



**School of Nursing and Health Sciences
Nursing Programs**

**Doctor of Nursing Practice
Student Handbook
2023-2024**

Reviewed and Revised: 8/23/23 PD



~ 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.

**DNP Nursing Student Handbook
Table of Contents**

SONHS Nursing Programs Mission	5
SONHS Nursing Programs Vision	5
SONHS Nursing Programs Goals	5
SONHS Nursing Programs Philosophy	5
Doctor of Nursing Practice Program Goals	6
Doctor of Nursing Practice Program Philosophy	6

Doctor of Nursing Practice Student Learning Outcomes	6
Doctor of Nursing Practice Program Contact Persons	7
Overview, Post-MSN DNP Program	7
Overview, Post-BSN DNP Programs Frank J. Tornetta School of Anesthesia CRNA Program	7
Frank J. Tornetta School of Anesthesia Mission	7
Frank J. Tornetta School of Anesthesia BSN-DNP Program Terminal Objectives	7
Overview, La Salle Post-BSN to DNP Nurse Anesthesia Program	7
La Salle Post-BSN to DNP Nurse Anesthesia Program Mission	8
La Salle Post-BSN to DNP Nurse Anesthesia Program Terminal Objectives	8
Admissions Criteria	8
Academic Standing and Progression Policies	9
Attendance Policy	9
Practicum Experience Attendance	9
Academic Integrity	9
Nursing Course Withdrawal Policy	10
Test Make-up	10
Required GPA	10
Academic Advising	10
Graduate Practicum Hours	10
Post-MSN Plan of Study	11
Post-BSN DNP Plans of Study Frank J. Tornetta School of Anesthesia CRNA Plan of Study	12
La Salle Post-BSN DNP Nurse Anesthesia Plans of Study	13
Compliance Requirements	15
DNP Degree Completion Timeline	17
DNP Practice Project	17
Grading	17
Portfolios	17
Readmission	18
Complaints/Student Rights and Grievance Procedure	18
Transfer of Credit	20
Technology Requirements	20
Graduation Requirements and Policy	20
Pregnancy Policy	21
Universal Precautions	21
Exposure Policy	21

Residency Courses Preceptors	22
Practicum Sites	22
Practicum Evaluation	22
Practicum Hours	22
Practicum Failure	23
Unsafe Practicum Performance	23
Practicum Jeopardy	23
Unacceptable Conduct	23
Graduate Policy for Incomplete Grades	23
Cancellation of Classes	23
Military Reserve Call up	24
Student Representation on SONHS Committees	24
Research Participation	25
Right to Inspect File	25
Identification Cards	25
Parking	25
Emergencies and Security	25
Scholarships and Financial Aid	25
Sigma Theta Tau	25
Computer Assisted Instructional Materials	25
Other Learning Resources	26
University Policies	26
Appendices and Forms	
Appendix A: Classroom Accommodations	28
Appendix B: Student Complaint Form	30
Appendix C: Contract for Incomplete Grades	32
Appendix D: Independent Study Contract	34
Appendix E: Practicum Preceptor Form Instructions	36
Appendix F: Agreement to Precept	37
Appendix G: Practicum Agency Placement Form	38
Appendix H: Preceptor Evaluation of Student	39
Appendix I: Student Evaluation of Practicum Site & Preceptor	42
Appendix J: Practicum Hours Form	43
Appendix K: Confidentiality Policy (sign)	48
Appendix L: Exposure Policy (sign)	49
Receipt of Handbook Statement (sign)	50
Essentials of Nursing Practice	46

SCHOOL OF NURSING AND HEALTH SCIENCES NURSING PROGRAM

Mission

Consistent with Lasallian values, the Mission of the Nursing Program is to provide scientifically based nursing curricula to educate clinically competent, caring, nursing professionals with a commitment to excellence in practice, service, life-long learning, scholarship, and self-care

Vision

The Nursing Program educates professionals prepared as leaders in practice, service, scholarship, and education, contributing to the advancement of the health and well-being of diverse communities. Explore, Experience, Excel

Nursing Program Goals

To prepare students to provide nursing services in health care agencies and communities with an emphasis on vulnerable populations.

1. Prepare students to provide professional nursing services in health care agencies and communities with the goal of improving health outcomes and with an emphasis on vulnerable populations.
2. Facilitate students' professional development in the knowledge, skills, and values to advocate for a healthy society and personal well-being.
3. Foster student and faculty engagement in inter-professional and collaborative health care services, programs, and scholarship.
4. Educate students to advance the nursing profession with an emphasis on quality, safety, and innovation.
5. Develop a community of life-long learners among students, faculty, alumni, and community partners who promote diversity, equity, and inclusion.

Philosophy for Nursing Program

Nursing is a practice-based profession encompassing both arts and sciences. Nursing provides health services to diverse individuals and groups. Nurses collaborate with multidisciplinary professionals and clients. Nursing care is aimed at facilitating health and wellness, thus fulfilling a contract between society and the profession. Safe, quality nursing interventions are evidence-based. The nursing community at La Salle University respects the humanity of the people they serve recognizes the potential for healing within the person, integrating mind, body and spirit. Students bring their experience to the process of development as ethical, caring practitioners. Students and faculty relationships foster scholarship, collegiality, respect, and collaboration.

1. Science
2. Holistic care
3. Professionalism
4. Population health
5. Environment

DOCTOR OF NURSING PRACTICE PROGRAM

DNP Program Goals

1. Educate professional nurses for interprofessional practice in advanced nursing roles across community and health care settings.
2. Meet the health needs of diverse individuals, families, groups, communities and populations.
3. Support faculty and student scholarly activity that informs quality and safety in healthcare systems.

DNP Program Philosophy

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.

DNP Student Learning Outcomes:

At the completion of the DNP 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 in an APRN or advanced nursing practice (APN) role.
2. Facilitate inter-professional collaboration to provide patient-centered, quality, ethical and safe healthcare.
3. Analyze the impact of evidence-based healthcare interventions on patient outcomes.
4. Evaluate health promotion and disease prevention efforts and outcomes to achieve quality healthcare
5. Analyze the influence of public policy decisions on the health promotion, disease prevention, and health restoration services provided to diverse populations.
6. Enhance practicum judgment and decision-making abilities to address health promotion/disease prevention efforts for individuals, aggregates, or populations.
7. Utilize advanced communication and leadership skills to lead quality improvement and patient safety initiatives.
8. Promote culturally congruent and comprehensive healthcare services to all.
9. Analyze healthcare information systems/technologies to improve healthcare outcomes.
10. Demonstrate responsibility and accountability for ongoing professional development.

DNP Program Contact Persons

Patricia Dillon, PhD, RN, Chair of the Graduate Nursing Program 215-951-1322 dillonp@lasalle.edu
Jeannine Uribe, PhD, RN, DNP Coordinator 215-951-1466 uribe97@lasalle.edu

Michael Kost, DNP, CRNA, CHSE, FAANA, FAAN, Director of the Post-BSN to DNP Frank J. Tornetta Nurse Anesthesia Program 484-622-7280 Michael.Kost@jefferson.edu
 Christopher Giberson, PhD, MBA, CRNA Director of the Post-BSN to DNP Nurse Anesthesia Program 215-951-5093 giberson@lasalle.edu

Overview of the Post-Master's Degree DNP Program

The Post-Master's Degree 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 consists of 34 credits. The curriculum includes an extensive practice immersion. The project, an important requirement evidencing student expertise, is a practice-application. DNP students must complete a minimum of 1,000 hours of post baccalaureate practicum practice.

Overview of the Post BSN-DNP Programs

Frank J. Tornetta School of Anesthesia CRNA Program (ending 2026)

The Nurse Anesthesia program offers an entry level BSN to DNP innovative curricular design that allows students to maintain full-time employment during the first 2 years of the program as they complete online prerequisite DNP core courses. The remaining 27-month practicum residency portion of the program requires full-time enrollment in the program. Because of the intensity of advanced practice nursing in the nurse anesthetist track, the total course of study is 51 months in length and a total of 85 credits. However, the curriculum is structured so that 24 months of DNP course work is completed at La Salle University School of Nursing and Health Sciences online. Upon satisfactory completion of all program terminal objectives, the student will be awarded a Doctor of Nursing Practice degree from La Salle University School of Nursing and Health Sciences. Upon recommendation of the director of FJTSA, the student will be permitted to take the National Certification Examination to gain NBCRNA certification.

Frank J. Tornetta School of Anesthesia Mission

The Nurse Anesthesia Program educates highly competent advance practice nursing students to satisfactorily complete the Nurse Anesthesia Program's terminal objectives and achieve certification as a nurse anesthetist by the NBCRNA upon program completion. By satisfactory completion of the Nurse Anesthesia Program's terminal objectives, the student will enter the profession of nurse anesthesia as a safe, independent, and culturally competent practitioner capable of functioning in a wide variety of anesthesia practice settings.

Frank J. Tornetta School of Anesthesia BSN-DNP Program Terminal Objectives

A list of the Frank J. Tornetta School of Anesthesia BSN-DNP program terminal objectives can be found at <http://fjtsa.com/program-terminal-objectives/>

La Salle Post-BSN to DNP Nurse Anesthesia Program (beginning 2024)

The La Salle University nursing program has developed a stand-alone Post-BSN to DNP Nurse Anesthesia program beginning in the Spring of 2024. The La Salle University Nurse Anesthesia Program is pending accreditation by The Council on Accreditation of Nurse Anesthesia Educational Programs (COA). Students can apply and can be accepted conditionally with the understanding that

final accreditation approval will be determined by The Council on Accreditation of Nurse Anesthesia Educational Programs (COA) in the Fall of 2023.

Post-BSN to DNP Nurse Anesthesia Program Mission

The post-BSN to DNP Nurse Anesthesia Program educates highly competent advance practice nursing students to satisfactorily complete the Nurse Anesthesia Program's terminal objectives and achieve certification as a nurse anesthetist by the NBCRNA upon program completion. By satisfactory completion of the Nurse Anesthesia Program's terminal objectives, the student will enter the profession of nurse anesthesia as a safe, independent, and culturally competent practitioner capable of functioning in a wide variety of anesthesia practice settings.

Post-BSN to DNP Nurse Anesthesia Program Terminal Objectives

A list of the Post-BSN-DNP Nurse Anesthesia program terminal objectives can be found at <https://www.lasalle.edu/doctor-of-nursing-practice-anesthesia-la-salle/student-learning-outcomes/>

Admissions Criteria

Post-MSN to DNP admissions criteria may be found at <https://www.lasalle.edu/doctor-of-nursingpractice/admission-requirements/practice/admission-requirements/>

Post-BSN to DNP Anesthesia program admissions criteria can be found at https://apply.lasalle.edu/apply/?_gl=1*av2ke1*_ga*MTA4MDA2MDE3NS4xNTkzMDE2NTYz*_ga_X7Y566BTNT*MTY5Mjc1NjMwNi44OS4xLjE2OTI3NTg3NjAuNjAuMC4w

Admission Criteria

Admission to the Post BSN-DNP Nurse Anesthesia Program requires a complete application. Official transcript(s) from all institutions previously attended (college, university, evaluation of international credentials) must be sent to La Salle University separately.

Please direct all application materials to:

La Salle University School of Nursing and Health Sciences

**1900 West Olney Avenue Philadelphia,
PA 19141**

- Bachelor's degree in nursing (BSN) from an Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE) accredited program
- Undergraduate coursework must include an introductory statistics course (including inferential and descriptive) and an undergraduate nursing research course
- Minimum cumulative nursing degree GPA of 3.2 on a 4.0 scale
- Current unencumbered United States RN License
- Resume or Curriculum Vitae
- Four letters of recommendation
 - Nurse manager
 - Physician (M.D. or D.O.) familiar with your critical care nursing skills

- 2 additional healthcare professional (unit charge RN, medical unit director, physician, CRNA etc.) familiar with your professional nursing skills. **Please do NOT submit a letter of reference form from a peer nursing colleague.**
- Minimum of one year of critical care nursing experience.
- The Council on Accreditation of Nurse Anesthesia Educational Programs (COA) defines a critical care setting:
- Critical care experience must be obtained in a critical care area within the United States, its territories or a US military hospital outside of the United States. During this experience, the registered professional nurse has developed critical decision making and psychomotor skills, competency in patient assessment, and the ability to use and interpret advanced monitoring techniques. A critical care area is defined as one where, on a routine basis, the registered professional nurse manages one or more of the following: invasive hemodynamic monitors (e.g., pulmonary artery, central venous pressure, and arterial catheters), cardiac assist devices, mechanical ventilation, and vasoactive infusions. Examples of critical care units may include but are not limited to: surgical intensive care, cardiothoracic intensive care, coronary intensive care, medical intensive care, pediatric intensive care, and neonatal intensive care. Those who have experiences in other areas may be considered provided they can demonstrate competence with managing unstable patients, invasive monitoring, ventilators, and critical care pharmacology.
- ‘Statement of Interest’ detailing the candidates desire to pursue a career in nurse anesthesia practice. Please include why you would like to pursue nurse anesthesia as a career goal along with your long term career goals. (Please limit your statement of interest to 2 pages, double spaced, times new roman, 12 font.)
- A current curriculum vitae detailing professional growth and opportunities experienced since high school graduation.

Academic Standing and Progression Policies

Attendance Policy

Active participation is required in all online courses in the Doctor of Nursing Program. While most course work is asynchronous, synchronous sessions scheduled at the start of a course may be required.

Practicum Experience Attendance

Post-master’s DNP students are required to complete 1,000 hours post baccalaureate hours of practicum practice as part of a supervised academic program. Students are required to meet the objectives of the course and satisfy the required practicum 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, found here:

<https://wa3.lasalle.edu/channels/docs/get.php?id=350>

AI – Student Guide to Artificial Intelligence (AI) and Large Language Models (LLMs) [Student Guide to AI](#).

Nursing Course Withdrawal Policy

It is the student's responsibility to know the withdrawal date for courses each semester. Dates are published each semester on the academic calendar 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 specific 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.

Required GPA

All graduate nursing students are required to maintain a cumulative grade point average of "B" (3.0). In addition, students must earn a "B" or better in each of the advanced core courses in order to progress into the residency courses. Once enrolled in residency courses, students must earn a "B" or better. Graduate students who earn a grade of "B-" or less in any advanced core or residency course may repeat the course only once. The course must be repeated at La Salle University. Graduate students who have a GPA less than 3.0 will be placed on academic probation. A graduate student that earns less than a "B" in more than one advanced core or residency course may not progress in their plan of study.

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 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.

Graduate Practicum Hours

Upon application, students must provide proof of any earned graduate practicum hours. Proof of hours is typically obtained via the master's degree program coordinator or registrar in the form of a letter, on university letterhead, stating the student's name, program, date of graduation, and number of practicum hours earned. Proof of current Nursing Executive, Advanced Certification (NEA-BC) may be used for 500 practicum hours. Other post-MSN certifications *may be* considered on a case-by-case basis.

All doctoral nursing students are expected to provide evidence of current certification(s) as appropriate. The DNP program highly recommends professional certification for all nurses with advanced nursing practice and works with individual students to achieve this prior to graduation.

The Post-Masters DNP Plan of Study

The Post-Masters DNP Program consists of 34 credit hours beyond the master's level nursing credits. The number of required courses is 11:

- Core Courses (NUR 702; NUR 703; NUR 609)
- Advanced Core Courses (NUR 695; NUR 637; NUR 704)
- Residency Courses (NUR 705; NUR 750; NUR 751; NUR 880; NUR 882)

*An additional 1 credit continuation course(s) may be required for an Incomplete Doctor of Nursing Scholarly Project.

Students may elect to enroll in the Core and Advanced Core courses on a part-time basis, i.e., 3 credits/semester. Students may choose a part-time or full-time course of study. Individual course sequence is arranged with the DNP director upon admission.

Optional courses are offered for students who need additional time to complete their Scholarly Project. NUR 881 and NUR 883 are offered for students requiring faculty support with continuation of studies.

Structure	Courses	Credits
Core	NUR 702: Theoretical Foundations of Doctoral Nursing Practice	3
	NUR 703: Professional Ethics	3
	NUR 609: Health Care Economics	3
Advanced Core	NUR 695: Public Policy Initiatives: Local to Global	3
	NUR 637: Epidemiology and Population Health	3
	NUR 704: Statistics and Biostatistics	3
Residency	NUR 705: Patient Safety and Health Care Outcomes	3
	NUR 750: Translating Evidence into Practice	3
	NUR 751: Clinical Leadership and Interprofessional Collaboration	3 4
	NUR 880: Practicum Project	3
	NUR 882: Practicum Residency	
Optional	NUR 881: Project Seminar (Pass/Fail)	1
	NUR 883: Practicum Residency Seminar (Pass/Fail)	1
	NUR 887: Practicum Seminar (Pass/Fail)	1-2

Post BSN-DNP Program Plans of Study

Frank J. Tornetta School of Anesthesia BSN-DNP Program

Structure	Courses	Credits
Core	NUR 618: Advanced Pathophysiology	3
	NUR 617: Advanced Pharmacology	3
	NUR 616: Advanced Physical Health Assessment	3
	NUR 702: Theoretical Foundations of Doctoral Nursing Practice	3
	NUR 703: Professional Ethics	3
	NUR 609: Health Care Economics	3
	NUR 709: Research for Evidence-Based Practice	3
Advanced Core	NUR 695: Public Policy Initiatives: Local to Global	3
	NUR 637: Epidemiology and Population Health	3
	NUR 704: Statistics and Biostatistics	3
	NUR 705: Patient Safety and Health Care Outcomes	3
	NUR 750: Translating Evidence into Practice	3
	NUR 751: Clinical Leadership and Interprofessional Collaboration	3
	NUR 880: Practicum Project	3
	NUR 882: Practicum Residency	4
Optional	NUR 881: Project Seminar (Pass/Fail)	1
	NUR 883: Practicum Residency Seminar (Pass/Fail)	1
	NUR 887: Practicum Seminar (Pass/Fail)	1-2

Anesthesia	NUR 711: Principles of Anesthesia Practice	4
Courses and	NUR 712: Physics, Chemistry and Equipment in	2
Practicum	Anesthesia	13
Residency	NUR 713: Pharmacology of Anesthetic Agents	3
	NUR 714: Advanced Physiology and	4
	Pathophysiology for Anesthesia Practice	
	NUR 715: Nurse Anesthesia Practicum I	1
	NUR 716: Advanced Principles of Anesthesia	3
	Practice	
	NUR 717: Regional Anesthetic Management	4
	NUR 718: Obstetric and Pediatric Anesthesia	1
	NUR 719: Nurse Anesthesia Practicum II	2
	NUR 720: Advanced Anesthetic Management for	1
	Special Procedures I	
	NUR 721: Nurse Anesthesia Practicum III	2
	NUR 722: Advanced Anesthetic Management for	2
	Special Procedures II	
	NUR 723: Nurse Anesthesia Practicum IV	2
	NUR 724: Professional Aspects of Anesthesia	1
	Practice	
	NUR 725: Nurse Anesthesia Practicum V	2
	NUR 726: Crisis Management in Anesthesia	1
	NUR 727: Nurse Anesthesia Practicum VI	2
	NUR 728: Transition to Advanced Nurse Anesthesia Practice	4

La Salle Post-BSN to DNP Nurse Anesthesia Program

Nurse Anesthesia 41-Month Curriculum Plan

Year 1 – 2024 Spring 2024 (9 credits)

- NUR 618: Pathophysiology* (3 credits)
- NUR 704: Statistics and Biostatistics* (3)
- NUR 709: Research for Evidence Based Practice* (3)

Summer 2024 (6 credits)

- NUR 617: Advanced Pharmacology* (3)
- NUR 637: Epidemiology* (3)

Fall 2024 (9 credits)

- NUR 616 Advanced Health Assessment* (3) pre/co reg
- NUR 702: Theoretical Foundations of Doctoral Nursing Practice* (3)
- NUR 703: Professional Ethics* (3)

Year 2 -2025 Spring 2025 (10 credits)

- NUR 711: Principles of Anesthesia Practice* (hybrid) (4)
- NUR 712: Physics, Chemistry and Equipment in Anesthesia *(hybrid) (2)
- NUR 713: Pharmacology of Anesthetic Agents* (4)

Summer 2025 (8 credits)

- NUR 695: Public Policy and Global Initiatives* (3)
- NUR 714: Advanced Physiology & Pathophysiology for Anesthetists (4)
- NUR 715: Clinical Practicum I (1)

Fall 2025 (11 credits)

- NUR 609: Healthcare Economics* (3)
- NUR 705: Patient Safety and Health Care Outcomes* (3)
- NUR 716: Advanced Principles of Anesthesia Practice* (3)
- NUR 719: Clinical Practicum II (2)

Year 3 - 2026 Spring 2026 (8 credits)

- NUR 717: Regional Anesthetic Management* (1)
- NUR 718: Obstetric and Pediatric Anesthesia * (1)
- NUR 750: Translating Research into Practice* (3)
- NUR 730: Advanced Anesthetic Management for Special Procedures* (1)
- NUR 731: Clinical Practicum III (2)

Summer 2026 (7 credits)

- NUR 732: Advanced Anesthetic Management for Special Procedures II* (2)
- NUR 733: Clinical Practicum IV (2)
- NUR 751: Clinical Leadership and Interprofessional Collaboration* (3)

Fall 2026 (8 credits)

- NUR 734: Professional Aspects of Anesthesia Practice* (1)
- NUR 735: Clinical Practicum V (2)
- NUR 736: Crisis Management in Anesthesia* (1)
- NUR 880: DNP Project I* (4)

Year 4 2027 Spring 2027 (9 credits)

- NUR 738: Transition to Advanced Nurse Anesthesia Practice* (4)
- NUR 737: Clinical Practicum VI (2) • NUR 882: DNP Project II* (3)

Compliance Requirements*

**Please note that some clinical sites may require additional compliance measures or compliance requirements for the Post MSN to DNP students who are doing clinical hours (Project hrs.) at their place of employment may be waived by the institution. A letter from the institution stating same, must be sent to La Salle University DNP Nursing Program for the file.*

The School of Nursing and Health Sciences requires that each student complete compliance requirements **as instructed**.

Post-BSN to DNP LaSalle/FJT anesthesia students will complete Compliance as directed by the Anesthesia Director and Einstein Organization.

Post-MSN DNP and Post-BSN to DNP Nurse Anesthesia nursing students must go to the CastleBranch website (<http://lasalle.castlebranch.com>) for directions related to the procedure for completing compliance requirements.

No student will be eligible to attend practicum experiences if the drug screening is positive. It is the student's responsibility to recognize the need to recertify and to communicate any changes to the Practicum Compliance Officer or DNP Program Director. A copy of current health insurance policies or cards must be on file.

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. Upon initial enrollment, FBI fingerprinting criminal record check is also required. Yearly submission of criminal record and child abuse clearances are required.

Students are required to update the Director of the Doctor of Nursing Program and Director of FJTSA (when appropriate) 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.

Questions about the student health policies can be directed to the Chair of Graduate Nursing.

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*:
<https://www.aacnursing.org/News-Information/Position-Statements-White-Papers/Substance-Abuse>

Nursing students must abide by the substance abuse policy and subsequent revisions of the policy stipulated by the Pennsylvania State Board of Nurse Examiners and other state boards by which they are licensed as registered nurses.

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

If a student tests positive for one or more of the drugs specified on the screening test, the Laboratory physician (Medical Review Officer [MRO]) discusses 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 Program 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 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 are 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 is eligible to attend practicum experiences if the drug screening is positive. Students enrolled in practicum 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/or 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 DNP 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/or drug 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 secure a Registered Nurse license for any state in which they are employed or provided access to for a 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

Personal Professional Liability Insurance

All students must provide evidence of personal professional liability (malpractice) insurance at the commencement of the DNP program. If the policy expires, it is the responsibility of the student to send in copies of the licensure renewal certificate prior to termination of the initial insurance policy.

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.

Doctor of Nursing Practice Project

The DNP Project (DNPP) addresses a practicum 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 research and related literature, and other data sources. DNP Project evaluation strategies and outcomes must be specified. The student is required to discuss the project with key stakeholders, such as practicum leaders in health care and community settings. The student designs, implements and evaluates the project, and disseminates results.

Please refer to the DNP Project Manual for additional details.

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:

Letter Grade	Percentage
A	93 – 100
A-	90 – 92
B+	87 – 89
B	84 – 86
B-	81 – 83
C	75 – 80
F	74 and below
I	Incomplete
W	Withdrawal

Portfolios

A completed 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.

Each student enrolled in the DNP program will maintain an electronic portfolio throughout the time they are enrolled in the DNP program. Each course requires an artifact and two courses require a reflection paper that is posted in the Canvas course corresponding to a short reflection piece to be posted to the portfolio. All completed practicum hour logs for DNP courses will also be posted in the portfolio. Students are responsible for maintaining current and updated materials in their portfolio.

Student portfolios will be audited for completeness by the DNP Coordinator:
Immediately prior to graduation.

Readmission

After filing an official leave from the DNP curriculum program of studies with the Director of the DNP Program, students seeking readmission to the DNP Program for any reason should apply to the Director of the DNP Program. The Graduate Nursing Admission Committee will review each student's academic record and notify the student about the decision to readmit.

Complaints/Student Rights and Grievance Procedure

Policies and procedures for Student Guide to Rights and Responsibilities can be found online at: <http://www.lasalle.edu/students/dean/divpub/manuals/studentguide/>. Feedback from students, whether of a positive or negative nature, should be used for the improvement of the educational programs and environment of the University. The purpose of this document is to outline avenues by which students may lodge complaints within the School of Nursing and Health Sciences (SONHS) at La Salle University. This document provides an overview of the process, followed by sections that address the most common categories of student issues and complaints, with the aim of providing students with general information and specific contact strategies. Specific procedural details may vary among departments and programs; students are encouraged to refer to the handbook of their programs.

It is an express SONHS policy that all students always have the right to lodge a complaint that they deem important, without fear of retaliation of any sort or other adverse consequence as a result of doing so. The recommended general strategy for reporting complaints is to first contact the specific individuals or units most directly connected with the issue at hand unless there are good reasons for not doing so such as a desire to maintain anonymity (see section 4 below). The Campus Directory generally provides contact information for all the campus units, departments, Dean's offices, etc. from which an individual can usually determine where to go to make a complaint. All main campus entities also have contact information via web pages.

Policies and procedures for managing complaints regarding harassment and/or discrimination can be found in the Student Guide to Rights and Responsibilities which can be found online at: <http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/>

Additionally, there is a University Policy and Procedure for appeal of final grades, available in the Student Guide to Rights and Responsibilities:

<http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/>)

The University Handbook also presents a review of student rights, including grade grievances. Students should be aware that neither Chairs nor Deans can require an instructor to change a properly assigned course grade.

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 online at:

<http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/>)

1. **Issues about academic advising:** The student should begin with the specific departmental or program advisor. Names, emails, office numbers and telephone number, and names of the appropriate individuals can be found in the campus directory; if unsure of who the advisor is, the student may contact the administrative assistant assigned to his/her department or program. Complaints may continue to the advisor's Program Director or Department Chair. Normally, supervisory level complaints are submitted by a written process, which may include email and/or submission of the Complaint form found in the program Student Handbook.

2. **Issues about grading of assignments or exams, exam procedures, excused absences, class policies, course content or teaching method.** Students should first discuss the issue with the individual faculty person since faculty members have primary authority and responsibility in all areas. If the issue is still unresolved, the student may then contact the Program Director or Department Chair using the Complaint form in the program Student Handbook. If unable to resolve the issue at this level, the student may proceed to contact the Dean and present the written complaint to the Dean. Only the individual instructor assigned to the course decides disagreements regarding whether an assignment earns a grade. Information about assignment requirements and grading procedures are contained in the course syllabus and/or on Canvas. The campus has standing policies on student accommodation for religious and disability reasons. If a student has a complaint in these areas, they can contact Rose Lee Pauline, Affirmative Action Officer, Title IX Coordinator, and Academic Affairs Support Specialist, 215.951.1014, pauline@lasalle.edu.

3. **Issues about faculty performance or faculty behavior.** If reasonable and appropriate, students should begin with the individual faculty person to discuss and resolve the problem together, if possible. If this direct effort fails, students may then contact the Program Director or Department Chair using the Complaint form in the program Student Handbook. If a student is unable to resolve the problem at this level, he or she may contact the Dean and present the written complaint to the Dean. This step typically constitutes the end of the formal complaint process.

4. **Issues wherein the student wishes their identity to remain unknown with respect to an instructor or staff member, or where the student otherwise chooses to avoid directly discussing the problem with that individual.** If, for whatever reason, a student does not want to personally or directly contact an instructor or staff member to discuss a complaint, the student should begin with the next

highest level of responsibility, which would typically be the Program Director or Department Chair. The student can request an appointment to meet with the Chair or Director and/or send a written description of the issue or problem and request that their identity be kept confidential. That request will be honored unless there are over-riding reasons to do otherwise. For example, if a student alleges sexual harassment by a faculty member to a Department Chair, the Chair *must* forward that information, to include the identity of the complainant, to the campus Affirmative Action Officer.

Students may also submit comments, concerns, and suggestions by completing a form located in the student lounge in St. Benilde Tower (Rm. 4423) and in the Appendix. Students have the right to lodge a complaint that they deem important without fear of retaliation. Student complaints will be handled in a confidential and professional manner.

Matters that relate to accreditation standards and policies that cannot be resolved at the program, school, or university level may be addressed with CCNE. Only signed complaints related to accreditation standards or policies can be forwarded to CCNE. More information can be found at <http://www.aacn.nche.edu>

Transfer of Credit

Students may transfer graduate-level work. Application for permission to transfer courses is submitted to the DNP Program Director at the time of admission into the program. Students submit a transcript, course description from the relevant course catalog and syllabus from the semester in which the course was taught. Students are informed of transfer approval/disapproval in writing.

With approval of the program director, students may transfer up to six hours of graduate level work into graduate programs that are 36 credits or less in length. Students may transfer up to nine hours of graduate-level work into programs that are greater than 36 credits in length. Course credit may be transferred only from graduate programs at accredited institutions, and only courses with a grade of B or better may be transferred.

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. Students may be required to purchase software as part of a course requirement.

Graduation Requirements

Students complete a *minimum* of 34 semester hours of post-master's coursework. This coursework includes successful completion of all courses, a total of 1,000 post bachelor's supervised practicum hours, a completed portfolio of student work, and a successfully defended DNP Project. Graduation details are specified in the La Salle University, Graduate Catalog. 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 at least a 3.0/4.0 in order to graduate.

Graduation Policy

While the University confers degrees three times a year (January, May and September, the University has only one ceremony following the spring semester in May. According to University criteria, confirmed with the registrar, doctoral students achieving such a prestigious accomplishment are required to complete their DNP Project prior to the May ceremony to be hooded and presented in the Commencement Program.

Pregnancy Policy

Students who are pregnant or are within one month of the post-partum period prior to practicum practice must provide clearance to return to practicum practice from their health care practitioner.

Universal Precautions

The School of Nursing and Health Sciences is concerned about the safety of the faculty, students, and the client population in the practicum setting. Based on the mandatory Centers for Disease Control and Prevention and Occupational Safety and Health Administration 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 practicum 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 practicum agencies. Such requirements are mandatory rather than discretionary and must be satisfied prior to any activity in the practicum 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 practicum agencies that provide practical experiences for our students are not responsible or liable for the costs of medical follow-up or expenses incurred.
3. If 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 practicum site is responsible for ensuring medical follow-up.
 - b. *Follow the policies of the practicum agency (if any) and assume responsibility for medical follow-up.*
 - c. Contact the School of Nursing and Health Sciences within 2 hours of exposure. 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. Contact your primary care physician or nurse practitioner and undergo any necessary precautions, treatments, or tests.

If an exposure occurs while a student is enrolled in an FJTSA course, the student should notify practicum faculty, report to the practicum site emergency room immediately and notify the Director of FJTSA.

Residency Courses

Residency Courses are associated with clinical practice hours related to the DNP project and lead to attainment of the DNP essential Student Learning Program Outcome. Prior to the beginning of the residency courses, the DNP Coordinator will review preceptor and site requirements. If your preceptor changes you must notify the DNP Coordinator.

Preceptors

A preceptor is required for the DNP Scholarly Project courses, NUR 705, 750, 751, 880 and 882.

Preceptors are subject matter experts in the student's selected area of interest. Preceptors agree to guide, advise, and facilitate the student's work during the DNPP process. Students must collect an agreement to precept, CV, and copies of professional certifications (when appropriate) prior to the beginning of NUR 705. All preceptor documents should be submitted to the DNP Program Coordinator for review at the beginning of each semester with residency courses.

Practicum Sites

For **all** DNP courses with a practicum hour component (NUR 705, 750, 751, 880, 882), practicum site selection must be appropriate to meet the student learning outcomes for the course. Course faculty must approve practicum site placement.

Students are required to submit **Practicum Agency Placement Form** to course faculty for approval. An Affiliation Contract/Agreement needs to be completed and/or be on file prior to the start of practicum practice. Practicum hours will be recorded and validated by course faculty and preceptor and documented on the proper form provided in each course with required practicum hours.

For all Nurse Anesthesia courses, students are assigned to sites based on geographical location and level within the program.

Practicum Evaluation

Practicum evaluations are required for NUR 750, 880 and 882. The practicum evaluation will be completed at the end of each semester by the student's preceptor. Also, each student will complete a Site and Preceptor Evaluation at the end of each semester. A copy of completed evaluations from each semester shall be submitted to the DNPP Team chair as well as maintained in the student's files.

Practicum Hours

For all non-anesthesia nursing courses, students are required to obtain written faculty approval and preceptor/agency verification of the submitted hours and experiences upon completion of the practicum

hours. Practicum hours will be recorded and validated by preceptor and documented on **Practicum Journal Form**.

Specific information regarding Nurse Anesthesia practicum hours requirements and documentation can be found in the Frank J. Tornetta School of Anesthesia at Einstein Medical Center Montgomery Student Handbook and Post-BSN to DNP Nurse Anesthesia Student Handbook.

Practicum Failure

Practicum student learning outcomes must be met satisfactorily in order to pass the practicum 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 practicum projects or to meet practicum learning outcomes will result in course failure. Unsafe practicum practice is interpreted as practicum failure.

Unsafe Practicum Performance

Unsafe practicum performance is care that seriously **jeopardizes a 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 practicum nursing course. Students are provided an opportunity to demonstrate safe practicum performance within the structure of the course to meet practicum student learning outcomes.

Practicum Jeopardy

Students must satisfactorily complete both the theoretical and practicum project components of the practicum 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 student learning outcomes, the following procedure should be followed:

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.

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 completion. Please see the University Policy regarding incomplete grades for Graduate Students in the Graduate Catalog.

Cancellation of Classes

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.** **Students with classes off Main campus should check with their course faculty for alert numbers.** If classes are in session, students are expected to be present for practicum assignments. For safety reasons only, faculty and students can make individual decisions about attending practicum experiences. Students and faculty should refer to the La Salle University Web Page for all emergency and weatherrelated announcements and University closings. Online courses should follow instructions posted to the course learning management system.

Military Reserve Call-up

Any student 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 Chair should use his/her judgment to make such provision.

For post-BSN CRNA students: The Nurse Anesthesia Program recognizes that it may be necessary for a student to be absent from the Nurse Anesthesia Program for time for military service. At the same time, the Nurse Anesthesia Program and student recognize that extended absences may adversely affect the student's didactic and practicum educational endeavors. All nurse anesthesia students are granted military leave in accordance with applicable federal and state laws. Students will be granted leave for required military training and/or duty in the Guard or Reserve. Upon the student's return to the Nurse Anesthesia Program, all leave time must be made up and all Nurse Anesthesia Program terminal objectives must be met prior to graduation.

SCHOOL/PROGRAM GOVERNANCE

Student Representation on School of Nursing and Health Sciences Committees

To maximize student participation in all aspects of the DNP Program, the faculty invites student membership on faculty committees. The DNP Director solicits student representation on these committees. A variety of committee opportunities are available. 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.
6. Students may attend meetings in person or through video conferencing.

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 the Program Director. A student must examine the file with the Program Director in attendance; 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. Online and remote students may upload a photo and obtain their ID at:

<http://www.lasalle.edu/studentaccounts/id><http://www.lasalle.edu/studentaccounts/id-cards/cards/>.

Parking

Online students who come to campus for meetings or other scheduled events should consult the DNP office for parking instructions and/or Shuttle Service.

Emergencies–Security

The on-campus 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. The Department of Security and Safety is in Good Shepherd Hall. For general information, call 215-9511300; **FOR EMERGENCIES CALL 215-991-2111**.

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 more information, please contact the Senior Counselor, Kappa Delta chapter, Sigma Theta Tau in the School of Nursing and Health Sciences

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 the approved Learning Course Management System to deliver their course offerings. The Connelly Library Media Services librarian provides updated lists of AV resources regularly and on request. Specific “LibGuides,” for example Credo Instruct, developed by University librarians are available on the library web site.

Other Learning Resources

Other learning resources for both undergraduate and graduate students include the Center for ACADEMIC Achievement 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. Doctoral students who need writing assistance, or the use of an editor should speak with the DNP Director for resources and policies.

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

University Policies

Each year, La Salle University publishes a **Student Guide to Rights and Responsibilities**. Students are referred to 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. <http://www.lasalle.edu/students/dean/divpub/manuals/studentguide/>

APPENDICES

AND FORMS

APPENDIX A: CLASSROOM ACCOMMODATIONS

Classroom Accommodations

Every student at La Salle is given equal opportunity for participation in classes, academic activities, programs, and extra-curricular offerings. Students who need accommodations in order to fully partake in these activities must submit medical or psychological certification of an illness or condition. Once the University obtains the student's completed documentation, we will work with him/her to make the accommodations.

To ensure that you have the best possible academic experience, we offer a variety of classroom accommodations. The accommodations available are designed to help you achieve your academic goals. We want to help you accomplish your academic goals!

How do I request accommodations?

1. Submit written documentation from your medical specialist or licensed psychologist. The age of acceptable documentation is dependent upon the health condition, the student's current health status, and his/her request for accommodations.
2. The documentation should include a list of the classroom accommodations the student would like to use.
3. The University works with students requesting accommodations on a case-by-case basis. It is only after we obtain complete documentation and work with you to determine the appropriate accommodations, that a letter confirming your accommodations will be sent.

All medical information is 100% confidential. You can be as discrete as you choose, however, we recommend letting your instructors know about your disability. If you should choose not to inform them, then your instructors will only be notified of the accommodations of which they need to be aware.

Chronic Health and Physical Conditions *Requirements of your medical specialist:*

- A medical specialist in the area of the specific impairment for which accommodations are being sought must complete and sign the documentation.
- The practitioner's code of ethics in relation to qualifications and conflicts of interest must be upheld in order to have proper assessment of required accommodations.
- Documentation must be typed, dated, signed by the specialist, and submitted on professional letterhead.

Learning Disorder (including a diagnosis of ADD/ADHD) *Requirements*

of your medical specialist:

- A licensed specialist should submit a current psychoeducational or neuropsychological evaluation which must be typed, dated, signed by the specialist, and submitted on professional letterhead.

- The current and complete psycho-educational evaluation must be less than three years old and include all test scores and results. *Requirements of the report:*
- The evaluation should include objective testing to demonstrate the presence of current and certified disorders, clear identification of functional impairments related to the disorders, and recommendations for accommodations in a higher educational environment.
- The evaluation must have a clear statement of the DSM-IV or DSMV diagnosis.
- A recent 504 plan or IEP Plan is helpful but not required.

Psychological Disorders

Requirements of the report:

- Report must include a clear statement of the diagnosis, including related symptoms and any fluctuating conditions.
- The report must also contain a clear explanation of how symptoms cause significant limitations in academic settings.

Sensory Impairment

Requirements of the report:

- Must include a clear statement of the sensory impairment including related symptoms and any fluctuating conditions.
- The report must also contain a clear explanation of how symptoms cause significant limitations in academic settings.

Types of Classroom Accommodations

- Classes in buildings that are physically accessible
- Convenient daily shuttle bus service is available • Testing accommodations
- And many more!

For more information or to request accommodations contact:

Ms. Rose Lee Pauline, Affirmative Action Officer, Title 9 Coordinator, Academic Affairs Support Specialist

1900 West Olney Avenue,
Philadelphia PA, 19141-1199
215-951-1014

Email: pauline@lasalle.edu

APPENDIX B:

Nursing Programs Student Complaint Form

A complaint is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. Students who have a complaint about their La Salle University experience should complete this form and submit it to the appropriate individual as directed in the program Student Handbook. It is an express School of Nursing and Health Sciences policy that all students always have the right to lodge a complaint which they deem important without fear of retaliation of any sort or any other adverse consequence as a result of doing so.

Student Name: _____ Student ID# _____

Email Address: _____

Preferred Telephone Contact: _____

Semester/Year: _____

Current student: Yes _____ No _____

Name of individual and/or program against whom the complaint is filed:

Describe your complaint in detail, including date/s of occurrence if possible: (Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the complaint):

Students are encouraged to discuss their concerns and complaints through informal conferences with the appropriate instructor or program. Have you made an attempt to resolve this complaint in this way?

Yes _____ No _____

If yes, describe the outcome (Attach any additional comments, if necessary):

What outcome do you hope to achieve after talking to the appropriate University official(s)? (Attach additional sheets if necessary):

I understand that information contained on this Complaint form will be held confidential to the extent possible. Complaint information may be shared with University officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge.

Signature: _____ Date: _____

APPENDIX C:

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 coursework 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:

**APPENDIX D:
Independent Study Contract**

Name: _____ Student 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			Not Approved
and			Date: _____
Dean, School Nursing	Health Science s	Approved	

**APPENDIX E: La Salle University Doctor of Nursing Practice Program
Practicum Preceptor Form-Student Instructions**

(1) Preceptor Identification and Participation Agreement:

Prior to confirming a preceptor’s participation in a practicum experience designed to fulfill curricular requirements the following must occur:

- Provide course syllabus to preceptor
- Identify student role and responsibilities.
- Identify purpose and relevance to project.
- You will explain the project upon which you are working, and planned dissemination of the information obtained from the experience

(2) Agreement to Precept

The Agreement to Precept will help you fully convey the important elements of their participation. After the preceptor receives information enough to satisfy the criteria identified in section (1) above, you must ask them to sign the Agreement to Precept. Give the preceptor a copy of the signed form and return a copy of the signed form to the Program Director. You may also keep a copy for your records. **Do not begin practicum hours until you have obtained a signed copy of the Agreement to Precept.**

All preceptors must also provide the student with a current CV, copy of the valid and current professional license and copy of professional certification, when appropriate. These documents must be submitted to the Program Director **before any practicum hours are performed.**

APPENDIX F:

**La Salle University
Doctor of Nursing Practice Program
Agreement to Precept**

Student Name: _____

Student Contact Information: _____

Course: _____

Practicum Student Learning Outcomes:

—

—

I, _____, hereby grant the right to use information from the practicum experience during in which I participated, to [_____ (student’s name) and La Salle University.

I understand that materials derived from the experience will be kept by the University and/or the student and that the information contained will be submitted to faculty for evaluation. I received satisfactory answers to my inquiries concerning the project and I understand that the experience will be utilized for educational, institutional, and/or scientific purposes. I understand that compensation for use of materials developed as a result of my participation is not available to me. All rights, titles, and interest in the materials gathered during my participation on the project will become and remain the property of La Salle University, SONHS.

I understand that I may contact [insert contact information of faculty member with whom participants may speak] to share comments or concerns regarding the practicum experience.

I have read and consent to the above.

_____ Date: _____ Signature
of Preceptor

_____ Printed Name of Preceptor
_____ Contact telephone

_____ Contact
Email

_____ Date: _____ Signature
of Student

**APPENDIX G:
LA SALLE UNIVERSITY DNP PROGRAM PRACTICUM AGENCY
PLACEMENT FORM 2022-2023 To be completed and approved prior to
any DNP practicum experience**

Student Name:	
Student Address (incl. # & street, building, floor, room, suite, city, state, zip, etc.):	
Student Cell Phone:	
Student Email:	
DNP Course:	

Term/Year:	
Preceptor Name and Credentials:	
Organization Full & Legal Name:	
Organization Address, (incl. # & street, building, floor, room, suite, city, state, zip, etc.):	
Is the site part of a larger health system, or is it a private, stand-alone facility? Fill in the circle to the right that applies.	<input type="radio"/> Private <input type="radio"/> Part of larger health system
Is this site your place of employment? Fill in the circle to the right that applies.	<input type="radio"/> <input type="radio"/> Yes No
Preceptor Specialty:	
Years of Practice:	
State of Licensure & #:	
License Issue and Expiration Dates:	
Preceptor CV/Resume	
Preceptor Contact Telephone:	
Preceptor Email:	
Total Hours to be Completed with this Preceptor:	

APPENDIX H:

**La Salle University
 Doctor of Nursing Practice Program
 Preceptor Evaluation of Student: NUR 750, NUR 880, and NUR 882**

Student: _____ **Preceptor:** _____

Practicum Site: _____ **Course:** _____ **Date:** _____

Directions: Please circle the number which best reflects your opinion of the student’s practicum performance, with 3 being average and 5 indicating the highest positive rating (excellence/expert).

Competency	Rating: Please circle	Comments/Suggestions
------------	-----------------------	----------------------

<p>1. Theoretical Foundations for Practicum Practice <i>Student has scientific foundation for practice and the ability to translate that knowledge accurately and effectively to benefit patients, groups of patients, and organizations.</i></p>	<p>1 – 2 – 3 – 4 – 5 -NA</p>	
<p>2. Organizational Dynamics and Change in Complex Health Care Systems <i>Student can appreciate different modes of care delivery. Student can assess organizations, identify systems issues, and facilitate change.</i></p>	<p>1 – 2 – 3 – 4 – 5 -NA</p>	
<p>3. Leadership and Inter-professional Collaboration <i>Student appreciates and represents organizational purpose and collaboration. Student facilitates team functioning and interprofessional collaboration. Student can function as a team member and/or team leader.</i></p>	<p>1 – 2 – 3 – 4 – 5 -NA</p>	
<p>4. Quality Measurement and Outcomes Analysis <i>Student applies data and analytics to quality of care and patient safety.</i></p>	<p>1 – 2 – 3 – 4 – 5 -NA</p>	
<p>5. Evidenced-based Practice <i>Student applies evidence-based practice to approach systems issues and improve health outcomes.</i></p>	<p>1 – 2 – 3 – 4 – 5 -NA</p>	
<p>6. Health and Social Policy <i>Student appreciates the influence of health care policy, health care finance and practice regulation on access, safety, quality, and efficacy. Student serves as an advocate for social justice and equity in health care.</i></p>	<p>1 – 2 – 3 – 4 – 5 -NA</p>	
<p>7. Practicum Prevention and Population Health for Improving the Nation’s Health <i>Student analyzes and applies epidemiologic, biostatistics and environmental data in the development, implementation, and evaluation of programs affecting population health.</i></p>	<p>1 – 2 – 3 – 4 – 5 -NA</p>	
<p>8. Health Informatics <i>Student uses health informatics to evaluate care. Student uses health informatics to implement quality improvement and support decision-making.</i></p>	<p>1 – 2 – 3 – 4 – 5 -NA</p>	
<p>9. Communication <i>Student writes clearly and succinctly, addressing the appropriate audience. Student is attentive, asks questions and actively listens.</i></p>	<p>1 – 2 – 3 – 4 – 5 -NA</p>	

10. Professionalism <i>Student exhibits ethical nursing behaviors and decision making. Student takes responsibility and accountability for the development of professional behaviors. Student is appropriately autonomous, accountable and inclusive of others' contributions. Student recognizes personal strengths and weaknesses and learns from mistakes.</i>	1 – 2 – 3 – 4 – 5 -NA	
--	------------------------------	--

Comments: This is the most valuable part of your evaluation of the student, and we appreciate the time you take to do this. Comments are especially important for any marginal or exceptional ratings. Please provide specific examples.

Strengths:

Areas for improvement:

Reviewed with student (circle): Yes No

Preceptor signature: _____ Date: _____

Student signature: _____ Date: _____

APPENDIX I:

**La Salle University
 Doctor of Nursing Practice Program
 Student Evaluation of Practicum Site & Preceptor
 NUR 750, NUR 880 & NUR 882**

Student Name _____ Course _____

Preceptor Name _____ Practicum Site _____

PRACTICUM SITE

	Yes/No	Comments
Provides an environment that meets course objectives		
Provides an environment to meet practicum objectives		
Provides orientation as needed		
Is supportive of DNP education		

PRECEPTOR

	Yes/No	Comments
Provides consultation		
Available to student		
Challenged student's thinking		
Facilitated student's work		
Provided opportunities to meet practicum objectives		
Offered constructive criticism		

Overall impression:

Student signature: _____ Date: _____ **APPENDIX J:**

**La Salle University
School of Nursing and Health Sciences
Doctor of Nursing Practice Program
Practicum Journal Form**

Student: _____ **Course** _____ **Dates:** _____

Practicum Goal: _____

Practicum Objectives:

- 1.
- 2.
- 3.

Directions: Please describe all practicum activities. In the evaluation section indicate how the activity helped you meet your practicum goal/objectives and course objectives.

Date	Practicum Activity	Activity Evaluation and Practicum Objective(s)	DNP Essential(s)	Hours	Cumulative Hours

Complete this section only for *final* cumulative practicum hours.

Summary:

Please write a paragraph indicating the most important lessons learned from the overall practicum experience.

Identify 2 major strengths:

Identify 2 improvement areas and a brief plan of action.

Student Signature: _____ Date: _____
Practicum Partner Signature: _____ Print: _____ Date: _____

**By signing this practicum log, I attest that my hours are complete, truthful, and honestly earned.*

The Essentials: Core Competencies for Professional Nursing Education

Domain 1: Knowledge for Nursing Practice

Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

- Domain 2: Person-Centered Care

Descriptor: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Personcentered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Personcentered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

- Domain 3: Population Health

Descriptor: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.

- Domain 4: Scholarship for Nursing Discipline

Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.

- Domain 5: Quality and Safety

Descriptor: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

- Domain 6: Interprofessional Partnerships

Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

- Domain 7: Systems-Based Practice

Descriptor: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.

- Domain 8: Informatics and Healthcare Technologies

Descriptor: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

- Domain 9: Professionalism

Descriptor: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.

- Domain 10: Personal, Professional, and Leadership Development Descriptor: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

Source: American Association of Colleges of Nursing. (2021). *The essentials: Core competencies for Professional nursing education*. Retrieved from <https://www.aacnnursing.org/AACN-Essentials>

APPENDIX K:

**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 practicum experience. Students may print only that information that is needed and must immediately black out the client's name from the printout. 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 practicum 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 practicum 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: _____

Note: Student signature denotes that the student has read and agrees to abide by the above statement.

APPENDIX L:

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 practicum agencies where you perform your practicum 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 practicum 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. If 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 practicum site is responsible for ensuring medical follow-up.
 - b. Follow the policies of the practicum 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 practicum experience, you will be reminded by practicum 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

Receipt of Handbook Statement (sign)

I have received a copy of the La Salle School of Nursing and Health Sciences Doctor of Nursing Program **Student Handbook**. I understand and agree to adhere to the policies therein.

(Signature)

(Print Name)

(Address)

(City, State, Zip)

(Primary Telephone)

(Personal Email)

(Date)