

University of Louisville
School of Nursing

**Master's Entry into Professional
Nursing**

**STUDENT
HANDBOOK**

Summer 2022 - Summer 2023

UNIVERSITY OF LOUISVILLE
SCHOOL OF NURSING
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Dear Student:

This handbook has been prepared to acquaint you with the School of Nursing (SON). It contains policies, procedures, and important information you need to know in order to be a successful student.

This publication is intended to be a supplement to the University of Louisville Graduate Catalog. There may be policy or curriculum change in the Handbook that differs from those in the Catalog. In these cases, the Handbook supersedes information contained in the Catalog. Additional University student policies can be found in the University of Louisville Student Handbook and the University of Louisville catalog. Please see <https://catalog.louisville.edu/graduate/>.

It is the student's responsibility to read the Catalog, student handbooks, and official notices; to be informed about policies and requirements; and to abide by the regulations of the University and the SON.

I hope this Handbook will be helpful to you. If you have any suggestions on ways it can be improved, please let me know.

The faculty and staff are here to provide assistance to all nursing students. We look forward to getting to know you and wish you success in your nursing program.

Best wishes for a very successful academic year!

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Section I: Information for All Nursing Students

A. School of Nursing Mission, Vision, and Core Values

Mission Statement

To role model professional excellence and to educate professional nurses who are prepared to achieve distinction in: 1) leadership, 2) innovation, 3) practice, 4) research/ scholarship, 5) engagement, and 6) service to meet the evolving health needs of a diverse society. The ULSON mission is congruent with the University of Louisville Mission as identified at <http://louisville.edu/about/>

Vision Statement

To improve health and health outcomes by transforming health care and healthcare systems in partnership with consumers, stakeholders and other healthcare professionals.



Accountability - Professional responsibility to Nursing and society that is the foundation for our core values which are:

- **Compassion** – The ability to acknowledge others’ perspectives with concern for their wellbeing
- **Curiosity** - A strong desire to learn and to know more as a life-long learner
- **Engagement** - Mutual, collaborative relationships/partnerships focused on students, faculty, staff, professionals, consumers, and community stakeholders

- **Integrity** - Behaving in an ethical, reliable, and accountable way in personal and professional environments
- **Respect** – Demonstration of esteem for, or a sense of worth or value toward, others through communications and actions
- **Innovation** - Application of novel solutions to meet new requirements, as well as unaddressed or emerging needs

*Approved by Faculty Organization 05.17.2017

Important Academic Web Pages

- School of Nursing: <http://www.louisville.edu/nursing>
- U of L Student Handbook: <https://louisville.edu/dos/students/studentpoliciesandprocedures/student-handbook>
- U of L Graduate Catalog: <http://louisville.edu/graduatecatalog>
- U of L Student Handbook: <http://louisville.edu/dos/students/studentpoliciesandprocedures/student-handbook>
- The School of Nursing Organizational Charts: <http://louisville.edu/nursing/dean/organizational-chart>

B. Communication

E-Mail

The most efficient method of communication with all faculty and staff is to use e-mail. All faculty and staff have e-mail accounts; e-mail addresses are available using the Outlook address book. All students are expected to regularly check their student email account since this is the primary method of communication

Telephone Messages

All full-time faculty and staff have voicemail. If you need to communicate a voice message, please use voicemail. You may leave a message for graduate faculty or staff with the SON receptionist on the fourth floor at 852-8387. The Associate Dean of Academic Program's voicemail will ring to the administrative assistant.

Faculty Mailboxes

Students are not allowed to place assignments or any other information directly in faculty or staff mailboxes.

Cell Phones

Faculty may have a private cell phone as a method to insure communication. Please use reasonable judgment as to the time of day that calls are placed.

Cell phone use including text messaging is prohibited in the classroom.

E-mail Communication with Students

All students are required to have and use their student e-mail accounts for all e-mail communication. Faculty will only respond to University e-mail accounts.

Note: You will be unable to send or receive emails if your mailbox storage size exceeds its limits.

Student Blackboard Academic Suite™ Guide

Blackboard Academic Suite™ is the Web technology that will be used as the primary source for communicating information to all undergraduate and graduate students in the SON. Guidelines for using Blackboard are as follows:

I. General Information

Blackboard Academic Suite™ is a software platform used for course management, including Web-based integration. All undergraduate and graduate nursing students will be entered in Blackboard Academic Suite™ by their program code, which will be used to communicate announcements to all students in that particular program. Organizations you will see on your Blackboard Academic Suite™ home page include the specific organizations for which you are a member:

MSN Students- all master's level graduate nursing students.

Throughout the semester, students will receive information by announcements posted on their Blackboard Academic Suite™ home page and e-mails sent to their University CardMail account. It is critical that students develop a routine for regularly checking both their Blackboard Academic Suite™ home page and CardMail e-mails for important information from the SON.

If you have difficulty with Blackboard Academic Suite™ login, contact the Helpdesk by phone at 852-7997 or by email at helpdesk@louisville.edu. For a student training manual and to view a list of Frequently Asked Questions about Blackboard, visit: <http://delphi.louisville.edu/help/student>.

II. Blackboard Login

1. Go to the web page: <http://blackboard.louisville.edu/>
2. Enter your User ID and Password then select the “Login” button or hit “Enter” on the keyboard. If you do not know/remember your ID and password you must go to an IT Computing Center with a picture ID to get a new password.

III. Navigation

1. On the right-hand side of the home page under “My Courses” is a listing of all courses in which you are enrolled.
2. Click on the specific course that you want to perform an action e.g., check grades, send an e-mail, or retrieve a course document.
3. In the center of the home page under “organizations” are your nursing specific organizations.

Emergency Telephone Messages

There is no paging system available on the Health Sciences Center campus. In an emergency situation the receptionist will make every effort to contact the student in class or clinical. However, since nursing students often engage in learning experiences away from campus, it is wise to give a copy of your schedule (including clinical site, instructor, research site, etc.) to your family, child's school or day care, employer, etc. so they will know how to reach you should an emergency situation arise. If you are expecting an important phone call, please leave word with the receptionist where you may be reached.

Student Organizations and Leadership Opportunities

The SON encourages students to become active in student organizations. Many employers inquire about leadership roles and student involvement when considering applicants for employment. Additionally, several of the honors and awards presented at graduation are based on student involvement and service to the School, the University, and/or the nursing profession. Being active provides the opportunity to share ideas and opinions on important issues and helps develop valuable leadership qualities that are beneficial both personally and professionally.

MEPN Academic Affairs Committee

The MEPN Academic Affairs Committee annually seeks representation from students enrolled in the master's program to serve in an advisory role. If you are interested, please contact the Director of the MEPN Program.

Emergency Alert System

The University has developed a system to notify faculty, staff, and students of emergency situations. For more information including how to receive text messages, please visit <http://louisville.edu/alerts/>.

Office of Student Services

The Office of Student Services (OSS) is available to assist students in planning their academic program and to provide students with information regarding policies, procedures, and general information.

The office is located in the K-Building. Office hours are 8:30 am to 5:00 pm Monday through Friday. The phone number is (502) 852-1196.

Graduate Student Staff:

Trish Hart, MA, Assistant Dean of Student Affairs

Jessica Jackey, MS, Coordinator of Graduate Academic Services

Lauren McCurdy, Academic Counselor, Sr.

Patricia Moon, BA, Program Assistant, Sr.

It is the student's responsibility to be knowledgeable of the policies and procedures, and to take the initiative in seeking help and advice. Students are encouraged to make an appointment with a member of the OSS staff whenever they have a question, a problem, or they do not know where to go for assistance. In addition, SON faculty members are available to counsel students on professional nursing concerns.

C. General Information

Delayed Class Schedule for Bad Weather

The SON follows University guidelines. The provost is the only person in charge of class cancellation. When weather conditions are bad, and uncertainty exists (if class and/or clinical will be held) **do not phone** the School of Nursing. Official announcements will be on the main U of L web site at www.louisville.edu, through the University Information Center at 852-5555, on radio station WHAS-840 AM, the four network television affiliates (WHAS-TV, WAVE-TV, WLKY-TV, WDRB-TV) and the Emergency Alert System. If the University cancels classes, no class or clinicals are held. Classes on a delayed schedule for bad weather, classes typically will begin at 10:00 am. If you have a class that begins before 10:00 am and runs until after 10:00 am, it is expected that you come to class at 10:00 am. If the University is on a delayed schedule on the day a clinical session is scheduled, you must communicate with your clinical instructor related to attendance at clinical.

Course Syllabi

Course syllabi for nursing classes are available via Blackboard Academic Suite™. Course syllabi are posted in the "Course Documents" section of the specific nursing course, generally 2 weeks prior to the beginning of class. Students are required to obtain course syllabi prior to the beginning of the semester in order to complete assignments and/or readings for the first class of each course. You must be registered for the specific nursing course in order for it to be listed on your Blackboard Academic Suite™ home page, which then allows you access to the course syllabus.

Students are strongly encouraged to retain their syllabi after completion of each course as they may be needed in the future for course transfer purposes or for application for further graduate work.

Parking and Security

Security is an important issue and should be taken seriously. Public Safety officers patrol the HSC campus and are available to assist students with stalled cars, keys locked in cars, and emergency situations. An escort service is available at any time for students walking to parking lots. Please take advantage of this service, especially after hours. To request this service call 852-6111. The Department of Public Safety (DPS) is located on the first level of the Abell Building, next to the SON. To report suspicious activity or request assistance, the number to call is also 852-6111.

Secure Access to Buildings: For the safety of students, faculty and staff, a security system has been installed throughout the Health Science Campus. A keypad is located on a post near the entrance to the School of Nursing. The four-digit code is changed periodically by the Department of Public Safety and is announced to students in class. The building access code or your Cardinal Card will be required to enter School of Nursing, HSC Instructional Building, and Kornhauser Library. The Chestnut St. Fitness Center requires your Cardinal Card be scanned for entry at all times.

For information on parking permit and maps of student lots, please visit <https://louisville.edu/parking>
Students must have a valid ID to purchase permits.

University Parking provides a shuttle service to the HSC community from the parking lots to the campus Monday-Friday. The hours of operation are seasonable and may be obtained from the Department of Public Safety, University Parking. No service will be provided on the weekends or on University recognized holidays. To see a map of the routes and more information, go to the website at <http://louisville.edu/parking/shuttle>.

Kornhauser Library

The Kornhauser Library, located on the second floor of the Library & Commons Building, is the main library for the HSC campus. Books related to the health sciences, professional journals and periodicals, and other publications are available to students. Hours of operation and additional information on the Kornhauser library can be found at <http://louisville.edu/library/kornhauser/>

HSC Bookstore

The Health Sciences Center Bookstore carries textbooks and supplies for courses taught on the HSC campus. It is located on the Floyd Street side of K Building. Textbooks, lab coats, pens, binders and other supplies are also available for purchase, as well as novelty items, sweatshirts, mugs, bumper stickers, greeting cards, candy, etc.

Health Services Fee

Health Professional Health Fee

All students enrolled in the MD, DMD, upper division nursing, Dental Hygiene and Registered Nurses, APRN, and the Audiology & Speech Pathology, and Public Health programs are required to pay a Professional Health Fee. The Professional Health Fee is \$52.50 per semester. For additional information on services covered please visit

<https://louisville.edu/campushealth/information/fees/health-professional-health-fee>

Health Insurance Requirement

All students enrolled in the MD, DMD, upper division nursing, Dental Hygiene and Registered Nurses, APRN, and the Audiology & Speech Pathology programs are required to have major medical insurance. You may waive the major medical insurance provided by Academic Health Plans, with claims paid by United Healthcare Student Resources, with proof of similar coverage.

Waiver information will be sent to your UofL e-mail account from Academic Health Plans (AHP) giving you details on how to enroll or waive the medical insurance. The e-mail will be sent out starting mid-July for the Fall semester. You cannot submit a waiver prior to receiving this e-mail. If you have questions or need assistance please contact the Student Insurance Advocate. (852-6519 or stuins@louisville.edu)

Name/Address Changes

Name and address changes are made through the Registrar's Office so they are corrected in the PeopleSoft system that is the official source of name and address information for all correspondence between the SON and students. To change your name, you must take your new Social Security Card that verifies your new name to the Registrar's office in the Houchens Building on the Belknap Campus and complete required forms requesting the official change. To change your address and/or phone number use the following procedure:

*Log in to ULink using your UserID and password at <http://ulink.louisville.edu> then click on the 'STUDENT' tab at the top of the page; scroll down to 'Personal Info' in the center column and click on 'Home and Mailing Addresses' or 'Phone Numbers' to update personal information.

Cardinal Card

The Cardinal Card serves as your student identification card. It can also serve as your building access card, library card, meal plan card and ATM card. Money can be stored as Cardinal Cash. Cardinal Cash can be used to make purchases at select vending machines, dorm laundry, printers and copiers, CopyIT Centers, University Bookstores, Food Service Locations, and at the Art and Music schools. The Cardinal Cash purse is an online secure account. Please notify the Cardinal Card Office if your card is lost or stolen. For more specific information on the Cardinal Card use, visit the website at: <http://louisville.edu/campuscard/students>

Cards are made in the Campus Card main office in the lower level of the Houchens Building in Room 08K (Belknap Campus) or at the satellite office on the HSC campus

<https://louisville.edu/cardinalcard/about-us/about-us> for office hours and to print out an agreement form.

What to bring with you when getting a new card:

- Student ID or Employee ID
- Photo ID
- Completed Cardinal Card agreement with signature

Learning Resource Center (LRC)

The Learning Resources Center (LRC) is located on the third floor of the K Building. Rooms are available for nursing students to learn and practice skills and participate in simulation experiences. The skills/simulation lab is available for student use with direct faculty supervision.

Hazardous Waste Disposal

Procedures for correct disposal of mercury spills, disposal of sharps, IV bags, tubing, exam gloves and glass are located in the Learning Resource Center Skills Lab.

Financial Aid

University of Louisville financial aid information can be obtained at <http://www.louisville.edu/student/services/fin-aid/>. All students are strongly encouraged to complete a Free Application for Federal Student Aid (FAFSA), available from the University of Louisville Office of Financial Aid (502-852-5511) or at www.fafsa.ed.gov. Often financial assistance programs for nursing students require that a FAFSA be completed prior to application. For information regarding scholarship opportunities visit <http://louisville.edu/nursing/financial-aid>. The SON has an emergency loan fund available to help students who experience unexpected needs for assistance in paying tuition and purchasing textbooks.

Wireless Access

Students may bring and use their own laptops in the School of Nursing and take advantage of wireless access. Faculty, staff and students can set up secure wireless access using the built-in features of the Windows and Mac operating systems (also known as PEAP). Configuration instructions are available for Windows XP-SP2, Windows Vista, Windows 7, and Mac OS Leopard. Additional configurations will be available in the future for other systems such as handheld devices. Follow the link below to download configuration instructions for your operating system. Note: The "quick install" instructions do not include screen shots.

<http://louisville.edu/it/services/network/wireless/help.html>

If you experience any problems or have questions regarding this, please contact the IT Help Desk at 852-7997. This is a 24 hour service. Students must contact the Help Desk by phone before going to an IT Computing center for help. When using the University's wireless network the University's policies in regards to electronic communication are in effect. See *IT Policies and Guidelines* at <http://www.louisville.edu/it/ITpolicies.html>

Software

The university's IT Store can be accessed at: <http://louisville.edu/it/services/software>. Within the IT Store you will find a variety of software products, computer accessories and more. The IT Store offers faculty, staff and students a suite of regularly priced, discounted and free products.

Transportation

Students are individually responsible for arranging their own transportation to classes and clinical sites or other outside clinical experiences. Absence from class or scheduled clinical experiences due to transportation problems is not acceptable. Carpool arrangements will not be part of the decision-making process when clinical assignments are made. Transit Authority of River City (TARC) bus schedules are available in Kornhauser Library.

D. Clinical Compliance

Each student must comply with the current student health policy of the Health Sciences Center. All costs associated with compliance are the responsibility of the student. Because of contractual agreements with agencies and the changing needs of society, this policy is updated periodically. It is the responsibility of the student to maintain his/her health in order to ensure safety for other students

and clients. If faculty or the agency deems that any student creates a health risk, the student may be excluded from the clinical experience and/or the program. Individual health care facilities used as clinical sites by the SON may have additional requirements. In this event, the student is required to comply with any additional requirements of that facility.

Note: Health policies are constantly under review by faculty based on CDC changing requirements and community expectations. Students will be notified of any policy changes, and compliance will be required.

Requirements for Clinical Compliance

- 1. All new students will receive a Clinical Compliance Requirements packet upon admission into the program.*
- 2. Students must submit all immunization records to the Campus Health Services (CHS) office. CHS will notify students if they are not in compliance with university immunization requirements. CHS will provide Clinical Placement and Compliance Specialist with a list of students that are not in compliance.*
- 3. Requirements must be updated prior to expiration. Students are responsible for maintaining their own records and verifying expiration dates.*
- 4. Students will not be allowed to participate in clinical until all areas of clinical compliance have been met. Students who are not in compliance and miss clinical time will be required to make up the clinical time missed. (add a statement about each clinical course only permitting a certain amount of missed days/clinical make-up?)*
- 5. In order to be considered compliant for the semester, all requirements must be current throughout the entire semester. Students are required to ensure there is not an opportunity for clinical compliance requirements to lapse during the semester. This means the expiration date may not fall any time between the first and last day of classes in a semester. For example, if a student's CPR is going to expire in March, the student is required to renew certification prior to the start of the spring semester. No student can attend a clinical course if not in compliance. Students who continue to participate in course/clinical/lab or research experiences while being out of compliance with any of the requirements will be subject to dismissal from the program.*
- 6. For updates submitted to Clinical Placement and Compliance Specialist, students should upload necessary documents to CastleBranch.*
- 7. Noncompliance with any of the requirements for clinical compliance precludes the student from participating in clinical or clinical research until the requirement is fulfilled.*

Students are advised to keep copies of any required documents for their records.

Required Immunizations

Immunization requirements available at

<http://louisville.edu/campushealth/information/immunizations/health-professional-students/hsc-immunization-requirements>

If for any reason students are unable to undergo the required testing and/or subsequent immunizations, documentation from the health care provider is required.

Documentation must be provided for the following required tests and results/titers:

*All questions about immunizations are directed to Campus Health Service at 852-6446 or
Immunize@louisville.edu*

CPR Certification

CPR Certification for the Health Professional is required and must be maintained at all times. The American Heart Association Basic Life Support for Healthcare Provider course is the only CPR course that will be accepted for Louisville BSN, RN-BSN, MEPN, DNP and PhD programs. This requirement is not fulfilled until a copy of the certification card is submitted to the Clinical Placement and Compliance Specialist.

Professional Liability Insurance

Please apply early. It may take 4-6 weeks to receive your policy after you apply.
For **Prelicensure**: RN Student Coverage with limits of 1,000,000 to 3,000,000.

An application is **NOT** proof of coverage. Requirement is fulfilled by submitting a copy of the policy that has been issued with an effective date and coverage limits. *NOTE: The U of L SON does not endorse any particular insurance agent or company. However, some companies make their applications available to our students. These applications are available at the SON for your convenience if you need assistance obtaining professional liability insurance.*

Bloodborne Pathogen (BBP) Online Training for Employees and Students

It is required annually by the University for anyone who will be working with patients either in the hospital or community setting to take a training course in Bloodborne Pathogen Compliance. The course is offered online by the University. It takes approximately 25 minutes to complete and provides a certificate of completion that must be in your file.

Instructions for the on-line blood borne pathogen training course are as follows can be found at: www.louisville.edu/dehs/training. Students should print confirmation and keep for their records and submit a copy of confirmation to the Clinical Placement and Compliance Specialist and upload to CastleBranch for their student files.

Requirement fulfilled by providing a copy of the Certificate of Completion to the Clinical Placement and Compliance Specialist and CastleBranch.

Nurse Aide Training (NAT)

As part of clinical compliance, all students entering pre-licensure programs at the University of Louisville will be required to successfully complete an approved Nurse Aide Training (NAT) program, or provide documentation of work experience, prior to beginning clinical coursework.

The NAT completion or documentation of work experience is a clinical compliance requirement. Documentation must be submitted to brandon.nakasato@louisville.edu one month prior to the start of classes.

Two Ways to Meet the Clinical Compliance Requirement:

1. **Documentation of completion of a Medicaid approved Nurse Aide Training Program or Basic Patient Care Skills Course offered by the University of Louisville School of**

Nursing.

Students are not required to take the SRNA certificate exam. You can find NAT training by using the information below or through other state organizations. Other programs throughout the State of Kentucky fulfill the UofL NAT program compliance requirement.

2. Submission of documentation of 100 hours of direct health patient care work experience within the past 12 months.

Documentation submitted using the Work Validation Form.

UofL HIPAA Online Training for Students

All students must complete the University of Louisville's HIPAA online training. To complete the HIPAA Training Courses, go to CITI website: www.citiprogram.org as directed in instructions provided by OSS. Upon completion of all required modules and achieving 80% overall correct scores, submit the Completion Report and keep a copy for your records. Questions about accessing the Citi website should be directed to the university's I.T. Helpdesk at 502-852-2454

Drug Screening

Please go to the following website for instructions on how to register for the test.

<https://castlebranch.com> Use the same account that you used when you established your background check. If you don't know your account information, contact the CBC Customer Service Department at (888) 666-7788 ext. 7194. Your package code for UofL is IP70. This is required prior to beginning the program.

Requirement fulfilled upon the SON receipt of test results from the Castlebranch company. All results will be kept confidential. The testing site closest to you can be found on the Castlebranch.com website. Please keep your login and password in case it is needed for future use. Students will be required to pay for the testing. You will receive the results of your drug screen. However, if you are unable to provide evidence of a negative drug screen, you will not be allowed to attend clinical and thus must withdraw from all clinical courses. Please note that Kentucky Revised Statute (KRS) 314.031 has mandatory reporting requirements for licensed nurses that the SON must follow.

The Clinical Compliance Student Consent and Release form can be found at:

<http://louisville.edu/nursing/academics/files/clinical-compliance-form>

E. Policies and Procedure General

Students are responsible for being aware of all academic policies and achievement guidelines as printed in the current University of Louisville Undergraduate or Graduate Catalog.

Removal from Clinical/Research Settings

A student who is unsafe in a clinical or research setting is subject to academic action, including dismissal from the program.

University of Louisville Code of Student Conduct

Students are required to abide by the University's Code of Conduct as indicated in the University of Louisville current Graduate Catalog. Students can read the policy at the website below.

<https://catalog.louisville.edu/graduate/university-policies-procedures/code-student-conduct/>

Disability Statement

The University of Louisville is committed to providing access to programs and services for qualified students with disabilities. Students with identified disabilities, who need reasonable modifications to successfully complete assignments/tests and otherwise satisfy course criteria, are encouraged to meet with the Course Coordinator the first day of class with their Exam Accommodation Form to plan specific accommodations.

If you are a student with a disability and require accommodation to participate and complete requirements for this class, notify the course coordinator immediately and contact the Disability Resource Center (Stevenson Hall, 502-852-6938, <http://louisville.edu/disability>) for verification of eligibility and determination of specific accommodations.

The following information is pertinent to facilitate success. Each entity (University of Louisville, NCLEX-RN®, GRE, etc.) has their own process for receiving documentation, analyzing documentation, and determining the use of accommodations for students with documented disabilities. Students are responsible for communicating directly with each entity to provide documentation, secure an analysis, and obtain eligibility for accommodations. Allowance for accommodations at the University of Louisville does not guarantee accommodations through independent entities.

Work-Restricted Religious Holidays Policy

Federal law and University policy prohibit discrimination on the basis of religious belief. Students who observe work-restricted religious holidays must be allowed to do so without jeopardizing their academic standing in any course.

Faculty are obliged to accommodate students' requests for adjustments in course work on the grounds of religious observance, provided that the students make such requests in writing during the first two weeks of term.

Deans and department chairs must investigate and resolve student complaints arising from alleged faculty failure to make reasonable accommodation under these guidelines.

Note: A calendar of typical work-restricted holidays is available at

<http://www.louisville.edu/calendars/> This list is not exhaustive. Information about specific holidays is also available by phone from the University Cultural Center at 852-6656.

Drug Testing Policy

The use of substances which interferes with the judgment and/or motor coordination of students of the University of Louisville School of Nursing (SON) pose unacceptable risk for patients, the University (faculty, students, and staff), and health care agencies. Therefore, use of alcohol, use of illegal drugs, and/or the misuse of legal therapeutic drugs and/or substances by nursing students while engaged in their educational experience affiliated with the SON is strictly prohibited. Drug testing will be conducted to meet clinical agency requirements, to ensure a safe environment for patients, and "for cause" if a student demonstrates impaired behaviors. (See Impaired Student Policy and Procedures) (See Appendix A and F.)

Academic Dishonesty Policy

The term “academic dishonesty” means obtaining or seeking to obtain an unfair academic advantage for oneself or for any other student; it includes lying, cheating, stealing, or engaging in otherwise dishonest conduct in the course of or related to any academic exercise (Code of Student Rights and Responsibilities, University of Louisville). According to the Code of Student Rights and Responsibilities at the University of Louisville, academic dishonesty is prohibited at the University. Academic dishonesty is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty. Academic dishonesty includes, but is not limited to, cheating, fabrication, falsification, plagiarism, multiple submission, and complicity in academic dishonesty (Code of Student Rights and Responsibilities). After identifying suspected academic dishonesty occurring in any academic program at the University of Louisville School of Nursing, specific steps must be taken as outlined in Appendix C.

Impaired Student Policy

The University of Louisville SON, in compliance with federal law, University of Louisville policy, and professional responsibilities, support a drug free environment for its students. The purpose of the SON is to provide quality education and quality client care in a safe environment. The intent of these procedures is to help students and faculty: a) define impairment; b) identify signs and symptoms of impairment; c) obtain interventions and treatment; and d) provide follow-up of students. (See Impaired Student Policy in the appendices.)

Jury Duty

Students who receive a summons for jury duty but determine that the reporting date conflicts with their educational responsibilities should follow instructions on their summons for requesting a deferral. A letter confirming status as a student in good standing may be required and can be provided by the Office of Student Services. Students are not routinely excused from fulfilling their civic responsibility, but may be deferred to an alternate, later date.

Overseas Travel

The University’s Provost’s Office asks that all U of L students who travel overseas to study, or attend to any University business while overseas, inform the University, through the International Center, of the destination(s) and provide emergency contact information. The International Center will maintain this information and keep it available to its staff. In case of any emergency, the traveler should call the Department of Public Safety (502-852-6111) immediately. The Department of Public Safety will relay the information to the staff of the International Center so that they may call your emergency contacts. To ascertain additional information for traveling abroad and a list of required documentation follow the link: <http://www.louisville.edu/provost/travel/>

Official and Unofficial Transcripts/Records Verification

Students may request official transcripts on-line through the University Registrar’s office. Students may also print unofficial transcripts. To request an official transcript, or to print an unofficial transcript, please visit: <http://www.louisville.edu/student/services/registrar/services.htm>

Privacy of Student Records

The University of Louisville hereby notifies students concerning the Family Educational Rights and Privacy Act (FERPA) of 1974. This Act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and

review their education records, and to provide guidelines for the correction of inaccurate or misleading information. Students also have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education.

The University has adopted a student records policy that explains in detail the procedures to be used by the University for compliance with the provisions of the Act and the regulations adopted pursuant thereto. Copies of the policy can be found at www.louisville.edu/library/uarc/stupriv.htm. Questions concerning the policy may be referred to the Director, University Archives and Records Center.

NOTE: Student e-mail addresses are considered “directory information” and can be made available online or in a printed directory. Students wishing to prevent disclosure of directory information must submit a written request. For assistance, contact the University Archives and Records Center, 852-6674.

Drop/Add Procedures

Students may drop/add at any time during the Early Registration period after their first scheduled time for registration. Failure to officially withdraw from a course may result in a grade of “F” and tuition charges for that course. The online ULink systems may be used for drop/add. See <http://www.louisville.edu/student/services/registrar/reginfosu.htm> for current instructions for Drop/Add after classes begin.

Late Complete Withdrawal after the Deadline

Upon proper documentation of extreme circumstances, decision for approval of late complete withdrawals may be made by the Associate Dean Academic Affairs and Unit Effectiveness. Late complete withdrawals are those requested after the published deadline has passed and before the instructor has assigned a grade.

Students may not withdraw from any course after the published deadline in the online Schedule of Courses without the approval of the Associate Dean of Academic Affairs and Unit Effectiveness. This may be granted only because of illness or conditions beyond the student’s control. The grade report would reflect a grade of “W”.

Petitions

A student who wishes to be exempted from a standard school policy should make an appointment with his/her academic advisor for advice on filing a petition. The Office of Student Services will submit any necessary documentation to the appropriate administrative body and/or committee. A student may not petition for a change of grade in a course. However, the student may petition regarding the fairness in which a grade was calculated.

Line of Communication and Grievance Procedures

The School of Nursing is committed to the creation of an environment which promotes the student learning experience. Open, respectful dialogue between students and faculty is critical to the enrichment of the learning experience. The School of Nursing has outlined a line of communication to resolve academic issues that may arise in the classroom and/or at the clinical site to facilitate the open communication between students and faculty. Student issues or concerns need to be addressed promptly and according to the established line of communication outlined below. Dialog with the next person in the line of communication is necessary only after the prior contact does not lead to resolution.

- Course or clinical instructor
- Course coordinator (if applicable)

- Specialty coordinator (if applicable)
- Program Director
- Associate Dean of Academic Affairs & Unit Effectiveness
- Dean of the School of Nursing

The Associate Dean of Academic Affairs & Unit Effectiveness is available to assist the student in this process. Contact the Office of Student Affairs at 502-852-5825.

The University of Louisville also has a Student Academic Grievance Policy to provide fair means of dealing with student complaints regarding a specific action or decision made by the faculty as a whole, a faculty member, or the unit once the student has exhausted the line of communication. Students who believe they have been treated unfairly, discriminated against or have had their rights abridged may initiate a grievance which shall be processed in accordance with the Student Academic Grievance Procedure pursuant to The Redbook: <http://louisville.edu/provost/redbook> (The Academic Grievance Policy is published in the University of Louisville Student Handbook).

Leave of Absence

A student may need to request a leave from coursework for a brief time period to handle personal or financial problems. The student must request this leave in writing from the Associate Dean of Academic Affairs and Unit Effectiveness. Approval of a leave of absence is at the discretion of the Associate Dean as well as any conditions associated with it. Subsequent matriculation in the nursing program will be on a space available basis. See the current University of Louisville Graduate Catalog for additional detail related to Leave of Absence. <https://catalog.louisville.edu/graduate/general-policies-procedures-requirements/leave-absence/>

Application for Degree

The following is required in order for the student to receive their nursing degree:

- Graduate students: Satisfactory completion of the required courses with a cumulative program grade point average of 3.0 or above.
- File an online application for degree prior to the date specified on the Registrar's Office website. Online applications for degrees are available on ULink at ulink.louisville.edu. Log on to ULink and click on the Student tab, scroll down the right hand column to Registration/Student Records and then Degree Application. This application must be submitted by the published deadline or the student will not graduate that semester.
*MEPN students will submit two applications (one for BSN degree and one for MSN degree)

Commencement and Convocation for Graduate Students

The School of Nursing holds a convocation in May and December. Graduating students will receive information on the School of Nursing Convocation. Graduating students attending Convocation must wear appropriate graduation apparel.

Persons participating in the commencement ceremonies must file intent to participate and must order academic apparel. Information is available at <http://louisville.edu/commencement/> for all students participating in graduation activities.

Section II: Goals and Aggregate Outcomes of the Nursing Program

BSN Program Goals

The goals of the, University of Louisville (U of L), Baccalaureate Program are to:

- Prepare professional nurses to use critical thinking and apply ethical standards in the provision of nursing care.
- Prepare professional nurses to engage in scholarly inquiry and lifelong learning to provide evidence-based, safe, and effective care to individuals, families, and communities.
- Prepare professional nurses to collaborate with interprofessional teams to provide culturally relevant patient-centered care.
- Prepare professional nurses to act as change agents to achieve optimal health outcomes through quality improvement and changes in health care policy in diverse microsystems of care. (Approved 10/14/16)

BSN Student Outcomes

The graduate of the baccalaureate program will be able to:

- Effectively communicate orally with peers, client/family and other health care providers
- Effectively communicate in writing with peers, clients/family and other health care providers
- Consistently demonstrate critical thinking cognitive skills and affective dispositions
- Effectively and cooperatively work with groups
- Select, use, and evaluate nursing interventions for the client/family/group (community)
- Demonstrate personal/professional life skills, a commitment to lifelong learning & service to the profession and community
- Use technology effectively in nursing practice

Goals of the Master of Science in Nursing Program

The goals for the Master of Science in Nursing Program are to:

- Prepare nurse leaders to incorporate core scientific and ethical principles in the provision of nursing care.
- Prepare nurse leaders to translate and integrate evidence into practice through application of theory and research
- Prepare nurse leaders to collaborate and lead interprofessional teams to promote safe and effective culturally relevant care to individuals and groups
- Prepare nurse leaders to act as change agents to achieve optimal health outcomes through quality improvement and changes in health care policy across populations.

(Approved 10/14/16)

MSN Student Learning Outcomes

At the completion of the Master of Science in Nursing Program, the graduate will be able to:

- Demonstrate moral, ethical and legal behavior in the advanced nursing role.
- Apply knowledge and leadership skills in the provision of quality advanced nursing care.
- Synthesize current evidence to plan and provide advanced nursing care.
- Use effective communication strategies with individuals, families, and groups in providing advanced nursing care.
- Develop, participate on, and/or lead inter-professional teams to improve patient and population health outcomes.
- Demonstrate critical thinking in advanced nursing care of individuals, families, groups, and communities.
- Analyze the role of health policy and advocacy in the provision of health care.

Foundational Documents

The following documents are foundational to the MEPN program of study. The student is responsible for reading, understanding and acting in accordance with the principles outlined in these documents. Sources are listed below each document where documents can be reviewed.

1. AACN Essentials of Baccalaureate Education
<https://www.aacnursing.org/Education-Resources/AACN-Essentials>
2. AACN Essentials of Master Education
<https://www.aacnursing.org/Education-Resources/AACN-Essentials>
3. AACN Competencies and Curricular Expectations for **Clinical Nurse Leader** Education and Practice.
<https://www.aacnursing.org/Portals/42/AcademicNursing/CurriculumGuidelines/CNL-Competencies-October-2013.pdf>
4. ANA Standards for Clinical Practice
Potter, P. & Perry, A. (Eds.). (2021). Fundamentals of nursing (10th Ed). St. Louis: Mosby.
5. ANA Code of Ethics
<http://nursingworld.org/codeofethics>
6. Kentucky Nursing Statute (KRS 314)
<https://apps.legislature.ky.gov/law/statutes/chapter.aspx?id=38813>

These documents are introduced in the first nursing clinical courses and applied throughout the curriculum. Therefore, students are strongly advised to retain all texts throughout the nursing program.

Section III: Policies and Procedures, School of Nursing

Expectations for Student Behaviors for Professional Development

Nursing is a discipline that requires that each individual possess the ability to think critically and act in a professional manner. Using critical thinking and professional communication skills ultimately results in improved professional collaboration and better patient care. The nursing curriculum is rigorous and requires attention and focus throughout the learning process. Student decisions that affect classroom/lab/clinical performances are evaluated throughout the learning process. To assist students in developing the required professional behaviors and to provide the appropriate environment for learning, the following expectations have been established for classroom, laboratory and clinical behavior. Therefore, please note the following expectations:

Class Attendance

Students are expected to be present, on time, and remain throughout the class period. Regular and consistent class attendance is essential for students to be able to meet the stated course objectives and attain the educational goals set forth by the SON. Class attendance will be addressed if the student's academic performance drops to a sub-standard level that jeopardizes the student's ability to succeed academically. Students should consult the course syllabi for specific attendance policies for each course. Students who must be absent from class should notify the professor. Students missing class are responsible for all class content discussed during the time missed.

Attendance at Regular Exams or Tests

Students are expected to take tests as scheduled per course syllabus unless an Excused Absence is obtained from an appropriate person before the time of the test. A grade of F will be given to a student with an unexcused absence from a test.

Preparation

Materials assigned for each class period are to be completed prior to the beginning of class and students should be prepared to respond and participate in class. Properly preparing for class enables the student to better understand the content, develop questions for discussion and enhance learning.

Professional Communication and Academic Engagement

1. Professional communication skills are required within all the classroom/lab/clinical learning settings. Correct grammar and sentence structure are expected in written and verbal communication.

Threats or abusive behaviors, either in verbal or written communication will not be tolerated.

2. Respectful communication towards peers and professors must be maintained at all times in the classroom, clinical areas, and labs. Faculty members are to be addressed respectfully using professional titles. Students will be addressed respectfully according to the educational environment with input from students (based on group consensus, course by course basis). Profanity is not acceptable.

3. Students should arrive promptly at the beginning of class/clinical/lab and when returning from breaks. Late arrivals are disruptive to both the faculty member and fellow students. Faculty may determine specific policies for late arrivals and students should refer to each course syllabus for specific attendance expectations.

4. The full attention of each student is required in learning settings. Student participating in conversations during instruction disrupt fellow classmates and interfere with others' concentration and ability to learn. Students that disrupt the instructional setting with private conversations may be asked to leave the classroom. Students sleeping during a class/clinical/lab are displaying unprofessional behavior to other students and the professor, are not engaged as to benefit from the instruction and therefore will be asked to leave the setting.

5. Cell phone use, including text messaging, is prohibited in the classroom. Cell phones must remain turned off or in vibrate mode. Cell phones may be used in the clinical setting only with express permission of the instructor.

Students who are encountering difficulties in relation to any of the above expectations should meet with their instructor to discuss and resolve them. When attempting to problem-solve concerns within any course, the chain of command begins with the individual instructor and progresses to the course coordinator. Stress and conflict frequently occur as problems arise. It is expected that concerns will be discussed in private and a mutually respectful environment maintained. Additional resource information in this area can be found in the Code of Student Conduct in the Undergraduate University Catalog. If concerns are not resolved at the course coordinator level, the student may make an appointment with the program director. If concerns are still not resolved, the student may make an appointment with the Associate Dean for Academic Affairs and Unit Effectiveness.

Faculty members in teacher-student relations utilize empathetic approaches as part of interaction with students; however, faculty members cannot serve as counselors or practitioners. Students

will be assisted in identifying appropriate referrals as the need is mutually identified.

Advising

Each student enrolled in degree or conditional status is assigned a professional advisor. Throughout the course of study in the Graduate Program, the advisor will explain the program, provide course registration advice, and assist the student to develop the program of study.

Program of Study

The student is **required** to complete a Program of Study with the advisor upon becoming a student in full degree status. Continuing students without a Program of Study on file **will not** be allowed to pre-register or register for courses. Once the Program of Study has been filed with the advisor, it **must be followed**. Failure to adhere to the program of study will result in the termination of your registration in courses and delays in progression.

Grading System

The Graduate School uses a plus-minus grading system. Semester grades will contribute to the Grade Point Average (GRADUATE GPA) as follows:

<i>A+</i>	4.0	<i>B+</i>	3.3	<i>C+</i>	2.3	<i>D+</i>	1.3
<i>A</i>	4.0	<i>B</i>	3.0	<i>C</i>	2.0	<i>D</i>	1.0
<i>A-</i>	3.7	<i>B-</i>	2.7	<i>C-</i>	1.7	<i>D-</i>	0.7
						<i>F</i>	0.0

Other Grades

A “W” means withdrew and carries no quality points. No student may withdraw from any course after mid-semester. In exceptional cases, the Associate Dean may grant a student’s request to withdraw from courses because of illness or conditions beyond the student’s control.

An “I” means Work in Course Incomplete. If the work is not completed by the end of the next term, regardless of whether the student is enrolled, the “I” automatically becomes an “F”. Deadlines for removal of incompletes are published in the online Schedule of Courses.

An “X” means course work has not been finished because of the nature of the research or study involved, e.g., research project.

Graduate nursing courses use the following grading scale:

98-100 A+	77-79 C+	59 or Below F
93-97 A	73-76 C	
90-92 A-	70-72 C-	
87-89 B+	67-69 D+	
83-86 B	63-66 D	
80-82 B-	60-62 D-	

*An average of <75% on written examinations in the 400 level courses will result in a failing grade as defined in each course syllabus.

Satisfactory Standing

A minimum cumulative graduate grade point average of 3.0 is required to be in good academic standing and meet degree requirements.

Progression in Program

In accordance with the Graduate Catalog, the student’s academic department may approve six credit hours in which a grade of C+, C, or C- is earned and can count toward the completion of degree

requirements. Based on the Graduate School policy, the School of Nursing will approve a maximum of six credit hours of 400 level coursework with a grade of C or C+. A grade of C- in a 400 level course will be a failing grade and must be repeated in the MEPN Program. If a student exceeds six credit hours with a grade of C+ or below, the student will be dismissed from the program. For all 500, 600 and 700 level courses a grade of B- or better is required. A grade below a B- in the 500, 600, or 700 level courses represents a failing grade and will require the student to repeat the course.

Satisfactory academic progress in a program also involves maintaining the academic and professional standards expected in a particular discipline or program and includes demonstration of the ability to function as a professional practitioner. Failure to maintain these standards or demonstrate such abilities may result in the termination of the student's position in the program.

Repeating Nursing Courses

Students in the Master of Science in Nursing Program are allowed to repeat a required nursing curriculum course only one time. A student who receives a second failing grade in the nursing curriculum will be dismissed from the program. A Permit to Repeat Course form should be submitted to the Office of Student Services, School of Nursing, to ensure that only the last grade attempted will be included in the student's grade point average. Repeating a course is not an automatic privilege, and the student will need permission to repeat a nursing course on a space available basis.

Cardinal Confidence

Cardinal Confidence is the ULSON's academic support program for pre-licensure nursing students. This program is designed to provide services targeted at enhancing study skills, test taking skills, and time management skills in order to maximize student success in nursing studies and on the nursing licensure examination.

There are two components to the Cardinal Confidence program: 1) General Cardinal Confidence and 2) Enhanced Cardinal Confidence. General Cardinal Confidence is offered to all MEPN nursing students through Blackboard or other options. Students selected to participate in Enhanced Cardinal Confidence will receive notification at the beginning of each semester or when the need is identified, with instructions on how to access support materials. Enhanced Cardinal Confidence is offered to students demonstrating a need for additional support, beyond materials offered through General Cardinal Confidence.

Any student who is concerned about her/his academic performance (classroom or clinical) is encouraged to schedule an appointment with their respective faculty. If additional support is needed, course faculty may refer students to participate in the Enhanced Cardinal Confidence program. Enhanced Cardinal Confidence activities may include individual assessment and support sessions, group test practice sessions, and other activities. To contact Dr. Veronica Eubank, Cardinal Confidence Coach for Louisville BSN, email Veronica.eubank@louisville.edu.

Assessment Technologies Institute Course Requirement

Assessment Technologies Institute Course Requirement Assessment Technologies Institute (ATI) Testing is designed to help students assess their progress in attaining information essential to success in nursing courses and national licensure exam. The comprehensive ATI program is incorporated in most nursing classes throughout the nursing program (see Appendix F). Students are required to purchase ATI materials to complete specific courses. Students will be assessed a fee prior to the first semester of the program and a fee prior to the fourth semester of the program. Students who fail to pay by the deadline date will be dis-enrolled from the course.

Assessment Technologies Institute (ATI) Testing Completion of proficiency exams will be administered in some complete courses. Remediation of proficiency exams will be part of the course grade. Students must attain certain scores on the designated achievement tests and understand areas in which they need to improve. Students who do not meet the minimum proficiency level for the course will be required to complete remediation and attend an additional testing session. Testing dates are listed on the course calendar and are non-negotiable. Students will be expected to attend the time of the testing as assigned. Students who are unable to attend their testing time will be required to show written proof of an extenuating circumstance (i.e. death of immediate family member or hospitalization). There are three components to ATI Testing, the critical thinking exam, proficiency testing, and predictor testing taken at varying intervals for specified courses. See course syllabi for specific information.

In courses that require a specific exam average (i.e., 75%) as a condition for passing the course, student results on external exams shall be excluded in the calculation of the course exam average. These exams will not be a basis for determining student progression.

Computing and Technology Requirements

All MEPN students must have access to a laptop or desktop computer that follows the SON computer minimum standards by the first class meeting of the semester. Computers are available for use on a 'First come, First Served' basis at both the Kornhauser (HSC Campus) and Ekstrom (Belknap Campus) libraries. Subject to library hours of operation and availability. At this time students are not required to bring a laptop to every class meeting although some will find it useful.

The minimum technology standards and recommendations were developed to meet the requirements specified by the Academic Affairs Committee and ensure the ability to access the University's Learning Management System online. Distance learning via digital video that is captured on the computer for viewing class as it takes place requires a fast internet connection for smooth and timely delivery. See weblink: <https://louisville.edu/nursing/current-students/technology-for-new-current-nursing-students>.

The secure online Lockdown Browser is an online exam proctoring technology that enables students to take proctored exams from the comfort and convenience of their own homes or offices. Online secured browser uses a student's webcam and microphone, as well as the software, to prevent access to disallowed information while taking an exam. Online secured browsers also identify a student and record video, audio, and screen capture throughout the student's exam. – All of which are communicated to restricted-access secure servers and viewed by proctors. Video, audio, and screen capture are monitored for ensuring academic integrity during the testing process and comply with accreditation standards.

Medication Competency Examinations

The purpose of the medication calculation exam is to evaluate the student's ability to read medication orders, discern critical information in the orders, use appropriate conversions, and correctly perform calculations for safe medication administration. Students must demonstrate the ability to accurately calculate and safely administer medications prior to beginning the clinical experience. See course syllabi.

Probation and Dismissal

Any student with a term GPA below 3.0 will receive an academic warning from the Graduate School. If the cumulative graduate grade point average falls below 3.0, the student will be placed on probation until the student regains a 3.0 average. Ordinarily, students are not permitted to continue on academic promotion for more than one semester; however, upon request of the student's graduate program, the unit dean may submit a variance request to the Vice Provost for Graduate Affairs to approve continuation of academic probation beyond a single semester. Students on academic probation for more than one semester risk dismissal from the graduate program.

A dismissal from the program will be reflected on the student's transcript. If a student wishes to continue at the University, he/she must apply and be accepted to another unit in order to continue to enroll in classes. Students who apply for admission to another unit may not enroll in any courses in the School of Nursing.

Professional Licensure Information

All nursing students are advised that successful completion of the pre-licensure program does not guarantee eligibility for RN licensure. KRS. 314.091(1b) states that the Kentucky Board of Nursing may take action on a felony or misdemeanor and allows the Board to deny, limit, revoke, probate, suspend, or take other action against an applicant or licensee who is guilty of the offenses or conduct specified in KRS. 314.091. Any student with criminal convictions should submit a certified copy of the conviction record and a letter of explanation to the Board of Nursing and consult the Kentucky Board of Nursing website at <http://kbn.ky.gov>. This copy of the conviction must be submitted as part of the application process.

CNL Certification

The Clinical Nurse Leader (CNL) Certification Program is managed by the Commission on Nurse Certification (CNC), an autonomous arm of AACN, and governed by the CNC Board of Commissioners. CNC recognizes individuals who have demonstrated professional standards and knowledge through CNL certification. The CNC Board of Commissioners and staff are solely responsible for the policies and administration of the CNL Certification Program.

<https://www.aacnnursing.org/cnl-certification>

Background Check

Pursuant to Kentucky Legislature House Bill 136, hospitals and clinical sites across the commonwealth are now requiring that we conduct background checks on all students. This background check is part of the application process to the SON. The School of Nursing also requires this of faculty.

The SON requires all students to have a background check through CastleBranch, Inc. which will be at the federal level. The student will deal directly with the company to have this performed. Instructions for accessing the *CastleBranch* system are available through the Office of Student Services. <http://www.castlebranch.com/>. The results will be sent to the SON to keep on file as required by our affiliation agreements with the hospitals and community agencies. Students are responsible for any costs associated with this process. This background check is part of the admissions application process to the SON. If you have questions about the background check, please contact the Office of Student Services at 502-852-1196.

Information for Nursing Students with Criminal Convictions

It is critical to note that all nursing students are required to have background checks. As a result, the Kentucky Board of Nursing requires nursing students to report all misdemeanors and felonies to them. Please read carefully these guidelines at the URL below and contact the Associate Dean of Academic Affairs and Unit Effectiveness, at (502)852-1090 with questions.

<https://kbn.ky.gov/Pages/default.aspx>

Social Media Policy

Social media is defined as any form of electronic communication through which users create online communities to share ideas, information, personal messages, and/or other content (Merriam-Webster, 2013). Students at the University of Louisville School of Nursing have an ethical and legal obligation to protect the privacy and confidentiality of all individuals associated with the School of Nursing, including patients, fellow students, faculty, and staff. Students are expected to properly use social media in all settings, as defined in the Student Handbook. Please consult the student handbook for full information (Appendix D).

Course, Clinical, and Faculty Evaluations

All students will have the opportunity to evaluate the course, the clinical experience, and faculty each semester.

Assistantships and Scholarships

Assistantships for Graduate Students Graduate Student Assistantships are available. For additional information, please visit the MEPN resources page for financial aid and scholarships and/or the following University websites:

<http://louisville.edu/nursing/financial-aid/financial-aid-scholarships>.

<https://catalog.louisville.edu/graduate/scholarships-university-fellowships/>

Graduate Independent Study

A student who intends to enroll in Independent Study must first discuss their interests with an appropriate graduate faculty member. If the faculty member agrees to work with the student, then the “Graduate Independent Study” form must be completed, signed by the student and faculty advisor, and submitted to the Office of Student Services and a copy to the Associate Dean of Academic Affairs and Unit Effectiveness. Specific measurable objectives must be identified.

University Human Studies Committee Approval of Research

The University of Louisville Human Studies Committee reviews all proposals for research carried out with human subjects. Investigator Guidelines may be obtained from the Human Studies Committee website: <http://research.louisville.edu/UHSC/index.htm>.

Name Tag and I.D. Cards

MEPN student name tag and Cardinal Card picture identification are required to be worn on the left chest of the clothing, uniform or lab coat any time in a clinical-related activity. Due to the need for heightened security within all healthcare agencies, the use of the picture ID along with the name tag will be strictly enforced.

Physical and Mental Demands of Nursing Role

The SON has an obligation to ensure that patients for whom students care, receive safe and high-quality care and that students receive a high-quality nursing education. The Return to Class and

Clinical policy establishes standards that nursing students must possess in order to meet minimum physical and mental expectations to ensure they are fit for duty. This policy also provides guidance to clinical/course faculty members when managing nursing students who have experienced a change in health status. This guidance provides insight regarding when students may return to the clinical setting or classroom after experiencing a change in their health status, which may limit the student from participating in clinicals and/or coursework. This may include, but is not limited to an illness, surgery, pregnancy/childbirth, or an injury (either inside or outside the clinical setting or classroom). All considerations of students' mental or physical abilities will comply with University of Louisville policies and procedures as set forth by the Disability Resource Center, the Americans with Disabilities Act of 1990 (ADA), and Sections 504 and 508 of the Rehabilitation Act of 1973 (See <http://louisville.edu/disability/policies-procedures>).

Upon admission to the School of Nursing, students acknowledge that they meet, with or without reasonable accommodations, these minimum skills and abilities:

1. Strength- lift, carry, push or pull objects up to 75 pounds.
2. Movement- Use fine motor skills and dexterity for activities such as keyboard data entry, setting monitors and measuring medication dosages in syringes, and use gross body movements such as bending, stooping, reaching, balancing, crawling, crouching, kneeling, climbing, standing, sitting, running, walking and repetitive movements.
3. Vision- Seeing far, seeing near, depth perception, ability to distinguish color.
4. Hearing- Distinguish sounds during auscultation and during communication with others.
5. Tactile- Feel and distinguish differences or changes in body tissue temperature, consistency, etc.
6. Written & Verbal Communication- Communicate effectively demonstrating both verbal and written skills
7. Cognitive & Mental Health Function- Students must possess the cognitive and mental health wellness in order to critically think, and to assimilate and analyze information to effectuate a timely and appropriate decision in the midst of multiple distractions. Must be able to memorize, analyze, synthesize and transmit information throughout 8-12 hour periods

If a student requires a reasonable accommodation, he or she must utilize the University's process for requesting a reasonable accommodation via the Disability Resource Center, who in consultation with the SON, will review the request. After receiving a request for reasonable accommodations, the program director, in concert with appropriate SON personnel and the University's Disability Resource Center, will review the information to determine whether the SON can provide the requested accommodation or a reasonable alternative.

Clinical Expectations

Clinical attendance is mandatory and essential in ensuring that students can demonstrate clinical competence and mastery of clinical objectives. Students missing one or two clinical experiences will jeopardize their ability to demonstrate clinical competence. Students who miss more than two clinical experiences will earn a failure in the course. Missed clinical time must be made up. It is the

student's responsibility to contact the faculty to arrange a plan for making up clinical time/work. Summer semesters clinical is very limited and only one day can be made up.

The school of nursing is in **no** obligation to help students who miss clinical days due to unexcused absence for unaccepted personal reasons (planned vacation, or non-emergent absence). Clinical time is very important, very limited, and designed to meet accreditation agencies and the Kentucky board of nursing requirements for accreditation. Regardless of the reason for missing clinical hours, learning must be accomplished in order for students to meet the clinical hour requirements and demonstrate achievement of clinical objectives.

A student who is unsafe in a clinical or research setting will be removed from the clinical/research setting immediately and will be subject to academic action, including dismissal from the program.

All students are responsible for arranging transportation to and from the clinical site. Students should arrive in advance of the stated time for clinical and be prepared to start the clinical experience.

Several clinical experiences will require the student to visit the clinical site the afternoon or evening before the scheduled clinical day to obtain clinical assignments and appropriate patient information. Students are required to wear a lab coat, name tag, and appropriate clinical attire for these activities. Alternate clinical attire or professional attire are both acceptable when visiting the clinical site to obtain patient assignments and information. Jeans are not acceptable under any circumstances to wear to the clinical site in order to pick up a clinical assignment.

During clinical experiences in the program of nursing, students will be required to adhere to all HIPAA regulations, the ANA Code of Ethics, and appropriate general professional conduct in order to protect client confidentiality. Confidentiality of patient information is essential for the nurse/patient relationship as well as nursing's responsibility to society. Any breach of these policies will result in formal academic discipline.

Prelicensure Clinical Absence Policy for COVID-19 Pandemic State of Emergency

In the event of a public health quarantine for Covid-19 , the maximal allowable absence in any pre-licensure clinical course will be 30-35%. This will be a course-by-course determination, made by clinical course coordinators, that best reflects the clinical hours distribution and scheduling. Students missing more than maximal allowable absences identified in course syllabi will not be able to pass the clinical component of the course, and therefore, will not be able to pass the course. All missed clinical hours must be made up. The required make-up hours will be equivalent to the number of on-site agency clinical hours for a clinical day. Students must be compliant with all clinical attendance requirements, whether required by SON or by assigned clinical agency. Students who knowingly attend clinical or simulation experiences following COVID exposure or positive COVID test will be held accountable for unprofessional and unsafe behavior.

a. Students will be required to submit documentation of the quarantine and subsequent release to the respective program director. In absence of the required documentation, students will not be permitted to make up the clinical absence in excess of the allowable non-Covid absences.

- b. Students who knowingly attend clinical or simulation experiences following COVID exposure or positive COVID test will be held accountable for unprofessional and unsafe behavior.
- c. Syllabi should include wording to reflect student accountability expectations, such as:
 - i. Faculty expect all SON students to protect themselves and others from any possible COVID exposures.
 - ii. Decisions to participate in high-risk personal and social situations may impact students' ability to be successful in clinical courses.
 - iii. All students are required to report exposure and/or positive COVID tests to clinical instructor and program director immediately.

Clinical Incident Reports

A clinical incident is an event or circumstance resulting from health care which could have, or did, lead to unintended harm to a person, loss or damage, and/or a complaint. In the context of this document, a 'person' includes a patient, client, visitor, clinical site staff, student, or instructor. If a student believes a clinical incident has, or may have, occurred the procedure to be followed is:

1. Student must notify faculty member as soon as an incident has occurred.
2. Faculty must ensure (a) the student completes the clinical incident report in an accurate and timely manner and (b) the agency receives communication about the incident.
3. If the incident involves a student injury and/or exposure, the student should contact the HSC Student Health Services at 852-6446. There is a HSC Student Health Services physician on-call 24 hours a day, 7 days a week to advise individuals.
4. In the event of a non-sterile needle stick, the physician will determine the need for any required interventions. IF an intervention is determined to be necessary, the physician will explain the process and make arrangements for the student to obtain emergency post-exposure drugs, available 24 hours a day. Any required blood work may be completed during routine office hours (Monday-Friday, 8:00am-4:30pm) up to 3-4 days after the exposure. Students who are rotating out of town should also follow the same process. The HSC Student Health Office will make arrangements for any necessary drugs through a local hospital or pharmacy as needed. The cost of the on-call service, diagnostic testing for the student and the initial 5 day starter supply of medications is included in the student health fee.
5. Any incident involving a student(s) must be reported by completion of the Clinical Incident Report Form within 24 hours of the occurrence.
6. The completed Clinical Incident form must be submitted within 72 hours of the occurrence to the course coordinator who will then forward the form to the program director then to the Associate Dean, Academic Affairs and Unit Effectiveness for signature.
7. Associate Dean, Academic Affairs and Unit Effectiveness should forward to the Dean for signature.
8. Signed form should be filed in the Office of Associate Dean, Academic Affairs and Unit Effectiveness.

Policy on Clinical Attire (Dress Code)

The University of Louisville nursing student engaged in clinical, community or professional activities is expected to project the image of a professional nurse. Students will adhere to the regulations stated below. Individual agencies may have specific regulations that vary somewhat with these SON

regulations. In those cases the regulations of the individual agency regarding student dress and agency policy will also be followed. The final evaluation of student compliance with the dress code will rest with each faculty member. Repeated failures to comply with the Dress Code may be grounds for course clinical failure.

UofL School of Nursing (SON) Official Uniform

The student must wear the official uniform of the SON. Students will be given instructions on how to order uniforms during clinical orientation. Instructions will also be posted on clinical course sites on Blackboard.

- **Uniform Tunic:** The uniform top will be worn with black pants or skirt. The uniform tunic top must allow for full movement of the student's arms and shoulders without excessive strain across the chest. Tunic tops will be purchased from a designated supplier. Students are free to select one of two approved styles.
- **Pants:** Black uniform-type scrub pants will be worn. Pants also will be purchased from a designated supplier and students must select an approved style. Length must be a minimum of 1½ inches from the floor at the heel.
- **Skirts:** Students who prefer to wear skirts instead of pants will wear the red SON uniform tunic top with the skirt. Skirts must be at minimum a length that will cover the mid-knee. Plain flesh colored stockings must be worn with skirts.
- **T-shirts:** Long or short sleeved plain white or black T-shirts may be worn under uniform tops. The bottom hem should not be visible below the hem of the uniform top. The visible neckline and arms of the T-shirt must be clean, neat, and with no visible print or patterned design. Optional.
- **Fleece Jackets:** Solid black fleece jackets without decoration, or logos larger than the standard SON logo, may be worn. Jackets must be clean and well-maintained and must not have hoods. Sweater and sweatshirts will not be worn. Optional.
- **Underclothing:** Underclothing should never be visible.
- **Shoes:** The student will wear solid black athletic shoes, duty shoes, or clogs with closed toes and heels with solid uppers. Shoes must be clean and polished at all times. Shoestrings must match shoe color and be clean. Dress shoes, heels, platform shoes and high tops are not acceptable.
- **Socks:** The student must wear socks; short sports socks are not allowed.
- **Lab Coat:** Lab coats must be white and at least finger-tip length. Lab coats may be worn with uniforms or over street clothes when visiting clinical sites to gather patient data prior to scheduled clinical time. The uniform and lab coat may not be worn except during the assigned clinicals or for data gathering purposes pertaining to SON clinicals. For the purpose of data gathering for clinicals, the student must wear either the SON uniform or professional attire (see below) with a lab coat. Items listed above as inappropriate for clinicals are also inappropriate for data gathering. Optional.
- **Jewelry:** The student may wear small post-style earrings of silver, gold or uniform color. The student may not wear more than two earrings per ear. Hoops or earrings that dangle below the ear lobes may not be worn. Students may not wear jewelry in any other visible body piercing. Watches must have a second hand or be digital. Students may wear a narrow band ring with small stones and/or an engagement ring. The design of the ring should not compromise glove integrity. No other jewelry is allowed; this includes necklaces, bracelets and ankle bracelets.
- **Hair:** Hair must be clean at all times. The student's hair is to be worn so as not to come in contact with the patient or compromise any patient care activities. Hair combs, headbands, or barrettes that blend with the hair color are acceptable. No other types of ornamental hair

pieces are acceptable. If the hair is pulled back or worn up, it must be neatly pinned with no sections of hair falling around the face and neck. Unnatural hair color is not allowed (i.e. pink, orange, blue, purple, green etc.).

- **Facial Hair:** Beards and mustaches must be clean, trimmed, and neatly combed.
- **Fingernails:** Nails may not be longer than the tips of the fingers. Nail polish, artificial, acrylic or sculptured nails of any kind are not allowed.
- **Make-up and Fragrances:** Make-up must be light and conservative consistent with a polished, professional appearance. Colognes and perfumes are not allowed.
- **Tattoos:** Students must cover any visible tattoos when participating in clinical experiences
- **Nametags and I.D. cards:** The official School of Nursing name tag and student ID card, the Cardinal Card, are required and are to be worn at all times on the left chest of the uniform or lab coat. These items should be worn and must be visible any time the student is in a clinical agency. The Cardinal Card will be worn beneath the nametag. The official SON name tag should have the following: name, MEPN Nursing Student, University of Louisville.
- **Scrub clothes:** If a unit requires a student to change into hospital-issued scrub clothes, the scrub clothes should not be worn out of the unit without a lab coat. Lab coats should be buttoned when worn with scrubs.

A Final Note: The uniform, lab coat, and/or fleece must be cleaned and pressed at all times. Students arriving to clinical in wrinkled or soiled uniforms or other attire or otherwise violating this dress code will be subject to formal disciplinary action including but not limited to dismissal from the clinical site, remediation and possible failure of the clinical course.

Professional Attire

Professional attire and lab coat with ID and nametag may be required for alternate site clinical experiences. Some activities and alternate site clinicals require a more casual form of attire. The faculty will advise you when this type of attire is required.

Busy patterns and frills are not appropriate. Casual T-shirts, rugby-style shirts, and sweatshirts are not appropriate. Pants should be of a single, solid color. Capri length pants and sandals are not appropriate. Jewelry and hair should be conservative in accordance with clinical requirements with the exception that long hair may be worn down and loose. Shoes and socks should be appropriate to the outfit. The official School of Nursing name tag and Cardinal Card ID card are required and are to be worn at all times.

Business Attire

Some clinical activities or assignments such as presentations may require business attire to project the appropriate professional image. For these occasions, students should wear a conservative dress suit or pants suit of one color or two coordinating colors.

Special Circumstances

Special circumstances regarding clinical attire will be addressed by the course coordinator on an individual basis.

Professional Conferences and Clinical Time

Students are encouraged to attend professional activities. For each clinical course one day of professional activity can be counted toward clinical time if the professional activity coincides with the student's regularly scheduled clinical day. Time may be spent attending professional conferences

such as KNA, KANS, NSNA, SNRS, MNRS, etc. Only students who have not been absent from clinical and who are currently passing clinical are eligible for a professional day. The student must provide the clinical instructor with an itinerary of planned activities and written objectives prior to attending the conference. After approval by the clinical instructor, the student may attend the conference and then write up how objectives were met. The student may also be required to present information about the professional activity to the clinical group. The number of hours at the professional conference must equal the number of missed clinical hours.

Simulation in Nursing Education

CSCNA simulation experiences follow the International Nursing Association for Clinical Simulation and Learning (INACSL) Standards of Best Practice: Simulation.

Simulations are life-like situations that use task trainer, interactive experiences, manikins, standardized patients, online (virtual) simulation, or hybrid scenarios that promote learning in the following domains: psychomotor, cognitive, and affective. Simulation education is a bridge between didactic learning and real-life clinical experiences. Each simulation experience has time allotted for pre-briefing, clinical scenario, debriefing, and evaluation.

Simulated clinical experiences are facilitated by simulation faculty members with expertise and training in simulation pedagogy. Simulation experiences will be linked to program objectives, course objectives, and student learning outcomes and will be evaluated through written criteria. See Appendix H for further details on Simulation in Nursing Education.

Section IV: Appendices

APPENDIX A

Student Exhibiting Impaired Behavior Policy

UNIVERSITY OF LOUISVILLE
School of Nursing

DEFINITION

Impairment is the use of illegal drugs or misuse of legal drugs including alcohol. It is also the use of prescription medication which adversely affects the student's participation in the educational process. Student use of alcohol, illegal drugs, or misuse of legal drugs which impairs the student's ability to perform will be cause for appropriate discipline up to and including immediate suspension or expulsion from the nursing program. The intent of this procedure is to identify and refer students who are impaired.

SIGNS AND SYMPTOMS OF IMPAIRMENT

The following list, which is not exhaustive, gives some examples of physiological, behavioral/social, and cognitive symptoms which, in combination or alone, may suggest an individual is impaired: alcohol odor on breath in class or clinical; tremors; needle marks on skin; fatigue, somnolence, reports of poor sleep; frequent illness, especially respiratory or GI nature; trauma, such as bruises, lacerations, fractures; syncope episodes; dry mouth; pupil size or response abnormalities; anorexia; vital sign changes or abnormalities; unsteady gait; slurred speech; skin flushing; frequent late arrivals for class or clinical; repeated excuses and requests for extensions on assignments; chronic absences from class or clinical, emotional lability -- (includes a host of behaviors like irritability, anger, euphoria, and so forth); poor hygiene/appearance; wearing long sleeves in warm weather; withdrawal from usual social groups and situations; marital/relationship discord; concentration or memory deficits; poor classroom or clinical performances. A formal determination of impairment and the extent of impairment require a clinical evaluation by a trained substance abuse professional.

INTERVENTION

Purpose: To encourage the student to acknowledge the problem, accept assistance, and work toward rehabilitation.

Procedure: If a faculty member believes a problem exists, s/he must:

- A. Confront the student about his/her behavior of suspected impairment;
- B. Remove the student from the setting if behavior is disruptive or potentially dangerous to self and/or others.
- C. Document current data, any prior incidents, and actions taken. This documentation is given to the Associate Dean for Undergraduate Programs or administrative designee.

The student must meet with the faculty member and Associate Dean or administrative designee to discuss his/her behavior and be given opportunity to present evidence that could explain behavior. If the Associate Dean believes drugs are involved after evaluating the student's explanation, the student will be asked to take the following actions:

- a. See a Substance Abuse Counselor at the Student Counseling Center (or another trained substance abuse professional selected by the student and approved by the Associate Dean) for evaluation and treatment recommendations within two working days of the above meeting;
- b. Sign a release for the SON to receive information from the substance abuse professional regarding the student's evaluation and treatment process;
- c. Follow the recommended treatment plan and ensure written reports on evaluation and summary progress reports are forwarded to the SON.

FOLLOW-UP AND MONITORING

1. The SON will require monthly (or more frequent) written summary progress reports to the Associate Dean indicating that the student is continuing treatment and, in the opinion of the Counselor, is able to continue in the educational process without posing a danger to self and/or others. Additional written and/or verbal progress reports may be required as deemed necessary by the Associate Dean.
2. Monitoring of the progress in treatment will continue until a student is released from counseling with a prognosis that indicates satisfactorily to the Associate Dean that the student will resume educational and clinical activities without being impaired by the illegal use or misuse of drugs, including alcohol. In any case in which the Associate Dean questions the progress during or upon release from counseling, the Dean shall make the final determination in accordance with The Redbook. Records will be retained at least one year after graduation. Relapse may result in dismissal from the program in accordance with The Redbook.

CONDUCT DURING TREATMENT / OUTCOME

Participation in a drug abuse counseling program does not prevent a student from being subject to sanction including dismissal under applicable University procedures for inappropriate academic behavior or conduct or violations of the Student Code. Any student who the Associate Dean determines has exhibited symptoms of impairment and who refuses to see a substance abuse professional for evaluation, including treatment, to follow the treatment plan, and/or to allow the SON to have written summary progress reports of the treatment may be subject to an academic dismissal from the SON program by the Dean in accordance with The Redbook.

APPENDIX B

University of Louisville School of Nursing

Honor Code Pledge

The following Honor Code Pledge is signed by each individual student and placed in their student file.

School of Nursing Honor Code Pledge



I join my fellow students today to pledge my commitment to the highest ideal and academic standards of my education at the University of Louisville School of Nursing

I recognize I am entering a profession in which I have responsibility for the lives of others. With that responsibility, comes accountability for my actions.

Therefore, as a representative of the School of Nursing, I pledge to adhere to the highest standard of honesty, integrity, accountability, confidentiality, and professionalism, in all my written work, spoken words, actions and interactions with patients, families, peers and faculty.

I pledge to work together with my peers to support one another in the pursuit of excellence in our nursing education and to report unethical behavior.

I will work to safeguard the health and welfare of clients who have placed their trust in me and will advocate for the client's best interest.

I recognize that these responsibilities do not end with graduation, but are a lifelong endeavor.

APPENDIX C

University of Louisville School of Nursing

Procedure for Suspected Academic Dishonesty

The term “academic dishonesty” means obtaining or seeking to obtain an unfair academic advantage for oneself or for any other student; it includes lying, cheating, stealing, or engaging in otherwise dishonest conduct in the course of or related to any academic exercise (Code of Student Rights and Responsibilities, University of Louisville). According to the Code of Student Rights and Responsibilities at the University of Louisville, academic dishonesty is prohibited at the University. Academic dishonesty is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty. Academic dishonesty includes, but is not limited to, cheating, fabrication, falsification, plagiarism, multiple submission, and complicity in academic dishonesty (Code of Student Rights and Responsibilities). After identifying suspected academic dishonesty occurring in any academic program at the University of Louisville School of Nursing, the following steps will be taken:

1. After identifying suspected academic dishonesty occurring in any academic program at the University of Louisville School of Nursing, the following steps will be taken:
2. A meeting to discuss the suspected academic dishonesty will occur with the faculty member, course coordinator/leader, and the student(s). Prior to this meeting, the student will be provided in writing the reason for the meeting and be provided with the Academic Dishonesty Policy. This meeting should take place, if possible, within 10 working days after identification of the suspected academic dishonesty.
3. The faculty member in collaboration with the course coordinator/leader will provide a letter to the appropriate Associate Dean or his/her designee and/or the appropriate program director, if possible, within five working days of completion of investigation of the academic dishonesty. The faculty member’s letter shall include (1) a detailed description of the academic dishonesty; (2) copies of supportive material; and (3) a recommendation commensurate with the seriousness and circumstances of the academic dishonesty.
4. The appropriate Associate Dean or his/her designee and/or the appropriate program director will schedule a meeting with the involved parties prior to making a decision.
5. The appropriate program director will provide a written recommendation to the Associate Dean or his/her designee.
6. The appropriate Associate Dean or his/her designee will review and respond in writing to the faculty member by accepting or modifying the recommendation, if possible, within five working days of receipt of the recommendation.
7. The appropriate Associate Dean or his/her designee will send a letter to the student(s) regarding the outcomes of the investigation and/or consequences, if possible, within five working days of notifying the faculty member. The letter to the student(s) shall include a copy of this procedure.
8. All records and documents obtained, prepared or related to the investigation and disposition of a charge of academic dishonesty will be maintained in the student’s Office of Student Services file.
9. If at any time, it is determined that an academic offense did not occur, the matter is resolved and no further action is required.

***Reviewed and Approved by Faculty Org September 2020**

APPENDIX D

Student Guidelines for Promoting Academic Integrity of Exams

1. Students will not be provided permanent access or possession of exam content.
2. Exam questions, responses, and answers are confidential and should not be shared in any manner, verbally, written, or electronically.
3. Recording, photographing, or transcribing exam questions, responses, and/or answers is prohibited and a violation of the respective program handbook and subject to the School of Nursing Academic Dishonesty Policy and Procedure.
4. Students must agree to the academic integrity statement prior to beginning the examination. **Academic Integrity Statement:** “By submitting this exam, I attest to the honesty and integrity of my academic work on this examination. I affirm that my work conforms to the standards of the University of Louisville School of Nursing Honor Code and I will report any unethical behavior.”
5. All exams will be set to show one item at a time, with all questions and responses in randomized order.
6. No backtracking is permitted during exams.
7. Students must comply with hardware and technology requirements as required by the respective program handbook.
8. Browser lockdown/proctoring software will be used during exams.
9. Computer software (including browser lockdown/proctoring software, any software related to the academic exercise), and operating system must be updated to the latest version.
10. Prior to the exam:
 - a. Clear the Internet browser cache
 - b. Reboot computer
11. Students must:
 - a. Wear clothing as would be worn in person/in class.
 - b. Not leave computer; online academic exercises should be completed in one sitting.
 - c. Remain visible, within the view of the camera.
 - d. Not talk or read questions aloud.
 - e. Not have any background audio (TV, radio, others talking).
 - f. Not have open doors or open or uncovered windows behind them.
12. Items not to be worn, accessible or present in the environment when a student is taking an exam:
 - a. Hoodies/hoods, any hats (ex: ballcap, beanie, sock hat, etc.)
 - b. Electronic devices other than the device being used for the academic exercise (e.g.: smart watch/cell phones, programmable calculator, or any other electronic devices that has the capability of storing information).
 - c. Water bottles, food, drink, candy, chewing gum, use of tobacco products or vaping, etc.
13. A government or university issued photo identification card may be required at the start of the exam
14. Exams utilizing webcam proctoring software or recorded exams require an environmental scan. An environmental scan must be completed prior to the start of exams and includes but is not limited to:
 - a. Entire work surface and surrounding space should be completely clear of any related activities.
 - b. Each wall, floor, ceiling, top and bottom of desk/table, chair or seating surface

- c. The computer screen/monitor and keyboard must be completely visualized - utilizing a mirror if necessary
 - d. Testing environment may be restricted to a private room with a door that can be closed and window that can be covered; environmental scans must reflect environment requirements as outlined by individual course syllabus.
 - e. Environmental scan is not included in allotted testing or assignment time.
 - f. Students experiencing special circumstances related to workspace should notify the course faculty.
15. Failure to comply with #13 & #14 may result in penalties up to and including failure for the exam.
16. Immediately notify the course coordinator of any interruptions or problems during the exam.

*Reviewed and approved by Faculty Organization Meeting on May 21st, 2021

APPENDIX E

University of Louisville School of Nursing

Use of Social Media

Social media is defined as any form of electronic communication through which users create online communities to share ideas, information, personal messages, and/or other content (Merriam-Webster, 2013). Students at the University of Louisville School of Nursing (UofL SON) have an ethical and legal obligation to protect the privacy and confidentiality of all individuals associated with the School of Nursing, including patients, fellow students, faculty, and staff. Students are expected to properly use social media in all settings, as defined below. The National Council of State Boards of Nursing (2011), *White Paper: A Nurse's Guide to Social Media*, has been recognized as a primary resource by the American Nurses Association (2011) and the Kentucky Board of Nursing (2011) in regards to social media use. In accordance with this paper, students at the UofL SON are required to follow these guidelines:

- Refrain from posting any information which may lead to the identification of a patient or patient's family member. Any use or disclosure of information may constitute a violation of the Health Insurance Portability and Accountability Act, the Patient Bill of Rights, and the UofL SON Student Handbooks.
- Refrain from transmitting any patient-related information by means of any electronic device except for assignments through approved UofL communication applications. Privacy settings within websites are not sufficient to protect patient confidentiality and privacy.
- Maintain professional boundaries and behaviors with patients, clinical or university staff members, faculty members, and other students via social media, even if the individual cannot be identified. Disrespect and harassment will not be tolerated and includes, but is not limited to, verbal threats, sexual harassment, and indecent conduct.
- Obtain written permission to take pictures, videos or audio recordings in academic settings. No distribution of these materials or course materials (e.g., PowerPoint, lab materials) is permitted.
- Report immediately any suspected breach of confidentiality or privacy related to social media use to the appropriate faculty member.

Non-adherence to these guidelines will result in disciplinary action as noted in the UofL Student Handbook. Consult the University's Code of Student Conduct found at: <http://louisville.edu/dos/students/policies-procedures/code-of-student-conduct.html> for further information. The Procedure for Suspected Academic Dishonesty found in the UofL SON Student Handbooks will be followed for all suspected incidents of academic dishonesty using social media.

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APPENDIX F

Drug Testing Policy

The use of substances which interferes with the judgment and/or motor coordination of students of the University of Louisville School of Nursing (SON) pose unacceptable risk for patients, the University (faculty, students, and staff), and health care agencies. Therefore, use of alcohol, use of illegal drugs, and/or the misuse of legal therapeutic drugs and/or substances by nursing students while engaged in their educational experience affiliated with the SON is strictly prohibited. Drug testing will be conducted to meet clinical agency requirements, to ensure a safe environment for patients, and “for cause” if a student demonstrates impaired behaviors. (See Impaired Student Policy and Procedures.)

Students are required to read and acknowledge by signature that they understand this policy.

The student is responsible for all costs related to the drug screening process including repeated testing and “for cause” testing.

Refusal by a student to submit to testing will result in denial of admission or dismissal from the School of Nursing.

APPENDIX G

Return to Class and Clinical Policy

Students must be able to demonstrate the ability to perform minimum skills and abilities involving physical strength, movement, vision, hearing, tactile sensation, written and verbal communication, and cognitive function when progressing through the nursing program. Nursing students acknowledge they are able to meet these minimum skills and abilities, with or without reasonable accommodation(s), upon admission. Failure to demonstrate fitness for duty with or without reasonable accommodation(s) in the clinical area may result in students being dismissed from the clinical site with the requirement for a healthcare provider release prior to return.

If a student cannot meet the clinical/course objectives with reasonable accommodations, the student may be asked to return to clinical/classroom only when the objectives can be reached with reasonable accommodations.

This decision is made on a case-by-case basis in consultation with the student, the SON, and the University of Louisville's Disability Resource Center.

To prevent transmission of microbial infections to patients/peers/others, students must not come in contact with others while having a transmissible microorganism infection. A microbial infection that may be transmitted to others (patients, peers, staff) during clinical/class must be reported to the clinical/course coordinator who may require a healthcare provider (HCP) release to return to clinical/class. A student appears infective (ill or sick) in the clinical/class area may be asked to leave the clinical site/classroom and may be required to have their HCP complete the Healthcare Provider Release form to return to clinical/class.

Any clinical absences related to illness, surgery, pregnancy/childbirth, or injury must be made up. In addition to the requirements of this policy, students must abide by agency-specific guidelines to return to clinical experiences.

Approved by Faculty Org May 2021

APPENDIX H

General Guidelines for Simulation

- Professionalism must be displayed by all users, faculty and staff at all times.
- Disrespect towards students, faculty, staff, the space and its resources will not be tolerated.
- Simulation attire will follow the SON clinical dress code.
- All activities in the SON CSCNA are considered confidential. Confidentiality agreements will be signed by all students at the beginning of each academic year.
- Any breaks in confidentiality will be considered a HIPAA violation.
- Any student questions about simulation scheduling will be directed first to the course coordinator, if further clarification is needed contact nursim@louisville.edu.
- Food and drink are not permitted in simulation areas.
- Simulated areas should be left clean and tidy.
- A school ID badge should be visible at all times on faculty, staff and users.
- All simulated patient encounters should be treated with the same professionalism as clinical patient encounters.
- Users are expected to be prepared for all simulation experiences.
- Tardiness or leaving early may be considered as an absence. See course syllabus for further details.
- Users will be notified of equipment needed prior to simulated experience.
- All heavy foot traffic areas are to be free of clutter to prevent the risk of falling. This includes electrical wires, chairs, personal property such as book bags, handbags, and nursing student packs.
- If an accident occurs, it is to be immediately reported to the CSCNA staff.
- Good body mechanics are imperative when dealing with heavy equipment. Individuals within the center are trained to move the heavy equipment and manikins.

Simulation Process

Simulation provides opportunities for users to improve functional knowledge levels in the following domains: psychomotor, cognitive and affective. The users of the CSCNA should also respect the rights of privacy, health, and safety of others in the environment.

Pre-briefing:

Pre-briefing sets the stage of the simulated clinical experience. This provides the opportunity for an orientation to simulation setting, equipment, roles/responsibilities, objectives, expectations and specifics of the scenario. Students are given time to ask questions and obtain clarification on any aspect of the environment or the scenario.

Debriefing:

Debriefing allows time for reflection which is the essential component of the simulated clinical experience. All debriefing is conducted by faculty that has observed the simulated clinical experience and is competent in the debriefing process. Debriefing occurs after simulation with chairs provided for student comfort so that it is more conducive to learning. The debriefing facilitation is guided by the simulation scenario objectives. The debriefing framework utilized will be determined during simulation design.

Evaluation:

All simulated clinical experiences are evaluated by the learner. This evaluation is used for quality improvement and curricular changes as needed. In addition, formative evaluation is conducted for all undergraduate simulated clinical experiences using the clinical checklist based on the program and course learning outcomes. See Appendix A. Graduate student evaluation in simulation is conducted using Objective Structured Clinical Exam (OSCE). Deliberate practice will be used to assist the user in achieving mastery of psychomotor skills and is evaluated using the clinical checklist.

Confidentiality

In order to preserve the simulation experiences for all users and provide equitable learning, users agree to:

- Keep simulation experiences regarding the scenario information including patient health information, student user performance, and any other scenario details from the experience confidential.
- Abide by HIPAA and FERPA guidelines.

Each student is required to abide by the respective SON program handbook.

Photography and Video Recording Use (Louisville Campus)

In the Louisville Campus CSCNA all simulation and clinical rooms are equipped with video recorders and microphones along with signs indicating there is video monitoring in use. Non-employees, including students of the University of Louisville are PROHIBITED from photographing or video recording during any simulation experience without proper consent of the CSCNA Coordinator or designee. (Refer to Student Handbook for Social Media Policy) CSCNA video recordings are kept for approximately 7 days after final grades are posted to Ulink.

Video recordings can be accessed on and off campus via a password protected weblink.

APPENDIX I -- Master's Entry into Professional Nursing Program ATI Plan

Course Number	Course Name	ATI payment	Orientation	Steps to Success	Nurse Logic 2.0	Critical Thinking Tests	Practice Tests	Proctored Exams	Weekly Readings	Proctored Nutrition	Proctored Pharmacology
Summer 1											
NURS 401	Introduction to Professional Nursing Practice	First payment	X	X	Beginner student	Entrance					
NURS 402	Therapeutic Nursing Intervention						X	X	X	X Practice Test A	X Practice Test A
NURS 503	Health Assessment										
Fall 1											
NURS 404	Childbearing						X	X	X		
NURS 405	Child Health						X	X	X		
Spring 1											
NURS 403	Adult Health	Second payment					X		X	X Practice Test B	X Practice Test B
Summer 2											
NURS 406	Psych						X	X	X		
NURS 407	Community Health						X	X	X		
NURS 504	Leadership						X		X		
Fall 2											
NURS 408	Care of the Adult with Complex Health Needs						X	X	X		
Spring 2											
NURS 507	Transitions to Practice				Advance student	Exit	X	CPE		X	X
NURS 632	Leadership Practicum							X			

Master's Entry into Professional Nursing- ATI Plan

Approved BSN/MSN Academic Affairs Committee

02.12.2021