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.

This handbook is currently undergoing review and will be replaced on January 1, 2020.

The faculty and administration of the College of Nursing reserve the right to change the policies and procedures in this document at any time. If this occurs, students will be notified of the changes in a timely fashion. Students who enter the nursing major will be held to the policies that were in place during the year they were admitted to the nursing major. Additions may be made to the handbook and will be included as addendums with the designated date of implementation. The College of Nursing views baccalaureate education in Nursing as a collaborative venture. Please do your part to ensure success by assuming responsibility for reading, and using this Student Handbook and the documents to which it refers. The Baccalaureate degree 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
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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 **Curriculum 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>
<tr>
<td>Informatics</td>
<td>Use current technology to manage patient information and other data to maximize safety and optimize health outcomes.</td>
</tr>
<tr>
<td>Values Based Care</td>
<td>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.</td>
</tr>
</tbody>
</table>
Leadership | Provides nursing care while modeling the professional roles of coordinator of care, educator, advocate, and leader.
---|---
Community | Provides nursing care recognizing that populations and groups are patients with unique needs, requiring the services of educated nurses.
Culture | Provides nursing care with an understanding of and appreciation for the diverse backgrounds, values and beliefs of each individual and group.

2.3 Course Descriptions

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

2.4 Standards for Courses in the Nursing Major

Lourdes University College of Nursing Bachelor of Science in Nursing follows consistent professional standards across the curriculum including the QSEN framework and the Essentials for Baccalaureate Education in Professional Nursing.
http://www.aacnnursing.org/portals/42/publications/baccessentials08.pdf

2.5 Formatting Guidelines

Scholarly papers in the Lourdes University College of Nursing are formatted using the most current version the APA publication manual.
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
Refer to POLICY: Academic Advising
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 Nursing Coordinator of Advising and Enrollment 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
Refer to POLICY: Exception to 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 Vice President of Academic Affairs.

3.2 General Application Procedure for Admission to the Nursing Major

Refer to POLICY: 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 that applicants are expected to meet prior to admission into the major. The seats for students entering the nursing major during fall, spring, or summer semesters are offered to students who have met the pre-requisite university coursework with appropriate GPA.

If a student does not meet the minimal requirements for admission into the nursing program, they can reapply to the major in a subsequent semester. Students may apply for different tracks based on prior learning and work experience. The Admission, Progression, and Graduation (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. The APG Chairperson will report admission statistics to GNA.

Direct Admission to the Nursing Major for First Year University Students

In recognition of the fact that many students are capable of maintaining a solid collegiate G.P.A., Lourdes allows new students to have direct admission status to the Nursing Major providing they achieve a minimum 3.0 GPA requirement in high school and have at least a score of 22 on their ACT or an equivalent score on the SAT. Transfer students must demonstrate a collegiate G.P.A. of 3.0 and a 2.75 or higher science G.P.A. These Direct Admission nursing students must then maintain a prerequisite G.P.A. of 3.0 for the remaining semesters of pre-nursing courses, along with a G.P.A. of 2.75 or higher in their science courses (earning C or higher in science courses). Should a Direct Admission student drop their prerequisite G.P.A. to no lower than 2.5 during a semester, and if they can successfully raise their G.P.A. back to the 3.0 the following semester, they will retain their Direct Admission status. 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 3.0 during their first two semesters or they will forfeit their direct admission seat. They may reapply but their application will be part of the semiannual competitive upper division nursing major admission process.

Requirements for Admission to the 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 grade of C or better in natural science courses with a cumulative science G.P.A. of 2.75.
D. Achieves a prerequisite G.P.A. of 2.5 or better.
Admission requirements for a Licensed Practical Nurse (L.P.N.):
A. Admitted to Lourdes University.
B. Completes prerequisites to the Nursing Major (See Curriculum Plan).
C. Achieves a grade of C or better in natural science courses with a cumulative science G.P.A. of 2.75.
D. Achieves a prerequisite G.P.A. of 2.5 or better.

Admission requirements for Registered Nurse (R.N.):
A. Admitted to Lourdes University.
B. Achieves an overall G.P.A. (Lourdes University and transfer) of 2.0 or better.
C. Communicates effectively with fellow students, faculty, staff, and administration.
D. Graduate of an NLNAC or ACEN 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 or ACEN and holds a current valid RN license may be considered for provisional admission to the R.N.-B.S.N. program. Provisional admission requires that the student achieve a B- or better in (the R.N.-B.S.N. bridge course) NUR 460. Once students achieve a B- or better in NUR 460, they receive full admission to the program and bypass credit will be awarded.

PROCEDURE for Basic 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. A basic student may apply for admission to the Nursing major-the semester before 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 ranks 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, BIO 313 and BIO 335
   - + Loyalty points for Lourdes Students with a GPA= or > 2.5
     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). All health and professional requirements must be completed and/or updated (2) weeks prior to the start of each semester. If all health and professional requirements are not submitted/updated (2) weeks prior to the start of each semester, the student will be unregistered from all nursing courses.

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.

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/Enrollment Manager presents LPN-BSN applications for admission to the Admission, Progression, and Graduation Committee (APG) in each semester 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, BIO 313 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/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, etc). All health and professional requirements must be completed and/or updated (2) weeks prior to the start of each semester. If all health and professional requirements are not submitted/updated (2) weeks prior to the start of each semester, the student will be unregistered from all nursing courses.
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 meetings as applications are submitted.

2. Applicants expected to meet the admission requirements will be offered conditional admission or conditional provisional admission to the nursing major. A valid RN license is required.

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). All health and professional requirements must be completed and/or updated (2) weeks prior to the start of each semester. If all health and professional requirements are not submitted/updated (2) weeks prior to the start of each semester, the student will be unregistered from all nursing courses.

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

**Pre-requisite Courses for Pre-licensure to BSN students/LPNs**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Composition</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>3 hours</td>
</tr>
<tr>
<td>PSY 110</td>
<td>General Psychology</td>
<td>3 hours</td>
</tr>
<tr>
<td>PSY 210</td>
<td>Developmental Psychology</td>
<td>3 hours</td>
</tr>
<tr>
<td>BIO/BIL 330</td>
<td>Anatomy &amp; Physiology</td>
<td>3/1 hours</td>
</tr>
<tr>
<td>BIO/BIL 331</td>
<td>Anatomy &amp; Physiology II</td>
<td>3/1 hours</td>
</tr>
<tr>
<td>BIO/BIL 335</td>
<td>Microbiology</td>
<td>3/1 hours</td>
</tr>
<tr>
<td>BIO 340</td>
<td>Pathophysiology</td>
<td>3 hours</td>
</tr>
<tr>
<td>CHM 140</td>
<td></td>
<td>4 hours</td>
</tr>
<tr>
<td>BIO 313</td>
<td>Nutrition</td>
<td>3 hours</td>
</tr>
<tr>
<td>MTH 212</td>
<td>Statistics</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

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

Refer to POLICY: Advanced Standing/Prior Learning/By-Pass Credit

Lourdes University credit may be awarded for prior formal study of nursing in an accredited baccalaureate, 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. These credits do not reflect a letter grade and do not count in the quality point ratio for calculating GPA at Lourdes University. Prior learning credit has a $15.00 per credit hour fee which is processed through the registrar and bursar’s office.
RN to BSN may qualify for up to 39 by-pass credit hours. Students must qualify for advanced standing admission to the nursing major as a RN and successfully complete NUR 460/461 Concepts in Professional Nursing/Applied Concepts in Professional Nursing 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 10 hours of prior learning credit. Students must qualify for admission to the nursing major as a LPN by meeting the admission requirements and receiving an acceptance into the nursing major as an LPN-BSN student per recommendation of the APG committee. The LPN will receive prior learning credit as follows: 5 hours for NUR 250 after successful completion of the LPN bridge course NUR 252; 1 hour of prior learning credit at the successful completion of NUR 265; 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-BSN Procedure:**

1. Admission as a RN-BSN student in the nursing major.

The RN-BSN student must successfully complete NUR 460/461 Concepts in Professional Nursing/Applied Concepts in Professional Nursing. These credits are documented on the transcript by the registrar’s office. To be eligible for prior learning credit the student must hold an active RN license.

**LPN to BSN Procedure:**

1. Admission as a LPN-BSN student in the nursing major.

The LPN-BSN student will receive prior learning credit as follows: 5 hours for NUR 250 at successful completion of the LPN bridge course NUR 252; 1 hour of prior learning at successful completion of NUR 265; and 3 hours of prior learning credit after successful completion of NUR 435. The advisor submits form to the registrar’s office for processing. These credits are documented on the transcript by the registrar’s office. To be eligible for prior learning credit the student must hold an active LPN license.

### 3.3 Probation and Dismissal from the Nursing Major

**Refer to POLICY: Nursing Academic Progression Students who entered the nursing major fall 2011 and after**

The evaluation of student performance and progression within courses in the Nursing Major and from course-to-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 except NUR 100.

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.

PROCEDURE:

1. APG monitors students’ progression through the curriculum and makes recommendations to:
   - continue on probation
   - be removed from probation
   - be dismissed from the program

2. The Dean informs students regarding their status as far as academic probation and dismissal.
   - All students on probation will be informed to meet with their advisor.
   - All students dismissed from the nursing major will be informed to meet with an advisor to discuss alternative plans of study.

   The academic advisor interprets University and Department policies, advises the student on potential courses of action, advocates for the student and refers the student to resources for resolving issues and for remedial assistance.

3. 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
4. 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”.
   - Nursing students and faculty follow the University-wide policy for Incompletes.

3.4 Graduation in the Nursing Major

Refer to POLICY: BSN Program Completion Requirements

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. For pre-licensure and LPN-BSN students, continuation in the nursing major is contingent upon achieving a C- or better in each course and maintaining a 2.5 G.P.A. in the nursing major. R.N. to B.S.N. students are required to maintain a 2.0 G.P.A. in the nursing major. 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 Lourdes University and College of Nursing requirements.

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

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

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

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

4. 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.
Refer to POLICY: Standardized Testing

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.

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.

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 necessary Board of Nursing

3.5 Academic Grievance

Refer to POLICY: Academic Grievance Policy

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

4. College of Nursing Structure

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

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

• Curriculum
• Assessment
• Evaluation
4.1 **Student Committee Membership**

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

The Chairperson of each BSN Committees except APG extends an invitation for membership to, at least, two students, currently enrolled in the undergraduate program. Each student representative may have voice on the designated committees. Student representatives are recruited and/or renewed annually in the Fall Semester or as an open position becomes available.

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**

Refer to POLICY: *Undergraduate Grade 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>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>A</td>
</tr>
<tr>
<td>93-94</td>
<td>A-</td>
</tr>
<tr>
<td>91-92</td>
<td>B+</td>
</tr>
<tr>
<td>88-90</td>
<td>B</td>
</tr>
<tr>
<td>85-87</td>
<td>B-</td>
</tr>
<tr>
<td>83-84 C+</td>
<td>Below 68</td>
</tr>
<tr>
<td>80-82</td>
<td>C</td>
</tr>
<tr>
<td>76-79</td>
<td>C-</td>
</tr>
<tr>
<td>74-75</td>
<td>D+</td>
</tr>
<tr>
<td>71-73</td>
<td>D</td>
</tr>
<tr>
<td>68-70</td>
<td>D-</td>
</tr>
<tr>
<td>Below 68</td>
<td>F</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.

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 Dean of Nursing by the end of finals week.

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 clinical chair how the make-up of missed clinical time will be completed. Please note: clinical sites and faculty may have limited availability. The Associate Chair of Clinical Education 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 Associate Chair of Clinical Education and faculty regarding clinical make-up work. Absence from clinical, for any reason, may put any student at risk for failure.

1. Make up clinical work is to be arranged by the Associate Chair of Clinical Education. Students are not allowed to make arrangements for their own make-up clinical. The student must contact the Associate Chair of Clinical Education within three days of the absence to arrange for the make-up clinical.

2. The Associate Chair of Clinical Education determines how soon the clinical 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 Associate Chair of Clinical Education and the student will meet to discuss whether or not the student is able to meet or demonstrate achievement of course objectives.

4. Make-up lab work is to be arranged by the director of the nursing learning lab. Students are not allowed to make arrangements for their own make up lab. The student must contact their lab instructor and the director of the nursing learning laboratory within two business days of the absence to arrange for the make-up lab work.

5. The director of the nursing learning laboratory determines how soon the lab make-up must occur. Under normal circumstances this will occur within 2 weeks of the absence.

6. In most circumstances a second lab absence, for any reason, is considered to put a student at risk for failure. If a second absence occurs the semester coordinator, the director of the nursing learning laboratory, the lab class instructor, and the student will meet to discuss whether or not the student is able to meet or demonstrate achievement of course objectives.

7. 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.

8. A student appearing at the clinical/lab site out of uniform is considered to be unprepared for clinical/lab.

9. If a student is more than 5 minutes late for clinical/lab it will be documented by the clinical/lab instructor and forwarded to the clinical coordinator.
10. A pattern of tardiness (i.e. more than 2 times) 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 or before 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 assignments at the faculty’s discretion.

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 in compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- Students should not 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 (HIPAA). The student shall only communicate patient information with other members of the health care team for health care purposes, 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.
- Violation of these standards may result in disciplinary action by the CON, Lourdes University, clinical facilities, and/or state regulatory agencies.
5.4 Health and Professional Requirements

Refer to POLICY: Clinical: Health and Professional Requirements-Students

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

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

1. The Health and Professional Requirements list is updated each year pending any changes mandated by the Ohio Board of Nursing or clinical agencies with an active contract.

2. All Health and Professional forms are posted and available on the College of Nursing webpage. These forms should be utilized for providing documentation and may be supplemented by laboratory or vaccination records as necessary.

3. Students participating in 200, 300, 400 or 600 level nursing courses with a clinical component are required to complete and provide documentation of all Health and Professional Requirements 4 (four) weeks prior to the first day of the semester.

4. Health and Professional requirements that are scheduled to expire or be renewed during the current semester must be completed and documentation provided 4 (four) weeks prior to the first day of the semester. Students are not able to have items that expire during the semester, for example, a physical exam was completed on April 28th 2017, it is due on April 28th 2018, student is scheduled for Spring 2018 clinical and must have physical exam completed and documentation turned in 4 (four) weeks prior to the start of Spring 2018.

5. The only exception to the deadline of 4 (four) weeks prior to the first day of the semester will be the Influenza vaccine, which is required annually and must be completed and documentation turned in by November 1st each year. Students who have not completed their influenza vaccination cannot attend clinicals per clinical facility policies.

6. Documentation for all requirements must be submitted to the Nursing Office.

7. If the student remains non-compliant by the first day of the semester, the student will be unable to attend clinical rotations, resulting in an unexcused absence and required make-up day for the clinical.

8. Failure to complete requirements within an appropriate time frame could result in the inability to meet clinical objectives and result in a failing clinical grade.

Undergraduate - Semester 1 Students

Health Requirements:

Physical Examination: This must be done annually by a physician (MD/DO) or Nurse Practitioner or Physician’s Assistant. This must be documented by the examiner on the provided Pre-Clinical Physical Examination form – See Health and Professional packets on College of Nursing webpage.

Technical Standard Policy: A licensed health care provider (physician MD/DO or Nurse Practitioner or Physician’s Assistant) must sign and indicate if accommodations are needed annually– included on the Pre-Clinical Physical Assessment.
**Immunizations/Lab tests:**

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

**MMR (Mumps, Rubella, Rubeola):** series of 2 after the age of two years old at least four weeks apart, or a positive titer for each.

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

**TB-tuberculosis skin test (PPD):** Must have a two (2) step PPD in the last 12 months or a negative annual PPD for 2 years prior to first clinical or T-spot. If you have tested positive to a TB skin test or T-spot, a negative chest x-ray or a annual physician statement of the absence of disease must be submitted.

**Varicella (Chicken Pox):** Either the Varicella vaccination or a positive or immune Varicella Titer/ Antibody test.

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

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

**Professional Requirements:**

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

**Current CPR/BLS:** Must successfully complete an American Heart Association Health Care Provider Course and submit a copy of the wallet card or other proof of completion biannually. A list of AHA providers can be found on College of Nursing webpage.

**Completion of the Core Competencies:** Please go to www.lourdes.edu > Academics > College of Nursing > Current Students > Health Forms and Uniforms. Submit your completed test to first semester faculty as directed on the first day of class in NUR 265.

**Criminal Background Check:** Must be current (within the last 5 years). You must also read, sign and return the Criminal Background Check Policy and Acknowledgement Form. Students who have lived in Ohio for the last five consecutive years require a BCI only. Students who have lived outside of Ohio within the last 5 years must complete both the BCI and FBI background checks.

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

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

**Undergraduate – Semesters 2-5 Students**

**Health Requirements:**

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

**Immunizations/Lab tests:**

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

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

- **TB-tuberculosis skin test (PPD):** Must have a two (2) step PPD in the last 12 months or a negative annual PPD for 2 years prior to first clinical or T-spot.
  
If you have tested positive to a TB skin test or T-spot, a negative chest x-ray or an annual physician statement of the absence of disease must be submitted.

**Professional Requirements:**

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

**Current CPR/BLS:** Must successfully complete an American Heart Association Health Care Provider Course and submit a copy of the wallet card or other proof of completion biannually. A list of AHA providers can be found on College of Nursing webpage.

**Completion of the Core Competencies:** Please go to www.lourdes.edu > Academics > College of Nursing > Current Students > Health Forms and Uniforms. Submit your completed test to third and fifth semester faculty as directed in NUR 365 and NUR 495 respectively.

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

### 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 when registering for classes.

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;</td>
</tr>
</tbody>
</table>
and accept constructive feedback on performance.

<table>
<thead>
<tr>
<th>Mental/Emotional Stability</th>
<th>Have sufficient emotional health to fully use intellectual ability, exercise good judgment, and complete all responsibilities necessary to the care of patients.</th>
<th>Function under stress, problem solves, adapt to changing situations, and follow through on assigned patient care responsibilities, in a safe manner.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Behavior</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>
TECHNICAL STANDARDS CERTIFICATION STATEMENT – CONFIDENTIAL

Student Name: _______________________________________________________

This form is a companion to the Technical Standards for Nursing Students document. After being accepted for admission to the College of Nursing, students must complete and submit this certification form to the Lourdes University College of Nursing prior to beginning the program’s clinical courses. 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 Fitness for Class/Lab/Clinical Participation  
Refer to POLICY: Fitness for Class/Lab/Clinical Participation

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

- 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.
- **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.
- 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.

5.7 Appearance/Dress Code  
Refer to POLICY: Nursing Learning Laboratory Dress Code and Personal Equipment

Students enrolled in Lourdes University College of Nursing courses must adhere to the dress code policy whenever participating in the nursing laboratory and clinical setting. All students are responsible for purchasing nursing equipment and uniforms. In cases of financial need where the purchase of mandatory uniforms and equipment is a hardship, the student should notify his/her academic advisor and will be referred to the Financial Aid Office.

**PROCEDURE:**

1. During introduction to the nursing major, students are directed to follow the instructions for ordering uniforms found on the College of Nursing webpage.
2. Fingernails: Fingernail length must not be greater than ½ inch beyond the tip of the flesh of the finger. The use of nail polish is discouraged: only clear or light colored polish that is neat and intact is permitted.
3. Hair: Hair that is longer than shoulder length must be restrained using simple devices to keep hair neatly off of the shoulders. Hair color must reflect a naturally occurring hair color (colors such as purple, green, blue, pink, etc. are not permitted). Facial hair should be kept trimmed and neat in appearance.
4. Head Dress for Religious Purposes: Lourdes University recognizes and respects religious practices which require the use of head dresses. These may be worn provided they are solid black, white, or neutral in color.
5. Hygiene and Make-Up: Good oral and body hygiene must be practiced. The use of cologne/perfume is not permitted. Make-up, if worn, should be natural and minimal.

6. Undergarments: Undergarments must be worn under clothing, offering sufficient coverage for modesty. Undergarments are not to be visible through outer garments.

7. Attire: Uniforms must be worn for all competencies and simulations. For lab classes and independent practice, students are required to wear the black polo with the Lourdes University embroidered logo along with jeans, capris, cargo shorts, or skirts. Clothing is to be in good condition without holes. Capris, cargo shorts, and skirts are to be knee length or longer but should not touch the floor. If students do not have or have outgrown their black polo shirts, they may wear their Lourdes University College of Nursing scrubs. Failure to wear appropriate attire will excuse the student from the nursing lab.

8. Footwear: Socks/hosiery must be worn with shoes. Only shoes with closed toes and heels are permitted in the nursing lab. Students not wearing appropriate hosiery and footwear will be given the option of leaving the lab or wearing alternate hosiery and footwear provided by the nursing lab.

9. Jewelry: With the exception of wedding/engagement rings, no rings may be worn. Up to two simple post earrings per lower ear are permitted (including tragus piercings). No other visible body jewelry is permitted.

10. Body Art: Students are required to use their own clothing/cosmetic products to cover body tattoos. Only medical alert tattoos may be exposed.

11. Identification: Lourdes University student photo identification (ID) cards with barcodes must be used to sign in to the nursing lab. Student ID cards must be visible at all times while in the nursing lab unless the student ID card is being used as collateral for checking out laboratory supplies.

12. Uniform/clothing maintenance: Students are responsible for laundering their own uniform/clothing. All uniforms/clothing must be clean and in good repair in order to promote a professional appearance.

13. Personal equipment: Students participating in nursing lab classes/practice must provide the following equipment: stethoscope with bell and diaphragm, watch with a second hand, and a pen light.

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

5.8 Transportation

Refer to POLICY: BSN Clinical: Student 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.

5.9 Lourdes University Recording Policy
5.10 Professional Conduct

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

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

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

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

Examples of professional conduct include behavior such as not interrupting or mocking others, not taking phone calls in class or clinical, being on time for class, maintaining dress code, etc. (see grid 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:

Refer to POLICY: Nursing Student Conduct

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

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

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

Maintain a Community of Reverence:
- Mutual respect for one another in all forms of 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:  Click here to enter text.

Lourdes University ID #: Click here to number. Date: Click here to enter a date.
5.11 On-line Etiquette

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

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

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 Flasek Nursing Center. The Nursing Learning Laboratory has interactive classrooms and simulated patient care rooms to enhance student learning.

6.1.1 Lab Information

Lab Hours

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

Safety

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

Nursing Lab Services

- **Appointments:** All appointments are scheduled via email to: 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”.
  o 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.
  o Anyone who does not have their referral form at the time of their appointment will be rescheduled.
  o If a referral involves a check-off, the one on one TA appointment & check-off appointment cannot be completed on the same day.
  o 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 further instructions.
  o 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

• 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.**

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

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**

The Nursing SUCCESS program is available to any nursing student that wants academic assistance with nursing-related content. 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 but will work collaboratively with the ASC to meet the individual needs of the student.
Students who have difficulty with coursework are encouraged to contact SUCCESS at nursingsuccess@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.

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.

6.7 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.
7. Student Feedback Mechanisms

7.1 Individual Suggestion, Complaint/Concern, & Compliment Feedback

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

After a discussion of the concern with the instructor, the student may, in turn, talk with the instructor’s department chair, then dean and finally, the Vice President of Academic Affairs. Formal academic grievances are limited to the final course grade. If the student believes he or she has the basis for a formal grievance at the end of the semester, the student should keep all documents that might pertain to the grievance for use at that time. Please refer to the Lourdes University Academic Catalog for further information.

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 form for suggestions, complaints, concerns, & compliments. This form is available in Canvas for all courses.
- A response to the suggestion is posted on the designated bulletin board in the main nursing hallway of St. Clare Hall and in electronic format for student viewing.
- Confidentiality will be maintained concerning student’s names and comments.

8. NCLEX Preparation

Refer to POLICY: Standardized Testing

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 live review for NCLEX review course will be provided to students in their 5th semester. See NUR490 Syllabi for more information.

8.4 Exit Testing
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 1 & 2 in their final semester NUR 490 course. See NUR490 Syllabi for further information.

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.

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

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

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

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

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

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 students. Families are invited to join the celebration and to see the nursing pinning and acknowledgement of awards. Students will be notified by invitation each semester. Pins are purchased through the bookstore. Deadlines for purchasing pins will be communicated to students.

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

11.1 Lourdes University College of Nursing Awards

Refer to POLICY: College of Nursing Awards

College of Nursing Awards are 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 International, Zeta Theta Chapter at Large Awards

Sigma International, Zeta Theta Chapter at Large presents awards for 1) Leadership and; 2) Excellence in Clinical Practice to one undergraduate student (pre-licensure or RN-BSN Completion) who have accepted the nomination for induction into Sigma Theta Tau, International. The criteria for both the 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