



Bachelor of Science in Nursing

College of Nursing

Student Handbook

January 2020



Revised: January 2020

Dear Student:

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

The faculty and administration of the College of Nursing reserve the right to change the policies and procedures in this document at any time. If this occurs, students will be notified of the changes in a timely fashion. Students who enter the nursing major will be held to the policies that were in place during the year they were admitted to the nursing major. 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 program in nursing at (institution) is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>). In addition, the Lourdes University College of Nursing has been approved 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

Student Handbook
Lourdes University School of Nursing-Undergraduate Nursing Program
Student Receipt

Students are responsible for knowing and abiding by all policies, requirements, and regulations in this handbook. The provisions in this handbook are not to be regarded as a contract between the student and the institution. Course content and policies are under constant review and evaluation. The College of Nursing (CON) reserves the right to change any provision, regulation, and requirement. Changes will be publicized through appropriate channels. This handbook supersedes all previous handbooks of the College of Nursing

I understand the Lourdes University School of Nursing Undergraduate Handbook is available to me on the Lourdes Nursing website and portal

I have had an opportunity to review its contents and I agree, as a student enrolled in the College of Nursing, to adhere to the policies and guidelines set forth. The policies and procedures are subject to change during my course of study and it is my responsibility to keep abreast of these changes.

Print Name _____ Date _____
Signature _____ Date _____

Handbook Year **January 2020**

COLLEGE OF NURSING
STUDENT HANDBOOK
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Introduction to Lourdes University

College of Nursing Student Handbook

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 2.1	
Competency	Program Learning Outcome
Patient Centered Care	Provide nursing care that recognizes the patient as a full partner and source of control.
Safety	Through individual performance and organizational processes, provide care to patients that minimize risk of harm to patient, others and self.
Collaboration	Participate fully in the health care team in a way that fosters mutual respect and shared decision-making to achieve quality patient care.
Evidence Based Care	Provide nursing care that is based on current evidence, clinical expertise and patient preference, needs and values.
Quality Improvement	Participate fully in processes to monitor outcomes and improve patient care.

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

2.3 Course Descriptions

Courses in the Nursing Major integrate instruction toward meeting the Lourdes University Learning Outcomes across the curriculum. See the Lourdes University 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.

Basic Pre-Licensure Plan of Study Full Time

	Fall Semester		Spring Semester		Summer Semester
Yr.1	ENG 101 (Comp. I) BIO/BIL 330 (A & P I) FYE 101 (First Yr. Exp.) PSY 110 (General Psychology Overview) *CHM 140/CHL 140 (Chem for Healthcare Prof.) *Must test into this course (17)	3 4 3 3 4	ENG 102 (Comp. II) BIO/BIL 331 (A & P II) BIO 335 (Micro) FYE 102 (Nursing) PSY 210 (Dev. Lifespan) • PHL 101 or 103 (34)	3 4 3 1 3 3	
		14		17	
2	BIO 313 (Nutrition) MTH 212 (Statistics) BIO 340 (Pathophysiology) FYE 201 (Nursing) • HST • THS #1 (50)	3 3 3 1 3 3	NUR 330 Mental Health NUR 250 Fundamental QSEN NUR 260 Populations NUR 265 Integrated Clinical I (65)	3 6 3 3	
		16		15	
3	NUR 305 Pharm NUR 320 Assess NUR 300 Evidence Based Practice NUR 335 Integrated Clinical II • ENG Literature (80)	3 3 3 3 3	NUR 370 Acute Care NUR 360 Childbearing Families NUR 350 Children NUR 365 Integrated Clinical III • Fine Arts – ART or MUS (95)	3 3 3 3 3	
		15		15	
4	NUR 440 Advanced Nursing NUR 430 Leadership NUR 435 Integrated Clinical IV • THS#2 (200 level or above) (110)	3 3 6 3	NUR 485 Complex Care NUR 495 Practicum NUR 490 Nursing Capstone • PHL 310 (Bioethics) • Enduring Question (124-125)	3 3 3 3 2/3	

Plan of Study LPN-BSN Full Time (2017)

	Fall Semester		Spring Semester		Summer Semester
Yr.1	Eng 101 BIO/BIO L 330 CHM/CHL 140 (for healthcare professional) *Must test into this course <ul style="list-style-type: none"> PHL 101 or 103 	3 4 4 3	ENG 102 (Comp. II) BIO 331 (A & P II) BIO 313 or NLN PSY 110 (General Psych. overview) BIO 335 (Micro)	3 4 3 3 3	
2	MTH 212 (Statistics) PSY 210 (Dev. Psychology) BIO 340 (Pathophysiology) <ul style="list-style-type: none"> HST 	3 3 3 3	NUR 252 LPN Bridge Course NUR 260 Populations NUR 265 Integrated Clinical I NUR 330 Mental Health <ul style="list-style-type: none"> THS #1 	1 3 2 3 3	
		16		11	
3	NUR Foundations for EBP NUR 305 Pharmacology NUR 320 Assessment NUR 335 Integrated Clinical II <ul style="list-style-type: none"> ENG 200 (any) 	3 3 3 2	NUR 350 Family II (Peds) NUR 360 Family I (OB) NUR 365 Integrated Clinical III NUR 370 Acute Care <ul style="list-style-type: none"> Fine Art (any-art, music , theater) 	3 3 3 3 3	
		13		13	
4	NUR 430 Clinical Leadership NUR 440 Advanced Nursing NUR 435 Integrated Clinical IV <ul style="list-style-type: none"> THS #2 (200 level or above) 	3 3 3 3	NUR 485 Complex Care NUR 490 Nursing Capstone NUR 495 Practicum <ul style="list-style-type: none"> PHL 310 (Bioethics) Enduring Question 399 (need Junior standing) 	3 3 3 3 2-3	
		12		15	

3. Admission, Progression, and Graduation Policies

3.1 Academic Advisement

3.1.1 Advising for Nursing Program

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

3.1.2 Nursing Academic Advisor Role

The student consults with his or her nursing faculty 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 faculty advisor.** The student and nursing faculty advisor work together to develop a plan of study. Students must meet with the nursing faculty advisor whenever changes in the plan of study are needed. The student and the nursing faculty 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 degree.

In order to maintain student confidentiality, College of Nursing staff assists with data entry and filing concerning the academic record kept in the Nursing department.

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.

Student meets with a nursing faculty advisor at a minimum of once a semester, to be assigned a personal identification number (PIN), in advance of the first day of registration.

On-line registration is available after the first semester at Lourdes University. The personal identification number (PIN) is given to the student by the nursing faculty advisor. 1st semester nursing students will meet with and be registered by an advisor after they have been admitted to the nursing program. For subsequent semesters, the student is responsible to registering themselves for classes. The student may add/drop courses prior to the Saturday preceding the start of class each semester. However, no student may change a clinical or lab section without approval from the Director of Clinical and Semester Coordinator.

The student who adds or drops any class must notify the nursing faculty advisor prior to registration for the following semester.

3.1.3 Exception Requirements

A student may apply for exceptions to the Lourdes University College of Nursing requirements by completing an Exception to the Requirement Form in collaboration with their Advisor. Academic Exceptions are approved by the Program Directors 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

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 rank orders the candidates according to the following criteria:
 - Pre-requisite Grade Point Average X 1* See attached list of pre-requisite courses
 - + Science GPA X 2 (Which includes BIO 340, BIO/L 330,
 - BIO/L 331, CHM 140, BIO 313 and BIO 335
 - + Loyalty points for Lourdes Students with a GPA= or > 2.5 12-
 18 Lourdes credits = .25 additional point
 19-24 Lourdes credits = 0.5 additional points
 25 or more Lourdes credits = 0.75 additional points

- + Lourdes Students in good standing in the Lourdes University Honors program will receive 0.75 additional points

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

4. The student's information and rank order are recorded by the Coordinator of Nursing Advising and Enrollment Management and are maintained in the Coordinator's office.
5. The list of selected candidates is forwarded to the Dean of the College of Nursing. The Dean notifies each student of his or her offer of admission in writing. A student receiving an offer of admission must return a signed *Acceptance of Offer of Admission* by the date indicated in the letter, indicating understanding of the policies for enrollment and progression in the nursing major (e.g. health & professional requirement, nursing GPA, etc). 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

ENG 101 Composition.....	3 hours
ENG 102 Composition II.....	3 hours
PSY 110 General Psychology.....	3 hours
PSY 210 Developmental Psychology.....	3 hours
BIO/BIL 330 Anatomy & Physiology.....	3/1hours
BIO/BIL 331 Anatomy & Physiology II.....	3/1hours
BIO/BIL 335 Microbiology.....	3/1hours
BIO 340 Pathophysiology.....	3 hours
CHM 140.....	4 hours
BIO 313 Nutrition.....	3 hours
MTH 212 Statistics.....	3 hours

3.2.1 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 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 6 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, and 3 hour prior learning credit at the successful completion of NUR 435. To be eligible for prior learning credit the student must hold an active LPN license.

3.3.1 Student Performance Assessment

The Student Performance Assessment (SPA) process is intended provide a communication tool between the student and college of nursing staff and faculty when they have been recognized as performing at an "outstanding" level or to correct knowledge or behavior deficits. This is intended to provide the student with individualized, specific and mutually-agreed upon action steps to improve student success and to promote professional responsibility and accountability in

class, clinical experiences, lab and when representing Lourdes University College of Nursing, as well as to recognize and commend students modeling characteristics of the nursing profession.

The Admission, Progression and Graduation (APG) committee monitors the progress of students who perform at an “outstanding” level and those who experience difficulty in the program. Students are referred to the committee during the semester when academic or professional conduct issues occur, at midterm when failing grades are received, and the end of the semester when failing grades are obtained or at any time throughout the semester for academic excellence.

A SPA can be initiated for any of the following reasons:

- a. The student is recognized for academic excellence.
- b. The student is not progressing towards achievement of one or more of the CON/course objectives.
- c. The student demonstrates behavior that violates the student code of conduct and/or academic integrity.

Note: Issues of academic integrity such as cheating, plagiarism etc. are addressed in the Lourdes University Academic Catalog.

3.3.2 Probation and Dismissal from the Nursing Major

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.

Successful academic progression is maintained by:

- Having a NUR GPA of 2.5 or higher in the nursing major for traditional and LPN to BSN Students.
- Having a NUR GPA of 2.0 or greater 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 less than the above requirements
- Failure of one nursing course

A traditional or LPN-BSN student can be permanently dismissed from the nursing major for the following reasons:

- Failure of two courses in the nursing major.
- Failure to meet professional code of conduct and policy standards.
- Unsafe clinical performance.
- After completing two consecutive semesters on probation and not achieving a GPA of 2.5

A traditional or LPN-BSN student can be permanently dismissed from the nursing major for the following reasons:

- Failure of two courses in the nursing major.
- Failure to meet professional code of conduct and policy standards.
- Unsafe clinical performance.
- After completing two consecutive semesters on probation and not achieving a GPA of 2.0

Nursing Course:

- All nursing students must report a course if a D+ or less is attended in the course.
- Students may retake one nursing course one time.
- Faculty and advisors will notify the Dean immediately of all Drop/Withdrawals and the student's grade at the time of Drop/Withdrawal.

For NUR Courses where an "Incomplete" grade is attained:

- All "Incomplete" grades will be reported to the end of semester APG meeting
- The student, faculty and advisor will work together to develop a resolution plan for the "Incomplete" grade.
- The College of Nursing will follow the Lourdes University policy for "Incomplete" grades.

3.4 Graduation in the Nursing Major

The degree of Bachelor of Science in Nursing is granted to students who have completed the planned program of study, earning 120 course credit hours. 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.

1. The student has the primary responsibility with the assistance of the nursing faculty advisor monitor the student's progression through the Nursing Major. This is documented on the curriculum tracking record.
2. The student obtains an Application for Graduation from the Registrar's office. Once graduation fees are paid, the application is submitted to the nursing faculty advisor prior to the deadline specified by Lourdes University.

3. The nursing advisor reviews the file and completes the Graduation Audit Form the semester of the student's expected date of program completion.
4. The nursing advisor reviews the Application for Graduation for accuracy and completion; signs the Application and submits it to the Registrar with a copy of the curriculum tracking record, any exceptions that have been granted. All graduation audits are completed by a nursing advisor. The nursing advisor will contact the student if there is a discrepancy.
5. It is the STUDENT'S responsibility, with the nursing advisor's assistance, to ensure that all requirements are completed at the time of graduation

The Program Administrator 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

The College of Nursing follows the Lourdes University Undergraduate Final Grade Grievance Policy which is located in the University Academic Catalog. Students are always encouraged to attempt to resolve the issue directly with the member of the faculty, staff, or administration involved in an informal manner. After a discussion of the concern with the instructor, the student may, in turn, talk with the instructor's department chair or program director, dean and finally, the Vice President of Academic Affairs.

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
- APG

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) Admission, Progression, and Graduation (APG); BSN Assessment & Evaluation; and BSN Curriculum.

The Chairperson of each BSN Committees extends an invitation for membership to, at least, two students, currently enrolled in the undergraduate program.

4.2 Student Participation in Program Evaluation

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

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

5. Student Performance Policies, Procedures and Criteria

5.1 Grading Scale

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

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

95-100	A	80-82	C
93-94	A-	76-79	C-
91-92	B+	74-75	D+
88-90	B	71-73	D
85-87	B-	68-70	D-
83-84	C+	Below 68	Below 68 F

- 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

Clinical and Lab attendance hours are reported to accrediting bodies and must be completed satisfactorily and in entirety; therefore, attendance at clinical and lab is mandatory.

Clinical and Lab hours are reported to accrediting bodies and must be completed satisfactorily and in entirety; therefore, attendance at clinical and lab is mandatory. If a student has a clinical or lab absence, for any reason, the missed time must be made up. Experiential learning should provide each student with ample time to learn and demonstrate the ability to consistently achieve course objectives.

While attendance/participation in clinical and lab is required, students will periodically have excusable absences. Follow the student handbook for what constitutes excused absences. Students who have an unexcused absence on a day an assignment is due will receive a zero on the assignment. Excused absences must be approved through course faculty before class/due date begins, and verification may be required of the student at the instructor's discretion.

The Director of Clinical Education and/or the Director of the Nursing Learning Laboratory will work with students to try to arrange makeup clinical days as well as to provide makeup lab day content for students with absences. However, clinical/lab instructors and facilities have limited availability; therefore, a makeup cannot be guaranteed. Planned absences will be evaluated for approval by the course instructor. Absences, for any reason, may put the student at risk for failure.

Lab:

1. All lab absences and tardiness must be reported by the student to the lab instructor before the start of the lab experience via email whenever reasonable. The student may also call the nursing lab at 419-824-3782 and leave a message.
2. All absences regardless of the reason are recorded by the lab instructor and the semester coordinator is notified of the absence.
3. The student must contact their lab instructor within 24-48 hours of the absence to arrange for the lab make up.
4. Make up lab hours are to be arranged by the lab instructor and lab director. Students are not allowed to make arrangements for their own lab make up.
5. The lab instructor and lab director will determine how soon the lab make up must occur. Under normal circumstances this will occur within 2 weeks of the absence.
6. The lab instructor may remediate the student for additional skill instruction or education as necessary utilizing the Nursing Lab Referral Form.
7. Any student appearing in the lab inappropriately dressed is considered to be unprepared for lab and if unable to be corrected, student will be sent home (i.e., student ID badge, footwear, etc.).

8. If a student is unprepared or late for lab, the lab instructor may issue a Student Performance Assessment (SPA) to the student. Behaviors such as these will be reflected on the student's evaluation.
9. A pattern of tardiness (2 incidents in a semester) is considered unprofessional behavior and can result in an inability to meet or demonstrate achievement of course objectives and can result in course failure.
10. Two (2) or more unexcused lab absences may result in clinical course failure for NUR 265, NUR 335, NUR 365, NUR 435, or NUR 495.
11. Failure to complete required lab hours may result in an incomplete grade for the course or the inability to progress to the next semester.

Clinical:

1. All clinical absences and tardiness are to be reported by the student to the clinical instructor before the start of the clinical experience.
2. All absences, regardless of the reason, are recorded by the clinical instructor and the semester coordinator is notified of the absence.
3. Make up clinical hours are to be arranged by the Director of Clinical Education. Students are not allowed to make arrangements for their own make up clinicals.
4. The clinical instructor and Director of Clinical Education determine how soon the clinical make up must occur. Under normal circumstances this will occur within 2 weeks of the absence.
5. The clinical instructor may refer the student to the nursing lab for additional skill instruction or education as necessary utilizing the Nursing Lab Referral Form.
6. A student appearing at the clinical site out of uniform is considered to be unprepared for clinical and if unable to be corrected, student will be sent home (i.e., student ID badge, footwear, uniform, etc.).
7. Students who come unprepared with required assignments or demonstrate insufficient completeness and/or quality effort will be sent home.
8. If a student is unprepared or late for clinical, the clinical instructor may issue a Student Performance Assessment (SPA) to the student. Behaviors such as these will be reflected on the student's evaluation.
9. A pattern of tardiness (2 incidents in a semester) is considered unprofessional behavior and can result in an inability to meet or demonstrate achievement of course objectives and can result in course failure.

10. Two (2) or more unexcused clinical absences may result in clinical course failure for NUR 265, NUR 335, NUR 365, NUR 435, or NUR 495.
11. Failure to complete required clinical hours may result in an incomplete grade in the course or the inability to progress to the next semester

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.
- Refer to the Social Media Guidelines from NCSBN
 - www.ncsbn.org/social_media.pdf

5.4 Health and Professional Requirements

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 portal. 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. 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.
4. Health and Professional requirements that are scheduled to expire or be renewed during the current semester must be completed and documentation provided prior to the expiration of those items.
5. If the student remains non-compliant by the first day of the clinical experience, the student will be unable to attend clinical rotations, resulting in an unexcused absence and required make-up day for the clinical.
6. 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 & Technical Standard Policy: 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. A licensed health care provider (physician MD/DO or Nurse Practitioner or Physician's Assistant) must sign and indicate if accommodations could be 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 as directed 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.

Completion of the Core Competencies: Review documents provided and submit your completed attestation as directed to the college of nursing.

Criminal Background Check: Background checks are only accepted from BCI and FBI agencies, private companies or employment background checks are not accepted. Must be current (within the last 6 months). 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 or currently do not reside in Ohio 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 & Technical Standard Policy: 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. A licensed health care provider (physician MD/DO or Nurse Practitioner or Physician’s Assistant) must sign and indicate if accommodations could be 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 as directed 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.

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.

Technical Standard	Definition	Examples
Senses	Have functional use of the senses of vision, touch, hearing, and smell so that data received by the senses may be quickly integrated, analyzed, and synthesized in an accurate manner.	Hear, observe and speak to patients; detect skin color changes, anatomical abnormalities such as edema, sounds related to bodily functions using a stethoscope, and odor associated with a wound infection.
Physical Abilities	Perform gross and fine motor movements with reasonable endurance, strength, flexibility, balance, mobility, and precision as required to provide holistic nursing care.	Perform CPR, safely transfer and control fall of a patient, and manipulate equipment such as syringes and medication packages.
Cognitive	Collect, analyze, and integrate information and knowledge to make clinical judgments and decisions that promote positive patient outcomes.	Measure, calculate, reason, and understand information and graphs; identify priorities; problem-solve in a timely manner; select, implement and evaluate interventions; and teach patients and families.

Communication	Communicate effectively and sensitively with patients and families, other professionals, and groups to elicit information and transmit that information to others. Possess sufficient interpersonal skills to interact positively with people from all levels of society, all ethnic backgrounds, and all belief systems.	Speak, read, write, and comprehend English at a level that meets the need for accurate, clear, and effective communication; perceive patients' nonverbal communication; maintain accurate patient records; obtain accurate health history; establish rapport with patients, faculty, peers, and agency staff; and accept constructive feedback on performance.
Mental/Emotional Stability	Have sufficient emotional health to fully use intellectual ability, exercise good judgment, and complete all responsibilities necessary to the care of patients.	Function under stress, problem solves, adapt to changing situations, and follow through on assigned patient care responsibilities, in a safe manner.
Professional Behavior	Engage in activities consistent with safe nursing practice and display responsibility and accountability for actions as a student and as a developing nurse.	Does not demonstrate behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair judgment; displays compassion, nonjudgmental attitude, consciousness of social values, honesty, integrity and confidentiality; displays appropriate dress and appearance in clinical-related activities; and demonstrates motivation, appropriate attitude, and professional behavior.

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: _____

Date: _____

5.6 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).
- 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

For patient and student safety as well as easy identification as nursing students from Lourdes University, appropriate attire is necessary in the laboratory and clinical settings. Students enrolled in Lourdes University College of Nursing courses must adhere to the dress code policy whenever participating in the clinical and nursing laboratory settings. 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. If an affiliating clinical agency has more restrictive guidelines they must be adhered to.

1. During introduction to the nursing major, students are directed to follow the instructions for ordering uniforms as provided.
2. Fingernails: Fingernail length must not be greater than ¼ inch beyond the tip of the flesh of the finger. The use of nail polish is discouraged: if used it must be neat and intact.
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 clean and solid 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. Uniforms bearing the embroidered Lourdes University logo may not be worn at any time other than during activities or assignments associated with Lourdes University College of Nursing courses.
8. Uniforms: To ensure the development of professional nursing standards, students are required wear uniforms endorsed by the Lourdes University College of Nursing selected from the following list:

	Community Uniform	Clinical Uniform	Clinical Research Uniform	Nursing Learning Laboratory
Top	Black Polo with LU embroidered logo	Gray with LU embroidered logo	Business Casual Business casual dress excludes denim clothes, cropped, low cut, strapless, spaghetti straps or halter tops, open toe or open heeled shoes, shorts, sweat pants, capris, jeggings, “skinny” and cargo style pants.	Black Polo with LU embroidered logo or Gray scrub top with LU embroidered logo
Pants/ Skirt	Tan or Khaki colored, appropriate length (at least knee length for dress/skirt and ankle length for pants)	Gray, appropriate length	Business Casual, appropriate length (at least knee length for dress/skirt and ankle length for pants)	Tan or Khaki colored, appropriate length (at least knee length for dress/skirt and ankle length for pants) or Gray scrub pants, appropriate length
Jacket	Black Fleece with LU embroidered logo	White or gray lab coat with LU embroidered logo	White lab coat with LU embroidered logo	Jackets may not be worn during simulation

Shoes	Solid Black, Tan, or White colored, closed toe and closed heel shoes with non-skid soles and flat or near flat heels (minimal, muted color is acceptable).	Solid White, Black or Gray preferably leather or simulated leather, closed toe and closed heel shoes with non-skid soles and flat or near flat heels (minimal, muted color is acceptable).	Business Casual	Solid White, Black or Gray preferably leather or simulated leather, closed toe and closed heel shoes with non-skid soles and flat or near flat heels (minimal, muted color is acceptable).
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9. Business casual under white lab coat with LU embroidered logo must be worn when doing research for a clinical assignment.
10. Jewelry: Minimal jewelry may be worn.
11. Body Art: Student are required to use own clothing/cosmetic products to cover body tattoos. Only medical alert tattoos may be exposed.
12. Identification: The Lourdes University College of Nursing photo identification (ID) badge must be worn above the waist and visible at all times on the student uniform The Lourdes University College of Nursing student ID badge may not be worn at any time other than when engaged in activities or completing assignments associated with Lourdes University College of Nursing courses. If an external clinical agency requires their ID, this must be worn in addition to Lourdes University ID. 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.
13. 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 profession appearance.

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

5.8 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

Refer to Lourdes University Academic Catalog

<https://www.lourdes.edu/wp-content/uploads/2018/11/2018-19-Academic-Catalog.pdf>



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:

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 Professional Conduct as a guide for the professional competency standards.

The professional competency standard criteria will hold the student accountable to “Maintain the highest standard of personal and professional conduct” and “actively promote and encourage the highest level of ethics within nursing education” (NSNA).

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.

The Student shall:

A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

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

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

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

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

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

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

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

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

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

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

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

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

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

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

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

- 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 Director of Clinical Education.
- The clinical instructor in conjunction with the clinical coordinator and the Director of 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.

Student Pledge and Acknowledgement of Receipt and having Read the Ohio Board of Nursing Ch. 4723-5-12 C

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

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: _____ **Print Name:** _____

Lourdes University ID #: _____ **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 Flasck 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".
 - If an appointment **is not** scheduled, the nursing lab has the right to refuse accommodation for a mandated one on one work with a TA.
- **Students must have their referral form with them** and have the TA who works with them comment and sign.
 - Anyone who does not have their referral form at the time of their appointment will be rescheduled.
 - If a referral involves a check-off, the one on one TA appointment & check-off appointment **cannot be completed on the same day**.
 - Students must **return their referral form to the designated person by the completion date noted on the form**.
 - a. If this form has an **expired due date**, the student will be redirected to their instructor for further instructions.
 - 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 8:30 AM – 5:00 PM, Monday – Thursday and 8:30 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 on the college of nursing portal.
- A response to the suggestion is posted in electronic format for student viewing on the college of nursing portal.
- Confidentiality will be maintained concerning student's names and comments.

8. NCLEX Preparation

8.1 Required Testing

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

8.2 Practice Program Availability

A variety of computer media is available with NCLEX® style questions and is available for student use in the Academic Support Center. The Nursing Learning Laboratory and University Library also have multiple NCLEX review books available for student use. It may be a course requirement to spend a certain amount of time preparing 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 Program Directors of Undergraduate nursing studies or the Dean in consultation with course faculty and the curriculum committee.

All pre-licensure students (including LPN-BSN students) will be required to complete the HESI Exit exam in their final semester 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 by Fall semester of each academic year.
- Be in good academic and integrity standing at the program level.

Student Induction is held each Fall by chapter invitation only.

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 Pinning

A Nursing Pinning Ceremony 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 by the students and instructions will be provided at the time. 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

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