School of Nursing and Health Sciences
Nursing Programs

Doctor of Nursing Practice
Student Handbook
2013-2014
~ AFFIRMATION ~

I choose to be a member of
the La Salle University community.

I conduct myself with
honesty, integrity, civility, and citizenship.
I respect people, property, our University,
and its Lasallian and Catholic heritage.

I celebrate our many cultures.
I promote the free exchange of scholarly ideas.
I commit to my personal involvement in
learning for the greater good.

In all my actions, I am La Salle.
In association, we are La Salle.
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**DNP Nursing Student Handbook**

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General Information

Introduction

History of La Salle University

La Salle University was founded in 1863. The history of the University affirms that it has been responsive to the needs of the community and that it has a strong sense of service. La Salle University is a comprehensive, private, Roman Catholic university under the auspices of the Brothers of the Christian Schools, a non-clerical order working in the United States since 1845. The Christian Brothers were founded in 17th century France by John Baptist de La Salle. La Salle is an institution offering both a general and specialized education (pre-professional in many cases) with an option among a variety of values-oriented studies. Immediately following World War II, the university addressed the needs of nontraditional learners. This commitment has continued to the present.

La Salle University has three schools, Arts and Sciences, Business, and Nursing and Health Sciences, and one college, Professional and Continuing Studies. La Salle has acquired acreage and buildings each decade since the 1980s that include Belfield Farm, South Campus (formerly St. Basil’s Academy), and West Campus (Germanstown Hospital). The university also owns and operates the Bucks County Campus in Newtown, PA and leases space at the Metroplex in Montgomery County.

Doctoral Education in Nursing

The faculty and administrators of the Nursing Programs of La Salle University have planned and implemented a Doctor of Nursing Practice (DNP) degree curriculum with the first student cohort accepted into the fall 2010 semester. The preparation of clinical experts at the doctoral level not only recognizes the existing expertise of MSN prepared graduates, but adds to potential faculty and clinician resources in Southeastern Pennsylvania. DNP graduates may ultimately be hired as faculty and help reduce the tremendous nursing faculty shortage, especially in clinical teaching. DNP graduates will be important to complex health care agencies that rely on advanced practice registered nurses’ (APRNs) and nurse executives’ expertise necessary for supporting evidence-based practice, achieving positive patient care outcomes, and developing safer systems of care. The DNP is the terminal practice degree of the discipline of nursing; the PhD is the terminal research-focused degree.

Nurse educators, administrators, and APRNs view the degree as an opportunity to achieve parity with other professions offering practice doctoral degrees (e.g., Pharmacy [PharmD]; Medicine [MD]; Physical Therapy [DPT], Psychology [PsyD]). These developments illustrate a trend in doctoral education among the healthcare disciplines.

DNP applicants are encouraged to review resources specific to the DNP, including materials available through the American Association of Colleges of Nursing (http://www.aacn.nche.edu/DNP/DNPFAQ.htm).
SCHOOL OF NURSING AND HEALTH SCIENCES
NURSING PROGRAMS

Mission, Vision, Goals

Mission

Consistent with Lasallian values, the Mission of the Nursing Programs is to provide excellent nursing education programs, with theoretical and clinical learning opportunities designed to promote the development of clinically competent, caring nursing professionals, who are prepared for a life of service, continued learning, leadership, and scholarship.

Vision

The academic, service, and research activities of the Nursing Programs’ faculty mobilize resources to educate students to deliver care to all populations, emphasizing vulnerable, underserved, and diverse communities.

Nursing Programs’ Goals

- To prepare students to provide nursing services in health care agencies and communities with an emphasis on vulnerable populations.
- To facilitate student development in critical thinking, effective communication, knowledge, skills, and values to care and advocate for the health of individuals, families, groups, and communities locally, regionally, and globally.
- To foster student engagement in interprofessional and collaborative health care services and programs.
- To educate students to strengthen the nursing profession and to contribute to the health of society.

Philosophy for Nursing Programs

Nursing is an art, science, and practice profession that provides nursing services to diverse individuals and groups. Nurses value collaborative relationships with professionals who deliver health care services and with people who are the recipients of such services. Nursing services aim at facilitating the health of people in many settings, thus fulfilling a contract between society and the profession. Nurses’ primary interests are human responses to health, illness, and healing. Nurses carry out many roles when providing safe and quality nursing interventions based on evidence. The nursing community at La Salle respects the humanity of the people they serve and recognizes the potential for healing within the person, integrating mind, body, and spirit. Students bring their experience to the learning environment while actively engaging in a transformative process of continuing development as ethical, caring practitioners. The teaching-learning environment fosters scholarship, collegiality, respect, and collaboration among learners and teachers, resulting in informed service to others and the profession.

rev. Spring 1998; approved 5/98; rev. 2/01; approved 3/01; rev. 5/01; rev. 2/02; rev. 5/03; rev.& approved 5/15/08; distributed to NUR faculty 3/27/09; 6/11/09; reviewed Fall 2011; awaiting approval 2/12; approved: 4/21/12; rev. 5/1/12; 5/4/12; 5/7/12; 5/9/12
DNP Philosophy, Purpose, and Student Learning Outcomes

Philosophy of the Doctor of Nursing Practice Program

The philosophy of the DNP program is connected to the belief that the practice doctorate enriches advanced nursing practice by strengthening and expanding students’ knowledge and skills. The program prepares students for careers as expert nurse clinicians and leaders who develop, implement, and evaluate programs of care and transform health care systems by using evidence-based innovations and technologies and facilitating interdisciplinary processes. The program develops graduates that have met established competencies of specialty organizations and are responsive to the changing health care needs of national and international populations and diverse patients and groups.

Purpose of the Doctor of Nursing Practice Program:

The Doctor of Nursing Practice Program educates professional nurses for interdisciplinary practice, advanced practice roles across community and health care settings to meet the health needs of diverse individuals, families, groups, communities, and populations.

Doctor of Nursing Practice Program Student Learning Outcomes:

At the completion of program the student will be able to:

1. Apply theoretical and research-based knowledge from nursing and other disciplines to plan and implement safe, quality health care for vulnerable individuals and groups within the context of a specific APRN or advanced nursing practice (APN) role serving specified populations. (AACN-DNP 1, 3, 7, 8)

2. Collaborate with healthcare providers in intradisciplinary and interdisciplinary healthcare teams to provide patient-centered, quality, and safe healthcare services. (AACN-DNP 2, 7)

3. Analyze patient outcomes related to healthcare interventions built on evidence-based practice recommendations and professional standards of care. (AACN-DNP 3, 4)

4. Evaluate healthcare programs and outcomes to improve and achieve quality healthcare services. (AACN-DNP 2)

5. Analyze the influence of public policy decisions on the health promotion, disease prevention, and health restoration services provided to diverse populations. (AACN-DNP 5)

6. Expand clinical judgment and decision-making abilities based on ethical and moral principles to promote the well-being of individuals, families, and health care providers and in local, national, and international communities. (AACN-DNP 3)

7. Utilize communication and leadership skills with interdisciplinary teams to improve care delivery systems and healthcare outcomes. (AACN-DNP 6)

8. Create culturally competent healthcare environments that provide broad and focused services to all persons regardless of race, sex, sexual orientation, age, socioeconomic status, culture, health care beliefs, and religion. (AACN-DNP 7)

9. Value life-long learning and continuing professional development. (AACN-DNP 8)

Overview of the DNP

The DNP Program at La Salle University has a strong practice component with access to environments that provide opportunities for knowledge and skill development. The curriculum includes an extensive practice immersion. The capstone project, an important requirement evidencing student expertise, is a practice-application. DNP students must complete a minimum of 1,000 hours of post baccalaureate clinical practice.

An electronic portfolio is required of students to 1) provide opportunities for developing individualized learning goals and reflecting on personal progress; 2) document profiles related to specific educational and professional activities; and, 3) to serve as a written trajectory of educational accomplishments.

DNP Program Contact Persons

The Director of the DNP Program can be reached at 215-951-1903 (Administrative Assistant to the DNP Program).

ACADEMIC REQUIREMENTS

Academic Advising

All students are advised by the Director of the DNP Program on formal acceptance. Faculty and the Director are available by appointment for student advisement concerning course selection any time during the academic year and especially during the pre-registration period.

Students earning course grades below 84% must meet with the program director for advisement. Students must maintain a consistent overall grade point average (GPA) of 3.0 or greater in order to maintain enrollment status in the DNP program.

Admissions

Students may earn credits as conditionally accepted students, but must begin the application process by 1) completing the demographic portion of the application, 2) submitting an official graduate transcript with references, 3) providing a photocopy of their current RN license and 4) providing a photocopy of APRN license or certification. Applicants may not enroll in DNP courses without the aforementioned documentation.

Conditionally accepted students may apply no more than six (6) credits earned to the DNP degree.

Students desiring to audit courses or take a course as a non-degree student must apply for admission in the same manner as DNP candidates.

The DNP Admissions Committee meets monthly, and as needed, during the academic year.

*Conditional acceptance is no guarantee of official acceptance.*
DNP Plan of Study

The DNP Program consists of 38 credit hours beyond the master’s level advanced practice and public health nursing credits. The Number of Required Courses is 13: 4 Core Courses (NUR 702; NUR 703; NUR 609; NUR 614); 4 Advanced Core Courses (NUR 619; NUR 695; NUR 695 or NUR 696; NUR 704); and 5 Residency Courses (NUR 705; NUR 750; NUR 751; NUR 880; NUR 882) an additional 1 credit continuation course(s) may be required for incomplete capstone projects.

Students may elect to enroll in the Core and Advanced Core courses on a part-time basis i.e. three credits/semester Students may choose a part-time or full-time course of study. Individual course sequence should be arranged with the DNP director upon admission.

Additional courses are offered for students who need additional time to complete their capstone project. One credit 881 and 883 are offered for students requiring faculty support with continuation of capstone studies.

The following table depicts the structure of the Doctor of Nursing Practice Curriculum.

<table>
<thead>
<tr>
<th>Structure</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>NUR 702: Advanced Therapeutics</td>
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<tr>
<td></td>
<td>NUR 703: Professional Ethics</td>
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<td></td>
<td>NUR 609: Health Care Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR 614: Informatics and Health Care Systems</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Core</td>
<td>NUR 619: Clinical Issues in Genetics and Genomics (Web)</td>
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</tr>
<tr>
<td></td>
<td>NUR 695: Public Policy Initiatives: Local to Global</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR 696: Grant Writing Seminar</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR 704: Statistics and Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>Residency</td>
<td>NUR 705: Patient Safety and Health Care Outcomes</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR 750: Translating Evidence into Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR 751: Clinical Leadership and Interprofessional Collaboration</td>
<td>3</td>
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<tr>
<td></td>
<td>NUR 880: Clinical Capstone Project</td>
<td>3</td>
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<tr>
<td></td>
<td>NUR 882: Clinical Capstone Residency</td>
<td>4</td>
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<tr>
<td>Optional</td>
<td>NUR 881: Capstone Project Seminar (Pass/Fail)</td>
<td>1</td>
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<tr>
<td></td>
<td>NUR 883: Clinical Capstone Residency Seminar (Pass/Fail)</td>
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</tbody>
</table>

DNP Course Descriptions

**NUR 609: Health Care Economics (3 credits)**
This course examines general economic themes and applies them to health and health care systems. The notion of health care as a public good is discussed. Students analyze the impact of consumer demand for services, the aging population, and chronic illness on health care economics. Learners consider healthcare production, costs, and supply as well as the influence of technology on healthcare. Socioeconomic factors and their effect on health care costs and health outcomes, particularly as related to vulnerable groups with high-risk diagnoses including: acquired immunodeficiency syndrome; tuberculosis; and, drug, alcohol, and tobacco abuse are examined within the context of social problems.
The United States health care system and the reimbursement of health care services are investigated and compared with systems in other countries.

**NUR 614: Informatics and Health Care Systems (3 credits)**
This course provides a comprehensive overview of health care informatics practice from an interdisciplinary approach. Students explore how informatics contributes to the quality, safety, maintenance of standards, and information security of health care services in the United States. The value of informatics to the improvement of care delivery environments in health care and community agencies is explored. Students integrate and apply information from health-related databases for clinical decision-making. The influence of informatics on decision-making and planning in health care systems is analyzed along with the various roles of health care informatics specialists.

**NUR 619: Clinical Issues in Genetics and Genomics (1 credit)**
This web-enhanced course is designed to provide students with the information and resources necessary to incorporate a genetic focus into clinical practice. The Genetics/Genomics Nursing: Scope and Standards of Practice document is discussed. Students explore the Human Genome Project and review Web-sites and patient/family resources. Students analyze secular and religious perspectives on genetics. Course modules include ethical, moral, legal, and social issues; high risk pregnancy and prenatal diagnostic testing; prenatal screening; and late diagnosis and presymptomatic testing of genetic conditions.

**NUR 695: Public Policy Initiatives: Local to Global (3 credits)**
This course examines social policy, power, and political behaviors directed at changing health care and community systems to benefit populations and vulnerable groups. The contributions of researchers, policy-makers, analysts, health care providers, and federal, state, and local governments to local, regional, national and global policy are explored. Social, human development, and environmental problems are examined in relation to local and broader public policies.

**NUR 696: Grant Writing Seminar (3 credits)**
Students investigate private and governmental requests for proposals, grants databases, and grant elements with an emphasis on the introduction, proposal summary, problem statement, program goals and objectives, evaluation, personnel, equipment, consultants, budgets, timelines, and periodic reporting of progress. Requests for proposals from funding entities are also compared. Students write and critique a grant proposal based on the needs of a vulnerable population.

**NUR 702: Advanced Therapeutics (3 credits)**
This course presents nursing interventions related to the management of high frequency, high cost, and high risk diseases/conditions. Integrative therapies, including alternative medicine and homeopathy, as well as traditional approaches to disease management are explored. Students create an electronic portfolio to serve as a data source to inform personalized needs assessment and ongoing self-evaluation specific to the skills and knowledge required of a doctoral-prepared nurse. Students explore technological options to manage data for professional, personal, and clinical decision making. Students develop a tentative plan for developing a clinical capstone project based preliminary identification of outcomes-of-interest related to evidence-based practice, quality improvement, or research.

**NUR 703: Professional Ethics (3 credits)**
This course is designed to provide a foundation in ethics as it applies to the health professions. Moral development theories, ethical approaches, principles, and professional codes of ethics are critically examined with a focus on their application to practice and ethical decision-making processes used in health care. The course will draw on students’ clinical experiences and use a case study approach to promote moral reflection and personal values clarification. The demand for moral agency and ethical
leadership is studied. The course highlights the ethical competence needed by health care professionals, individually and collectively, to respond to contemporary and emerging ethical challenges in our pluralistic society.

NUR 704: Statistics and Biostatistics (3 credits)
This course reviews correlation, prediction and regression, hypotheses testing, t-tests, ANOVA, and ANCOVA. Statistical support of decisions to treat are emphasized including point and interval estimators, risk evaluation, odds ratio, and analysis of dichotomous and continuous variables representing health outcomes. Concepts are applied to the critique of nursing and other disciplines’ research studies.

NUR 705: Patient Safety and Health Care Outcomes (3 credits) 60 clinical hours
This course provides the opportunity to analyze patient safety strategies and programs associated with improved patient care outcomes in various community and health care agency settings. Students explore health care errors and the impact of errors on patient, family, and health care agency systems. The relationship of health literacy to safety is analyzed particularly related to vulnerable populations. Techniques of process improvement are applied to health outcomes. A needs assessment project links interdisciplinary, collaborative, and process improvement safety strategies in a program evaluation project. Systems improvement initiatives are investigated with the goal of preventing health care errors.

NUR 750: Translating Evidence into Practice (3 credits) 60 clinical hours
In this course students build on their knowledge of nursing theory, research design, and approaches to data analysis. They evaluate nursing and other disciplines’ research based on a critical evaluation of the literature. Students identify an issue from a declared practice focus for a capstone project that is outcomes focused. Meta-synthesis, meta-analysis, systematic and integrative reviews, and synopses are compared as sources of evidence for clinical decision making. Patient-centered care is emphasized from the perspectives of patient preference and best practices. Guidelines from federal, professional, and voluntary health organizations are investigated. Students increase their skill in database searching.

NUR 751: Clinical Leadership and Interprofessional Collaboration (3 credits) 60 clinical hours
In this course students analyze the interplay of organizational culture and structures in complex health care systems from various theoretical perspectives. Management, organizational, team building, and conflict resolution topics are investigated and leadership theories are compared. Case studies demonstrating effective and ineffective clinical leadership are scrutinized related to their impact on the care delivery process. Historical and emerging relationships among health care professionals are examined along with quality improvement strategies aimed at changing organizational cultures and processes.

NUR 880: Clinical Capstone Project (3 credits) 135 clinical hours
Students develop a capstone project and explore practice issues that influence project success. They investigate associated literature and confer with clinical practice leaders to refine the outcomes-focused project. The capstone project proposal is shaped by needs assessment data, literature review, and program evaluation strategies. Students critique and disseminate their approved capstone project. The role of the DNP graduate as a clinical leader in health care and community systems is addressed as it relates to the evaluation and dissemination of the capstone project.

NUR 881: Capstone Project Seminar (1 credit) (Pass/Fail) (Additional course) **
This course is a continuation course to NUR 880. It is designed to provide opportunities for students requiring additional supports necessary for completing the written clinical capstone project proposal. Students enroll in this seminar course on a continual basis until the conclusion of the written capstone
project proposal and advisor affirmation of proposal completion. Students utilize available university supports including the Sheeky Writing Center and proposal committee members’ expertise. Students must be actively enrolled in order to avail themselves of university resources. The course is available during fall and spring semesters. Summer availability is contingent upon DNP Program Director approval. (**optional)

**NUR 882: Clinical Capstone Residency (4 credits) 185 clinical hours**
Students participate in an individually designed clinical practice immersion experience designed to build knowledge and skill for advanced specialty practice at a high level of complexity. The immersion experience provides the practice context in which the clinical capstone project is completed. Students complete required capstone course work and obtain approval from their capstone committee. They implement an evidence-based capstone project in a health care or community agency. Required clinical hours vary depending on students’ entry level attainments; a minimum of 1,000 hours of supervised, post baccalaureate clinical practice in an academic program is required.

**NUR 883: Clinical Capstone Residency Seminar (1 credit) (Pass/Fail) (Additional course) **
This course is a continuation course to NUR 881. This seminar offers students the opportunity to complete the clinical capstone project and develop this project into a finalized form that is consistent with a journal manuscript and ready for defense. NUR 882 will be noted as “Incomplete” until the clinical capstone project is finished. The course is available during fall and spring semesters. Summer availability is contingent upon DNP Program Director approval. Students will utilize university resources including library and writing center supports. (**optional)

**Grading**

The Nursing Programs of the School of Nursing and Health Sciences follow the La Salle University graduate grading scale policy. The School of Nursing and Health Sciences interprets this system using the following numerical scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
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<tr>
<td>A-</td>
<td>90 – 92</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89</td>
</tr>
<tr>
<td>B</td>
<td>84 – 86</td>
</tr>
<tr>
<td>B-</td>
<td>81 – 83</td>
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<tr>
<td>C</td>
<td>75 – 80</td>
</tr>
<tr>
<td>F</td>
<td>74 and below</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
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<tr>
<td>W</td>
<td>Withdrawal</td>
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</tbody>
</table>

**Student Rights and Grievance Procedure**

The Graduate Catalog describes the policies on curricular standards for graduate students. (La Salle University, Graduate Catalog, 2013-2014).

**Transfer of Credit**

Students may transfer up to nine hours of graduate-level work (La Salle University, Graduate Catalog, 2013-2014). Application for permission to transfer courses will be submitted to the DNP Program
Director. Students will submit a course description from the relevant course catalog. Syllabi and course work samples may be required. Students will be informed of transfer approval/disapproval in writing.

Technology Requirements

Students are required to demonstrate technological proficiencies that increase in breadth and depth during doctoral studies. Expected proficiencies include skills in word processing, computing, searching, data mining and analysis, software versatility (web-based and computer-based), and familiarity with hardware and select peripherals. Advanced practice nursing care is increasingly provided in settings that rely upon technology and DNP prepared APRNs must demonstrate mastery of common-place, high-frequency use technologies.

DNP Degree Completion Timeline

All requirements for the DNP degree must be completed within seven academic years from the date of the first enrollment for study following admission to the doctoral courses. Transfer students’ candidacy period is seven years; the seven-year time limit begins with the semester during which the credit being transferred was earned at another institution.

Graduation Requirements

Students complete a minimum of 36 semester hours of post-master’s coursework. This coursework includes successful completion of all courses, a total of 1,000 post bachelor’s supervised clinical hours, a complete electronic portfolio, and a successfully defended clinical capstone project. Graduation details are specified in the La Salle University, Graduate Catalog, 2013-2014. The Director of the DNP Program and the Registrar review transcripts at least two months before each graduation time: January, May, and September. The cumulative GPA in the DNP Program must be a 3.0 or better in order to graduate.

Readmission

Students seeking readmission to the DNP Program after self-elected or imposed dismissal or drop apply to the Director of the DNP Program. The Graduate Nursing Admission’s Committee will review each student’s academic record and notify the student about the decision to readmit.

DNP Capstone Project

The capstone project addresses a clinical practice issue for diverse individuals, families, groups, communities, and populations concentrating on the scholarship of practice. The student identifies a project that is based on needs assessment data, a review of the literature, and other data sources. Project evaluation strategies and outcomes must be specified. The student is required to discuss the project with key stakeholders, such as clinical leaders in health care and community settings. The student designs, implements and evaluates the project, and disseminates results.

Refer to the Capstone Project Manual for additional details.
DNP Clinical Residency Course Requirements for Clinical Practicum/Field Experience

The School of Nursing and Health Sciences requires that each student submit evidence of the following three months before placement in a clinical practicum / field experience. As of Fall 2013, graduate nursing students must go to the website for American Data Bank for directions related to the procedure for completing compliance requirements [http://www.lasallebackgroundcheck.com](http://www.lasallebackgroundcheck.com)

Any student who does not have the urine drug screen test completed by set due dates will not be permitted to attend clinical experiences. No student will be eligible to attend clinical experiences if the 10-panel urine drug screening is positive

- Valid RN License
- Completed health form with required immunization data
- Documentation of health insurance coverage
- Documentation of malpractice insurance
- Current CPR (CPR-BLS)
- Current PA and state of residence criminal record background checks
- Pennsylvania child abuse history clearance
- FBI Background record check
- Urine drug screening
- MSN and post master’s certificate students must submit current criminal background check and child abuse clearance minimally 1 month before participating in field experiences.

1. Initial Tuberculosis testing must be a 2-step PPD. Subsequent tuberculosis testing is a one-step PPD repeated annually. It must span the entire academic year. If a student has a positive PPD reaction or history of a previous reaction, a negative chest x-ray within the past six months of the start of program is required. A follow-up annual CXR is **not** required but a TB screening form must be completed by the students’ health care provider annually.
   - The QuantiFERON®-TB Gold Test may be accepted in lieu of the PPD.

2. Hepatitis B Vaccine proof of 3-shot series **AND** a titer indicating adequate antibody development. If a student has received the 3-shot vaccine series and the titer determines there is no antibody development, the student should receive a second 3-shot series and then a repeat titer. If the titer is negative a second time, no further vaccination is required. This student will be identified as a non-responder.

3. Titers for measles, mumps, rubella, and varicella. It is not sufficient to report having had any of these illnesses as a child. Titers must indicate adequate protection. Equivocal results are considered negative and the student is required to get a booster for the MMR vaccine. For varicella, the student may show documentation of having received the 2 doses of the varicella vaccine **OR** a positive titer in the case of prior infection.
Child Abuse Clearance/Criminal Record Check Policy

Health care and educational agencies require a cleared child abuse and a cleared criminal record check from Pennsylvania and the student’s state of residence (if outside of PA). Any student with a positive child abuse or criminal record check will not be permitted to enter or to remain in the Nursing Program. It is the student’s responsibility to deal with any positive criminal record or child abuse check that is returned. Yearly submission of criminal record and child abuse clearances are required and should span the entire academic year. FBI fingerprinting criminal record check is also required for all students entering the major.

Students are required to update the Director of the DNP Program if there has been any change in their criminal record status. Any student who misrepresents information related to their criminal record will be dismissed from the Nursing Program. Students will be immediately dismissed if convictions are found on the student’s record for offenses as listed on the Prohibitive Offenses Contained in Act 169 of 1996 as Amended by Act 13 of 1997 Criminal Offenses set forth by the PA Department of Aging.

Drug Screening Policy

Prior to the Residency Courses, students must complete a 10-panel urine for drug screen. For consistency and control of data reporting, students must use the vendor selected by the School of Nursing and Health Sciences. Students may not use their own physician for this service nor will results from any drug tests at the student’s employer be accepted.

- The 10-panel urine screening is for the following classes of drugs:
  1) Amphetamines
  2) Barbiturates
  3) Benzodiazepines
  4) Cocaine
  5) Methadone
  6) Tetrahydrocannabinial (THC)
  7) Phencyclidine (PCP)
  8) Propoxyphene
  9) Opiates
  10) Methaqualone

Certification in Cardiopulmonary Resuscitation (CPR)

All students must have and maintain current certification in cardiopulmonary resuscitation, basic life support (CPR-BLS) that includes adults, children, and infants at the onset of the clinical residency courses. CPR cards will not be accepted as valid if the certification expires mid-semester. Classes can be obtained from either the Red Cross (valid for one-year) or the American Heart Association (valid for two years). On-line certification programs are not acceptable.

It is the student’s responsibility to recognize the need to recertify and to provide a copy of the current certificate to the Clinical Compliance Officer or DNP Program Director.
Health Requirements
Health screening measures are required for all students for personal and public safety. Requirements have been developed to maximize student and client health safety. Have your physician or nurse practitioner refer to the requirements when completing the health form. A copy of current health insurance policies or cards must be on file.

HEALTH FORMS MUST BE ON FILE BEFORE ENROLLMENT IN CLINICAL RESIDENCY COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>NUR 705</td>
<td>Patient Safety and Health Care Outcomes</td>
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<tr>
<td>NUR 750</td>
<td>Translating Evidence into Practice</td>
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<tr>
<td>NUR 751</td>
<td>Clinical Leadership and Interprofessional Collaboration</td>
</tr>
<tr>
<td>NUR 880</td>
<td>Clinical Capstone Project</td>
</tr>
<tr>
<td>NUR 882</td>
<td>Clinical Capstone Residency</td>
</tr>
<tr>
<td>NUR 881</td>
<td>Capstone Project Seminar (Pass/Fail)</td>
</tr>
<tr>
<td>NUR 883</td>
<td>Clinical Capstone Residency Seminar (Pass/Fail)</td>
</tr>
</tbody>
</table>

Documentation of a health assessment must be given every two years for as long as it takes the student to complete residency courses. Health history and assessment forms are available in the School of Nursing and Health Sciences offices. Questions about the student health policies can be directed to the Director of the DNP Program or Clinical Compliance Officer (215-991-3691).

Pregnancy Policy
Students who are pregnant or are with-in one month of the post-partum period prior to clinical practice must provide clearance to return to clinical practice from their health care practitioner.

Substance Abuse
Doctoral nursing students abide by the substance abuse policies of La Salle University specified in the Student Guide to Rights and Responsibilities. In addition to the rationales supporting these policies, this policy stands because of the need for safe patient care and the safety of faculty, staff, and students. This policy is consistent with the policy statement of the American Association of Colleges of Nursing (http://www.aacn.nche.edu/Publications/positions/subabuse.htm).

Nursing students must abide by the substance abuse policy and subsequent revisions of the policy stipulated by the Pennsylvania State Board of Nurse Examiners.

Consent to the results of the drug screening will be granted to the Program administrator by the student.

If a student tests positive for one or more of the drugs specified on the 10-panel urine screening test, the Laboratory physician (Medical Review Officer [MRO]) will discuss this with the student to determine the presence of metabolites of prescribed medications. The student may be required to contact the prescribing physician and/or pharmacy to authorize release of medical information to the Programs to indicate the illness for which the drug was prescribed and other relevant information.

If the student tests positive for one or more of the drugs on the 10-panel urine screening test and the Laboratory physician (MRO) determined that the test is positive, the student may choose to request confirmation testing of the original specimen by another approved laboratory identified by the Agency
used for drug testing. All expenses and fees associated with the additional confirmation testing will be paid for by the student contesting the results.

An administrator of the School of Nursing and Health Sciences will suggest that a student who tests positive seek evaluation for substance abuse. The student must agree to the evaluation. If a diagnosis of substance abuse is made, the treatment costs will be borne by the student. No student will be eligible to attend clinical experiences if the 10-panel urine screening is positive. Students enrolled in clinical courses will be withdrawn from the courses immediately.

**Readmission following positive testing event**

If the student is dismissed or withdraws from Nursing Programs or the University due to positive test results for alcohol and drug use, and the student wishes to be considered for readmission, the student must:

1. Submit a letter from a treatment agency verifying completion of a counseling substance program or abuse treatment program. Authorize release of information to the Dean or Nursing Program Director.

2. Prior to readmission, submit to an unannounced substance abuse screening at the student’s expense. A positive screen, positive criminal checks, positive child abuse check, or a DUI conviction will result in ineligibility for readmission.

3. The student will be subject to random screening of blood alcohol levels and 10-panel urine screening.

4. The student must be aware that the above conditions are in addition to those imposed by the La Salle University Catalog and the La Salle University Student guide to Rights and Responsibilities.

**Licensure**

All doctoral nursing students must provide evidence of current licensure as a registered nurse and, if applicable, an advanced practice nurse at the time of program application. Students are required to resubmit this information prior to the start of the Residency courses. Students are required to secure a Registered Nurse license for any state in which they are employed or provided access to for the Residency experience. Students are solely responsible for securing the appropriate license and are advised to begin this process early as some states may take several months to provide an RN license.

If a Pennsylvania license is needed the student should apply for endorsement to:

Commonwealth of Pennsylvania, Department of State
Bureau of Professional and Occupational Affairs
P. O. Box 1753; Harrisburg, Pennsylvania 17105-1753

**Certification**

All doctoral nursing students are expected to provide evidence of current certification as an advanced practice registered nurse, advanced nurse executive, or other advanced nursing education role prior to enrolling in residency courses. Students need to plan accordingly and are advised to consult with the agency offering the desired advanced certification examination. The certifying agency must be accredited by the National Commission for Certifying Agencies (NCCA).
Professional Liability Insurance

All students must provide evidence of professional liability (malpractice) insurance before enrolling in clinical residency courses. If the policy expires during the residency courses, it is the responsibility of the student to send in copies of the licensure renewal certificate prior to termination of the initial insurance policy.

Clinical Site Policies and Procedures

Universal Precautions

The School of Nursing and Health Sciences is concerned about the safety of the faculty, students, and the client population in the clinical setting. Based on the mandatory CDC and OSHA guidelines, the School of Nursing and Health Sciences adopts the policy that both students and faculty will consistently observe blood and body fluid precautions when working with all clients in all settings.

Based on the most recent research findings, an individual can be a carrier of blood-borne illness (e.g., AIDS, HIV, & Hepatitis B) and not exhibit clinical signs/symptoms for several years after exposure to the virus. Because of the implications and uncertainties, it is mandatory that all faculty and students adhere to this policy. Universal precautions are a shared responsibility for both students and faculty.

DNP students may need to fulfill additional requirements as per the clinical agencies. Such requirements are mandatory rather than discretionary and must be satisfied prior to any activity on the clinical area.

Exposure Policy

The La Salle University School of Nursing and Health Sciences acknowledges the inherent risks associated with working around or with blood and body fluids. The following policy outlines your responsibilities in this area:

1. You must have and maintain current health insurance and show verification of coverage each year while matriculated in the La Salle University School of Nursing and Health Sciences.
2. La Salle University and the clinical agencies that provide practical experiences for our students are not responsible or liable for the costs of medical follow-up or expenses incurred.
3. In the event that you are exposed to blood and body fluids, you will:
   a. Assume full responsibility for disease sequelae. Neither the School of Nursing and Health Sciences nor the clinical site is responsible for ensuring medical follow-up.
   b. Follow the policies of the clinical agency (if any) and assume responsibility for medical follow-up.
   c. Contact the School of Nursing and Health Sciences within 2 hours of exposure. If you are an undergraduate student, you should contact the clinical faculty immediately. Once initial care is provided, a meeting with the student and the course faculty and with the Director of the DNP Program should be arranged.
   d. Contact your primary care physician or nurse practitioner and undergo any necessary precautions, treatments, or tests.
Clinical Hours

Clinical hours will be tracked and summarized using an electronic log/database/portfolio. Students will be required to obtain written faculty approval and preceptor/agency verification of the submitted hours and experiences associated with the residency courses upon completion of the clinical hours.

Academic and Clinical Progression

Attendance Policy

Active participation is required in all courses in the doctoral nursing program.

Clinical Experience Attendance

DNP students are required to complete 1,000 hours of practice post baccalaureate as part of the supervised academic program. Students are required meet the clinical objectives of the residency courses and satisfy the required clinical hours necessary to earn the number of course credits.

Academic Integrity

The Academic Integrity Policy of the Nursing Programs of the School of Nursing and Health Sciences is consistent with the University Academic Integrity Policy that can be found on the "Academic Services" tab of the mylasalle portal:
http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/index.php?accordion_num=2&vn2Accordion_num=3&content=policies&anchorID=poli

Academic Integrity Policy

Cheating, plagiarism, and other forms of academic dishonesty will not be tolerated. All work submitted by a student must be the student’s own work. Summarizing or directly quoting other people’s ideas must be appropriately acknowledged (in APA style). The first instance of academic dishonesty may result in a grade of “0” on the relevant assignment. Further instances may result in a grade of “F” for the course.

It is expected that all work submitted by a student represents his/her own efforts. If the work involves an assigned group project, it is inferred that the work is that of the total group. It is the responsibility of the group members to ensure that all group members contribute equivalently to the project. Faculty assistance in conflict resolution should be requested if students cannot resolve group issues on their own.

Plagiarism occurs when one copies another's words or ideas without giving proper credit or acknowledgment and then tries to represent them as one's own original work. Faculty may assign a grade of "F" to a plagiarized paper. La Salle University is using Turnitin.com to review the correspondence of papers with previously published material. It is the responsibility of the student to
understand plagiarism and comply with University policies and procedures. Students are referred to the following site for resources about plagiarism: http://www.lasalle.edu/library/Plagiarism/AvoidingPlagiarism.htm.

Cheating refers to any academic dishonesty on examinations, written papers, and assigned projects and is defined by deliberate, deceitful intention to obtain or give information. The person(s) deliberately giving the information and the person(s) deliberately receiving the information are "cheating". During testing, faculty may ask students to store personal items, such as Personal Digital Assistants, cell phones, programmable calculators in book bags or purses. Students must remain in the room until they finish the test. Faculty may assign a grade of "F" for work found to be associated with cheating. If an F grade is received due to academic dishonesty, there will be no opportunity to make up for missed work.

All students and faculty are expected to report academic dishonesty in writing to the Director of the Program or the Dean of the School of Nursing and Health Sciences. Not reporting academic dishonesty enables the unacceptable behavior to continue and disrupts classroom learning and testing. It is an ethical imperative to report academic dishonesty. Every effort will be made to keep such matters confidential between the student, Director, Dean, and the Office of Student Affairs.

Students who are suspected of plagiarism or cheating may be reported to the La Salle University Judicial Board. Please refer to the La Salle University Student Handbook, Student Guide to Rights and Responsibilities for policies and procedures.

**Nursing Course Withdrawal Policy**

It is the student’s responsibility to know the withdrawal date within each semester. These are published each semester on the academic calendar that is available on the Registrar’s page on the La Salle website. Medical withdrawals are considered in cases of serious illness and disability during the semester only. If a student receives counseling from the faculty to withdraw from a course due to illness or related circumstances, and the student voluntarily chooses to remain in the course, the likelihood of a medical withdrawal at the end of the semester is seriously limited. Withdrawals given for medical reasons are for all courses in a given semester, not for any individual course.

**Test Make-Up**

Please see the faculty member of the course for the course policy. Alternate forms of tests may be given for all missed examinations. This may include oral or essay examinations.

**Full-time Requirement during Residency and Capstone**

Students may elect to begin the DNP Program as a part-time student (defined as less than 6 credits per semester). Part-time status is permitted with the approval of the DNP Program during enrollment in Core and Advanced Core courses. Once students begin Residency courses, they must enroll full-time (defined as 6 credits or more per semester) to allow for expeditious and uninterrupted progression through the clinical experiences and capstone project. Students may be exempt from this policy only when enrolled in optional extension courses; specifically, NUR 881 or NUR 883.
Progressive Discipline/Program Dismissal

Clinical Failure

Clinical objectives must be met satisfactorily in order to pass the clinical requirement of the DNP Program. Midterm and final evaluations are completed by students as self-evaluations and by preceptors and/or course faculty. Failure to pass clinical projects or to meet clinical objectives will result in course failure. Unsafe clinical practice is interpreted as clinical failure.

Unsafe Clinical Performance

Unsafe clinical performance is care that seriously jeopardizes the patient's well-being and/or causes potential or actual harm to self or others. A student demonstrating a pattern of unsafe performance will not be allowed to continue in the clinical nursing course. Students are provided an opportunity to demonstrate safe clinical performance within the structure of the course to meet clinical objectives.

Clinical Jeopardy

Students must satisfactorily complete both the theoretical and clinical project components of the clinical residency courses in order to receive a passing letter grade for the course. When a student exhibits unsatisfactory performance that would prevent him/her from meeting residency course objectives, the faculty should:

1. Immediately notify the student in person and in writing regarding student performance.
2. Immediately notify the Program Director in person and in writing.
3. Faculty and student should meet to develop an action plan within 1 week of notice of unsatisfactory performance. The action plan must be student-driven with clear student ownership of the plan.
4. Faculty should make ongoing documentation in the student’s record regarding the student’s progress in achieving the specified goals.
5. If a target date is set and the student’s unsatisfactory performance remains, the student, faculty, and director will meet to discuss further action, up to and including dismissal from the program.

Unacceptable Conduct (Student Guide to Rights and Responsibilities available at: http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/)

Faculty reserve the right to remove from the program any student who demonstrates unsafe, unprofessional, or unethical behavior at any time. Aggressive behavior will not be tolerated.

See University Graduate Catalog for Withdrawal, Satisfactory or Unsatisfactory, Audit, and Courses repeated policies.

Graduate Policy for Incomplete Grades

Incomplete grades at the graduate level require that a contract be written between the faculty member and student to set requirements and deadlines for completions (see form). Please see the University Policy regarding incomplete grades for Graduate Students in the Graduate Catalog.
Inclement Weather

All courses at the University remain in session unless announced otherwise by radio and/or television media. The School closing number is 105 for day classes or 2105 for evening/weekend classes. The School closing number for the Bucks County Campus is 2746. If classes are in session, students are expected to be present for clinical assignments. For safety reasons only, faculty and students can make individual decisions about attending clinical experiences. (See attendance policy for ramifications). Students and faculty should refer to the La Salle University Web Page for all weather related announcements and University closings for day and weekend programs.

Military Reserve Call-up

Any study who is called up for reserve duty should contact the Registrar’s Office. University procedure will be to drop all courses for these students and remove all tuition charges. Financial aid will be returned to proper lender. The Registrar’s Office will contact the Bursar, the Student Financial Services Office, and the appropriate Dean. If the call-up is at the end of the semester and if the student can finish coursework off campus, then the appropriate Dean or Graduate Director should use his/her judgment to make such provision.

School/Program Governance

Student Representation on School of Nursing and Health Sciences Committees

In an effort to maximize student participation in all aspects of the DNP Program, the faculty invites student membership on faculty committees. Student representatives to these committees are solicited by the DNP Director. A variety of committee opportunities are available but, in particular, the Doctor of Nursing Program Curriculum Committee will have 1 DNP student and 1 alternate student member.

Student representatives serve as an important communication link between faculty and students regarding program issues, changes and needs. The representative should be an objective, conscientious, responsible individual with leadership ability and effective communication skills.

1. Representatives are expected to attend all designated committee meetings. The faculty reserves the right to request that representatives not attend certain meetings or parts of meetings.
2. Alternates should attend all meetings that student-representatives cannot attend.
3. When an agenda is distributed, representatives should review it and prepare for meetings accordingly.
4. The representatives are charged to bring all student questions and concerns pertinent to the specific committee to meetings.
5. Representatives will receive minutes from meetings. Information should be shared with the student body.

Research Participation

Nursing faculty and administrators conduct program evaluation studies or participate with off-campus researchers in collecting data to provide a basis for improving the nursing program and/or services to students. Anonymity and confidentiality will be maintained in the collection of any data. Student participation or non-participation will not in any way affect the student’s grade.
Right to Inspect File

Students may inspect their personal file by scheduling an appointment with their faculty advisor. A student must examine the file with the faculty advisor or Assistant Dean in attendance; and the student cannot alter or remove the files.

Identification Cards

All students are required to carry a valid La Salle ID card. This card is also the library card. The Gold Card/ID Office, in the Student Union, on Main Campus issues photographs for ID cards. Call (215)-951-1LSU for information. ID card photos will be taken at the Bucks County Center as well. Dates and times for ID card photos will be announced at the beginning of each semester.

Parking

Parking for full-time and part-time commuter students is available for a fee. Parking tags are obtained from the Department of Security and Safety in the Carriage House Peale Estate. Parking is free at the Bucks County Campus. The Parking Permit forms are also available online at http://www.lasalle.edu/financeadmin/security/parking.htm

Emergencies – Security

The Security Office is staffed 24 hours a day, seven days a week providing security services, parking registration, identification card distribution, shuttle bus/escort services and help with cars. Students may obtain parking decals anytime at the Department of Security and Safety in the Carriage House - Peale Estate. There is 24 hour availability of security. For general information call 215-951-1300; FOR EMERGENCIES CALL 215-991-2111.

The La Salle shuttle service is provided during the Fall and Spring semesters. Times of operation are from Sunday through Thursday 7:29 to 2:00 am, Friday and Saturday 7:29 to 3:00 am. Any deviation in schedules shall be announced via La Salle University media by the Director of Security and Safety. The departure and pick-up locations along with the designated minutes on the hour are available via the Security Department.

Scholarships and Financial Aid

A list of scholarship sources is available at the Financial Aid Office (Administrative Building Main Campus) and in the offices of the School of Nursing and Health Sciences.

Sigma Theta Tau, International, Kappa Delta Chapter

The La Salle University Nursing Honor Society was chartered in April 1988 as the Kappa Delta Chapter of Sigma Theta Tau, International. The purposes of the society are (1) to recognize superior achievement, (2) to recognize the development of leadership qualities, (3) to foster high professional standards, (4) to encourage creative work, and (5) to strengthen commitment to the ideals and purposes of the profession. Membership is by invitation and by application once a year. For information please contact the Senior Counselor, Sigma Theta Tau in the School of Nursing.
Computer Assisted Instructional Materials

The faculty continually evaluates educational resource materials for software packages that will enhance student learning and facilitate teaching effectiveness (Connelly Library, Audiovisual). The online program uses Blackboard Course Management System to deliver their course offerings. The Connelly Library Media Services librarian provides updated lists of AV resources regularly and on request. Teaching aids are also located in the Connelly Library and Learning Resource Center at the Philadelphia and Bucks County campuses.

Other Learning Resources

Other learning resources for both undergraduate and graduate students include the Sheekey Writing Center that assists in the construction of required papers. Students are given advice and criticism on scholarly writing within their discipline. Further, students can receive counseling pertaining to study skills and time management through the counseling center. Students may attend courses with a peer writing fellow who critiques writing; this is part of an on-going La Salle University initiative.

The School has computer laboratories to facilitate student learning located on Main, West, and Bucks campuses.

University Policies

Each year, La Salle University publishes a Student Handbook and Student Guide to Rights and Responsibilities. Students are referred to both documents for specific Sections and Policies. Also, the Information Manual for Student Organization Officers and Advisors regulates student organizations. The three documents are available on the University’s web page.

Note: The information in this 2013-2014 Student Undergraduate and Graduate Nursing Program’s Handbook precludes all previous handbooks
How to Request Classroom Accommodations at La Salle University

My name is Rose Lee Pauline and I am the Affirmative Action Officer at La Salle. As the Affirmative Action Officer, I assist our students with disabilities in making classroom accommodations. Below you will find the information needed to request classroom accommodations at La Salle. All such requests and the appropriate supporting documentation of a disability should be submitted directly to me at least six to eight weeks before the start of a student’s first semester with the University.

The University makes reasonable accommodations in the classroom for students with disabilities based on the required needs of the specific disability. Such accommodations have included additional time for tests, use of a tape recorder for note taking purposes, use of auxiliary tools within the classroom such as notebook computers and calculators, use of our Counseling Center and Sheekey Writing Center for time management and organizational skills counseling, support counseling, assistance with writing assignments, tutoring, reading skills development, etc.

It is very easy to make a request for reasonable accommodation at La Salle. A request is made by submitting written documentation from an attending licensed physician or psychologist certifying a disability and specifying the requested accommodations. For learning disabilities and ADD/ADHD, a complete and recent psycho-educational evaluation, including all test scores and results, should be sent with the request. The evaluation should not be more than three years old. Once the certification is received, it is reviewed to determine what accommodations are required. If classroom accommodations are required, the student’s instructors are notified each semester of the approved accommodations. The accommodations made at the start of a student’s career remain in effect throughout his/her tenure at La Salle and additional accommodations can be requested as needed and certified at any time. All requests for classroom accommodations, including the appropriate certification, should be sent at least eight (8) weeks prior to the start of the semester so that authorized accommodations could be in place for the start of the semester. However, some accommodations may require additional time to be put into place, so it is recommended that a request for classroom accommodations be made as soon as the need is known.
Short Summary of Support Services

Support Services and Resources

1. Dr. Mary Robertson (extension 1299) — Dr. Robertson, Director of the Sheekey Writing Center, can assist you with any and all written projects you have including a full review and proofreading of your project prior to submission. Additionally, you can obtain peer tutors in writing and studying skills by contacting Dr. Robertson. You can learn more about the Center’s support services on-line at the Learning Services website listed below.

2. Ms. Teri Cervaso, Director of Learning Services – (extension 5005) This Office lists all of the learning support programs of the University on its website, including tutoring, writing and studying skills. Also, the website offers online resources, the tutoring schedule for each semester and allows students to make appointments for tutoring services on-line. The website is www.lasalle.edu/services/tlc.
La Salle University
School of Nursing and Health Sciences

Confidentiality Policy

Faculty members and students are required to sign a Confidentiality Statement. Students will be required to sign additional confidentiality forms for affiliating agencies. The signed form is filed in each faculty member’s or student’s file in the School.

Faculty members and students are required to obtain information about the client from the client, the client's chart, the client's health care providers, and specific computer records prior to and during the clinical experience. Students may print only that information that is needed and must immediately black out the client's name from the print out. This information is shared with faculty members and other students in the course for educational purposes as well as those persons involved in the client's care. The above-mentioned are the only persons privileged to this information. The faculty believes that maintaining client confidentiality is an essential part of the professional nurse's role. Therefore, violation of this policy by any nursing student is grounds for disciplinary action.

The faculty member and student are obligated at all times to comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time including applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Standards of the Joint Commission, administrative and medical record policies, and guidelines established and approved by clinical agencies. The faculty member or student agrees to hold the University harmless for all actions that may arise from the inappropriate use or release of confidential patient information.

In light of the above information, I understand that I will:

1. Not discuss any client or information pertaining to any client with anyone on the health care team who has no educational purpose or who is not involved in the care of the client.
2. Not leave information concerning the client (i.e., computer printouts, interview forms, etc.) in any place where it could be viewed by anyone not privileged to this information.
3. Not discuss any client or information pertaining to any client in any place, i.e., elevators, corridors, dorm rooms, home, where it may be overheard by anyone not privileged to this information.
4. Not print any portion of the computer record that is not authorized by the instructor.
5. Not take any computer printout from the unit without blacking out the client's name.
6. Not mention a client by name, only by code number, when writing course assignments.
7. Not mention any person as a client at the clinical agency or provide any information on the telephone except to those authorized to have that information.
8. Not mention a client by name to anyone in casual conversation including my family members or friends.
9. Adhere to HIPAA regulations.

Student Signature and Date: _________________________________

Witness Signature and Date: _________________________________

Note: Student signature denotes that the student has read and agrees to abide by the above statement.
La Salle University
School of Nursing and Health Sciences

Exposure Policy

The La Salle University School of Nursing and Health Sciences acknowledges the inherent risks associated with working around or with blood and body fluids. Although, as a nursing student, you have been taught and are expected to follow universal precautions, it is still possible to come into direct contact with blood and body fluids.

In order to ensure that you, as a student, and the clinical agencies where you perform your clinical practicums are protected in the event of exposure to infectious organisms, the following policy outlines your responsibilities in this area:

1.) You must have and maintain current health insurance and show verification of coverage each year while matriculated in the La Salle University School of Nursing and Health Sciences.

2.) La Salle University and the clinical agencies that provide practical experiences for our students are not responsible or liable for the costs of medical follow-up or expenses incurred. The student:

3.) In the event that you are exposed to blood and body fluids, you will:

   a. Assume full responsibility for disease sequelae. Neither the School of Nursing and Health Sciences nor the clinical site is responsible for ensuring medical follow-up.
   b. Follow the policies of the clinical agency (if any) and assume responsibility for medical follow-up.
   c. Contact the School of Nursing and Health Sciences within 2 hours of exposure. If you are an undergraduate student, you should contact the Undergraduate Director or, if you are a graduate student, contact the Director of the DNP Program.
   d. Contact your primary care physician or nurse practitioner and undergo any necessary precautions, treatments, or tests.

Prior to the start of your clinical experience, you will be reminded by clinical faculty of the need to follow universal precautions in a reasonably prudent manner. In addition, you will be required to sign this statement acknowledging receipt of this Exposure Policy.

By my signature below, I acknowledge receipt of this Exposure Policy and my responsibilities under it as mandated by the La Salle University School of Nursing and Health Sciences and I am willing to comply with them as a student of La Salle University.

Student’s Name (Please Print) _______________________________________________________________________

______________________________________________________________________________________________

Student’s Signature  Date

______________________________________________________________________________________________

Witness  Date
Graduate Nursing Program

Contract for Incomplete Grades

I ___________________ (Student Name) request an Incomplete (I) grade in Nursing __________, (semester and year __________). I understand that the course requirement(s) (________________ __________________________________________________________________________________________) must be completed by ______________ and given to the instructor. I also understand that if I am unable to complete the course work within the allocated time frame, that I may receive a reduction in the project grade for lateness. This may potentially result in a lower grade for the course.

If the student fails to meet the above requirements, and the faculty member does not assign a grade, the University policy applies. The University policy on “I” Incomplete grades states that a student who receives a grade of “I” for a course must complete the remaining work within the time of the next semester (whether the student is enrolled in course work or not during that subsequent semester). If the work is not completed within that time, the “I” grade will remain on the transcript permanently, and the course must be repeated to produce a satisfactory grade.

__________________________________________
Student Name

__________________________________________
Signature

__________________________________________
Faculty Name

__________________________________________
Signature

__________________________________________
Date

__________________________________________
Date

cc:  Student File
    Student Copy
    Faculty Copy
    Director DNP Program

COMMENTS:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
La Salle University
School of Nursing and Health Sciences

Independent Study Contract

Graduate: _______

Student Name: ___________________________________________ ID#: __________

Discipline: ___________ Course #: ___________ Course Title: ____________________________

Number of Meetings: _______ Length of Meetings: ___________ Time of Meetings: _______

Course Description:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Course Expectations:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

(Use additional space if necessary)

Major sources to be used:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

(Use additional space if necessary)

Reason for needing independent study:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Student Signature: ___________________________ Date: __________
Faculty Signature: ___________________________ Date: __________
Director Signature: ___________________________ Date: __________

RETURN ALL SIGNED COPIES TO THE DEAN’S OFFICE

For Office Use Only:

_______________ Approved _____________ Not Approved

_________________________________________________ Date: ___________________
Dean, School of Nursing and Health Sciences
I have received a copy of the La Salle School of Nursing and Health Sciences Doctor of Nursing Program Student Handbook.

__________________________________________________
(Signature)

__________________________________________________
(Print Name)

__________________________________________________
(Address)

__________________________________________________
(City, State, Zip)

__________________________________________________
(Home Telephone)   (Cell phone)

__________________________________________________
(Date)