during the year they were admitted to the nursing major. The College of Nursing views baccalaureate education in Nursing as a collaborative venture. Please do your part to ensure success by assuming responsibility for reading, and using this Student Handbook and the documents to which it refers. The Baccalaureate degree in nursing at Lourdes University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington DC 20036, 202-887-6791. In addition, the Lourdes University College of Nursing has been accredited by the Ohio Board of Nursing (OBN).

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

Sincerely,

The Administration, Faculty, and Staff of the College of Nursing
# Table of Contents

## 1. Overview of the College of Nursing
   - 1.1 Vision ................................................................. 6
   - 1.2 Mission .............................................................. 6
   - 1.3 Philosophy .......................................................... 6

## 2. Curriculum of College of Nursing
   - 2.1 Curriculum Overview ............................................. 7
   - 2.2 Learning Outcomes for Students ........................... 7
   - 2.3 Course Descriptions ............................................. 8
   - 2.4 Standards ............................................................ 8
   - 2.5 Formatting Guidelines ......................................... 8

## 3. Admission, Progression, Graduation Policies
   - 3.1 Academic Advisement ........................................... 9
     - 3.1.1 Advising for Nursing Program .......................... 9
     - 3.1.2 Nursing Academic Advisor Role ....................... 9
     - 3.1.3 Exception to Requirements .............................. 9
   - 3.2 General Application Procedure for Admission to the Nursing Major .......... 10
     - 3.2.1 Pre-Application Meetings ............................... 14
     - 3.2.2 Advance Standing/Prior Learning/By-Pass Credit .... 14
   - 3.3 Probation, Dismissal and Readmission to the Nursing Major ................. 15
     - 3.3.1 Nursing Academic Probation ............................. 15
     - 3.3.2 Dismissal from the Nursing Major ...................... 15
     - 3.3.3 Additional Progression Policies ......................... 16
   - 3.4 Graduation in the Nursing Major ................................ 17
   - 3.5 Academic Grievance ............................................. 17

## 4. College of Nursing Structure
   - 4.1 Student Committee Membership ............................. 19
   - 4.2 Student Participation in Program Evaluation ................ 19

## 5. College Performance Policies, Procedures, Criteria
   - 5.1 Grading Policy .................................................... 19
   - 5.2 Attendance/Assignments/Clinical ............................ 20
   - 5.3 Social Media and Confidentiality guidelines ............... 21
   - 5.4 Health & Professional Requirements ........................ 22
   - 5.5 Technical Standards ............................................. 23
   - 5.6 Core Concepts Module & Test .................................. 27
   - 5.7 Pregnancy, Illness, Injury ...................................... 27
   - 5.8 Substance Abuse and Chemical Dependency .................. 26
   - 5.9 Appearance/Dress Code ......................................... 26
   - 5.10 Transportation .................................................... 28
   - 5.11 Recording Policy ............................................... 29
   - 5.12 Student Conduct While Providing Nursing Care .......... 34
   - 5.13 Netiquette Guidelines ......................................... 34
6. Resources and Support
   6.1 Nursing Learning Laboratory ................................................................. 36
      6.1.1 Nursing Learning Laboratory Hours .............................................. 36
      6.1.2 Sign Out & Reserve Request .......................................................... 37
      6.1.3 Equipment/Supplies ...................................................................... 37
      6.1.4 Learning Lab Noise and Safety ....................................................... 36
      6.1.5 Learning Lab Dress Code ................................................................. 38
   6.2 The Academic Support Center ............................................................... 39
   6.3 SUCCESS Program ................................................................................. 39
   6.4 Nursing Office Hours/Faculty Office Hours .......................................... 40
   6.5 Lourdes University Duns Scotus Library .......................................... 40
   6.6 Center for Nursing Scholarship ............................................................. 40

7. Student Feedback Mechanisms
   7.1 Suggestions, Complaint/Concern, & Compliment/Feedback ............... 41
   7.2 Senior Focus Groups ........................................................................... 41

8. NCLEX Preparation
   8.1 Required Testing .................................................................................. 42
   8.2 Practice program availability ............................................................... 42
   8.3 Review Course ..................................................................................... 42
   8.4 Exit Testing .......................................................................................... 42

9. Professional Opportunities
   9.1 NSNA .................................................................................................. 43
   9.2 Sigma Theta Tau, Zeta Theta Chapter at Large .................................. 43

10. Program Completion
    10.1 Graduation Review ........................................................................... 44
    10.2 Application for Graduation ............................................................... 44
    10.3 Convocation ..................................................................................... 44
    10.4 Baccalaureate .................................................................................. 44
    10.5 Commencement Ceremony ............................................................... 44

11. Scholarships and Awards
    11.1 Lourdes University College of Nursing Awards ............................... 45

Table of Appendices
   2.4 Curriculum Standards ......................................................................... 47
   2.5 CON Grading Rubric for Grammar and Style .................................... 49
   5.8 CON Fitness for Clinical Participation ................................................. 54
   5.12 Clinical Student Conduct .................................................................. 50
   6.1.2 Laptop Lending Policy ...................................................................... 56
   8.4 BSN Program Completion Requirement Policy .................................. 57
   8.4.1 Assessment Technologies Institute (ATI) Testing Policy ................. 58
Lourdes University and the College of Nursing are accountable to the public for the quality of professional nurses who graduate from our Bachelor of Science in Nursing Program. Therefore, Lourdes University and the College of Nursing have the right and responsibility to establish standards of admission, retention, progression, dismissal, and graduation in accordance with its philosophy, program objectives and the Ohio Board of Nursing rules and regulations in order to protect the integrity of the educational program and the public. Nursing students have the right to an educational environment where the freedom to learn is provided. The College of Nursing Student Handbook contains standards of academic achievement and conduct. Students are responsible for meeting these standards and have the right to be informed about these standards, the means of assessment, and the appeal process. Students are invited to participate in the formation and evaluation of academic and conduct standards through participation in the College of Nursing committee process. No student is treated differently on the basis of age, religion, creed, national origin, handicapping condition, marital status, race, or sex.
1. Overview of the College of Nursing

1.1 Vision
Recognized as a national leader for excellence in nursing education, Lourdes University College of Nursing graduates an innovative workforce that continuously improves quality and safety in healthcare delivery systems and exemplifies holism, ethics, diversity, community service, and Franciscan values.

1.2 The Mission Statement of the Lourdes University College of Nursing
The College of Nursing exists to prepare undergraduate and graduate students in an individualized educational environment that incorporates quality nursing practice, critical thinking, leadership, diversity, and Christian ethics. Both the undergraduate and graduate programs will prepare professional nurses who are competent in providing holistic care in a variety of settings in a dynamic society. The Bachelor of Science in Nursing degree builds on the liberal arts tradition of the University to prepare nurse generalists who are able to practice in the community, fulfill leadership roles, and utilize research. The Master of Science in Nursing degree builds upon the baccalaureate curriculum to prepare graduates for advanced nursing roles by promoting the development of advanced education and nursing leadership and advanced clinical practice in nurse anesthesia knowledge, concepts, and skills. Emphasis is placed on nursing theory, research, and practice to facilitate personal and professional development in an environment that reflects the University’s Franciscan values and 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, and spiritual well-being that is defined in the context of personal values and culture.

- Nursing is a scientific and caring profession which utilizes the most current evidence in diagnosis and treatment to optimize health, reduce risk, and promote wellness.

- Learning results in an increase in self-understanding and discovery of knowledge, values, and skills. Learning occurs in a supportive environment through a collaborative partnership that requires active involvement on the part of a student/learner and educator/facilitator.

- Baccalaureate nursing education builds on a liberal arts education to prepare generalists to practice values-based nursing within the community, fulfill leadership roles and provide evidenced based nursing care. Masters nursing education builds upon the baccalaureate curriculum to prepare graduates for advanced nursing roles by promoting the development of advanced knowledge, concepts and skills.
2. **Curriculum of the College of Nursing**

2.1 **Overview**

The goal of the Lourdes University College of Nursing curriculum is to graduate students who possess the knowledge, skills and attitudes (KSAs) to impact both individual and system approaches to patient safety (QSEN competencies) and thus can transition readily into complex health care systems. The additional conceptual themes of culture, value centered care; community and leadership provide students with the context needed to effectively work with diverse populations. The first semester of the nursing major emphasizes core physiological and psychosocial nursing concepts essential for safety and the KSAs related to patient centered care, communication and evidenced based practice. The students apply these concepts in a community based clinical setting emphasizing skills of professional communication, especially active listening and understanding patient care needs within the context of environment and culture. Basic psychomotor skills are introduced.

Subsequent semesters expose students to increasingly complex patient care needs and take the students into more complex health care settings. With a strong foundation in the KSAs of safety, communication, and evidence based practice, students move on to develop competencies in interdisciplinary collaboration, informatics, and quality improvement within comprehensive health care systems. Clinical placements integrate concepts across courses and move from the community into tertiary care centers. All clinical placements are designed to maximize students’ time in one setting and system in order to observe and evaluate outcomes of care. In the final semester, students are placed with nurses employed in the practice setting to complete a professional practicum. The students also engage in a capstone course in which the six QSEN based concepts are fully integrated with the remaining conceptual themes.

The plan of study includes a total of 120 credit hours within a 15-week semester model. Students complete general education courses, prerequisite courses and 60 hours of coursework within the nursing major. A student is able to finish the coursework in 4 years.

2.2 **Competencies and Program Learning Outcomes**

<table>
<thead>
<tr>
<th>Competency</th>
<th>Program Learning Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Centered Care</td>
<td>Provide nursing care that recognizes the patient as a full partner and source of control.</td>
</tr>
<tr>
<td>Safety</td>
<td>Through individual performance and organizational processes, provide care to patients that minimize risk of harm to patient, others and self.</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Participate fully in the health care team in a way that fosters mutual respect and shared decision-making to achieve quality patient care.</td>
</tr>
<tr>
<td>Evidence Based Care</td>
<td>Provide nursing care that is based on current evidence, clinical expertise and patient preference, needs and values.</td>
</tr>
<tr>
<td>Quality Improvement</td>
<td>Participate fully in processes to monitor outcomes and improve patient care.</td>
</tr>
</tbody>
</table>

---

---
Informatics | Use current technology to manage patient information and other data to maximize safety and optimize health outcomes.
---|---
Values Based Care | Provide nursing care grounded in the Christian ethic and portraying the core nursing values of accountability, caring, communication, clinical reasoning, critical thinking, and lifelong learning.
Leadership | Provides nursing care while modeling the professional roles of coordinator of care, educator, advocate, and leader.
Community | Provides nursing care recognizing that populations and groups are patients with unique needs, requiring the services of educated nurses.
Culture | Provides nursing care with an understanding of and appreciation for the diverse backgrounds, values and beliefs of each individual and group.

2.3 Course Descriptions

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

2.4 Standards for Courses in the Nursing Major

Lourdes University College of Nursing Bachelor of Science in Nursing follows consistent standards across the curriculum. Please see Appendix 2.4 for a copy of the current curriculum standards.

2.5 Formatting Guidelines

Scholarly papers in the Lourdes University College of Nursing are formatted using the most current version the APA publication manual. Please see Appendix 2.5 for a copy of the grading rubric related to APA and formatting standards.
3. Admission, Progression, and Graduation Policies

3.1 Academic Advisement

3.1.1 Advising for Nursing Program

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

3.1.2 Nursing Academic Advisor Role

The student consults with his or her nursing academic advisor regarding all issues related to admission, progression, and graduation. It is the student’s responsibility to ensure that recurring appointments are scheduled and maintained with the nursing advisor. Make sure to take note that some nursing faculty only work 9 months and may not be available during the summer, in which case you can contact the Coordinator of Nursing Advising and Enrollment Management or the nursing office to answer any questions. Academic Advising may also assist nursing students without appointments when a nursing academic advisor is not available. When any changes are made to the plan of study it is the student’s responsibility to update their nursing advisor.

The student and nursing academic advisor will work together to develop a plan of study. Students must meet with the nursing academic advisor whenever changes in the plan of study are needed. The student and the nursing academic advisor are both responsible for maintaining a current academic record. The student is responsible for knowing all the graduation requirements, including courses and credit hours required for the BSN and applying for graduation by the required date.

The nursing academic advisor will audit the academic record/file every fall and spring semester to verify the appropriate documents remain in the file. The nursing academic advisor monitors the student’s progression through the Nursing Major and signs the Application for Graduation. The student and his/her nursing academic advisor share responsibility for maintaining and tracking student progress and completion of program requirements. Students must meet with their academic advisor each semester to be given their PIN and pre-registration form. It is the student’s responsibility to know the graduation requirements of the major and the University, to ensure the successful completion of these requirements. Courses required for graduation are located in the University Catalog that existed when the student was admitted into the Nursing Major.

A student who adds, drops, or fails any class must schedule an appointment with the nursing advisor prior to registering for the following semester.

If the student is unable to register for class due to a “hold” on the account, it is the student’s responsibility to resolve this issue before registration can proceed. A student cannot be registered if there is a hold.

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

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

3.2 General Application Procedure for Admission to the Nursing Major

Admission to the Nursing Major is open to any student without regard to race, religion, creed, national origin, sex, age or marital status. We believe that nursing as a profession requires minimum standards and applicants are expected to meet minimum standards prior to admission into the major. The students with the highest qualifications will be admitted into the program. A select number of students will be admitted to the major directly from high school in the fall of each year. The remaining seats for students entering the nursing major during fall or spring semesters are offered to students who have met the pre-requisite university coursework.

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

If a student is not admitted into the major because of the competitive admission or they do not meet the minimal requirements, they can reapply to the major in a subsequent semester. Students may apply for different tracks based on prior learning and work experience. The Admission, Progression, and Graduation (faculty) Committee (APG) reviews the applications for admission and selects candidates according to the admission criteria for each program track and the procedures outlined herein.

Direct Admission to the Nursing Major for First Year Dean Scholars University Students

High School students are welcome to apply for admission into the nursing major directly from high school. The priority deadline for direct admission is February 15th, during the senior year of high school. Applicants will receive notification by March 10th. Once the priority deadline has passed, students may still apply and will be considered on a space available rolling basis. The application process includes the completion of a Lourdes University application with the intention to study nursing. The College of Nursing will admit a select number of students into the nursing major directly from high school based upon the following requirements:

A. High School GPA of 3.75
B. ACT Score of 24 or SAT score of 1110
C. High School Course completion:
   English: 4 Units
Science: 3 Units one must be Chemistry
Mathematics: 4 Units

Students who receive direct admission to the nursing major their freshman year at Lourdes University must remain fulltime, follow the BSN plan of study and maintain a GPA of 3.25 during their first two semesters or they will forfeit their direct admission seat. They may reapply but their application will be part of the semianual competitive upper division nursing major admission process.

Upper Division Nursing Major Admission for Pre-Licensure students who meet the following requirements:

A. Admitted to Lourdes University.
B. Completes prerequisites to the Nursing Major. (See Curriculum Plan).
C. Achieves a minimum grade of “C” in each natural science course with a cumulative Science GPA of 2.5.
D. Achieves a prerequisite GPA (Lourdes University and transfer) of 2.5 or better.
E. Communicates effectively with fellow students, faculty, staff and administration
F. Completes any standardized required testing.
G. If a student attended another pre-licensure program they must sign a release so that the APG committee can contact the previous nursing program for information about their previous performance as a student nurse.

Admission requirements for a Licensed Practical Nurse (LPN):

A. Admitted to Lourdes University.
B. Completes prerequisites to the Nursing Major. (See Curriculum Plan).
C. Achieves a minimum grade of “C” in each natural science course with a cumulative Science GPA of 2.5.
D. Achieves a 2.5 pre-requisite education grade point average (GPA
E. Communicates effectively with fellow students, faculty, staff, and administration.
F. Graduate of an approved Licensed Practical Nurse program and holds a current valid LPN license.
G. Completes any standardized required testing.

Admission requirements for Registered Nurses (RNs):

A. Admitted to Lourdes University.
B. Achieves an overall GPA of 2.0 or better.
C. Communicates effectively with fellow students, faculty, staff and administration.
D. Graduate of an NLNAC accredited associate degree or diploma program in nursing, and holds a current valid RN license.
E. A Graduate from an associate degree or diploma program that is not accredited by NLNAC and holds a current valid RN license may be considered for provisional admission to the RN-BSN program. Provisional admission requires that the student achieve a B- or better in (the RN-BSN bridge course) NUR 434 Principles of Professional Nursing or NUR 460. Once students achieve a B- or better in NUR 434 or NUR 460, they receive full admission to the program and bypass credit will be awarded.
PROCEDURE for Pre-Licensure admission to the Nursing Major at the Upper Division level:

Note: Deadlines for application to the nursing major are posted on the Lourdes University web page, and a pre-licensure student may apply for admission to the Nursing Major at any time after admission requirements are met.

1. The number of pre-licensure positions available is determined by the Dean.

2. Admission is competitive and dependent on space available. Students not accepted, may reapply in a subsequent semester. Students with the highest qualifications are accepted into the program first.

3. The Admission, Progression, and Graduation Committee (APG) reviews the Applications for Admission to the Nursing Major and rank orders the candidates according to the following criteria:

   - Pre-requisite Grade Point Average X 1* See attached list of pre-requisite courses
   - + Science GPA X 2 (Which includes BIO 340, BIO/L 330, BIO/L 331, CHM 140 (or CHM/L 121/122), BIO 313 (or CHM/L 221/222) and BIO 335.
   - + Loyalty points for Lourdes Students with a GPA= or > 2.5
     - 12-18 Lourdes credits = .25 additional point
     - 19-24 Lourdes credits = 0.5 additional points
     - 25 or more Lourdes credits = 0.75 additional points
   - + Lourdes Students in good standing in the Lourdes University Honors program will receive 0.75 additional points

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

4. The student’s information and rank order are recorded by the Coordinator of Nursing Advising and Enrollment Management and are maintained in the Coordinator’s office.

5. The list of selected candidates is forwarded to the Dean of the College of Nursing. The Dean notifies each student of his or her offer of admission in writing. A student receiving an offer of admission must return a signed Acceptance of Offer of Admission by the date indicated in the letter, indicating understanding of the policies for enrollment and progression in the nursing major (e.g. health & professional requirement, nursing GPA, etc.).

6. The Dean may rescind the offer of admission if all requirements for enrollment in the nursing major are not met.

7. Additional applicants may be considered at a late application date according to the admission criteria at the discretion of the Dean.
PROCEDURE for LPN admission to the Nursing Major:

Note: LPN to BSN students may apply for admission to the Nursing Major at any time after admission requirements are met or are scheduled to be met prior to enrolling. The deadline for LPN application to the major is on or before the first day of Spring semester for admission in the Fall Semester after admission requirements are met.

1. The number of LPN to BSN seats is determined by the Dean.

2. Admission is competitive and dependent on space available. Students not accepted may apply for late admission and for the subsequent semester. Students with the highest qualifications are accepted into the program first.

3. The Nursing Advisor presents LPN-BSN applications for admission to the Admission, Progression, and Graduation Committee (APG) in the fall admissions meeting.

4. Applicants who are expected to meet the requirements for admission before their first course in the major will be offered conditional admission (pending completion of all requirements) to the nursing major.

5. The Admissions, Progression and Graduation Committee (APG) reviews the applications for admission to the Nursing major and rank-orders the candidates according to the following criteria:
   - Pre-requisite grade point average See attached list of pre-requisite courses
   - Science GPA X 2 (Which includes BIO 340, BIO/L 330, BIO/L 331, CHM 140 (or CHM/L 121/122), BIO 313 (or CHM/L 221/222), or successful completion of NLN for Normal Nutrition at or above the 50th percentile. and BIO 335)
   - Lourdes University loyalty points for students who have completed 12 hours or greater than at Lourdes University:
     - 0.25 for 12 – 18 hours
     - 0.50 for 19 – 25 hours
     - 0.75 for over 25 hours

6. The student’s information and rank order are recorded by the Coordinator of Nursing Advising and Enrollment Management and are maintained in this office.

7. The list of selected candidates is forwarded to the Dean of the College of Nursing. The Dean notifies each student of his or her offer of admission in writing.

8. A student receiving an offer of admission must return a signed Acceptance of Offer of Admission by the date indicated in the letter, indicating understanding of the policies for enrollment and progression in the nursing major (e.g. health & professional requirement, nursing GPA).
9. The Dean may rescind the offer of admission if all requirements for enrollment in the nursing major are not met.

PROCEDURE for RN admission to the nursing major:

Note: Rolling admission is available for RN’s only. A RN to BSN student may apply for admission to the Nursing Major at any time after admission requirements are met. All requirements must be met prior to entering the first nursing course.

1. The Nursing Advisor presents applications for admission to the APG committee as applications are submitted.

2. Applicants expected to meet the admission requirements will be offered conditional admission or conditional provisional admission (pending completion of all requirements) to the nursing major.

3. The list of selected candidates is forwarded to the Dean of the College of Nursing. The Dean notifies each student of his or her offer of admission in writing.

4. A student receiving an offer of admission must return a signed Acceptance of Offer of Admission by the date indicated in the letter, indicating understanding of the policies for enrollment and progression in the nursing major (e.g. health & professional requirement, nursing GPA, etc.)

5. The Dean may rescind the offer of admission if all requirements for enrollment are not met.

3.2.1 Pre-Application Meetings

Each semester pre-application meetings are scheduled. All pre-licensure and LPN to BSN students are expected to attend. These meetings provide valuable information to students regarding the application and admission process.

3.2.2 Advanced Standing/Prior Learning/By-Pass Credit

POLICY:

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

RN to BSN may qualify for up to 33 by-pass credit hours. Students must qualify for advanced standing admission to the nursing major as an RN and successfully complete, Concepts in Professional Nursing (NUR 460)/Applied
Concepts in Professional Nursing (NUR 461) with a grade of “C-“ or better. To be eligible for prior learning credit the student must hold an active RN license.

**LPN to BSN students** qualify for 14 hours of prior learning credit. Students must qualify for admission to the nursing major as an LPN by meeting the admission requirements and receiving an acceptance into the nursing major as an LPN-BSN students per recommendation of the APG committee. The LPN student will receive prior learning credit as follows: 3 hours for NUR 250 and 3 hours of NUR 320 at successful completion of the LPN bridge course NUR 252; 1 hour of prior learning and successful completion of NUR 265; 2 hours of prior learning credits after successful completion of NUR 335 and 2 hours of prior learning credits after successful completion NUR 365 and 3 hours of prior learning credit after successful completion of NUR 435. To be eligible for prior learning credit the student must hold an active LPN license.

**RN-MSN students** qualify for 33 prior learning credits after completing 42 credits of non-nursing courses and successfully completing NUR 460 Concepts in Professional Nursing with a C- or higher. At this point the 33 credits are awarded. To be eligible for prior learning credits, the student must hold an active RN license.

### 3.3 Probation, and Dismissal from the Nursing Major

The evaluation of student performance and progression within courses in the Nursing Major and from course and level-to-level is the shared responsibility of the students, faculty, and administration. Grade point average (GPA) refers to nursing GPA for all NUR courses.

Successful academic progression is maintained by:

- Having a NUR GPA of 2.5 or higher in the nursing major for pre-licensure students and 2.0 or higher for RN-BSN students.
- Passing all of the nursing courses with a C- or better
- All NUR courses in the nursing major must be completed within five calendar years. A two-calendar year extension may be granted as an Exception to the Requirement.

A student is placed on probation for the following reasons:

- A NUR GPA lower than 2.5 for pre-licensure students and 2.0 or lower for RN-BSN students

A student can be permanently dismissed from the nursing major for the following reasons:

**Pre-licensure Students**

- Failing 2 courses in the nursing major.
- Failure to meet professional conduct and policy standards.
- Unsafe clinical performance.
- At the completion of one semester (Fall or Spring) on probation without improving his or her NUR GPA and achieving a minimum NUR GPA of 2.4.
- After two consecutive semesters on probation of not achieving a NUR GPA of 2.5.
RN – BSN Completion Students

- Failing 2 courses in the nursing major.
- Failure to meet professional conduct and policy standards.
- Unsafe clinical performance
- At the completion of one semester (Fall, Spring or Summer) on probation without improving his or her NUR GPA and achieving a minimum NUR GPA of 1.9.
- After two consecutive semesters on probation of not achieving a NUR GPA of 2.0.

Nursing Courses:

- A Withdrawal or Drop with graded performance below a "C-" level or with unsatisfactory clinical performance will be considered a Withdrawal or Drop with Failure and is treated as a failure.
- Students may retake one nursing course one time. A student may be dismissed from the major for unprofessional behavior and/or unsafe clinical performance at any time in the semester.
- Faculty/ Advisor will notify the Dean immediately of all drop/withdrawals and of the grade at the time of drop/withdrawal.
- If a student fails a clinical course the student will have to meet with the Chair of Undergraduate Nursing Studies to create an individual remediation plan signed by the student and the Chair based upon the noted deficiencies in the failed clinical course. This remediation plan will include repeating the clinical course and the completion of accompanied didactic/theory work that coincides with the clinical objective(s) that the student did not meet and resulted in the failure.

a. Basic and Pre-licensure Students:
   - Must repeat the course if a “D+” or lower is attained.
   - May repeat one nursing course only one time.

b. Licensed Practical Nurses (LPN) BSN Students
   - Nursing major theory courses that are not completed with a C- or better must be repeated.

c. Registered Nurses (RN) BSN Students
   - Nursing major courses must be repeated if a D+ or lower is attained

6. For a nursing course in which an “incomplete” is received:

   - A student cannot progress if the “I” is in a prerequisite course. The resolution of the “I” must take place prior to the first day of the following semester in order for the student to start the subsequent course. If the “I” is in a prerequisite course and the student has not resolved the “I” before the first day of classes in the following semester, the student will be de-registered from the subsequent course.
   - APG will report any “I” grades at the end-of-the-semester APG meeting in order to monitor whether it is a prerequisite course. The student, their advisor and the faculty member who approved the “I” will work together to devise a plan for resolution of the “I”.

16
• Nursing students and faculty follow the University-wide policy for Incompletes.

3.4 Graduation in the Nursing Major

The degree of Bachelor of Science in Nursing is granted to students who have completed the planned program of study, earning 120 course credit hours, achieving/maintaining a 2.0 University GPA and a 2.5 Nursing Major GPA for pre-licensure students and 2.0 for R.N-BSN students. Students must meet all other Lourdes University requirements for graduation. The student is accountable for knowing the degree requirements and successfully completing these requirements.

Students apply for graduation the final semester they are completing University and College of Nursing requirements. Students must obtain the Graduation Application from the Registrar by the posted deadline during their final semester of coursework. Students must complete the Graduation Application and submit to a nursing advisor for a graduation review and the nursing advisor submits the application to the Registrar for the final graduation audit.

Pre licensure students complete all requirements

According to NUR 490 syllabus and ATI/HESI policy and procedure. RN-BSN students complete all requirements according to NUR 491.

a) ATI (For Pre-licensure students before Fall 2016)
b) HESI (For Pre-licensure students beginning Fall 2016)

The Chair of Undergraduate Nursing Studies or qualified appointee completes the certification of program completion forms for the eligible pre-licensure students and submits them to the Ohio Board of Nursing.

3.5 Academic Grievance

The College of Nursing follows the Lourdes University Undergraduate Final Grade Grievance Policy which is located in the University Catalog.

Undergraduate Final Grade Grievance Policy: A final course grade is only subject to review when 1) a procedural error has been discovered in the calculation or recording of a grade, or 2) there is a basis or need for an academic reevaluation.

If a student wishes to have a final grade reconsidered, the student must meet with the instructor and attempt to resolve the difference. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class. If the instructor agrees that an error in the calculation or recording of the grade was made, or agrees to assign a different grade after reevaluation, this will be communicated to the Registrar’s Office on a Change of Grade form. If no resolution can be reached with the instructor, the student may initiate a formal grievance.

A Final Grade Grievance Form may be obtained from the University website (http://www.lourdes.edu/Home/Academics/CatalogCoursesandSchedules.aspx). The student must use the form to describe the problem in writing and the reason(s) the grade should be changed. The student will then provide all documentation to support their grievance for final review and obtain a signature from the instructor to show that they have met to discuss the issues in the grievance. At this point, the student must return with the form to the Executive Assistant to
the Provost (SCH 141) to have it dated and recorded. This date marks the official beginning of the grievance.

The Final Grade Grievance Form must be presented and signed at each of the subsequent selected appeal steps. Please note that in some cases (e.g., regarding Nursing and Education courses) the individuals to be seen by the student may vary from those listed below. The grievance procedure must begin within 15 business days (business days are days when classes are in session, not including Saturdays) of the beginning of the spring semester for grades received during the fall semester, and within 15 business days of the beginning of the fall semester for grades received during the spring or summer sessions.

Any student appeal of an instructor’s decision must be done by duplicate submission in writing to the instructor’s Departmental Chairperson stating the basis of the appeal. If the instructor is the Department Chair, the student’s written appeal must go directly to the instructor’s Academic Dean. The Department Chair shall meet with the student and consult with the instructor within 15 business days. The Chair shall respond within 5 business days.

If the issue is not resolved to the satisfaction of the student, the student must within 10 business days after being notified in writing by the Department Chair request in writing to meet with the instructor’s Academic Dean. The Academic Dean shall meet with the student and consult with the instructor within 15 business days. The Academic Dean shall respond within 5 working days.

If the issue is not resolved to the satisfaction of the student, the student must within 10 business days after being notified in writing by the Academic Dean request in writing to meet with the Provost. The Provost shall review the documentation and meet with the student within 15 working days. The Provost may choose to appoint a Grade Grievance Review Committee to meet separately with the student and the instructor. The Committee shall make a written recommendation to the Provost. The decision of the Provost shall be rendered in writing within 5 business days. The decision of the Provost shall be final.

If because of unforeseen circumstances the above timelines cannot be met by Lourdes University personnel, the student will be notified if there are any necessary delays. If because of unforeseen circumstances the above timelines cannot be met by the student, the student must contact the Office of the Provost to apply for an extension before the deadline. Once the student’s deadline has lapsed at any step of the process without the student taking the next step, the appeal is considered officially withdrawn by the student.
4. **College of Nursing Structure**

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

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

- Curriculum
- Admission, Progression and Graduation
- Assessment
- Evaluation

4.1 **Student Committee Membership**

The chairperson of each undergraduate nursing committee extends an invitation to at least two students, preferably one representative from either pre-licensure or LPN-BSN student, and one RN-BSN student currently enrolled in the nursing major. Each student is expected to attend committee meetings and has a voice on the committee.

4.2 **Student Participation in Program Evaluation**

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

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

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

5.1 **Grading Scale**

All assignments, presentations, and tests in the Nursing Major are graded in accordance with the College of Nursing grading policy.

The grading scale for all Nursing courses is designated in accordance with the College of Nursing grading policy.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>93-94</td>
</tr>
<tr>
<td>B+</td>
<td>91-92</td>
</tr>
<tr>
<td>B</td>
<td>88-90</td>
</tr>
<tr>
<td>B-</td>
<td>85-87</td>
</tr>
<tr>
<td>C+</td>
<td>83-84</td>
</tr>
<tr>
<td>C</td>
<td>80-82</td>
</tr>
<tr>
<td>C-</td>
<td>76-79</td>
</tr>
<tr>
<td>D+</td>
<td>74-75</td>
</tr>
<tr>
<td>D</td>
<td>71-73</td>
</tr>
<tr>
<td>D-</td>
<td>68-70</td>
</tr>
<tr>
<td>F</td>
<td>Below 68</td>
</tr>
</tbody>
</table>
1. In order to pass a nursing course with a clinical or lab component, a student must achieve a cumulative score of 76% on objective tests. This percentage is calculated using the weights of the individual tests. The grade awarded to the student will be equivalent to the score on his/her objective testing if a 76% is not achieved.

2. Rounding: All final course grades and cumulative objective testing grades will be rounded according to the rules of math; taking grades out one decimal point. For example, a final course grade or cumulative objective testing grade of 85.0-85.4% would be recorded as an 85%. A final course grade or cumulative objective testing grade of 85.5-85.9% would be recorded as an 86%

3. Faculty enters and maintains a copy of student course tests/assignment grades throughout the semester and for one full subsequent semester.

4. A paper copy of the official grade sheets will be submitted to the College of Nursing Office by the end of finals week.

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

5.2 Attendance/Assignments/Clinical

In order for clinical and classroom learning to take place and in order to assure that each student has ample time to learn and consistently demonstrate achievement of course objectives, attendance at clinical and lab is mandatory.

The instructor must be notified of the absence prior to class, lab, or clinical time. Students will be required to make-up any missed clinical experiences regardless of cause. It is at the discretion of the faculty member how the make-up of missed clinical time will be completed. Please note: clinical sites and faculty may have limited availability. Faculty and clinical instructors will try to accommodate a student’s needs but there is no guarantee that there will be an opportunity for a student to make up clinical or lab time. The student is responsible to communicate with faculty regarding clinical make-up work. Absence from clinical, for any reason, may put any student at risk for failure.

1. Make up clinical/lab work is to be arranged by the clinical instructor or the clinical coordinator. Students are not allowed to make arrangements for their own make up clinical or lab. The student must contact their clinical instructor within three days of the absence to arrange for the make-up clinical/lab.

2. The clinical instructor determines how soon the clinical/lab make up must occur. Under normal circumstances this will occur within 2 weeks of the absence.

3. In most circumstances a second clinical absence, for any reason, is considered to put a student at risk for failure. If a second absence occurs the clinical instructor and the student will meet to discuss whether or not the student is able to meet or demonstrate achievement of course objectives.

4. If a student is unprepared for clinical/lab the instructor may remediate the student to the nursing lab for additional instruction or education. In addition, the student may be sent home resulting in an absence and a notation of unprofessional behavior.
5. A student appearing at the clinical/lab site out of uniform is considered to be unprepared for clinical/lab.

6. If a student is late for clinical/lab it will be documented by the clinical/lab instructor and forwarded to the clinical coordinator.

7. A pattern of tardiness is considered unprofessional behavior and may result in an unsatisfactory ability to meet or demonstrate achievement of course objectives and may result in course failure.

   - The course syllabus may have more specific requirement of attendance/assignments, and clinical requirements.

A student is responsible to notify the clinical faculty member of any health-related problem that limits his/her requisite competencies for clinical activities. A student unable to complete clinical/laboratory assignments due to health-related restrictions must provide a written statement from his or her healthcare provider documenting readiness to return to patient care and any restrictions that may continue to apply. Consultation with Accessibility Services may be required.

Assignments are expected to be submitted on due dates. If a student is unable to complete an assignment, a completion date must be negotiated with faculty prior to the assignment due date. A grade of “Incomplete” may be assigned for the course at the faculty’s discretion if all work is not completed by the end of the term (following the University criteria for an incomplete grade). Points may be deducted from the assignment at the faculty’s discretion.

If a student has a clinical or lab absence for any reason that time must be made up. Clinical instructors and Clinical coordinators will work with students to try to accommodate make-up clinical for students with excused absences. The student must contact their clinical instructor within three days of the absence to arrange for the make-up clinical/lab.

5.3 Social Media and Confidentiality Guidelines

- Student should not share, post, or otherwise disseminate any information, that can identify a patient or in any way violate a patient’s rights or privacy.

- Students should never refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.

- Student nurses should not make threatening, harassing, sexually explicit, or derogatory statements regarding any person’s race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.

- Student should not make disparaging remarks about university, or college of nursing students, faculty, and or staff.

- 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.

- Students 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.

- Students 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.

5.4 Health and Professional Requirements

All students enrolled in a clinical nursing course must meet all College of Nursing Health and Professional Requirements. All documentation must be turned into the Nursing Office prior to registration for the first semester into the major and for other students a year and a day since their last physical. The student should retain the original documentation and submit copies to the Coordinator for Nursing Advising and Enrollment Manager or to the Associate Chair of Clinical Education.

Students participating in 200, 300, or 400 level nursing courses with a clinical component will be dropped from their following semester courses if all Health and Professional Requirements are not successfully completed by the last day of the current semester.

If the Health and Professional Requirements expire during the semester, the student is responsible to renew the requirement and provide the current renewal information to the College of Nursing before they are allowed to return to the clinical setting.

Documentation for all requirements must be submitted to the Nursing Office on or before the due dates. The Health and Professional Requirements list is updated each year pending any changes mandated by the Ohio Board of Nursing or clinical agencies with an active contract.

- The College of Nursing will provide students with a packet of information regarding the Health and Professional Requirements. All forms and directions are also on the Lourdes University Website: Academics/College of Nursing/Current Students/Health Forms and Uniforms

- Students are responsible to assure that their Health and Professional file is complete and current, submit all documentation to a College of Nursing, and retain a copy for your own records. The College of Nursing is not responsible for copying.

We ask all students to keep track of their TB and/or PPD testing and maintain a 12-month testing time. Not maintaining this testing can affect your clinical participation.

For example, if you received your initial two-step testing August 15, 2015, you will have to be retested by August 15, 2016 to maintain the 12-month requirement. After initial two-step testing, only one-step testing is required as long as it is done within the 12-month period. This will keep your testing up-to-date and meet the requirements of all facilities.
5.5 Technical Standards for Nursing Students

The Lourdes University College of Nursing is committed to equal access for all qualified program applicants and students. Nursing students must be able to perform certain mental, physical, and other tasks that are essential in providing care for their patients. Faculty/Instructors will evaluate throughout each semester, the students continued ability to demonstrate compliance with the standards. These requirements are outlined in the College’s Technical Standards for Nursing Students and Technical Standards Certification Statement.

Acceptance into the nursing major is conditional upon the nursing student submitting a signed Technical Standards Certification statement stating that they believe that they can meet these standards with or without reasonable accommodation. The student’s statement must also be confirmed through a physical examination by a licensed healthcare provider of the student’s choosing who also signs a statement on the form. Students are responsible for the cost of the physical examination and must provide the healthcare provider with the Technical Standards for Nursing Students Table. The executed certification form must be on file before beginning the clinical nursing courses of the program. If a student believes he or she needs accommodation(s) in order to meet these requirements, the student must have the need for accommodation validated through the Office of Accessibility Services prior to the beginning of the semester if possible. Accommodation may not be possible in some cases.

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

Note: Student medical information will be kept confidential. Lourdes University may disclose as needed or required by law.
Technical Standards for Nursing Students Table

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

<table>
<thead>
<tr>
<th>Technical Standard</th>
<th>Definition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senses</strong></td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Physical Abilities</strong></td>
<td>Perform gross and fine motor movements with reasonable endurance, strength, flexibility, balance, mobility, and precision as required to provide holistic nursing care.</td>
<td>Perform CPR, safely transfer and control fall of a patient, and manipulate equipment such as syringes and medication packages.</td>
</tr>
<tr>
<td><strong>Cognitive</strong></td>
<td>Collect, analyze, and integrate information and knowledge to make clinical judgments and decisions that promote positive patient outcomes.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Mental/Emotional Stability</strong></td>
<td>Have sufficient emotional health to fully use intellectual ability, exercise good judgment, and complete all responsibilities necessary to the care of patients.</td>
<td>Function under stress, problem solves, adapt to changing situations, and follow through on assigned patient care responsibilities, in a safe manner.</td>
</tr>
<tr>
<td><strong>Professional Behavior</strong></td>
<td>Engage in activities consistent with safe nursing practice and display responsibility and accountability for actions as a student and as a developing nurse.</td>
<td>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 clinical-related activities; and demonstrates motivation, appropriate attitude, and professional behavior.</td>
</tr>
</tbody>
</table>
This form is a companion to the *Technical Standards for Nursing Students* document. After being accepted for admission to the College of Nursing, students must complete and submit this certification form to the Lourdes University College of Nursing prior to beginning the program’s clinical courses. The Lourdes University College of Nursing is committed to equal access for all qualified program applicants and students.

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

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

**Students are responsible for:**

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

**STUDENT STATEMENT:**

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

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

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

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

- [ ] By checking this box, I certify that I have read the above document. Please note the Technical Standards Certification Statement will be considered incomplete without the electronic signature documented as the following example: /s/John S. Doe

**Student Signature:** Click here to enter text.  
**Date:** Click here to enter a date.
5.6 Core Concepts Review Module and Test

A Core Concept Skills review is required annually of all clinical nursing students. Core Concepts Review provides students with a quality and safety framework prior to beginning clinical rotations in the areas of Emergency Responses, Code Systems, Personal Conduct and Ethics, Customer Service, Diversity, Patient Privacy, Body Mechanics, and Prevention of Workplace Violence. The test must be passed at 85% or better and be submitted by the due date for Health and Professional Requirements. If further clarification is necessary, call the Nursing office at 419-824-3791.

5.7 Fitness for Class/Lab/Clinical Participation

The College of Nursing will maintain an environment that ensures the provision of safe, quality patient care and is also supportive of the well-being of students. Accordingly, students are required to report to class, lab, and clinical settings unimpaired from drugs and alcohol, unimpaired by non-communicable personal illness or at risk of transmitting a communicable disease, and will be removed immediately from any situation to ensure patient and/or student safety. The policy on substance abuse and chemical dependency in both classroom and clinical is explained in Appendix 5.8. Please see the “Lourdes University Student Handbook’s” section on “Policies on Drug and Alcohol” for information about compliance with Drug-free Schools and Communities Act Amendment of 1989, and University response to law.

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 problem or concerns.

A student who is unable to complete clinical laboratory assignments due to health-related restrictions must provide a written statement from his or her health care provider documenting readiness to return to patient care and any restrictions which may continue to apply.

5.8 Appearance/Dress Code

Students enrolled in Lourdes University College of Nursing courses must adhere to the appearance guidelines whenever participating in practice and clinical settings.

Lourdes University College of Nursing faculty reserve the right to evaluate student compliance with the guidelines and to bar from participation in the above interactions, any student evaluated to be noncompliant with the guidelines.

All students are responsible for purchasing nursing equipment and uniforms
In cases of financial need where the purchase of mandatory uniforms and equipment is a hardship the student notifies his or her academic advisor and is referred to the Financial Aid Office.

PROCEDURE:

1. Upon admission to the Nursing Major, students are informed that the ordering process for uniforms is available on the College of Nursing webpage.

2. Fingernails: Fingernail length must not be beyond the tip of the flesh of the finger so as not to interfere with the performance of clinical care and not to place the patients at risk for injury or infection, regardless of setting. The use of fingernail polish is discouraged, however, if used; only clear or light colored polish will be permitted. Artificial or gel polished fingernails are not permitted.

3. Hair: When students are in the practice or clinical setting, hair must be shoulder length or shorter or restrained neatly off the shoulders by simple devices. Hair color and style should be appropriate to reflect a professional appearance. Male facial hair should be trimmed and neat in appearance.

4. Hygiene and Make-Up: Good oral and body hygiene must be practiced. The use of perfume/cologne is not permitted. Make-up, if worn, should be basic and minimal.

5. Jewelry: No rings may be worn with the exception of wedding/engagement rings. Up to two sets of earrings of simple posts or small hoops will be permitted on the lower earlobes. No other visible body piercings with jewelry are permitted; including tongue piercings. Necklaces and bracelets may not be worn. Pins or other symbols, which make political or profane statements, are prohibited.

6. Tattoos: Body tattoos must be covered.

7. Footwear: When dressed in white, school uniforms, students must wear clean all white or minimally colored, leather or simulated leather, closed heel and closed toe shoes with non-skid soles and flat or near flat heels. When dressed in business casual clothes with lab coats or Community uniforms, colored shoes, similar in style to above, may be worn.

8. Hosiery: When dressed in white school uniforms, students must wear all white hose and/or socks. Neutral colored hose or socks may be worn with street clothes and lab coats or Community uniforms. Hose must be worn with knee length uniforms. Socks may be worn with ankle length uniforms.

9. Business casual under lab coats or Community uniforms must be worn whenever a student is representing Lourdes University in a clinical agency. This includes doing research for a clinical assignment and community based clinicals as directed by faculty.

10. Business casual dress excludes denim clothes, cropped, low cut, strapless, spaghetti straps or halter tops, open toe or open heeled shoes, shorts, sweat pants, Capri style pants and cargo pants.

11. Uniform dresses, skirts, or business casual clothes worn under lab coats must be between knee length to two inches below the knee. Uniform and business casual pants must be mid ankle to just below the ankle in length. Jeans are prohibited.

12. Identification badges: The Lourdes University College of Nursing photo identification (ID)
badge must be worn and visible at all times on the student uniform. It is placed on the upper right front panel of uniform or lab coat. The Lourdes University College of Nursing student ID badge may not be worn at any time other than when engaged in activities or completing assignments associated with Lourdes University College of Nursing courses. The ID badge includes first name, last name, and registered nurse (RN) or student nurse (SN). Middle names or initials may be included. Emergency contact information sticker must be filled out and attached to the back of the ID badge.

13. Uniforms bearing the embroidered Lourdes University logo may not be worn at any time other than during activities or assignments associated with Lourdes University College of Nursing courses.

14. Undergarments: Garments worn under white uniforms should be of a neutral tone or skin color.

15. Uniforms: Students must wear uniforms endorsed by the Lourdes University College of Nursing selected from the following list:
   1) Uniform dress
   2) Uniform pantsuit
   3) Uniform shirt or blouse with uniform pants or skirt
   4) Lab coat over uniform or business casual clothes
   5) Black golf shirt with Lourdes University logo with tan or khaki business casual slacks.

16. Uniform Maintenance: Students are responsible for laundering their own uniforms. All uniform wear must be clean, pressed and in good repair, promoting a professional appearance.

17. Uniform Accessories: On white uniforms belts must be white with non-ornamental buckles.

18. Students participating in Nursing laboratory/clinical courses must provide the following equipment:
   a. Stethoscope with bell and diaphragm
   b. Watch with a second hand
   c. Pen Light
   d. Bandage scissors (optional)
   e. Hemostat (optional)

5.9 Transportation

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

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

• Students will be expected to travel to clinical affiliate sites.

5.10 Lourdes University Recording Policy

Lourdes University prohibits the use of tape-recorders, video cameras, cell phones, and all other devices by students to record class lectures or meetings with the instructor or any staff member unless they have express written consent of the professor or staff member. Before recording any lecture, a student who wishes to record a lecture must sign a Lourdes University Agreement Form (http://www.lourdes.edu/Home/Academics/CatalogCoursesandSchedules.aspx) and present this to the instructor for written consent. Once students have signed the Lourdes University Agreement Form and have the express written consent of the instructor to record a class or meeting, students must make their own arrangements to record the class.

Lourdes University prohibits the use of electronic devices by students for the purpose of recording private conversations with faculty or staff members unless all parties have given written consent.

Students with disabilities who are unable to take or read notes may be able to record class lectures for their academic study only if approved by the Office of Accessibility Services. Information contained in recorded lectures is protected under federal copyright laws and may not be published or quoted without the express consent of the instructor and Lourdes University.

These recordings may only be used for the student’s academic use related to the course, and cannot be shared, copied, released, or disseminated to others without the express written consent of the instructor. Recorded lectures may not be used in any way against the instructor, other faculty members, staff, Lourdes University, or students whose classroom comments are recorded. Students should be aware that any class and discussions held therein may be subject to recording. Violations of this policy may result in sanctions.

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

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

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

Lourdes University CON BSN Program Faculty and or staff will submit a written description for each record of exemplary adherence to and/or violation of the expected norms. Exemplary adherence to the professional standards would require an above and beyond demonstration of the professional behavior. The student will also have a meeting with the respective person reporting a violation and have a written remediation plan to help develop the student’s professional conduct.
Examples of professional conduct include behavior such as not interrupting or mocking others, not taking phone calls in class or clinical, being on time for class, maintaining dress code, etc. (see grid below for ). If repeated behavior is seen without successful remediation the student may be dismissed from the nursing program.

Examples of Professionalism:

a. Demonstrate professional values (caring, altruism, autonomy, integrity, human dignity and social justice).

b. Maintain professional behavior in compliance with class norms.

c. Comply with the Code of Ethics, Standards of Practice, and policies and procedures of Lourdes University College of Nursing.

d. Accept constructive feedback and develop plan of action for improvement.

e. Maintain a positive attitude and interact with faculty and fellow students in a positive, professional manner.

f. Provide evidence of preparation for learning experiences

g. Arrive to class experiences at assigned times.

h. Demonstrate expected behaviors and complete tasks in a timely manner

i. Accept individual responsibility and accountability for course work and own behavior.

j. Engage in self-evaluation

k. Assume responsibility for learning.

Supporting Policies and Regulations:

Lourdes CON BSN program has a Clinical Student Conduct Policy while Providing Nursing Care that was developed utilizing the Ohio Board of Nursing standards for safe nursing care as it relates to student conduct in accordance with chapter 4723-5-12 C of the Revised Code and the rules adopted under that chapter, Health Insurance Portability and Accountability Act of 1996 (HIPPA), and National Student Nursing Association’s (NSNA) Code of Academic and Clinical Conduct as a guide for the professional competency standards.

The professional competency standard criteria will hold the student accountable to “actively promote the highest level of moral and ethical principles and accept responsibility for his or her actions” (NSNA Standard 6).

This will also allow the adherence to a Student’s Pledge below to agree to Lourdes CON BSN Program student norms developed from the Lourdes University’s academic pillars of community: reverence, service, and learning.
Student Pledge and Acknowledgement of Receipt and having Read the Ohio Board of Nursing Ch. 4723-5-12 C

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

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

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

Maintain a Community of Service:
- Develop collegial relationships with fellow students.
- Encourage one another with supportive statements and actions.
- Offer solutions to identified issues and or problems.

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

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

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

Student Signature:  

Lourdes University ID #: 

Date:  

** **
(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

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

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
(a) Sexual contact, as defined in section 2907.01 of the Revised Code;
(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

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

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.
b. Avoid humor.
c. Limit the use of emoticons.
d. Avoid abbreviations; they may not mean the same things to all people.
e. Avoid the use of all capital letters. This means shouting in the electronic world.
f. Use appropriate techniques for emphasis.
   i. Italicize to emphasize.
   ii. Use quotes for quotes.
   iii. Underline important parts of the message.
   iv. Use outlining, white space, or other visual techniques to structure communications.
   v. State emotions, for examples:
      1. Put the word “grin” or “haha” in parentheses to show your humorous state of mind.
      2. Begin statements with your emotion, for examples, “I am disappointed to inform you….” “I am sad to tell you ….”

4. Reread your work once, twice, or three times before you send it, especially if it could be sensitive material.

Additional Guidelines for the Completion of On-line Assignments

1. Complete on-line assignments on time. In addition to the potential for a grade penalty for late submissions, others may not have enough time to respond to your writing before the final due date if you are late in your post.

2. Use the same standards of authorship you would use in a formal paper. Cite references for contributions to your work.

3. Use correct grammar, sentence structure, spelling, and punctuation when completing an on-line assignment.

Additional Guidelines for Appropriate e-mail Communication or On-line Exchange

1. Do not “Reply All” unless it is warranted. Keep private conversations private.

2. Do not escalate an out-of-control conversation. Request a face-to-face meeting.

3. Do not forward spam, chain letters, or gossip.

4. Do not use the privilege of membership on an electronic address list for a purpose other than the one for which it was designed.
6. Resources and Support

6.1 Nursing Learning Laboratory

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

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

6.1.1 Lab Hours

Lab Hours

- Hours are subject to change. Please check the weekly schedule in the Nursing Lab.
  - Closed/Assigned Lab: During closed lab hours, students will have a designated practice time and room with assigned TA(s). These designated times and dates are assigned by semester. Students/semesters not specified will NOT be able to practice at these designate times.
  - Open Lab: Open Lab hours are for all students/semesters to practice and will be posted with days and times.

Safety

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

Nursing Lab Services

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

Referral for Clinical, Skills Practice, or Remediation:

- It is the student’s responsibility to have read the entire referral guideline and to make the appropriate lab appointments within the required completion dates.
- Students that have a mandated one on one work with a TA must schedule an appointment with the administrative assistant using instructions listed under “Appointments”.
  - If an appointment is not scheduled, the nursing lab has the right to refuse accommodation for a mandated one on one work with a TA.
- Students must have their referral form with them and have the TA who works with them comment and sign.
  - Anyone who does not have their referral form at the time of their appointment will be rescheduled.
  - TA will also provide a QSEN based review form with comments and references to assist with learning objectives and expected learning outcomes outlined in the nursing theory course.
If a referral involves a check-off, the one on one TA appointment & check-off appointment cannot be completed on the same day.

Students must return their referral form to the designated person by the completion date noted on the form.
  a. If this form has an expired due date, the student will be redirected to their instructor for an updated form and their appointment will be rescheduled.
  b. If the student has not adhered to the directions provided by their instructor or on the referral guideline, their appointment will be rescheduled.

Students should check with the learning lab for dates and times the lab is open and plan accordingly.

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

- Teaching assistants are present and assigned to the students that have closed/assigned lab time.
- Mandatory practice hours must be complete prior to the check-off day in order to assure adequate preparation. Please see course syllabus for specific guidelines.
- Individual appointments with a TA are not made for skills practice unless a referral is given to a student by the instructor.

Computer Use: The only designated computer is available in SJH 113B for short term use.

Laptop Lending: The Nursing Learning Lab offers laptops to students to be used in the Learning Lab Only.

Copying and Printing

- Copying is available for all students at the Academic Support Center and the library.
- No copying facilities are available in St. Joseph Hall.
- There is a printer available in St. Joseph Hall when using the short-term computer in the lab.

Resource Books: Resource books are logged out to students for use in the Learning Lab only.

Equipment: A limited supply of blood pressure cuffs and stethoscopes are available to be signed out for 3 days. Double teaching stethoscopes are not available for sign out. Fines for Nursing Learning Lab equipment returned late are $.50 per day per item. Charges for these items are calculated as follows:

- A student will be billed $10 for a stethoscope, $30 for a blood pressure cuff, or market value for any other equipment after the item is 30 days overdue. Nursing Learning Lab borrowing privileges will be suspended until paid.
- If an item is returned, then a credit will be given. The balance of $5.00 (processing fee) is due in order to clear a student's record.
- Nursing Learning Lab obligations will result in a hold being placed on a student's record in the Registrar's Office if overdue equipment of 30 days or more occurs. Further action is placed on transcripts and denied release to other colleges and universities until paid in full to the lab.
**Lockers:** Lockers are located in SJH 113B and supplied to nursing students after completion of their first semester. Only nursing supplies/totes are to be kept in these lockers. Locker combinations are given out by lab staff. If a student does not place supplies/totes back into assigned lockers, the item(s) will be placed in the lost and found.

**Nursing Learning Lab Dress Code**

For all nursing lab activities, students will be expected to be appropriately attired as described below. If not appropriately attired, student will be asked to leave the lab. This includes all lab classes both undergraduate and graduate.

- **Lab Classes/Independent Practice:** Attire will be at the direction of the faculty. Body must be sufficiently covered to include chest, stomach, buttocks, and feet. Appropriate closed toe and heel shoes must be worn in the lab. Please see course syllabus for specific guidelines.

- **Competencies and Simulation:** Uniforms to be worn for all competencies and simulations.

- **Lab Rooms and Tutor Trac**
  - All lab rooms have been assigned. Signage outside of each room will include assigned sections and availability of the room.
  - Student ID cards with barcodes must be used to sign in to the Nursing Lab. There will be NO EXCEPTIONS. It is each student’s responsibility to log in and out for the correct reason of their attendance. If you do not log in and out, your visit will not be recorded. If your visit reason changes please let the administrative assistant know. No adjustments can be made to a student’s time or reason by the staff member at the front desk.
  - When practicing in the lab outside of class, students will be required to adhere to open lab for individual practice and closed/assigned lab for designated sections.
  - Students do not need to log out for breaks or lunches when they are in class. However, students will not be allowed to work on anything other than what is assigned from the nursing skills lab class, check-offs, referrals and remediation. Students will no longer be allowed to login for practice when studying or completing homework assignments/projects. Students will be asked to log off and be excused from the nursing lab if they are NOT working on these items.
  - SJH 108 may only be used by NAP students for practice. A TA must open the door to SJH 108 when a NAP student arrives to practice.

**Noise Guidelines**

- Cell phones must be turned off or on vibrate. Phone calls need to be made outside of the lab.
- The lab desk phone is not for personal use.
- Please direct any concerns regarding noise to a TA.

**No Children Guidelines**

- Children are not allowed in the Nursing Lab due to the risk of liability and potential disturbance to our students.

**Lost and Found**

- A lost and found crate is located in the lab. Please consult the front desk.
Parking

- There is NO parking allowed by students directly behind SJH or at Rosary Care. Please park in designated Lourdes University parking lots around campus.

Housekeeping

- During lab classes or individual practice outside of class, remember to clean and straighten up your work space before leaving the lab and return lab equipment.

Latex Allergy, Medical Condition, etc.

- Please notify one of the lab staff and clinical instructor if you need specialized accommodations.

Professional Student Behavior

- Students will be asked to log off and be excused from the nursing lab if they are NOT working on lab class skills practice, check-offs, referrals and remediation.
- Students utilizing the Nursing Lab are responsible to follow the Lourdes University Code of Conduct as described in the Lourdes University Student Handbook.
- The procedure for those accused of violation of the Code of Conduct is also in the Student Handbook.

6.2 The Academic Support Center

The Academic Support Center, located in Delp Hall, provides free academic support services to currently enrolled students. Services include tutoring, workshops, multi-media technologies, Internet resources, APA writing guidance, and proctored testing (including all entrance and exit standardized tests). The Academic Support Center houses some nursing books, computer software, and video media. For more information, call 419-824-3748.

6.3 SUCCESS Program

SUCCESS is a program sponsored by the Lourdes University College of Nursing to promote retention and academic success in the nursing major. The services provided for the student are based on an individualized assessment. SUCCESS coordinators will utilize resources and referrals that will complement the students’ individual needs and focus on nursing specific issues and assistance with test taking procedures unique to the NCLEX RN © style exams. SUCCESS services are in addition to the time the student spends working with faculty on test reviews, assignments, and course related content. SUCCESS services do not duplicate the services provided by Academic Support Services.

Students who have difficulty with coursework are encouraged to contact SUCCESS at success@lourdes.edu. Early work with the SUCCESS program can help keep the student on track academically. A faculty member may also refer a student to SUCCESS. SUCCESS can also assist students with referrals to other resources available at Lourdes University, such as TRIO, Student Services, the Academic Support Center, financial aid, personal counseling, and career counseling. http://www.lourdes.edu/academics/college-of-nursing/academic-resources/success-program
6.4 **Nursing Office Hours/ Faculty Office Hours**

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

A bulletin board is maintained outside of the College of Nursing Office on the second floor of St. Clare Hall for the purpose of disseminating information to students regarding career opportunities. A variety of informational literature and forms (registration, drop/add, etc.) are also available.

6.5 **Lourdes University Duns Scotus Library**

The Lourdes University Library is located on the first floor of St. Clare Hall. In the library, students will find a large assortment of reference material, books, periodicals and computer assistance with review of literature. Electronic resources are available through the Library web page found at www.lourdes.edu/library. Library staff is available to assist students in performing literature searches and locating references.

A student ID is required to check out library resources, request interlibrary loans and access electronic databases.

6.6 **Center for Nursing Scholarship**

The Center for Nursing Scholarship is located on the second floor of St. Clare Hall. In the Center for Nursing Scholarship the students can find assistance with all aspects of research and scholarly endeavors. There are computers with software for quantitative and qualitative analysis, and written resources for literature searches and analysis of research.
7. **Student Feedback Mechanisms**

7.1 **Individual Suggestion, Complaint/Concern, & Compliment Feedback**

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

- There is an online box for suggestions, complaints, concerns, & compliments [http://www.lourdes.edu/academics/college-of-nursing/academic-resources/](http://www.lourdes.edu/academics/college-of-nursing/academic-resources/) Completed surveys are downloaded from the internet application by the Chair of Evaluation for the BSN program. The Chair of Evaluation then directs the survey results to the undergraduate or graduate program as appropriate.

- The designated person (e.g. the MSN Director or in the undergraduate programs an appointed member of the Evaluation committee) reviews the issue, complaint, compliment, or suggestion and forwards it to the appropriate committee/person.

- The response to the form is posted on the designated bulletin board in the main nursing hallway of St. Clare Hall.

- All completed forms and outcome of actions are placed into a password protected electronic file on the nursing R drive (R drive: Common, Committees, Evaluation, Student Comments)

- The person who places the response to the form on the bulletin board is responsible to discard typed resolutions.

- Confidentiality will be maintained concerning student’s names and comments.

7.2 **Senior Focus Groups**

Members of the Lourdes University College of Nursing administration meet with students enrolled in their final semester of the nursing major each semester to obtain direct feedback concerning perceived strengths and weaknesses of the Lourdes University Nursing Program. The data is summarized and dealt with appropriately through committee structure. Student confidentiality is upheld throughout the process.
8. **NCLEX Preparation**

8.1 **Required Testing**

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

8.2 **Practice Program Availability**

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

8.3 **Review Course**

A computer program review, Virtual ATI, is online and offered to all students once they graduate through the College of Nursing through the Spring of 2018. Student who graduate after Spring 2018 will be offered a live review for NCLEX.

8.4 **Exit Testing**

All senior, pre-licensure nursing students in their final semester of coursework will take the Critical Thinking Exit Exam and the RN Comprehensive Predictor Exam.

The student must pass the RN Comprehensive Predictor Exam with the predetermined score to release their completion letter from the BSN Program Director to the Ohio Board of Nursing.

For Students graduating through Spring 0f 2018: Students must see or receive written documentation from the Virtual ATI tutor that he or she is prepared to take the NCLEX RN before the student’s verification of nursing program forms will be released to the Ohio Board of Nursing.
9. **Professional Opportunities**

9.1 **National Student Nurses Association (NSNA)**

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

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

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

9.2 **Sigma Theta Tau, Zeta Theta Chapter-at-Large**

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

*Criteria for invitation:*

Baccalaureate Students:

- Completion of one half of nursing curriculum
- Overall cumulative grade point average of 3.0 or above on a 4.0 scale,
- Rank in the upper 35% of their graduating class in scholarship (GPA). The upper 35% of the pre-licensure and RN classes will be considered separately for membership.
- Students with exceptional university service and/or leadership experience and have a GPA of 3.0 or above will also be considered. Selection at Lourdes University is determined by nursing GPA.
10. **Program Completion**

10.1 **Graduation Review**

A record review must be completed on all graduating students before graduation. It is the responsibility of the student to meet with a Nursing Advisor to check that all required courses have been completed and credit has been entered on the Lourdes University transcript. The registrar will not audit the records for graduation until the student applies for graduation. Meeting the graduation application deadline is essential to participate in the University commencement. See the University calendar on the Lourdes web page for graduation application deadlines for fall and spring semesters. See Appendix 8.4 for Program Completion Policy.

10.2 **Application for Graduation**

Every student must submit an application for graduation early in the semester in which they plan to graduate. Due dates for graduation applications are distributed through fliers, e-mail and are posted outside the Registrar’s office, and are located on the University calendar on the Lourdes web page. The form for application for graduation can be obtained in the Registrar’s office. It must be signed by a Nursing Advisor and returned. A fee is required when the completed form is submitted. It is the responsibility of the student to assure they have met all requirements for graduation and to complete the application by the required due date. See Appendix 8.4 for Program Completion Policy.

10.3 **Convocation**

A Nursing Convocation is held twice a year; every December and May. This is a nursing celebration and recognition event for all graduating BSN and MSN students. Families are invited to join the celebration and to see the nursing pinning and awards. Students will be notified by invitation each semester. Pins are purchased through the bookstore. Deadlines for purchasing pins are posted on the nursing advisor bulletin board in St. Claire Hall.

10.4 **Baccalaureate**

Baccalaureate is held in the Queen of Peace chapel for all Lourdes University graduates and their families. This is generally held the morning of the formal afternoon commencement ceremony in May.

10.5 **Commencement Ceremony**

The formal Lourdes University commencement ceremony is held in May. All Lourdes University graduates and family members are invited to attend.
11. Scholarships and Awards

11.1 Lourdes University College of Nursing Awards

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

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

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

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

- Exhibited excellence in the areas of: Scholarship, Communication; Peer support and Nursing practice;
- Involvement in University, department and/or community service; and membership in a student and/or professional nursing organization.

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

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

**Sigma Theta Tau, International, Zeta Theta Chapter at Large Awards**

Sigma Theta Tau, International, Zeta Theta at Large Chapter presents awards for 1) Leadership and; 2) Excellence in Clinical Practice to one undergraduate student (pre-licensure or RN-BSN Completion) who has been inducted into Sigma Theta Tau, International. Awards for 1) Leadership, 2) Excellence in Clinical Practice; and 3) Research/scholarship will be presented to graduate students in the Master of Science in Nursing program at Lourdes University who have been inducted in Sigma Theta Tau, International. The criteria for both the graduate and undergraduate awards is as follows:
Leadership Award
• Fosters quality nursing practice in others
• Creates a shared vision for nursing
• Displays enthusiasm
• Empowers and supports risk taking
• Earns respect of colleagues
• Supports teamwork
• Displays the ability to negotiate
• Works with colleagues in the nursing community through participation in professional organizations
• Actively promotes the growth and development of colleagues through clinical teaching opportunities, professional mentorship and other staff development activities

Clinical Practice Award
• Demonstrates a deep understanding of nursing practice that is useful for self-evaluation, professional development and investigational studies
• Fosters quality practice in colleagues
• Anticipates problems and opportunities
• Demonstrates ability to apply clinical practice both inside and outside hospital settings
• Takes risks demonstrates remarkable persistence in achieving optimum patient outcomes
• Demonstrates accountability and continuity in care delivery

Table of Appendices

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4</td>
<td>Curriculum Standards</td>
</tr>
<tr>
<td>2.5</td>
<td>CON Grading Rubric for Grammar and Style</td>
</tr>
<tr>
<td>5.12</td>
<td>Clinical Student Conduct</td>
</tr>
<tr>
<td>5.8</td>
<td>CON Fitness for Clinical Participation</td>
</tr>
<tr>
<td>6.1.2</td>
<td>Laptop Lending Policy</td>
</tr>
<tr>
<td>8.4</td>
<td>BSN Program Completion Requirements Policy</td>
</tr>
<tr>
<td>8.4.1</td>
<td>Assessment Technologies Institute (ATI) Testing Policy</td>
</tr>
</tbody>
</table>
Appendix 2.4
Curriculum Standards for Pre-Licensure BSN

In Fall 2011 Lourdes University College of Nursing implemented a new curriculum for students enrolled in the pre-licensure track of the BSN program. These curriculum standards guide the implementation of this curriculum.

1. The pre-licensure BSN program is an integrated model. All of the courses offered in a given semester in the plan of study are meant to be taken together. The theory courses and the clinical experiences are stand-alone courses, but concepts and application are integrated in order to reinforce the holistic approach to nursing care of the patient. Therefore, core nursing courses from other nursing programs may not be transferred into the College of Nursing BSN program.

2. A student must pass all core nursing courses in a given semester before progressing into the next semester. This issue is covered more completely in the progression policy.

3. Clinical/Laboratory experiences are graded on a pass/fail basis in order to assure safe practice. There are specific integrated clinical/laboratory objectives each student must successfully complete in order to pass the clinical course. Students and faculty maintain records throughout the semester. Clinical/laboratory faculty, along with course faculty if appropriate; reviews written clinical evaluations with students at mid-term and the end of the semester. End of the semester clinical evaluations must be completed on the Lourdes University campus.

4. While the course faculty always strives for consistency in learning experiences; clinical placement, student readiness and individual teaching styles vary. Therefore, slight variations in methods across sections may occur. However, assignments and evaluation methods across course sections remain consistent.

5. Students are expected to attend all classes. Completion of all clinical and laboratory hours are required to pass each clinical and lab course. Each theory course has different requirements for attendance which are clearly identified on the course syllabus.

6. Faculty members utilize a variety of teaching strategies. Course faculty members are considered content experts and may select the teaching method which, in their opinion, will provide the best learning outcome for their students.

7. The integrated nature of the curriculum means that the course faculty work together to coordinate assignments to meet learning outcomes. In a given semester the student should be expected to write at least one scholarly paper, give one presentation and incorporate one group project.

8. Each course within the nursing major will incorporate at least one objective test structured to be consistent with the format of the NCLEX –RN exam. In some courses the ATI or HESI proctored exam may meet this standard. Each course faculty member will assure that students have access to graded exams as part of an exam review.

9. Students must complete all required elements as identified in each course syllabus to pass the course.
10. Lourdes University College of Nursing utilizes standardized tests (ATI or HESI) as part of its assessment of learning outcomes. The standardized test results provide individual students with feedback on areas of strengths and weaknesses. Students are required to complete these standardized assessment instruments as they progress through the program. See Standardized Testing Policy.

11. All students are encouraged to participate in evaluations at the end of each semester. The Dean/Chairperson receives aggregate results as well as the individual comments and shares evaluative feedback with the faculty after grades have been assigned.

12. In their final semester, students are invited to an end of program forum called Senior Forum. This forum is moderated by someone other than course faculty in such a way as to allow students an opportunity to provide open and honest feedback related to the nursing program.

13. Each course in the Nursing Major is reviewed and evaluated each semester by the full-time and part-time faculty. The Clinical Coordinator and theory faculty lead this effort and submit the Course Reports to the Chair of Undergraduate Nursing Studies. Clinical agencies are also evaluated each semester on the Clinical Evaluation Form and submitted to the Associate Chair of Clinical Education. Copies of course reports are to be placed in Course Notebooks.

14. Courses in the nursing major review pharmacological concepts and tests the student on medication dose calculations during the semester. Please see the policy on dose calculations (please refer to dose calculation policy).

15. The Lourdes University College of Nursing (CON) along with the American Nursing Association (ANA) Code of Ethics believes that the profession of nursing is one that demands adherence to a set of ethical principles. As such, students will be upheld to the Professional Competency Standards outlined in the Bachelor of Science (BSN) Professionalism Position Statement.

16. All course syllabi are submitted to the curriculum committee for review to assure alignment with the current curriculum. The frequency with which the syllabi are submitted are in accordance with the schedule set up by the committee.

17. During the course of study in the nursing major each student will develop and maintain a portfolio documenting and validating progress toward the BSN program learning outcomes. Faculty will support the student in this endeavor by providing learning opportunities each semester.

18. Simulation- “or activities that mimic the reality of a clinical environment and are designed to demonstrate procedures, decision-making, and critical thinking through techniques such as role playing and the use of devices such as interactive videos or mannequins” (Jeffries, 2011, p.5) will be used as a teaching strategy. Simulation will be used as formative and summative evaluation, to assess safety and readiness of student to provide care in a real-world setting.

19. Remediation of student performance (classroom, lab, clinical), or professionalism (behavior) exists to enhance professional growth and development in the classroom, lab, and clinical setting. Students who have been identified as requiring remediation will be notified by the instructor and
a formal remediation form will be reviewed. Remediation forms will remain in the student academic file. Failure of the student to appropriately address the tasks outlined on the remediation form may result in clinical/lab/ failure. Repeated offense (see policy) of the professionalism policy may result in program dismissal.

Reference


Appendix 2.5
Grading Rubric for Grammar and Style

Faculty: ________________________________
Student Name: __________________________

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>3 points</th>
<th>2 points</th>
<th>1 point</th>
<th>0 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Information is very organized, flows logically, and is easily understood on the first read.</td>
<td>Information is organized, flows fairly logically, generally understood on the first read.</td>
<td>Information is somewhat organized, must be read more than once to be understood.</td>
<td>Information is disorganized, difficult to understand.</td>
</tr>
<tr>
<td>Paragraph Construction</td>
<td>All paragraphs include introductory/topic sentences that are well supported. Transition sentences are present between major ideas.</td>
<td>Most paragraphs include introductory/topic sentences that are supported, some transition sentences missing.</td>
<td>Introductory/topic sentences rarely present, poorly supported, infrequent use of transition sentences.</td>
<td>Paragraphs lack introductory/topic sentences, ideas are unsupported, or no transition sentences</td>
</tr>
<tr>
<td>Sentence Structure</td>
<td>Demonstrates skillful sentence fluency, varies length, good flow, rhythm, varied structure.</td>
<td>Demonstrates reasonable sentence fluency, varies length, good flow, rhythm, varied structure.</td>
<td>Demonstrates minimal sentence fluency, varies length, good flow, rhythm, varied structure.</td>
<td>Lacking sentence fluency, varies length, good flow, rhythm, varied structure.</td>
</tr>
<tr>
<td>Mechanics</td>
<td>No grammatical, spelling or punctuation errors.</td>
<td>Almost no grammatical, spelling or punctuation errors.</td>
<td>Multiple grammatical spelling, or punctuation errors.</td>
<td>Many grammatical, spelling, or punctuation errors.</td>
</tr>
<tr>
<td>Citations and References</td>
<td>All ideas are appropriately cited in text. Reference page contains all and only cited references. All citations, references and quotations formatted correctly, no patch writing.</td>
<td>Most ideas appropriately cited. Reference page contains all and only cited references. Rare mistakes in formatting citations, quotations and references less than 2 incidents of patch writing.</td>
<td>Some citations missing. Reference page has missing or additional entries, many mistakes in formatting citations, quotations and references, frequent evidence of patch writing.</td>
<td>Many citations are missing. Reference page missing. In text citations do not match reference page. Many mistakes in formatting citations, quotations and references, excessive patch writing.</td>
</tr>
</tbody>
</table>
Appendix 5.12

Nursing Student Conduct While Providing Patient Care

Approval Date: 2/03
Renewal Dates: 3/06, 5/07, 5/10, 1/13/12, 8/4/14, 3/2015

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

1. Student shall
   - In a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient’s response to that care.
   - In an accurate and timely manner report to the appropriate practitioner errors in or deviations from the current valid order.
   - Implement measures to promote a safe environment for each patient.
   - Delineate, establish, and maintain professional boundaries with each patient.
   - Provide privacy during examination or treatment and in the care of personal or bodily needs.
   - 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.
Adhere to Health Insurance Portability and Accountability Act (HIPPA); these regulations protect patient privacy by establishing how individually identifiable information may be used.

Student nurses have the responsibility to promptly report an identified breach of confidentiality or privacy to a school authority.

Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

Practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B) (20) of section 4723.28 of the Revised Code for a registered nurse.

Use universal and standard precautions established by Chapter 4723-20 of the Administrative Code.

2. Student shall not:
   - Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient.
   - Engage in behavior toward a patient that may be reasonably interpreted as physical, verbal, mental or emotional abuse to a patient.
   - Falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.
   - Misappropriate a patient’s property.

3. Student shall not engage in behaviors:
   - To seek or obtain personal gain at the patient’s expense.
   - That may be reasonably interpreted as behaviors to seek or obtain personal gain at patient’s expense.
   - That constitutes inappropriate involvement in the patient’s personal relationships.
   - That may be reasonably interpreted as inappropriate involvement in the patient’s personal relationships.

4. The patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student. A student shall not:
   - Engage in sexual conduct with a patient
   - Engage in conduct that could be reasonably interpreted as sexual
   - Engage in verbal behavior or in behaviors that may be reasonably interpreted as being seductive or sexually demeaning to a patient.

5. The student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
   - Sexual contact, as defined in section 2907.01 of the Revised Code
   - Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
6. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

7. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice.

8. A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aid without a certificate issued by the board.

9. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

10. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

11. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

12. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal valid prescription issued for the student, see Lourdes University College of Nursing Policy and Procedure: Fitness for Class/Lab/Clinical Participation.

13. A student shall not habitually or excessively use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice, see. Lourdes University College of Nursing Policy and Procedure: Fitness for Class/Lab/Clinical Participation

14. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice, see. Lourdes University College of Nursing Policy and Procedure: Fitness for Class/Lab/Clinical Participation

15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability, see Lourdes University College of Nursing Clinical Policy and Procedures titled: Technical Standards for Nursing Students.

16. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court, see Lourdes University College of Nursing Clinical Policy and Procedures titled: Technical Standards for Nursing Students.

17. Use of Social Media:
   a. Student should not share, post, or otherwise disseminate any information, that can identify a patient or in any way violate a patient’s rights or privacy.
   b. Students should never refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.
   c. Student nurses should not make threatening, harassing, sexually explicit, or derogatory statements regarding any person’s race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
   d. Student should not make disparaging remarks about university, or college of nursing students, faculty, and or staff. e. Students should not post content or otherwise speak on behalf
of the university, college of nursing or other student nurse association unless authorized to do so.

e. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

f. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority. A student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

PROCEDURE:

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

- Any behaviors in violation of any of these requirements or standards should be discussed with the student and documented by the clinical instructor and reported to the clinical coordinator and the Associate Chair of Undergraduate Clinical Education.

- The clinical instructor in conjunction with the clinical coordinator and the Associate Chair of Undergraduate Clinical Education determines the sanction to be applied to the student.

- The nature of the behavior will determine the student’s sanction. Participating in behaviors numbered 2-11 are grounds for immediate dismissal from the nursing program and these students are not eligible to reapply. Participating in behaviors numbered 12-17 have sanctions that may include failure of the course up to suspension and expulsion from the program. Please review the following Lourdes University College of Nursing Clinical Policy and Procedures titled: Fitness for Class/Lab/Clinical Participation and Technical Standards for Nursing Students for additional information related to behaviors numbered 12-16.

- Depending upon the nature of the behavior the clinical agency within which the situation occurred will be notified as well.
Appendix 5.8
Fitness for Class/ Lab/ Clinical Participation

Approval Date: 03/03
Renewal Dates: 10/09, 1/13/12, 12/16

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

- The College of Nursing will maintain the confidentiality of all information related to faculty/student health, substance abuse, non-communicable personal illness and/or communicable disease problems or concerns.

- Attendance in the Lab/Clinical setting is mandatory (Please reference Clinical and Lab Experience Attendance Policy).

- Class attendance and participation is expected. Interaction with faculty and fellow students/colleagues is necessary to meet the course requirements. If unavoidable absences occur, it is the student’s responsibility to secure the information presented in the class and to arrange makeup of any missed class activities with faculty as appropriate.

PROCEDURE:

- Students are responsible for managing their own physical and mental health concerns. Health Insurance is the responsibility of Lourdes Students.

- Students who are unable to meet clinical or academic responsibilities without undue risk to their own health will need to follow the Lourdes University Policy on “Health and Human Services” and/or “Serious Disease” in the Lourdes University Student Handbook.

Communicable Diseases – Class/lab/clinical settings

1. Students will promptly report to faculty an exposure to communicable disease or when presenting signs or symptoms of a communicable disease.

2. The faculty member will follow the agency protocols and the CDC guidelines when making a decision to exclude or restrict a student’s clinical practice due to a communicable disease. www.cdc.gov

3. Should a faculty member show signs or symptoms of one of the listed communicable diseases, they will report this to the agency and follow the agency requirements. Clinical restrictions will follow the recommendations of the CDC guidelines. www.cdc.gov
4. 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.

5. The student’s or faculty member’s primary health care provider should counsel the individual regarding the appropriate treatment needed as a result of active infection or exposure follow up.

6. A written statement from the primary health care provider indicating the individual is non-infectious will be required for return to the clinical setting.

Non-Communicable Disease – Class/Lab/Clinical settings

Pregnancy

- Students are not excluded from clinical settings based only on pregnancy.
  1. Pregnant students are responsible to provide any restrictions due to pregnancy in writing from their health care provider.
  2. Students must provide a written release from their health care provider in order to return to the clinical setting after delivery.

Drugs & Alcohol

- Lourdes University Campus

  1. Students are referred to the Lourdes University Student Handbook section “Policies on Drugs & Alcohol” for information in compliance with the “Drug-free Schools and Communities Act Amendments of 1989.” Students are further referred to the Lourdes University Student Code of Conduct #11 & 12.

  2. If, while on campus, student behaviors are indicative of chemical impairment and the safety of the student and/or peers is in jeopardy, the suspected impaired student is referred to the Director of Community Standards (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.

  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.

- Clinical Agency

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

2. The faculty will complete an “Incident Report Form” to be sent to the DCS and notify the Associate Chair of Clinical Education. 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.

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.

Appendix 6.1.2

Laptop Lending Policies

Loan Policies

- Only currently enrolled Lourdes University students can check out laptops. Faculty, staff, and alumni are ineligible. Students will need their student ID to check out a laptop.
- Laptops can be checked out from the Academic Support Center, Library, Center for Professional Studies, Flask Nursing Center, and the Center for Nursing Scholarship. Please return the laptop to the same place it was checked out.
- Laptops are on a first come, first serve basis.
- Laptop kits include: the laptop and case (if requested). Flash drives, software, discs, headphones, etc. cannot be provided.
- Laptops need to remain on the main campus. Please do not take laptops to the residence halls.
- Laptop lending is a program to provide additional computer availability to Lourdes students. Please do not sit at a computer workstation while using a laptop.

Loan Periods

- Laptops may be checked out for daily use. No overnight loans are permitted.
- Laptops must be returned no later than 1 hour before closing regardless of check out time.
- Laptops are not able to be checked out 1 hour before closing.

Returning Late or Damaged Laptops

- In the unlikely event a laptop is damaged during use, the borrower will be responsible for costs of replacement parts and repair. The Lourdes University IT Department will have the authority in determining this charge and students will be notified.
- Laptops that are not returned on the day they are checked out will accrue a fine of $100.
• If the laptop is not returned within 48 hours of check out time, the laptop will be considered lost or stolen and the borrower will be responsible for the cost of replacement.

• Late fines may be paid by cash or personal check at the time of check in.

• If a fine is not paid at check in, a hold will be placed on the student’s account through the Student Accounts Office until the fine is paid.

• Students will not be permitted to borrow a laptop until fines are paid. (*Please note: library borrowing privileges will be suspended until all fines are paid, including the use of OhioLINK*).

Borrower Responsibilities

• Laptops should always be attended and returned promptly.

• Work should be saved on a flash drive, email, or other space. Documents on the laptop are erased at each shut down.

• Borrowers are expected to follow the technology acceptable use policies in the Student Handbook. (*Lourdes University reserves the right to decline usage to any student at any time.*)

Appendix 8.4

BSN Program Completion Requirements Policy

Approval dates: 12/17/08
Renewal/Revision dates/Initials: 12/14/11, 10/16/12, 3/2015, 6/2016

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

PROCEDURE: Students complete requirements for the Bachelor of Science in Nursing Degree according to the Lourdes University policy.

2. Students obtain the Graduation Application from the Registrar by the posted deadline during their final semester of coursework.

3. Students complete the Graduation Application and submit to a nursing advisor for the graduation review audit.

4. Nursing advisor submits the application to the Registrar for final graduation audit before the posted deadline.

5. Pre licensure students complete all requirements according to NUR 490 syllabus and ATI/HESI standardized testing policy and procedure. RN-BSN students complete all requirements according to NUR 491.

   a) ATI (For Pre-licensure students before Fall 2016)
   b) HESI (For Pre-licensure students beginning Fall 2016)
6. Program Administrator (Undergraduate Chair) of BSN program completes the certification of program completion form for the eligible pre-RN licensure students and submits them to the Ohio Board of Nursing.

Appendix 8.4.1

Standardized Testing

Approval Date: 10/03
Renewal/Revision Date/Initials: 03/06, 10/08, 05/10, 10/2011, 3/2015, 5/2016

Standardized testing is utilized in the College of Nursing as part of the program assessment plan as well as a tool for students to measure their progress and remediate in areas in which they may be deficient. At present the College of Nursing uses HESI for standardized testing and remediation. The following policy addresses the appropriate and consistent use of HESI proctored exams.

POLICY:
Proctored testing will occur at designated points during the nursing major. The timing of the proctored test will be determined by the Chair of Undergraduate nursing studies or the Dean in consultation with course faculty and the curriculum committee.

All pre-licensure students (including LPN-BSN students) will be required to complete the HESI Exit exam in their final semester. The student must pass the HESI Exam with a benchmark predicted probability of passing the NCLEX- RN on their first attempt with a score of 850. If this benchmark is not met, students will need to submit a remediation plan to the course faculty, successfully remediate, and then take the HESI Exit a second time with a minimum score of 850. If a score of 850 is not met on the second HESI Exit exam attempt, students will be given 1 letter grade lower in the class. HESI will be providing a 3-day live review that will be mandatory for students in NUR 490. Students must attend all 3 days of the live review or they fail the course.

PROCEDURE:

Purchasing of HESI materials
1. The Chairperson of Undergraduate Nursing Studies or the Dean will place the order for all HESI material, including all practice and proctored exams based on student count in key classes after the freeze date.

Scheduling of Tests
1. The Chairperson of Undergraduate Nursing Studies or the Dean will work with the Academic Support Center (ASC) and appropriate faculty to set up a schedule for all proctored tests. The schedule will be communicated to course faculty prior to the beginning of the semester. If a course instructor determines that the date or time of the HESI exam needs to be rescheduled he or she will handle rescheduling the exam with appropriate people in the ASC.
2. All proctored exams will be scheduled in the ASC and will be administered to an entire class.
3. The HESI alignment of materials and testing is set by the Chair of Undergraduate Nursing Studies or the Dean in consultation with course faculty and curriculum committee. The current alignment can be found in the following table:

<table>
<thead>
<tr>
<th>Sem</th>
<th>Course</th>
<th>Exam</th>
</tr>
</thead>
</table>

38
Setting Benchmarks
Determination of the test benchmarks will be made by the Chair of Undergraduate Nursing Studies or the Dean in consultation with course faculty and the curriculum committee. The Chair of Undergraduate Nursing studies or Dean will assure that appropriate benchmarks are identified.

Testing Accommodations
The Chair of Undergraduate Nursing Studies or the Dean will communicate with the office of Accessibility Services to assure that appropriate accommodations are made for proctored testing.

HESI incentives for proctored exams
In order to assure consistency across the curriculum the following incentives are
1. A student must be passing the course according to College of Nursing policy before any incentive points are to be awarded.
2. A student who achieves a score of 900 and above will have 3 points added to his or her final exam.
3. A student who achieves a score of 850-899 will have 2 points added to his or her final exam.
4. A HESI proctored exam will not substitute for a final exam in any course.

HESI Exit Exam
1. The benchmark predicted probability of passing NCLEX will be set annually by the Chairperson of Undergraduate Nursing Studies or the Dean in consultation with the course Faculty based on data from HESI and will be published in course syllabus.
2. The HESI Exit Exam will be given twice during the final semester.
3. The course Faculty will notify the Chairperson of Undergraduate Nursing or the Dean Studies of any student not attaining the benchmark predicted probability of passing NCLEX-RN.
4. Students who do not achieve the benchmark of 850 on the HESI Exit exam on the second attempt will be required to complete the following

- Students must complete a Remediation Plan and Contract for approval by their course faculty and then complete the remediation specified in the contract.
- Students should develop their personal plan for remediation and list specific activities they will complete in order to understand their missed concepts/content.
- Students will complete the Remediation Plan and Contract, gain faculty approval for the plan, and then notify faculty when the remediation is complete.

**Procedure for HESI Proctored Testing**

Students taking an HESI Proctored Test in any NUR course will be given the following information as part of the course syllabus

<table>
<thead>
<tr>
<th>Procedure for Proctored HESI Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Name:</strong> Proctored HESI test</td>
</tr>
<tr>
<td><strong>Scheduled:</strong> Date:</td>
</tr>
<tr>
<td><strong>Arrival time:</strong></td>
</tr>
<tr>
<td><strong>Start time:</strong></td>
</tr>
<tr>
<td><strong># of questions</strong></td>
</tr>
<tr>
<td><strong>Time allotted for test</strong></td>
</tr>
</tbody>
</table>

**All breaks count against testing time.** Students will be provided with a pencil and piece of scrap paper during the test that will be collected at the end. Attempts are made to provide optimal testing conditions; however, faculty cannot always control noises made by other students testing or external noises during the examination. Earplugs are available upon request.

**Please review Syllabus regarding Proctored HESI Benchmark and incentives**

**Items that are NOT allowed in the testing room include, but are not limited to:**

- **Any electronic devices**- calculators, cell phones, IPods, and PDA’s(Cell/mobile phones, pagers or other electronic devices must be turned off before storing- not even on vibrate)
- **All personal items including purses, coats, bags and books may not be at testing station, lay these items along wall by exit door**
- **No hats or watches** should be worn during the test
- **Food and drink** may not be brought into testing room

**Exam Procedure**

1. Plan to arrive at least 15 minutes **before** testing time. (Example- if test starts at 10:00 plan to be there at 9:45) If a student is more than 10 minutes late **from arrival time** (ex. arrives at 9:55), they may be required to forfeit their appointment and be required to reschedule at another time and will forfeit any incentives.

2. If a student is ill and unable to take the exam they are asked to contact faculty, preferably 24 hours prior to exam time to make other arrangements.

3. Friends, relatives or children should not wait for students in the test center. Students waiting for peers who are completing the exam should not wait immediately outside testing room for peers.

**At Completion of the Test:**

- Students should **leave the test center immediately**
• Results are not to be accessed in testing room
• Leave scrap paper and pencil at the testing station.
• Do not approach faculty to discuss exam results or other issues as it may disrupt others testing.