



**Graduate Nursing Handbook  
Supplement  
for  
MSN Graduate Students  
Educators, Leaders, &  
RN-MSN Students**

**2018-2019**



*Students are responsible for knowing the content of this handbook. It is subject to change by the appropriate University authorities. The on-line catalog through the Lourdes Web Site (<http://www.lourdes.edu>) provides the most up-to-date version of most policies and guidelines. This handbook is published for informational purposes only. It creates no contract rights for either students or staff. All questions concerning the application of any stated policy/guideline to an individual must be referred to the appropriate University officials for final determination.*

# LOURDES UNIVERSITY



## College of Nursing Graduate Program

Dear MSN Educator, Leader, and RN-MSN Students,

The nursing graduate faculty and administration have developed this Student Handbook to provide you with information about the policies and procedures that apply to the Masters of Science in Nursing Program. It is a supplement to the information provided in the Lourdes University Catalog and the Graduate School Student Handbook. We hope this information is informative, helpful and supports your progression through the program.

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, you will be notified of the changes. Please read over the document, become familiar with its content and feel free to contact the graduate faculty or administration if you have any questions. You will be asked to sign a statement indicating that you have read and understand this document.

We wish you the best as you begin this new academic year. On behalf of Lourdes University, and in the Franciscan tradition, we wish you “Peace and All Good” in your educational journey.

Sincerely,

Rebecca Zechman, MSN, RN  
Associate Professor and MSN Program Director  
Lourdes University, College of Nursing

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

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# LOURDES UNIVERSITY

## College of Nursing Graduate Program



# MSN Educator, Leader, & RN to MSN Handbook

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# **MSN Educator, Leader and RN to MSN Sample Plans of Study**

The attached Plans of Study are for illustration purposes only. However, the courses are listed in the semesters in which they are typically taught.

**LOURDES UNIVERSITY COLLEGE OF NURSING**  
**MASTER OF SCIENCE IN NURSING**  
**PLAN OF STUDY—FALL START, EDUCATOR CONCENTRATION ONLINE**

**All courses approved by Graduate Executive Council**  
**Course delivery options: Online**

Fall	Spring	Summer
<b>Graduate Coursework</b>		
<b>NUR 616 Pathophysiology Across the Lifespan for the Nurse in an Advanced Role - 3</b> <b>NUR 637 Pharmacology Across the Lifespan for Advanced Nursing Roles - 3</b> <p style="text-align: right;">6</p>	<b>ENG 670 Graduate Nursing Writing Preparation – 3</b> <b>NUR 600 Theories and Values for Advanced Nursing - 3</b> <p style="text-align: right;">6</p>	<b>NUR 625 Nursing Informatics – 3</b> <b>NUR 619 Advanced Physical Assessment Across the Lifespan - 3</b> <p style="text-align: right;">6</p>
<b>NUR 620 Advanced Statistics and Data Analysis - 3</b> <b>NUR 622 Advanced Nursing Inquiry for Evidence Based Practice - 3</b> <p style="text-align: right;">6</p>	<b>NUR 640 Perspectives on Teaching and Learning - 3</b> <b>NUR 643 Curriculum Design – 3</b> <p style="text-align: right;">6</p>	<b>NUR 612 Health Care Policy in a Diverse Community - 3</b> <b>NUR 645 Assessment and Evaluation in Healthcare Education - 3</b> <p style="text-align: right;">6</p>
<b>NUR 696 Professional Proposal Design – 2</b> <b>NUR 692 Practicum in the Advanced Nursing Role – Educators- 3</b> <p style="text-align: right;">5</p>	<b>NUR 698 Nursing Capstone- 2</b> <p style="text-align: right;">2</p>	

effective 08-18 **TOTAL SEMESTER HOURS Educator Concentration 43**

**LOURDES UNIVERSITY COLLEGE OF NURSING**  
**MASTER OF SCIENCE IN NURSING**  
**PLAN OF STUDY—SPRING START, LEADERSHIP CONCENTRATION ONLINE**

**All courses approved by Graduate Executive Council**  
**Course delivery options: Online**

Fall	Spring	Summer
<b>Graduate Coursework</b>		
	<b>ENG 670 Graduate Nursing Writing Preparation – 3</b> <b>NUR 600 Theories and Values for Advanced Nursing - 3</b> <p style="text-align: right;"><b>6</b></p>	<b>NUR 625 Nursing Informatics – 3</b> <b>NUR 610 Foundations of Leadership – 3</b> <p style="text-align: right;"><b>6</b></p>
<b>NUR 620 Advanced Statistics and Data Analysis - 3</b> <b>NUR 622 Advanced Nursing Inquiry for Evidence Based Practice - 3</b> <p style="text-align: right;"><b>6</b></p>	<b>NUR 611 Leadership and Organizational Behavior – 3</b> <b>NUR 617 Financial Tools for Nursing Leadership - 3</b> <p style="text-align: right;"><b>6</b></p>	<b>NUR 612 Health Care Policy in a Diverse Community - 3</b> <p style="text-align: right;"><b>3</b></p>
<b>NUR 696 Professional Proposal Design – 2</b> <b>NUR 690 Practicum in the Advanced Nursing Role -- Leaders 3</b> <p style="text-align: right;"><b>5</b></p>	<b>NUR 698 Nursing Capstone -- 2</b> <p style="text-align: right;"><b>2</b></p>	

Effective 08-18      **TOTAL SEMESTER HOURS 34**

**LOURDES UNIVERSITY COLLEGE OF NURSING**  
**RN to MASTER OF SCIENCE IN NURSING**  
**PLAN OF STUDY—FALL START, EDUCATOR CONCENTRATION ONLINE**

**Course delivery options: Online**

**All undergraduate courses approved by Curriculum and Policy Review Committee; all graduate course approved by Graduate Executive Committee**

Fall	Spring	Summer
<b>Undergraduate Coursework</b>	<b>15 Semester Hours</b>	
NUR 460 Concepts in Professional Nursing—3 Enduring Question Course—3  6	NUR 475 Concepts in Population Focused Nursing—3 NUR 480 Concepts in Leadership & Management—3  6	MTH 212 Statistics—3 NUR 300 Foundations for Evidence Based Practice—3  6
<b>Graduate Coursework</b>	<b>43 Semester Hours</b>	
NUR 616 Pathophysiology Across the Lifespan for the Nurse in an Advanced Role - 3 NUR 637 Pharmacology Across the Lifespan for Advanced Nursing Roles - 3  6	ENG 670 Graduate Nursing Writing Preparation – 3 NUR 600 Theories and Values for Advanced Nursing - 3  6	NUR 625 Nursing Informatics – 3 NUR 619 Advanced Physical Assessment Across the Lifespan - 3  6
NUR 620 Advanced Statistics and Data Analysis - 3 NUR 622 Advanced Nursing Inquiry for Evidence Based Practice - 3  6	NUR 640 Perspectives on Teaching and Learning - 3 NUR 643 Curriculum Design – 3  6	NUR 612 Health Care Policy in a Diverse Community - 3 NUR 645 Assessment and Evaluation in Healthcare Education - 3  6
NUR 696 Professional Proposal Design – 2 NUR 692 Practicum in the Advanced Nursing Role – Educators 3  5	NUR 698 Nursing Capstone -- 2  2	

(Effective 08-18) **TOTAL SEMESTER HOURS RN-MSN Educator Concentration 18 undergrad + 43 = 61**

**LOURDES UNIVERSITY COLLEGE OF NURSING**  
**RN to MASTER OF SCIENCE IN NURSING**  
**PLAN OF STUDY—SPRING START, LEADERSHIP CONCENTRATION ONLINE**

**Course delivery options: Online**

**All undergraduate courses approved by Curriculum and Policy Review Committee; all graduate course approved by Graduate Executive Committee**

Fall	Spring	Summer
	<b>Undergraduate Coursework =</b>	<b>16 Semester Hours</b>
	NUR 460 Concepts in Professional Nursing—3 Enduring Question Course --3 6	MTH 212 Statistics—3 NUR 300 Foundations for Evidence Based Practice—3  6
	<b>Graduate Coursework =</b>	<b>34 Semester Hours</b>
NUR 475 Concepts in Population Focused Nursing—3 NUR 480 Concepts in Leadership & Management—3  6	ENG 670 Graduate Nursing Writing Preparation – 3 NUR 600 Theories and Values for Advanced Nursing - 3  6	NUR 625 Nursing Informatics – 3 NUR 610 Foundations of Leadership – 3  6
NUR 620 Advanced Statistics and Data Analysis - 3 NUR 622 Advanced Nursing Inquiry for Evidence Based Practice - 3  6	NUR 611 Leadership and Organizational Behavior – 3 NUR 617 Financial Tools for Nursing Leadership - 3  6	NUR 612 Health Care Policy in a Diverse Community - 3  3
NUR 696 Professional Proposal Design – 2 NUR 690 Practicum in the Advanced Nursing Role – 3  5	NUR 698 Nursing Capstone- 2  2	

(Effective 08-18) **TOTAL SEMESTER HOURS RN-MSN LEADER CONCENTRATION 18 undergrad + 34 grad = 52**



## **MSN—Educator and Leader Program Standards**

### **MSN Educator and Leader Provisional Admission**

Applicants whose application for admission is incomplete may be admitted provisionally after completing a satisfactory interview with the MSN Program Director. Provisional admission students must complete the process of admission within the first semester of enrollment, including all documentation. Provision admission allows them to register for and begin taking their first semester of classes

### **MSN Educator and Leader Curriculum Standards**

1. Numeric grades are calculated to the tenths place and rounded to the next higher number if five or above. For the courses that use satisfactory or unsatisfactory the parameters for each are determined by the individual instructor.
2. Each MSN Educator or Leader course includes as evaluation strategies participation, a scholarly paper, and a presentation. Scholarly project are often included.
3. All scholarly papers will be submitted in such a manner as to be evaluated by Turnitin. Turnitin is available in our Learning Management System, Canvas. Generally, if a score of greater than 10%, excluding title and references, is reported the faculty may suspect plagiarism. Typically, students may resubmit papers, after rewrites, with a Turnitin score of 10% or higher. The policies of the university and the graduate school regarding academic honesty are followed in cases of academic dishonesty.
4. The rubrics for all scholarly papers include the standard *MSN Paper Rubric: Writing Style, Format, and Communication Skills*. Typically, the weight assigned to this section of the rubric is 20%.
5. Students are expected to participate in all classes. Each course has different requirements for participation which are clearly identified in the course syllabus. Attendance and participation are very important. All courses involve extensive interaction and discussion on the part of students. Students need to consistently prepare for each class session by completing assigned readings and other preparatory assignments. Participation is evaluated against criteria of informed, thoughtful, evidence-based, and reflective as indicated on the course specific rubric or the standard MSN Program Participation Rubric
6. As a reflection of the Lourdes University guiding principles of community, reverence, learning, and service, students work with faculty to establish course norms at the beginning of each course. These norms encompass, at a minimum, issues of civility and respect in addressing and working with students, staff, and faculty. Student conduct includes respectful responses to student and faculty feedback. On-line participation is guided by the expectations indicated in *Netiquette*, presented in this Handbook.

7. Faculty utilize a variety of teaching strategies. Course faculty members are considered content and teaching experts and may select the teaching method which, in their opinion, will provide the best learning outcome for their students.
8. All online courses have been approved for online instruction by the e-learning committee which is guided by standards of *Quality Matters*.
9. Students must complete all the course required evaluation assignments to pass the course.
10. All students are encouraged to participate in the course evaluations at the end of each semester. The Program Director receives aggregate results as well as the individual comments and shares evaluative feedback with the faculty after grades have been assigned.
11. Midway through the program and in the final semester each learner group is invited to an evaluation forum. The end-of-program forum is moderated by someone other than course faculty and in such a way as to allow students an opportunity to provide open and honest feedback. Each student also assesses the achievement of the MSN Program Student Learning Outcomes.
12. Each MSN course is reviewed and evaluated each semester by the full-time and part-time faculty. The Course Instructor leads this effort and submits the Course Report to the Program Director who summarizes all reports (Course Report Form B). Copies of individual course reports are to be placed in course notebooks and in each electronic course file.

### **Course Specific Expectations**

#### **NURSING PRACTICUM - NUR 690 (Leaders) and NUR 692 (Educators) Guidelines**

This course combines both theoretical and experiential learning. Students complete a clinical practicum (120 hours) in their area of concentration. For the Nurse Educator concentration at least 20 hours of the practicum must evidence a clinical focus with a specific patient population. Students work with a preceptor and are assigned and meet regularly with a clinical faculty member. Class time focuses on the exploration and analysis of theoretical and practical components of the advanced nursing role.

NOTE: Many practicum placements in the advanced nursing roles of educator or leader take place during the standard Monday through Friday daytime business week. Therefore, student may need to make arrangements to be available during these hours to successfully complete the 120 hour Practicum.

<b>PRACTICUM ACTIVITY GUIDELINES</b>	
Time Frames	<ul style="list-style-type: none"> <li>• Course Work 15 clock hours over 7 weeks ( 1 credit hour)</li> <li>• Practicum 120 clock hours over 15 weeks (2 credit hours)</li> </ul>
Health and Professional Requirements	<ul style="list-style-type: none"> <li>• All Lourdes University Health and Professional requirements must be on file prior to beginning practicum including proof of liability insurance</li> </ul>
Securing a Placement with a preceptor	<ul style="list-style-type: none"> <li>• Shared responsibility between the individual student and the Program Director</li> <li>• Must have a direct relationship to area of concentration</li> <li>• Preceptor must have a minimum of a Master's degree, preferably in Nursing. If the preceptor holds a Master's degree in a related field his or her baccalaureate degree must be in nursing.</li> <li>• Student role must be at the Master's Level</li> <li>• Must be approved by the MSN Program Director or her delegate e.g. course professor</li> </ul>
Agency Contract	<ul style="list-style-type: none"> <li>• Before a student may begin his or her practicum a contract between Lourdes University and the precepting agency must be secured and put on file</li> </ul>
Student Contract	<ul style="list-style-type: none"> <li>• The student is responsible for developing and signing a Student-Preceptor Learning Contract</li> </ul>
Evaluation of Practicum Experience	<ul style="list-style-type: none"> <li>• The student must receive a satisfactory evaluation of practicum experience from his or her preceptor and submit a satisfactory portfolio of work in order to pass the course.</li> </ul>

**Examples of Practicum Activities:**

<b>CONCENTRATION IN EDUCATION</b>	
<b>Activity</b>	<b>Hours that count</b>
Teaching students <ul style="list-style-type: none"> <li>• Theory</li> <li>• Clinical</li> <li>• Lab</li> </ul>	Preparation Teaching Evaluation & Analysis
Health care teaching (health care staff, or community education)	Program planning Implementation Evaluation
Tutoring Students 2-3 students	20 hours (max)

Student learning activity (for classroom or lab)	Preparation Implementation Evaluation
Exams	Writing Grading Prior approval of course faculty is needed
Grading Papers	Prior approval of course faculty is needed
Professional conference: • <b>DIRECTLY RELATED TO AREA OF CONCENTRATION</b>	Up to 8 hours Prior approval of clinical instructor needed
One on One meeting with preceptor	Clock hours
Meetings and conferences with CLINICAL instructor (not course time)	Clock hours
Professional meetings related to clinical placement	Clock hours
Other activities as negotiated and agreed upon with clinical instructor	Clock hours
Clinical focus with a patient population	Minimum of 20 clock hours

#### Examples of Practicum Activities:

<b>CONCENTRATION IN LEADERSHIP</b>	
<b>Activity</b>	<b>Hours that count</b>
Project implementation • Policy • Procedure • Program	Clock hours Preparation Implementation Evaluation
Professional conference: • <b>DIRECTLY RELATED TO AREA OF CONCENTRATION</b>	Up to 8 hours Prior approval of clinical instructor needed
One on One meeting with preceptor	Clock hours
Meetings and conferences with CLINICAL instructor (not course time)	Clock hours
Professional meetings related to clinical placement	Clock hours
Budget analysis or development	Clock hours
Workload analysis or development of guidelines	Clock hours
Quality Improvement project	Clock hours
Electronic Health Record Project	Clock hours

Other activities as negotiated and agreed upon with clinical instructor	Clock hours
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## **NURSING CAPSTONE - NUR 698 Guidelines**

Students complete, under the direction of a graduate faculty member, a scholarly project that is significant to nursing, within the scope of practice of a masters prepared nurse, and related the student's area of concentration in the graduate program. Models of evidence based practice design or research methodology guide the capstone project. This project is a culmination and synthesis of prior graduate learning.

The purpose of the Nursing Capstone project is to integrate and synthesize learning from across the MSN program. The completed project is presented in a scholarly paper and as a podium presentation. All students must complete the project through the design phase, including the evaluation plan. Some students may be able to implement their projects and evaluate the results. Students are required to complete Nursing Capstone for a minimum of 2 credit hours. Students who take the course for 3 credit hours meet additional course requirements for dissemination of the project to a regional, national, or international nursing audience.

The final project will be a Satisfactory (S) or Unsatisfactory (U) based upon the successful completion of the course objectives.

There is leeway in the development and implementation of a project as long as the rubrics are met. Ideas for Capstone projects may include, but are not limited to:

- A. Curriculum design and development
- B. Curriculum implementation and evaluation
- C. Integrated review of the literature with practice guidelines
- D. Continuing education program
- E. Design and implementation of a change project
- F. Grant proposal
- G. Policy development, implementation and or outcome
- H. Systematic analysis of healthcare system in another geographic region

*A student may opt to do a thesis as a Capstone project with the understanding that the likelihood that a thesis will take longer than one semester to complete.*

### **NUR 698 Capstone Project: Procedures**

#### **Role of the Capstone Advisor**

1. Each student must work with a graduate faculty member who will serve as the Capstone advisor. The advisor will guide the student and provide final approval for the Capstone proposal and completion of the project.
2. The student may choose to work with additional faculty or community members who have expertise in the student's area of interest.
3. If a student chooses to work with someone in addition to an advisor it will be up to the student and the advisor to determine the amount of input the additional person will have in the Capstone project.

#### **Procedure for Selecting Capstone Advisor**

1. The MSN Program Director will prepare a list of faculty members who are eligible to serve as Capstone advisors along with their areas of research interest.
2. The list will be made available to students prior to the start of NUR 696.
3. Students will identify faculty with whom they would like to work.
4. The student will submit a formal request for a Capstone Advisor to the MSN Program Director. The MSN Program Director makes the final assignment. Assignments will be made based on a good fit between the student and faculty interests and faculty workload.
5. Final assignment of Capstone advisors will be by midterm of NUR 696.

### Communication between Student & Faculty

1. Standard turn-around for e-mail response: 24-48 hours during normal week
2. Graduate students must allow at least two weeks for faculty to review papers. Multiple drafts of the paper are expected

### Timelines for Capstone Project (May be changed by Faculty as needed)

Semester Week # ____	Activity/Task To Be Completed
<b>Pre-Semester</b>	
Pre- NUR 696	Students submit forms indicating their project topic, status of proposal completion, and requests for Capstone advisor
<b>NUR 696 Semester</b>	
NUR 696	Advisors assigned for each student project Student begins the review of literature for project Proposal developed for project Meet with advisor to establish working relationship IRB submission*
<b>NUR 698 Capstone Project Semester</b>	
Week 1	Organizational Meeting in class (advisors will be present) Discuss Finalization of Proposals, Project Methodologies, Statistical Methods and Support, and Individual Project Timetables
Week 2	Deadline for Final Project Proposals & Individual Project Timelines
Weeks 3-7	Data Collection/Field Work, Implementation
Weeks 7-10	Data Analysis, Report Writing
Week 10	Draft Project Report due to Advisor
Week 10-13	Final editing/rewriting of manuscript
Week 13	Deadline to Submit Final manuscript and power point presentation to Faculty
Week 14-15	Public Presentation of Project
Week 15	Faculty submit final grades and graduation eligibility End of Program Evaluation meeting with all students.

**The conduct of formal research requires IRB approval by Lourdes and IRB approval and/or permission of the agency where the research will be conducted. If IRB approvals and permission is not sought during NUR 696 it is highly likely that the project will require the students to register for NUR 699 Capstone Continuation in the following semester(s).**

### **Students Desiring to Complete a Thesis**

1. The thesis is an option for any student in the Master of Science in Nursing Program. The student who wishes to write a thesis should anticipate that it will take at least one calendar year to complete.
2. A student who wishes to write a thesis should make their intentions known to the MSN Program Director as soon as possible in order to begin the process of selection of a thesis committee.
3. A Thesis committee will consist of a Thesis Chair who is a doctoral prepared member of the Lourdes University faculty and two other faculty members. At least one of the other members must be a full or part time member of Lourdes University Faculty. All faculty members must hold at least a masters' degree. Either the committee chair or one other member of the committee must be either a full or part-time member of the faculty of the Lourdes University College of Nursing.
4. The student will meet with the faculty member identified as a thesis chair. If the faculty member agrees to be the student's thesis chair the two of them can decide who to approach to be members of the thesis committee.
5. Once all members have agreed to work on the committee the student submits his or her request to the MSN Program Director.
6. The MSN Program Director must approve all these committees.
7. If no faculty member is willing to be Thesis Chair then the student may need to opt to do a Capstone project.

### **IRB Approval**

1. Even though a formal research project is not required for a Capstone project; many projects may include activities that meet the federal definition of research which is cited below.  
*A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities. (45CFR46.102(b))*
2. Any project that involves the use of human subjects and meets the above definition must receive approval from the Lourdes University Institutional Review Board (IRB) prior to the commencement of the project.
3. It is up to the student to be knowledgeable of IRB regulations and timelines and plan his or her project accordingly. Collaborative Institutional Training Initiative (CITI) training is completed during NUR 696 Capstone Design course. Student may go to <https://www.citiprogram.org/>. All training must be completed before the IRB proposal is submitted to the Lourdes University

Institutional Review Board. The student may get information about Lourdes University IRB on the Lourdes University Website.

4. It is strongly recommended that the IRB application be submitted prior to the end of the semester prior to the Capstone project to assure approval prior to beginning the Capstone. Any delay in securing IRB approval could delay the student's graduation.
5. Any student who needs IRB approval for his or her Capstone and wishes to be assigned a Capstone advisor early should submit her request to the MSN Program Director.

### **Public Presentation of Capstone Project**

1. Every student is required to present his or her completed Capstone project in a public forum that includes faculty and peers.
2. Public presentation of Capstone projects occur during the 14<sup>th</sup> and/or 15<sup>th</sup> week of the semester in which the Capstone is completed.
3. The Capstone advisor decides whether or not a student is ready to present his or her project based on the status of the project during week 13 of the semester in which the Capstone is being completed.
4. Failure to present the Capstone project at a public forum results in the student receiving a Satisfactory Progress (SP) or Unsatisfactory Progress (UP) for NUR 698 and the student must register for NUR 699 Capstone Continuation to continue implementation of the project.
5. Completion of an incomplete Capstone project falls under the policies and procedures of the Lourdes University Graduate School.

### **Preparation of a Paper**

1. Every student is required to present his or her completed Capstone in the form of a scholarly paper.

### **NUR 699 – Nursing Capstone Continuation (0)**

Students who do not finish their Nursing Capstone within the semester of original enrollment for NUR 698 are required to enroll each semester in the program's NUR 699 Nursing Capstone Continuation course for 0 credit hours. The continuation course will be graded non credit (NC). Upon the successful completion of the NUR 698 Nursing Capstone course, the SP or UP grade will be replaced with a Satisfactory (S) grade. For students that do not successfully complete the Nursing Capstone course within three semesters (NUR 698 + 3 semesters of NUR 699) the SP or UP grade will be replaced with an Unsatisfactory (U) grade. There is a fee for this course. The student may not graduate with an Unsatisfactory (U) grade in NUR 698.



## **College of Nursing MSN Program For Educators and Leaders Practicum Courses**

### **NUR 690 Practicum in the Advanced Nursing Role—Leaders and NUR 692 Practicum in the Advanced Nursing Role—Educators**

All MSN Educator and Leader Concentration students must complete a 120 hours supervised clinical practicum course designed to combine both theoretical and experiential learning particular to their area of concentration. At least 20 hours of the Educator Concentration students' practicum must evidence a clinical focus with a specific patient population. Students meet regularly with the course faculty member. One credit hour of NUR 690 and NUR 692 are class based instruction focusing on the exploration and analysis of the theoretical and practical components of the advance nursing role of either Leader or Educator.

Please note that the work hours of many educator and leader preceptors are weekday hours. Completion of the practicum typically requires the student to be available during weekday hours. Evening, night, and weekend practicum hours cannot be assured.

The MSN Program Director provides students with the opportunity to name a practitioner in their area of study whom they wish to work with as a preceptor during the semester. The practitioner must be a registered nurse prepared at the graduate level, preferably holding the MSN or DNP degree. The MSN Program Director approves and appoints preceptors and works with the preceptors' employing agencies to meet clinical placement and contract requirements.

### **Health and Professional Requirements for Practicum and Possibly Capstone**

All students enrolled in NUR 690 or NUR 692 Practicum in Advanced Nursing Roles must meet all College of Nursing Health and Professional Requirements. Students must sign a release of information to allow the University to share health and professional information with the clinical agencies.

Documentation for all requirements must be submitted to the MSN Program Director on or before the due date. Late submission may result in a delay in beginning the Practicum placements Retain a copy for your own records. The College of Nursing is not responsible for providing copies back to the student or graduate.

The cost of completing Health and Professional Requirements is paid by the student. Results for many of the requirements may be on file at the student's workplace. Students receive a packet of detailed instructions, forms, and resources prior to the Practicum.

**Students cannot begin their Practicum until ALL Health and Professional Requirements are met.**

## **Technical Standards Certification Statement**

The Lourdes University College of Nursing is committed to equal access for all qualified program applicants and students. MSN Program Educator and Leader students are asked to review the *Technical Standards for Nursing Students Table* and Policy and to indicate their status with respect to these standards by completing and signing the *Technical Standards Certification Statement for MSN Educators and Leaders*. If the student anticipates difficulty in meeting the standards, with or without an accommodation, the student is encouraged to seek consultation with the MSN Program Director and the Lourdes University Accessibility Services.

## **Health Assessment and Immunization Requirement**

Students must submit a copy of a pre-clinical health assessment performed by a licensed health care provider, indicating that the student is free of communicable disease, as well as evidence of completion of required immunizations or testing.

## **Confidentiality Agreement**

Students must sign a confidentiality agreement to abide by all of the applicable laws, regulation, and agency policies pertaining to confidential client, patient and management information, and business practices.

## **Fingerprinting and Background Checks**

Students who have resided in Ohio for at least five (5) years and will be doing their Practicum in Ohio submit a BCI background check. Students who have not resided in Ohio for at least five (5) years or who plan to complete their Practicum in another state must complete both a BCI background check and an FBI background check. If you have completed a BCI background check within the last 365 days you may have them sent by the Bureau of Criminal Investigation (BCI) to Lourdes University. Contact BCI at 877-224-0043. Background checks may take 30 to 90 days for Lourdes to receive results. If you have a background check on file with Lourdes University for a different employment or student purpose you may authorize the release of the information to the MSN Program. It is the student's responsibility to allow sufficient processing time in advance of the beginning of the Practicum course. NOTE: Individual clinical agencies MAY place different stipulations on background checks. The student must meet the requirements of the individual clinical agency.

## **Basic Life Support**

Students must successfully complete a current *American Heart Association Health Care Provider* course. Submit a copy (front and back) of your wallet card or a copy of your computerized documentation.

## **Professional Liability Insurance**

Students must hold individual professional liability insurance as a registered nurse. The required minimum coverage is 1,000,000/3,000,000. Submit a copy of the face sheet.

## **Nursing License**

All Practicum experiences must be completed in the state in which you are licensed as an RN. Licenses will be checked by MSN Program personnel.

## **Core Concepts and Skills**

A Core Concepts review is required of all graduate nursing students prior to the Practicum experience. Core Concepts Orientation covers the topics of HIPPA, body mechanics, fire and electrical safety, hazard communication, blood borne pathogens, and tuberculosis. A core concepts module and test is on the Lourdes University website. The test must be passed at 85% or better. The core concept module review and test must be completed prior to the start of the practicum experience. If further clarification is necessary, call the MSN Program Director.

## **Honors and Awards**

### **Sigma Awards**

The Zeta Theta Chapter at Large of Sigma International presents Leadership, Clinical Practice, and Research awards to students in the Masters of Science in Nursing program. Faculty vote on the recipients and Sigma presents the awards at the chapter's annual induction. Recipients are also be recognized at the Lourdes University College of Nursing Convocation and at the Lourdes University Awards Ceremony. Criteria are set by the Sigma Chapter.

### **Lourdes University College of Nursing Presents the Following Awards:**

#### **Graduate Nursing Leadership Award**

Presented to one December and one May graduate student in the MSN Educator and Leader program who demonstrates the following criteria:

1. Impacts the quality of nursing through leadership that is innovative and recognized as exemplary by nursing peers.
2. Acts as a role model and/or mentor to peers.
3. Demonstrates leadership involvement in community organizations and activities that affect the quality of health of the community.
4. Influences quality of nursing care through scholarly pursuits.

#### **Graduate Spirit of Nursing Award**

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

1. Integrates the Franciscan values and beliefs to professional practice through volunteerism and community service.
2. Acts as a positive role model and /or mentor to peers and students.
3. Demonstrates a strong commitment to advancing the art and science of nursing through creative and innovative practice.
4. Influences the quality of nursing care through scholarly pursuits.

## Financial Aid Specific to the MSN Educator and Leader and the RN to MSN Programs

### The Melissa Anderzack Endowed Nursing Scholarship



Missy Anderzack was a special force from the time she was very small. She always had so much energy, was always happy, always laughing. She had so many friends; everyone enjoyed being with Missy. Her father once said, “No one should be that happy.” Missy had a spirit that everyone enjoyed.

Missy’s favorite activity when she was young was playing school. With all of her dolls and stuffed animals lined up, she would play school in her room for hours. When she attended grade school, she had perfect attendance; she truly enjoyed learning and being with her friends.

Missy was a freshman in college when it was discovered that she had Hodgkin’s disease; she was only 18 years old, but she enrolled in the local college and continued to take classes through several surgeries and treatments. She went on to finish her Bachelors of Science in Nursing at Bowling Green State University. As a school nurse, she enjoyed working with the students and offering them nursing care, advice or a listening ear.

When she decided to go to graduate school, she chose Lourdes. She loved her classes and her classmates feel honored and blessed to have known such a kind, warm, and dearly beloved friend as Missy. They also remember the love Missy shared when she spoke of her family. She was selected by her peers for the Leadership Award of MSN Cohort 3. Missy’s capstone project reflected the importance of mentoring others, and the quality of supporting others was what she was best known for. Missy was an incredible woman! She always offered a big warm smile, genuine and full of love. Although beautiful on the outside, Missy will most be remembered for the beauty she was on the inside. It was her *SPIRIT* that people fell in love with.

Education was always important to Missy; she loved learning. It is for this reason that her classmates decided that the best way to honor Missy was by offering a graduate school scholarship, through Lourdes University, to support and further the education of future nurse educators.



## **The Melissa Anderzack Endowed Nursing Scholarship**

### **Name**

*The endowed scholarship is funded through the generosity of the Anderzack family and friends of Missy. The fund will be known as the Melissa Anderzack Endowed Nursing Scholarship in memory of Missy Anderzack, a Lourdes University Nursing alumna.*

### **Purpose**

The Fund will financially assist graduate students in the College of Nursing who demonstrate financial need and academic excellence.

### **Qualifications of the Recipients**

Candidates must be graduate Nursing students in the Nurse Educator track. They may be in any year of their studies and must have a 3.5 GPA. Recipients must reflect Melissa's leadership skills, have a zest for life and a passion for Nursing. Awards may be renewable depending upon funds available. Recipients must reapply.

### **Responsibilities of Recipients**

Students receiving scholarships will be responsible for thanking the Anderzack family.



## **The Keith and Shirley Schlender**

### **Endowed Masters of Science in Nursing Scholarship**

#### **Name**

*The endowed scholarship is funded through the generosity of Dr. Keith Schlender, Associate Provost at Lourdes University, and Shirley Schlender, a healthcare professional. The fund will be known as The Keith and Shirley Schlender Endowed Masters of Science in Nursing Scholarship.*

#### **Purpose**

The Fund will financially assist students who are primarily in the RN to MSN program and secondarily, students in other MSN programs at Lourdes University.

#### **Qualifications of the Recipients**

The recipient(s) preferably are in the RN to MSN program. Candidates may also be in one of the MSN programs. They may be in any year of their studies. Awards may be renewable depending upon funds available. Recipients must reapply. Candidates must exhibit good character, integrity, joy in nursing, and exemplify the values of Lourdes University

#### **Responsibilities of Recipients**

Students receiving scholarships will be responsible for thanking the Schlender family.



## **Nurse Faculty Loan Program**

The Nurse Faculty Loan Program is a federal program designed to increase the number of nursing students who pursue careers as full-time faculty teaching in schools of nursing. The program is funded by the Health

Resources and Services Administration (HRSA), Bureau of Health Professions, and allows nursing schools to make loans to their students enrolled full or part time in advanced degree nursing programs.

Following graduation and upon full-time employment in a school of nursing within nine months of graduation, the borrower can cancel up to 20% per year for a maximum of 85% of the total NFLP loan (years 1, 2, 3,: 20%; year 4: 25 %). The NFLP loan bears interest on the unpaid balance at the rate of 3 percent per annum beginning 3 months after the borrower graduates from the program. Borrowers employed as fulltime nurse faculty at an accredited school of nursing for a consecutive four year period will bear interest at a rate of 3 percent for the four year period and the remaining six years of the repayment period. Those who fail to become faculty members within six months of graduation must repay the loan at the prevailing market rate.

Recipients can receive awards for the academic year up to approximately \$35,500 to support costs of tuition, fees and other reasonable education expenses (books). Awards may be renewable for a maximum of five years but is contingent upon ongoing funding and therefore subject to change. Funding is made on a first – come first served basis for an academic year until funds are expended. College of Nursing graduate students in the Nurse Educator concentration are eligible to apply if they are committed to a faculty role, in good academic standing, are U. S. citizens or permanent residents, and not in default on any prior student loans.

### **Awardee's Responsibilities**

#### **If you are granted a Nursing Faculty Loan you must:**

- Maintain a GPA of 3.0 or higher
- Maintain full or part time status in the MSN program
- Completed FASFA form
- Sign a promissory note with the Office of Student Financial Services



- Complete the educator courses prior to graduation
- Follow these application procedures for each year continued funding is desired. Funding is contingent upon ongoing federal funding. Graduate students interested in applying for the loan please contact the Financial Aid Office at [finaid@lourdes.edu](mailto:finaid@lourdes.edu)