

*University of Louisville*  
*School of Nursing*

---

**Doctor of Nursing Practice  
And  
Post-Graduate Certificate Student  
Handbook**

Spring 2021 – Fall 2022

---

UNIVERSITY OF LOUISVILLE  
SCHOOL OF NURSING  
555 SOUTH FLOYD STREET  
LOUISVILLE, KY 40202  
(502) 852-5366  
[www.louisville.edu/nursing](http://www.louisville.edu/nursing)

---

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 changes 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, the University of Louisville Schedule of Courses, and the University of Louisville web site: <http://www.louisville.edu>.

It is the student's responsibility to read the Catalog, student handbooks, and official notices; to be informed about grades, credits, 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!

Sara Robertson DNP, APRN, FNP-C  
DNP Program Director  
University of Louisville  
School of Nursing  
Room 4031 Health Sciences Center- K-Wing  
555 South Floyd St.  
Louisville, KY 40202  
(502) 852-8518  
(502) 852-0704 (FAX)

## Table of Contents

<i>Section I: General Information</i> .....	6
School of Nursing Vision and Mission Statements .....	6
Vision Statement .....	6
Mission Statement .....	6
Values .....	6
U of L SON Administrative Resources .....	7
General University Information .....	9
Cardinal Card .....	10
Name/Address Changes .....	10
Official and Unofficial Transcripts/Records Verification .....	10
Registration Procedures .....	11
Drop/Add Classes .....	11
Late Complete Withdrawal after the Deadline .....	11
Delayed Class Schedule for Bad Weather .....	12
Financial Aid .....	12
No Smoking .....	12
University of Louisville Code of Student Conduct .....	12
Disability Statement .....	12
Work-Restricted Religious Holidays Policy .....	13
Overseas Travel .....	13
Privacy of Student Records .....	13
Line of Communication and Grievance Policy .....	13
HSC Campus Information .....	14
The School of Nursing .....	14
Parking and Security .....	14
Kornhauser Library .....	15
HSC Bookstore .....	15
Postal Services .....	15
School of Nursing Resources .....	15
Simulation and Learning Resource Center (LRC) .....	15
Hazardous Waste Disposal .....	16
Student Lockers .....	16
Communication with Faculty/Staff .....	16
HSC Student Health Services and Insurance Requirements .....	17
School of Nursing Policies .....	18
Criminal Conviction Notification Policy .....	18

Academic Dishonesty Policy .....	18
Impaired Student Policy.....	19
Removal from Clinical/Research Settings .....	19
Jury Duty.....	19
Petitions.....	19
Leave of Absence.....	20
<i>Section II: Information for BSN to DNP and MSN to DNP Students</i> .....	<i>20</i>
Specialty Tracks - .....	20
BSN-DNP: Family Nurse practitioner, Adult Gerontology Primary care Nurse Practitioner, Adult Gerontology Acute Care Nurse Practitioner, Neonatal Nurse Practitioner, Psychiatric- Mental Health Nurse Practitioner, Dual Adult Gerontology Primary Care Nurse Practitioner/Family Nurse Practitioner .....	20
MSN-DNP: The MSN to DNP option is for practicing nurse practitioners who are interested in taking a more scholarly approach to practice, developing leadership skills, and advocating for health systems changes.....	21
Goals of the Doctor of Nursing Practice Program .....	21
DNP Program Outcomes.....	21
Academic Policies and Progression .....	21
Other Grades .....	22
Satisfactory Standing .....	22
Course Syllabi .....	23
Assistantships for DNP Students .....	25
Professional Standards .....	25
Permission for Visiting Student Status .....	25
Transfer of Credit.....	25
Probation and Dismissal .....	26
Application for Degree .....	26
Convocation for Graduate Students .....	26
Commencement for Graduate Students .....	27
NURS 690 Special Topics .....	27
NURS 696 Graduate Independent Study .....	27
DNP Computing and Technology Requirements .....	27
Course Fees.....	29
Background Check.....	29

Information for Students with Criminal Convictions in while enrolled in the School of Nursing .....	30
Name Tag and I.D. Cards .....	30
University Human Studies Committee Approval of Practice Projects .....	30
DNP Portfolio .....	30
DNP Project .....	31
Authorship.....	36
Evaluation of the DNP Project Manuscript .....	36
DNP Practicum Requirements .....	37
Graduation Requirements .....	38
Project Completion Course .....	39
<i>Section III: Information for Post-Graduate Certificate Students .....</i>	<i>40</i>
Specialty Tracks.....	40
The University of Louisville School of Nursing offers the following post graduate certificate track options:.....	40
• Psychiatric/Mental Health Nurse Practitioner .....	40
• Adult Gerontology Acute Care Nurse Practitioner .....	40
Please see the following website for the most up to date full time program of studies <a href="https://louisville.edu/nursing/academics/post-grad-aprn-cert/specialties-curriculum">https://louisville.edu/nursing/academics/post-grad-aprn-cert/specialties-curriculum</a> . Part-time program of studies are available. For information on part-time programs of study please contact Jessica Jackey at <a href="mailto:jdjack05@louisville.edu">jdjack05@louisville.edu</a> .....	40
Post Graduate Certificate Program Outcomes .....	40
Academic Policies and Progression .....	40
Degree Requirements and Application .....	42
Completing Clinical Hours in the Certificate Programs .....	43
Convocation for Post Graduate Certificate Students .....	44
Post Graduate Certificate Student Computing and Technology Requirements.....	44
Respondus Lockdown Browser .....	46
Course Fees.....	46
Background Check.....	46

Information for Students with Criminal Convictions in while enrolled in the School of Nursing .....	46
Name Tag and I.D. Cards .....	46
<i>Appendices</i> .....	48

## Section I: General Information

### School of Nursing Vision and Mission Statements

#### **Vision Statement**

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

Approved by Faculty Organization: May 17, 2017

#### **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.

Approved by Faculty Organization: May 17, 2017

The ULSON mission is congruent with the University Mission as identified at <http://louisville.edu/graduatecatalog/mission-statement>

#### **Values**

The Six Core Values that guide the UL School of Nursing are as follows:



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

**Compassion** - 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** - Relationship/Partnership between parties focused on *Collaboration* and *Mutuality* (power, direction & outcomes) between those involved focused on students, faculty, staff, and professional, consumer and community stakeholders

**Integrity** - Perform ethically in a reliable/accountable way in personal and professional environments

**Innovation** - Application of novel solutions to meet new requirements, unaddressed or emerging needs

**Respect** – Demonstrate esteem for, or a sense of worth or value regarding, others through communication and action

Core Values Statements approved by faculty organization May-17-2017

## ***U of L SON Administrative Resources***

**Associate Dean for Academic Affairs and Unit Effectiveness**



The Associate Dean for Academic Affairs and Unit Effectiveness, Mary DeLetter, is located in Room 3028 on the third floor of the School of Nursing Building. Her Administrative Assistant, Molly Hall, is located in Room 3031. The Associate Dean for Academics is available to assist students who have specific curriculum needs or those who are experiencing academic difficulty. Prior to scheduling and appointment with the Associate Dean, students should attempt to resolve issues by consultation with the course coordinator and/or the Director of the DNP Program. Appointments with Dr. DeLetter can be scheduled by calling her administrative assistant at 502-852-1090

Responsibilities of the Associate Dean include:

- Notification to students of academic actions – probation, dismissals
- Final approval of Leaves of Absence
- Planning of teaching assignments and course schedules each semester
- Serving as a resource to students and faculty in academic matters

### **Associate Dean for Research**



The Associate Dean for Research, Lynne Hall, is located in Room 4029 on the fourth floor of the School of Nursing Building. Her administrative assistant, Karin Gates, is located in Room 4030. The Associate Dean for Research is the final scientific reviewer for all DNP projects. Dr. Hall is available to assist students with issues or concerns that may occur during the development or implementation of the DNP Project that require additional consultation beyond the DNP Project chair and/or the Director of the DNP Program. Appointments with Dr. Hall can be scheduled by calling her administrative assistant at 502-852-8387.

### **Associate Dean of Practice and Service**



The Associate Dean for Practice and Service, Whitney Nash, is located in Room 4030 on the fourth floor of the School of Nursing Building. Her Administrative Assistant, Karin Gates, is located in the 4<sup>th</sup> floor reception area. Dr. Nash is available to assist students who are interested in participating in an international service learning trip. Additionally, she is available to help resolve issues or concerns that may occur while students are at their clinical practicum sites that cannot be resolved by the director of the DNP program. An appointment with Dr. Nash may be made by calling her directly at 502-852-3945.

### **Director of the DNP Program**



The Director of the DNP Program, Sara Robertson, is located in Room 4031 on the fourth floor of the School of Nursing Building. Dr. Robertson is responsible for the ANP/FNP clinical placements, and oversees student progression in coursework and with the DNP Project. She is also responsible for program development and evaluation. Appointments can be made by calling Dr. Robertson directly at 502-852-3801.

### **Clinical Placement Coordinator**



The clinical placement coordinator is Jackie Williams. Her office is located on the fourth floor in Room 4034. Ms. Williams is responsible for assigning clinical locations for the NP Practicums. It is required that every clinical site has a signed contract with U of L and that each preceptor signs a preceptor agreement and provides their CV to the school. Ms. Williams is responsible for this communication. If you know of a nurse practitioner, physician, or physician assistant who you would like to work with in your clinical practicum please contact Ms. Williams at 502-852-4868

### **Coordinator of Academic Affairs-Graduate Programs**



The Graduate Program Advisor is Jessica Jackey. Her office is located on the third floor in Room 3061. Ms. Jackey is responsible for school of nursing enrollment, maintaining and reviewing your program of study, and serves as liaison between the school of nursing, registrar's office and Graduate School. She is able to provide students with information regarding policies, procedures, and general information. Please contact Ms. Jackey if you have trouble enrolling in class or if you discover any irregularities in your academic record. If you would like to schedule an appointment you can contact her directly at [jdjack05@louisville.edu](mailto:jdjack05@louisville.edu) or 502-852-0838.

## **General University Information**

### **Important Academic Web Pages**

School of Nursing: <http://www.louisville.edu/nursing>

U of L Undergraduate Catalog:

<http://louisville.edu/undergradcatalog/>

U of L Student Handbook:

<http://louisville.edu/dos/students/studentpoliciesandprocedures/student-handbook>

## U of L Graduate Catalog: <http://louisville.edu/graduatecatalog>

### Cardinal Card

The Cardinal Card is the official identification card for UofL students, faculty, and staff. The card is also used to access meal plan funds, off-campus dining, library privileges, gym/facilities, and free TARC rides among many other uses.

There is no charge for the first card. Replacement cards are \$15. A photo ID is required.

For more specific information on the Cardinal Card use, visit the website at:

<http://louisville.edu/campuscard/students>

How to get a Cardinal Card: 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 in the Parking Office in the Chestnut Street Garage (HSC campus) on Tuesdays. Please visit the Cardinal Card website at <http://www.louisville.edu/campuscard/> for office hours and to print out an agreement form.

What to bring with you when getting a new card:

- Old Student ID or Employee ID (if applicable)
- Photo ID such as a Driver's License
- Completed Cardinal Card agreement with signature

### Name/Address Changes

Name and address changes are made through the REGISTRAR'S OFFICE so they may be corrected in the PeopleSoft system, which is the official source of name and address information for all correspondence between the SON and students. To change your name, you must provide a copy of your new Social Security Card with your new name to the Registrar's office in the Houchens Building on the Belknap Campus, a current photo ID such as your driver's license or passport, as well as the completed Name Change Authorization form located at <http://louisville.edu/registrar/forms/name-change>. To change your address and/or phone number or preferred name, use the following procedure:

Log in to ULink using your UserID and password at <http://ulink.louisville.edu> then click on the 'Student Services' tab at the top of the page. Scroll down to 'Personal Information' in the center column and click on 'Home and Mailing Addresses' or 'Phone Numbers' or 'preferred name' to update personal information.

### 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>

Official transcript requests usually take 3-5 business days to be processed and mailed. Students may also request transcripts by going directly to the Registrar's office on Belknap campus.

Students may be required to provide proof of good standing for scholarship applications, insurance forms, or to enroll at another school as a visiting student. When these situations occur, you should plan ahead and allow at least 24 hours for a request of this nature to be processed.

The student diploma and transcript will not be released until ALL financial obligations to the School of Nursing and/or University are settled. This includes replacements of lab equipment, short term loans, parking tickets, etc.

### **Registration Procedures**

Students are strongly encouraged to register for classes in a timely manner. We have allotted the correct number of spaces in each class according to the student's program of study. Failure to adhere to your program of study may result in the inability to register for class which also may delay degree completion.

The University has an online registration system. Students register for courses according to the total number of credit hours and an alphabetic rotation established by the University's Office of Registration. Specific registration instructions are available on the web at:

<http://www.louisville.edu/student/services/registrar>

All newly admitted students to the graduate nursing program are required to be advised prior to registration. Students who do not have an approved Program of Study on file must also be advised by the office of student services prior to registration.

Students who register for courses without having met the prerequisites will have their registration canceled and will be required to re-register on a space available basis. Registration in courses that are not listed on the student's program of study will be on a space available basis.

### **Drop/Add Classes**

Students wishing to alter their schedule of courses in any way must make the changes with the University's Registrar's Office. Failure to officially withdraw from a course may result in a grade of "F" and tuition charges for that course.

Students may drop/add at any time during the Early Registration period after their first scheduled time for registration. 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.

**IMPORTANT NOTICE:** Check the U of L Website to confirm that your student schedule is accurate after making any changes. If it is not accurate, repeat the change request. If this fails, contact the Office of Student Services at 852-1196 or the Registrar's Office at 852-6522.

### **Late Complete Withdrawal after the Deadline**

Upon proper documentation of extreme circumstances, decision for approval of late complete withdrawals may be made by the DNP Program Director. 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 DNP Program Director. This is granted only because of extreme illness or conditions beyond the student's control. The grade report would reflect a grade of "W".

### **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](http://www.louisville.edu), through the University Information Center at 852-5555, on radio station WHAS-840 AM, and the four network television affiliates (WHAS-TV, WAVE-TV, WLKY-TV, WDRB-TV). 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.

### **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/>.

### **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](http://www.fafsa.ed.gov). Often financial assistance programs for nursing students require that a FAFSA be completed prior to application.

### **No Smoking**

The Health Sciences Center has been designated as smoke-free. Smoking is not allowed in any office, classroom, or laboratory site or anywhere on the grounds of the Health Science Center campus.

### **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.

<http://louisville.edu/graduatecatalog/code-of-student-conduct>

### **Disability Statement**

Students with disabilities, who are requesting modifications to successfully complete assignments and otherwise satisfy course criteria, are encouraged to meet with the course coordinator as early as possible to identify and plan specific accommodations. If determined necessary, students will be directed to the Disability Resource Center. Any identified modification(s) deemed necessary must be documented in writing by the Disability Resource Center and provided to the SON. The Disability Resource Center must re-evaluate and provide documentation each semester.

### **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 Multicultural Center at 852-8867.

### **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/>

### **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](http://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.

### **Line of Communication and Grievance Policy**

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
- Dean of the School of Nursing

The Associate Dean of Academic Affairs 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. This is usually initiated only after 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).

## ***HSC Campus Information***

### **The School of Nursing**

The School of Nursing Address is 555 South Floyd Street Louisville, KY 40202. The School is located near the corner of Floyd and Chestnut. The entrance to the building is located at the rear of the building across from the Abel Administration Building.

### **Parking and Security**

Parking Permits and maps of student lots can be obtained in the parking office located in the Chestnut Street parking garage. The hours of operation are 8:00 a.m. - 1:00 p.m. and 2:00 p.m. – 4:00 p.m. Monday through Friday. The phone number is 852-5112 if you have any parking questions. Permits can also be purchase online at [www.louisville.edu/parking](http://www.louisville.edu/parking). Students must have a valid ID to purchase permits. The Chestnut Street garage is also an hourly self-pay lot. Meter parking is also available throughout the HSC Campus.

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 in the K- Building. A keypad is located on a post near the entrance to the building. 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 K-Building, HSC Instructional Building, and Kornhauser Library.

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, operated by Follett, 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.

### **Postal Services**

A postal office is located on the ground level of the HSC Library & Commons Bldg.

Phone number: 852-5339

Hours of operation: Monday – Friday: 9:00 a.m. – 11:00 a.m. and 12 Noon – 3 p.m.

### **HSC Fitness Center**

The HSC Fitness Center is attached to the Chestnut Street Garage and the entrance is located off of Chestnut Street. Use of the fitness center is free to students. The hours are posted at <http://louisville.edu/intramurals/facilities/hsc-fitness-center>. The Cardinal Card is required for entry.

## ***School of Nursing Resources***

### **Simulation and Learning Resource Center (LRC)**

The Simulation and 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 course work and by appointment for remediation or practice. The Coordinator of Educational Simulation & LRC is Andrea Gibson.

**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.

**Student Lockers**

Lockers are available for students. If you are interested, please see the School of Nursing receptionist in room 3019 of the K building.

**Break Area**

There is break room located on the Second floor. There are vending machines, microwaves and a refrigerator available for you convenience.

**Lactation Room**

The lactation room is located in room 3065 which is across from the 3<sup>rd</sup> floor Receptionist's office. For privacy reasons the door is locked at all times. A key is located in the 3<sup>rd</sup> floor receptionist's office. There is a refrigerator located in the room for milk storage.

**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.

**Communication with Faculty/Staff****Email**

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 CardMail 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.

**Faculty Mailboxes**

Students are not allowed to place assignments or any other information directly in faculty or staff mailboxes. All documents and/or assignments (late or otherwise) should be placed in the large brown mailbox located just outside the SON reception area on the 3<sup>rd</sup> floor of

K-Wing. In the rare case that an assignment will not fit in the brown mailbox, it can be left with the receptionist. The brown mailbox is emptied twice a day (9:30 a.m. and 3:00 p.m.).

### Cell Phones

Some faculty elect to distribute their cell phone number to students as a method of communication. Please use reasonable judgment as to the time of day that calls are placed.

*Talking on cell phones is prohibited in the classroom.*

### Room Reservations

Students may reserve space for meetings in the School of Nursing Building by contacting Karen Rose via email at [klutle@louisville.edu](mailto:klutle@louisville.edu). Study rooms are also available in the Kornhauser Library.

## ***HSC Student Health Services and Insurance Requirements***

### **Student Health Services**

All students in Health Professional programs are required to have major medical insurance. Major medical insurance charge will be automatically applied to your account. 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. You cannot submit a waiver prior to receiving this e-mail.

Campus Health Services has an Insurance Advocate who assists students with the student insurance, Primary Care Health Fee, insurance and health fee waivers, insurance questions, and claims and billing issues.

Contact the Insurance Advocate or schedule a personal appointment with the advocate by e-mailing [stuins@louisville.edu](mailto:stuins@louisville.edu) Please provide your name, Student ID, question/problem. You should receive a response within 1-2 business days.

If you need to make a change to your Fall semester choice of accepting or waiving the insurance, contact Academic Health Plans at [support@ahpcare.com](mailto:support@ahpcare.com) or 1-855-850-4191.

For more information on the health insurance waiver or coverage, please visit <https://louisville.edu/campushealth/information/insurance/health-professional-students>

### **Health Professional Health Fee**

All students enrolled in the MD, DMD, upper division 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.

**The fee provides:**

- Unlimited routine office visits for health maintenance, physicals, blood pressure checks
- Gynecological exams (does not cover outside laboratory charges)
- Medical office visits for illnesses
- Allergy injections
- Phlebotomy services (lab and x-ray fees are paid by patient or patient insurance)
- In-office lab tests such as strep, flu, pregnancy, urinalysis
- Annual surveillance TB skin testing and influenza immunizations
- Post-exposure evaluation, and testing for exposures to blood-borne pathogens such as HIV, Hepatitis B and Hepatitis C including prophylactic medications when prescribed by the health service for up to thirty days

**School of Nursing Policies****Change of Nursing License Status Policy**

All students enrolled in the graduate program must report any change in status, other than “active,” to their Kentucky Nursing License. Students must report any change of status to the office of student’s services within 48 hours of the status change. A student must maintain an active license while enrolled and a change of status to suspended or inactive may result in immediate dismissal from the University.

**Criminal Conviction Notification Policy**

The Kentucky Board of Nursing requires nursing students to report all misdemeanors and felonies to them. Please carefully read these guidelines at the URL below and speak with Dr. Sara Robertson DNP Program Director, at 852-3801 should you have any questions.

[http://www.kbn.ky.gov/license/exam/students\\_convictions.htm](http://www.kbn.ky.gov/license/exam/students_convictions.htm)

**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, the following steps will be taken:

1. A meeting to discuss the suspected academic dishonesty will occur with the faculty member, the course coordinator/leader, and the student(s). This meeting should take place,

if possible, within 10 working days after identification of the suspected academic dishonesty.

2. The faculty member in collaboration with the course coordinator/leader will provide a letter to the appropriate Associate Dean or his/her designee, 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.
3. The appropriate Associate Dean or his/her designee will schedule a meeting with the involved parties prior to making a decision.
4. The appropriate Associate Dean or his/her designee will respond in writing to the faculty member by accepting or modifying the recommendation, if possible, within five working days of receipt of the recommendation.
5. 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 of his/her written recommendation. Copies of this letter will be sent to the student's Office of Student Services advisor and the Dean of the School of Nursing. The letter to the student(s) shall include a copy of this procedure.
6. 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.

### **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.)

### **Removal from Clinical/Research Settings**

A student who is unsafe in a clinical or research setting is subject to removal from the clinical activity and further academic action, up to dismissal from the program could be taken.

### **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.

### **Petitions**

A student who wishes to be exempted from a standard school policy should make an appointment with their advisor for advice on filing a petition. The advisor will submit the request to the DNP

Director who will either make the decision or refer the matter to the Doctoral Academic Affairs Committee.

A student may not petition to the Doctoral Academic Affairs Committee for a change of grade in a course. However, the student may petition to the Committee regarding the fairness in which a grade was calculated. The Committee does not have the authority to recommend grade changes.

### **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. All materials presented by faculty are owned by the faculty and should not be replicated or distributed online without the expressed written consent of the faculty member. Students should not post pictures of faculty without the written consent of the faculty member. Written consent can be in the form of an email sent from the faculty member's email address. Students are expected to properly use social media in all settings, as defined in the University Student Handbook. Please consult the student handbook for full information (Appendix D).

### **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 DNP Program Director. Approval of a leave of absence is at the discretion of the DNP Director as well as any conditions associated with it. Subsequent matriculation in the nursing program will be on a space available basis. Any full- or part-time, DNP student who completed a background check through Certified Background but had a break in enrollment, including a deferral or leave of absence, must complete a new background check no more than 4 weeks prior to return. 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/>

## ***Section II: Information for BSN to DNP and MSN to DNP Students***

### ***Specialty Tracks -***

BSN-DNP: Family Nurse practitioner, Adult Gerontology Primary care Nurse Practitioner, Adult Gerontology Acute Care Nurse Practitioner, Neonatal Nurse Practitioner, Psychiatric-Mental Health

Nurse Practitioner, Dual Adult Gerontology Primary Care Nurse Practitioner/Family Nurse Practitioner

MSN-DNP: The MSN to DNP option is for practicing nurse practitioners who are interested in taking a more scholarly approach to practice, developing leadership skills, and advocating for health systems changes.

Please see the following website for the most up to date full time program of studies <http://louisville.edu/nursing/academics/dnp-program/dnp-page>. For information on part-time programs of study please contact Jessica Jackey at [jdjack05@louisville.edu](mailto:jdjack05@louisville.edu)

### ***Goals of the Doctor of Nursing Practice Program***

The AACN goals for Doctor of Nursing Practice Programs are to:

1. Prepare nurse leaders to assume clinical, leadership, executive, public policy and/or teaching roles.
2. Prepare nurse leaders to synthesize and apply knowledge to improve population outcomes.
3. Prepare nurse leaders to collaborate with other disciplines to improve the delivery of health care.
4. Prepare nurse leaders to affect health policy through the application of knowledge.

### ***DNP Program Outcomes***

At the completion of the Doctor of Nursing Practice Program, the graduate will:

1. Students will meet professional behavioral standards for the advanced practice nurse.
2. Apply systems and organizational leadership in the provision of advanced practice nursing initiatives
3. Engage in clinical scholarship by synthesizing and translating evidence into quality improvement and practice initiatives
4. Apply communication strategies with individuals, families, and groups in providing advanced nursing care or practice initiatives
5. Develop and lead inter-professional teams to improve patient and population health outcomes.
6. Demonstrate knowledge development in the practice of advanced nursing care to individuals, families, groups, and communities.
7. Analyze the role of health policy and advocacy in the provision of health care.

### ***Academic Policies and Progression***

#### ***Advising***

Each student enrolled in degree status is assigned an Office of Student Services (OSS) advisor. Throughout the course of study in the Graduate Program, the OSS advisor will explain the program, provide course registration advice, and assist the student to develop the program of study. The Specialty Track Coordinator for BSN-DNP students will be assigned to facilitate practice based experiences. Students will be assigned a project chair in their first year of study.

## Program of Study

The student is **required** to complete a Program of Study with their advisor prior to enrollment. 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 it **must be followed** unless the student meets with the advisor to change the Program of Study. Students can obtain a Change in Program of Study Form from their advisor. Failure to adhere to the program of study may result in the termination of your registration in courses and/or impede degree progression. Re-registration on a space-available basis may be allowed.

## 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 the official university deadline. 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. A student has up to one year to complete course requirements. If the requirements are not completed within one year then the “X” will automatically turn into an “F”.

In the Doctor of Nursing Practice Program, the following numerical grading system has been adopted:

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

## Satisfactory Standing

In order to pass a course a student must obtain a grade of B- or higher and a passing grade in clinical. At all times a nursing program GRADUATE GPA of  $\geq 3.0$  must be maintained. Satisfactory standing in the graduate nursing program is a minimum cumulative graduate program grade point average of 3.0.

## A grade of C+ or Below

Students who receive a grade of C+ or below in a course must repeat the course. Students in the Doctor of Nursing Practice Program are allowed to repeat a required nursing curriculum course only one time. A student who receives a grade of C+ or below in a second course at U of L in the nursing curriculum will be dismissed from the program. A Permission 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 in most cases the student must petition to the Associate Dean and/or the Graduate Programs Committee for permission to repeat a nursing course. Once permission is granted, the student will be allowed to repeat the course on a space available basis.

### **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.

Course syllabi can be accessed at home or at work if you have a personal computer and internet access available to you. Easy access or ownership of a personal computer is highly recommended. Consult the University website <http://www.louisville.edu> for information on obtaining a university remote account.

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.

### **Final Exam Schedule**

The School of Nursing DNP program does not follow the University assigned finals schedule. Please note that a final activity (exam, culminating presentation) will be on the Thursday after classes end and will occur during the regular class time. No new information will be presented on the final day. Please note that a final activity is optional and may not be used for all classes. The final date will be posted on the DNP resources page a year in advance along with the other class dates.

### **Mid-Semester Warning Notices**

Nursing faculty issue mid-semester warning notices. The warnings are issued to students whose course grades are below a C one week before the deadline to withdraw without academic penalty.

The purpose of the warning is to alert students of their unsatisfactory status in the course. The student may then consider withdrawing from the course before failure, or withdrawing from elective courses in order to concentrate on required courses. The student may re-enroll in the course the following semester on a space available basis.

The warning does not affect the student's status in the program, but is intended to notify the student of unsatisfactory progression in the course. A copy of the warning is placed in the student's file in the Office of Student Services and is removed upon completion of the degree.

### **Change in Specialty**

Each student is admitted to the DNP Program under a specific practice specialty. Requests for a change in specialty (ie change from ACNP to FNP) may be made by filling out a form that can be found on the DNP webpage under forms and resources. All requests will be reviewed by the Program Director at the end of each semester and will be granted on a space available basis. Students are highly encouraged to seek guidance from specialty coordinators before making changes to their course of study.

### **Application and Progression for the Dual Adult Gerontology Primary Care/ Family Nurse Practitioner Track**

Students enrolled in the AGNP-PC or FNP track will have the option to apply for the Dual specialization including both AGNP-PC and FNP. The school will select no more than 5 students each year to participate in this dual track. A call for applications will be posted each Spring for student in their 2<sup>nd</sup> year of full time study to apply. Students will apply via an email submission to Jessica Jackey. Students will be evaluated for enrollment in the dual track option based on the following:

- First year DNP program GPA
- Good academic standing
- A 1-page essay which highlights reasons for wanting to pursue a dual specialization and accommodations made by the student to be available to complete additional clinical and didactic courses.
- Clinical work experience serving diverse populations as a registered nurse

Applications will be reviewed by the DNP program director, the FNP track coordinator and the AGNP-PC track coordinator and the five most qualified applicants will be accepted.

Students in the Dual Specialization track must follow the FNP program of study. In addition, the student must also enroll in the following courses:

- NURS 759 Diagnosis and Management for the Older Adult – fall year 3
- NURS 782 Clinical Completion course (2 credit hours = 168 credit hours) – summer year 3
- NURS 787 Clinical Practicum 1: students will enroll in 3 credits instead of 2 – fall year 3

This will allow the student an additional 252 hours of clinical in the additional population specific area.

To graduate with a dual specialization the student must earn 924 patient care clinical hours. In addition, to the patient care hours the student will also need to complete 330 project hours bring the total clinical hours needed for graduation to 1254 hours.

### **School of Nursing Scholarships**

The School of Nursing website contains scholarship information available from various organizations/agencies. Announcements for the School of Nursing scholarship applications are posted each spring through the SON blackboard organizations.

The SON has an emergency loan fund available to help students who experience unexpected needs for assistance in paying tuition and purchasing textbooks. Applications are available in the Office of Student Services.

### **Assistantships for DNP Students**

DNP Graduate Student Assistantships are available in the School of Nursing. An Assistantship is a financial award to a full-time graduate student for the period of 10-12 months. To be eligible for the award the student must be admitted to a graduate degree program and/or be a continuing graduate student in good standing with a GPA of  $\geq 3.00$ . The assistantship will provide a stipend, full-time tuition for the academic year plus health insurance benefits for the year. Requirements of the award are: a) maintain full-time graduate status (9 credits in fall or spring and 6 credits in summer for tuition remission); b) maintain good academic standing (cumulative GPA  $\geq 3.00$ ; and c) participate in activities associated with the assistantship for 20 hours per week as a Research or Teaching Assistant in the School of Nursing. The student will work with the administration of the School of Nursing to coordinate and schedule their assistantship experience. Applications are posted on the School of Nursing web site each spring semester.

### **Professional Standards**

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.

### **Permission for Visiting Student Status**

Students may apply for visiting student status should they wish to enroll in a nursing course at another institution while a student at U of L. It is the student's responsibility to check with OSS the equivalency of the course **before** they enroll in the course if the course is being taken to apply toward the U of L degree requirements. Students must provide OSS with the most recent copy of the course syllabus so that U of L faculty can evaluate the course for equivalency. Once the equivalency status of the course has been determined, the applying student will be sent a letter of permission for visiting student status. Students are responsible for requesting an official transcript be sent to the University's Registrar's Office upon completion of any transfer work.

The Graduate School maintains a policy on students visiting from other institutions (refer to the Graduate Catalog).

### **Transfer of Credit**

Students who desire to transfer graduate credit from other academic institutions shall discuss this with the faculty advisor. Earned graduate credit may be transferred from institutions that offer advanced degrees. The maximum number of semester hours transferable, upon request, is six (6) hours. The DNP Program Director may consider requests for an additional six hours in a graduate program, provided that these additional hours are not credit earned by extension and provided that the residency requirement of 24 semester hours is maintained by the addition of U of L credits to

the total program. Final approval must be granted by the Provost. Credit earned more than three years prior to the student's application to the Graduate School will not normally be considered for transfer.

Only courses in which the student earned grades of B (3.0 on a 4.0 scale) or better will be considered for transfer. Credits which have been applied to a baccalaureate degree may not be applied to a subsequent graduate degree. Six hours may be transferred from previously earned graduate degree toward a second graduate degree subject to the approval of the Director of the DNP Program. Hours earned toward a project or thesis shall not be transferable to the second graduate degree. If the faculty advisor agrees that the course work contributes to the Program of Study, the student may request a Transfer of Credit form from the Office of Student Services. Graduate nursing courses may be transferred as a required nursing course only if judged by the current faculty of record or the DNP Director as equivalent to the course taught at the University of Louisville. The decision of equivalency made is final.

For more detail, consult the University of Louisville Graduate Catalog.

### **Probation and Dismissal**

If the cumulative program grade point average falls below 3.0, the student will be placed on academic probation for the next regular semester. If the cumulative nursing program grade point average is not raised to a minimum of 3.0 by the end of the probation semester, the student will be dismissed from the program. The dismissal 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.

If dismissed from the program, the student has the right to file a petition to be allowed to remain in the program. The request must be processed by the Office of Student Services, School of Nursing, before being reviewed by the appropriate School of Nursing Committee.

### **Application for Degree**

The following is required in order for the student to receive their Doctorate of Nursing Practice degree:

- Complete an online application for degree prior to the published deadline provided by the Registrar's Office. Online applications for degrees are available on ULink at [ulink.louisville.edu](http://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.
- Graduate students are required to be enrolled in the term they apply for their degree. For example, May degree applicants must be enrolled in the spring semester. December applicants in the fall semester and August applicants in a summer term.

### **Convocation for Graduate Students**

The School of Nursing holds convocation in August for DNP graduates. Individuals who will not graduate in August will have the opportunity to participate in the December or May convocations.

Persons participating in the convocation must order academic apparel through the school of nursing. Apparel is required for participation in convocation. All graduating students must apply for their degrees according to deadlines stated in the online Schedule of Courses.

Information is available at <http://louisville.edu/commencement/> for all students participating in graduation activities.

### ***Commencement for Graduate Students***

The University offers commencement ceremonies including a doctoral hood ceremony twice a year in May and December. Students participating in the May and December Commencement and/or Convocation activities must wear appropriate graduation apparel. Students who graduate in August have the option to participate in the December University hooding ceremony; However, Memory apparel worn to the August convocation cannot be worn to the Doctoral hooding in December. Information regarding graduation apparel is also found at the above commencement website.

### ***NURS 690 Special Topics***

This course number is used when a portion of an existing course is being offered. Students should consult with their advisor before enrolling in a N690 course.

### ***NURS 696 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 Graduate Programs. Specific measurable objectives must be identified.

### ***DNP Computing and Technology Requirements***

All DNP 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 Doctoral 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.

#### **Minimum Laptop Requirements**

- Processor: Intel® i5 or AMD Ryzen 3/5
- OS: Windows 10 or macOS 10.14
- Memory: 4 GB RAM
- Hard Drive: 256 GB
- Graphics: Any
- Wi-Fi: 802.11 ac Dual band Wireless LAN

- Battery life: 4 hours
- Warranty: Any

### **Recommended Specifications for Laptops**

- Processor: Intel® Core™ i7/i9 or AMD Ryzen 7/9
- OS: Windows 10 Professional/Education/Enterprise (64bit) or macOS 10.15+
- Memory: 8 GB RAM
- Hard Drive: 512 GB SSD
- Graphics: Any
- Wi-Fi: 802.11 ac Dual band Wireless LAN
- Primary Battery: 9 hours
- Warranty: Warranty with Accidental Damage Coverage

### **Devices Not Meeting Minimum Requirements**

Chromebooks, Pixelbook laptops, iPads, Android tablets, and Microsoft Surface devices running Windows RT, 10 Home S Mode (or any mobile operating system) do not meet SON minimum standards.

### **Disk Encryption**

Whole disk encryption ensures that information on the computer is secure and not accessible by anyone without the proper credentials. To encrypt your laptop, Nursing IT recommends [BitLocker](#) for your Windows machines and setting up [FileVault](#) on your Mac.

### **Web Browsers**

Current compatible browsers are Chrome, Edge, Safari and Firefox. Nursing IT recommends that all installed browsers receive regular updates.

For support and compatibility information related to university learning applications, such as Blackboard, Respondus LockDown Browser, and Ultra Collaborate, visit the [Delphi Center for Teaching and Learning Student Help page](#).

### **Microsoft 365 for Students**

Enrolled students receive access to cloud-connected apps and services through Microsoft 365. Each Microsoft account allows students to download the Microsoft 365 suite which includes applications such as Word, PowerPoint, Excel, OneNote, and Teams, on five devices for free. To access and install Microsoft Office on your personal device, please visit <https://www.office.com> and sign-in using your ULink credentials.

### **Virus Protection**

For Windows 10 users, Nursing IT recommends Windows Defender, at minimum, which is built-in to Windows 10. For Mac users, Symantec Endpoint is available for [free download through ITS](#). Other free, third-party anti-virus protection applications are not recommended. Subscription-based anti-virus and security applications are permitted. For updated virus protection information, please view the [UofL ITS Virus Protection knowledgebase article](#).

### **Internet Connection**

A reliable and fast Internet connection is necessary to support quality learning experiences when using online technology platforms (such as Panopto, Blackboard, and Teams). High-speed Internet, such as cable and DSL with minimum speeds of 10-20 Mbps, is recommended.

### **Additional Technology Support Services**

Whether you're a first-time user of the UofL Wi-Fi network, having trouble accessing your account, or issues with a device, ITS can help you navigate the technology at UofL. To view ITS support services provided, please [visit the ITS for Students support page](#).

### **Respondus Lockdown Browser**

The 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. Respondus uses a student's webcam and microphone, as well as the software, to prevent access to disallowed information while taking an exam. Respondus also identifies a student and records a 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. Respondus is required for all DNP students.

### **Course Fees**

DNP students are charged a fee of \$150 per credit hour for each clinical and lab intensive course and \$50 per credit hour for each non-clinical course for courses numbered 740 or greater. Individual course charges are listed on the university Bursar's website under Tuition and Fees.

These fees cover the costs associated with clinical and didactic instruction. This includes clinical laboratory supplies, clinical equipment, support of simulation opportunities, preceptor placement coordination and clinical evaluations. Additionally, fees for didactic courses are used to provide high-level, clinically experienced faculty to lead doctoral level courses.

### **Background Check**

Due 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. Some clinical sites require an additional background check within 6 months of the start of clinical. You will be notified by your clinical site if this is a requirement. Background checks can be completed through <https://www.castlebranch.com>. The cost for an additional background check is approximately \$40.00. If you have questions about the background check, please contact the Office of Student Services 502-852-1196.

## ***Information for Students with Criminal Convictions in while enrolled in the School of Nursing***

The Kentucky Board of Nursing requires nursing students to report all misdemeanors and felonies to them. Graduation from a Nursing program does not guarantee licensure. Please consult with the Kentucky Board of Nursing prior to enrolling in coursework to determine if any previous legal offenses could prohibit you from licensure upon graduation and board certification. Please read carefully these guidelines at the URL below and speak with Dr. Sara Robertson DNP Program Director, at 852-3801 should you have any questions.

[http://www.kbn.ky.gov/license/exam/students\\_convictions.htm](http://www.kbn.ky.gov/license/exam/students_convictions.htm)

## ***Name Tag and I.D. Cards***

Name tag and Cardinal Card picture identification are required and are to be worn on the left chest of the clothing, uniform or lab coat. The Cardinal Card must be worn by the student when they are in the clinical agency for any purpose, event, or activity. A name tag must be visible any time the student is in a clinical agency.

The official DNP Program name tag should be ordered through the bookstore: The nametag should read: 1<sup>st</sup> line: name, RN 2<sup>nd</sup> line: DNP Student, 3<sup>rd</sup> line: University of Louisville.

MSN- DNP students should read: name, APRN

The Cardinal Card will be worn beneath the name tag during clinicals.

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.

Signature in Clinical Settings

When working as a student in a clinical agency or site, sign as follows:

Name, U of L Speciality-S

Ex: Jane Doe, U of L AGNP-S

John Doe, U of L FNP-S

## ***University Human Studies Committee Approval of Practice Projects***

The University of Louisville Human Studies Committee reviews all proposals for practice projects carried out with human subjects. Investigator Guidelines may be obtained from the Human Studies Committee website: <http://research.louisville.edu/UHSC/index.htm>. Information on how to complete CITI and HIPAA training can be found on the DNP webpage under forms and resources.

## ***DNP Portfolio***

The DNP Portfolio is a demonstration of professional progress and the scope of the student's achievements throughout the entire doctoral program. All DNP students are required to develop and maintain a Portfolio which follows their academic and clinical progress throughout their doctoral studies. The DNP Portfolio is a component of the DNP program that is used as a comprehensive, evaluative competency-based assessment for DNP students. The Portfolio should

document the student's achievement of the DNP Essentials (American Association of Colleges of Nurses, 2006), and the SON's student learning objectives (SLO). The following are suggested documents for your portfolio:

CV  
 Philosophy of Nursing  
 Program Development Paper or Poster as applicable  
 EBP 2 Problem Paper  
 EBP 2 Intervention Paper  
 EBP 2 Instrument Paper  
 Or EBP 2 complete paper for 2020 and 2021 graduates  
 Health Policy Assignment  
 Dashboard or other application to IT Assignment  
 Direct patient Care – Clinical hour report (BSN-DNP only)  
 Simulation – Clinical Report (BSN-DNP only)  
 DNP Practicum Clinical Hours  
 Final DNP Project final manuscript  
 Final DNP Project Poster Presentation  
 Epidemiology Paper or case study  
 Theory or Process Improvement Framework Paper  
 Pharmacology Case Studies  
 Leadership Self-Evaluations

## ***DNP Project***

### **Introduction**

The University of Louisville School of Nursing community is called by compassion to promote excellence in the profession of nursing and destined to discover advances in nursing science to improve health outcomes in diverse populations. Faculty will motivate and facilitate DNP students in accomplishment of these goals through translational science application utilizing best available evidence, national guidelines for practice, and standards of care.

“The award of a doctoral degree indicates that a student has attained mastery of a field and has demonstrated the capacity to perform independent scholarly research. Accordingly, no specific minimum number of credit hours has been established for doctoral degree programs. However, ordinarily the equivalent of three years of full-time graduate study is a minimum. The doctoral degree is not awarded solely upon completion of a curriculum of courses, even though the student has done superior work in them; rather, it is awarded in recognition of creative scholarship as demonstrated by a substantial contribution in the candidate's chosen field. Only students who offer promise of meeting this high standard will be accepted by a graduate program to begin work toward this degree. Doctoral degree programs typically have more restrictive criteria for admission than those for admission to a master's degree program. The prospective student should consult in person with the graduate program in which he/she wishes to major.” (University of Louisville Graduate Student Handbook)

## DNP Overview

The DNP degree prepares clinical nurse leaders with an emphasis on advanced clinical practice, leadership, health care policy, information systems, and health care delivery systems. Expertise brought by the DNP-prepared advanced practice nurse is grounded in the scholarship of application. Foundational competencies, known as *the Essentials of Doctoral Education for Advanced Nursing Practice*, are identified by the American Association of Colleges of Nursing (AACN, 2006) as:

- I. Scientific Underpinnings for Practice
- II. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
- III. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
- IV. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
- V. Health Care Policy for Advocacy in Health Care
- VI. Inter-professional Collaboration for Improving Patient and Population Health Outcomes
- VII. Clinical Prevention and Population Health for Improving the Nation's Health
- VIII. Advanced Practice Nursing

## DNP Project Criteria

The AACN Doctorate of Nursing Practice Essentials (2006) recognizes the need for a final scholarly project that demonstrates clinical scholarship. The DNP project is an independent project that should represent the student's doctoral education experience in nursing scholarship. The DNP Project is related to advanced nursing practice and should benefit a group, population, system or community rather than an individual patient. Projects evolve from an identifiable practice problem and oftentimes projects may be done in partnership with an outside entity which could include: clinical agency, health department, hospital, government agency or community group. All DNP projects should include planning, implementation and evaluation components. According to the American Colleges of Nursing (2015), all DNP projects should:

- Focus on a change that impacts healthcare outcomes either through direct or indirect care
- Have a systems (micro-,meso-or macro-level) or population/aggregate focus
- Demonstrate implementation in the appropriate arena or area of practice
- Include a plan for sustainability (e.g. financial, systems or political realities)
- Include an evaluation of process and/or outcomes (formative or summative). DNP Projects should be designed so that processes and/or outcomes will be evaluated to guide practice and policy
- Provide a foundation for future practice or scholarship

### Examples of DNP Projects: Practice

- Implement and evaluate a program of care

- Perform a program evaluation
- Implement and evaluate a new practice model
- Implement and evaluate a Quality improvement project (including care processes or patient outcomes)
- Determine the feasibility of an evidence based practice change
- Implement and evaluate an evidenced based practice guideline **Health Care Policy**
- Develop, Implement, Evaluate or Revise health care policy

### **Health Systems**

- Implement and evaluate innovative uses of technology to enhance/evaluate care
- Lead financial analysis to compare care models and potential cost savings

Please note: A review of the literature does not contain an evaluation component and is not considered an appropriate DNP Project

### **Guidelines for the DNP Project Team**

The scholarly project will be a synthesis of the student's experiences throughout the program and will be guided by a DNP Project team. The Project team will consist of two University of Louisville School of Nursing graduate faculty members:

- DNP project chair
- DNP Project committee member
- Optional expert: An optional expert from the community or the clinical setting where the project is carried out can be added at the discretion of the student with approval from the project chair.

Students will be assigned their project chair and team leader by School of Nursing Administration team. The student's area of interest will be taken into account when assigning the DNP project team.

#### **Role of DNP Project Chair**

1. Assure IRB compliance
2. Mentor student throughout the preparation of the DNP project proposal, project development, implementation, evaluation process, and the final written DNP Project manuscript by providing feedback in a timely manner
3. Collaborate with student to schedule DNP team meetings as needed
4. Lead Doctoral Project team review and approval of the DNP Project proposal, the final DNP Project manuscript and the defense presentation.
5. Be present for the project proposal presentation and for final defense presentation.
6. Ensure the project will be of sufficient rigor to lead to a publishable manuscript.
7. Document student progress toward completion of DNP Project requirements.
8. Approve clinical site/agency where the project will take place
9. Approve a community member for participation on the committee
10. Mentor School of Nursing faculty with interest in participating in DNP student projects.

### **Role of DNP Project Committee Member**

1. Critique drafts of the developing DNP Project proposal.
2. Participate in committee meeting(s), review and approval of the Project Proposal Defense, Final Project article and Defense presentation.
3. Provide feedback to student on written drafts in a timely manner.
4. Communicate concerns to student and DNP Project Chair in a timely manner.

### **Role of Student**

1. Maintain consistent and effective communication with DNP Project chair. It is the student's responsibility to make appointments with his or her chair and committee member to advance project development in a timely manner. It is suggested that as you are applying didactic information from class to your project you should be meeting with your committee to assure quality work and advancement. It is not the Chair's responsibility to call the student.
2. Collaborate with Doctoral Project Chair to schedule committee meetings as needed
3. Generate and submit all forms as required.
4. Submit work that demonstrates a high level of scholarship

### **Requesting a Change in Chair**

Students may submit a request for a change in chair to the DNP Program director. The request should include a statement with the reason behind the need to change. Every attempt will be made to satisfy the request; however, changes cannot be guaranteed. The DNP program director will review the student's topic, faculty workloads and time remaining in the program. After a review the student will be notified of the decision.

### **Progression of the DNP project is mapped in Appendix G**

#### **Enrollment in DNP Project Courses (NURS 750, 751 and 752)**

The DNP Project is designed to be completed in a sequential process during specific courses. As outlined in Appendix H. Students are expected to shape the building blocks for their project throughout the courses in the beginning of the program. However, the DNP Project courses are specifically designed to assist in proposal development, implementation, evaluation and dissemination of the DNP Project. Students will work individually and in groups under a team leader to meet transitional goals. Students will be expected to defend their proposal on the fourth class of NURS 750: DNP Project I. At the end of this course students will apply for IRB approval. After receiving IRB approval students will implement their project during DNP Project 2. Finally, DNP Project 3 will guide students through project evaluation and data analysis, writing of the DNP Project document and the public defense presentation. The DNP Project Proposal Defense Rubric is outlined in APPENDIX G. The DNP proposal defense is an oral presentation. A written proposal will be reviewed by the Project Team Chair before submission to the IRB.

### **Approvals for the DNP project:**

1. An initial topic is approved by instructors in the synthesis of evidence based practice course.
  2. All DNP Project proposals must be approved by the DNP Project Chair and DNP Project committee member
  3. All outside clinical agencies used for conducting a project must approve the project before submission to the IRB by letter of support and signature of the memorandum of agreement
  4. The DNP Project team must approve the IRB application prior to submission
  5. Internal Review Board (IRB) Approval or exemption for a non-human subject QI project
- \*All approvals must be in place before a student may start the DNP Project

### **Defense and Dissemination of the DNP Project**

DNP Project dissemination will take place in a poster session format. Students will create a professional poster that details the DNP Project. The student will defend by giving a 7 to 10 minute poster presentation to their chair and committee member at the DNP Poster Event. The poster session will provide a venue for fellow doctoral students and faculty, representatives from outside agencies, and family and friends to view project posters and share in an exchange of knowledge. Students are encouraged to identify a journal that relates to their topic and submit for publication in a peer reviewed journal after graduation.

### **Practical Advice on Progression towards Completion of the DNP Project**

Completion of the project within the suggested timeframe is the student's responsibility. It is critical that the student make regular appointments with their Project team in order to meet project milestones. Unlike a course paper, DNP project needs to be revised until it is acceptable to all members of the DNP Project team. A student should begin to work on each step of the project as early in the semester as possible. It is a common finding that many steps in the process take longer than initially expected; therefore, it is important to plan ahead and not wait until the last minute.

### **Writing the DNP Project Manuscript**

When writing the final DNP Project manuscript, it is suggested that the student review the proposal and literature review which will provide some of the background information for the DNP Project manuscript. While proposals are written in future tense to describe what will be done, the DNP Project manuscript is written in the past tense to describe what was actually done for the project.

The DNP project manuscript should be in the style of a journal article which could potentially be submitted to a peer reviewed journal. All journals have different requirements but an appropriate length for an article should be approximately 4000 words (not including abstract, references, tables and figures or graphics). The paper should be in APA format. Please note that it is not a requirement of graduation to have the article submitted or accepted for publication.

## **Authorship**

Authorship of DNP articles is as follows:

- The DNP student is the first author
- The DNP project Chair, along with the student, will decide to list additional authors including the chair as appropriate following ICMJE guidelines
- According to ICMJE guidelines “Authorship credit should be based on:
  1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
  2. Drafting the work or revising it critically for important intellectual content; AND
  3. Final approval of the version to be published; AND
  4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.

All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors.

If the student and the Chair cannot agree on rights of authorship of an individual the individual in question will write a letter to the student and Chair detailing how he/she has met all four of the above listed ICMJE criteria. If a student should wish to publish after leaving the University they student should always include all authors who have contributed when submitting for publication.

For additional information on authorship please go to the following website

<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

## **Evaluation of the DNP Project Manuscript**

Performance on the DNP Project manuscript and defense presentation will be evaluated as either satisfactory or unsatisfactory

- Satisfactory implies that the doctoral candidate has met or exceeded the requirements for the DNP Project manuscript
- Unsatisfactory implies that the doctoral candidate has not met the requirements for the final DNP Project manuscript

### **Poster Defense Presentation Rubric:**

<b>Proposal Component</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>	<b>Comments</b>
<b>Introduction</b>			
Background of the Problem: including significance, epidemiological data, political/policy			

impact and environment as applicable			
Problem Statement			
<b>Environment</b>			
Description of Clinical Agency/ site of project			
<b>Conceptual Framework</b>			
Application and relevance of a theoretical or Conceptual framework to Project			
<b>Implementation</b>			
Project Design			
Sampling and population – including number and if vulnerable populations are involved			
Intervention – including process and personnel administering the intervention			
<b>Measurement</b>			
Quantitative/Qualitative/Mixed			
Description of Instrument			
<b>Analysis and Results</b>			
Description of the results			
Significance of the results			
Limitations			
Implications for nursing			
<b>Dissemination</b>			
Plan for Dissemination			

### ***DNP Practicum Requirements***

All students are required to have a minimum of 1002 practicum hours post-baccalaureate by the end of program (1254 for dual specialization). Hours must be supervised as part of an academic program in an advanced practice area (degree or certificate) and will include clinical practice hours and project completion hours. BSN to DNP students will earn 672 clinical hours over 3 semesters and 8 credit hours of clinical practicum (954 and 11 hours of clinical practicum for dual specialization). For additional information and guidelines regarding clinical practice hours, please reference the “DNP Clinical Handbook.” Students will then earn an additional 330 project practicum (Field) hours over the same 3 semesters and 9 additional hours of course work.

MSN to DNP students are to provide documentation of practicum hours earned for their advanced practice degree. Students who have less than 670 clinical practice hours will need to document additional project practicum hours greater than 330 as needed to attain a minimum of 1000 combined clinical and project hours. To do this students will need to enroll in NURS 778 DNP

Project completion course. Enrollment credit hours are variable and the student should enroll in the number of credit hours needed with the understanding 1cr. = 84 clinical hours.

# MSN clinical hours + 330 DNP project courses clinical hours + NURS 778 clinical hours = 1000 or greater.

### **Project Practicum Hours**

A minimum of 330 project practicum hours are required to graduate with a DNP degree.

Examples of project practicum hours include but are not limited to:

- Certificates of participation in CE or other educational events related to DNP project topic
- Speaking engagements or poster presentations
- Scholarly dialogue regarding the development or implementation of the DNP Project
- Professional communications regarding your topic of study
- Involvement in public service or impacting policy
- Involvement in a professional organization that is relevant to the topic of study
- Time spent visiting clinical agencies for project preparation and implementation
- Data collection, data entry and analysis
- Dissemination of DNP Project
- Time spent reviewing technology and its impact on the DNP project

### ***Graduation Requirements***

The Doctor of Nursing Practice degree is an academic endeavor and a high level of scholarly work must be achieved for a degree to be conferred. A student must attain ALL the following for the degree to be conferred:

1. Attainment of 1002 clinical hours including practice hours and project practicum hours
2. A minimum GPA of 3.0 after taking all required course work
3. A successful defense of the DNP Project
4. Development of 1 publishable manuscript
5. Completion of a DNP portfolio which includes examples of work completed and the DNP Final Project Manuscript

The DNP Final Project manuscript as outlined above should be submitted to the U of L electronic repository ThinkIR. The student's consent form and final paper must be submitted to the School of Nursing prior to graduation.

Upon graduation DNP degree students will be qualified to sit for board certification that aligns with the students NP population and track. A list of the Certification exams for which a student qualifies for by track is located in Appendix I.

***Project Completion Course***

If a student is unable to complete their project within the timeframe and scope of the 3 successive project courses (NURS 750,751 and 752) then the student will receive an “X” grade for the course. The student will be required to sign up for NURS 778 DNP Project completion. The student will need to continue to register for the Project Completion course for as long as the student is enrolled and working toward completion of their DNP Project. It is the rules of the graduation school at U of L that a student MUST be enrolled in courses in the semester in which they are applying for a degree.

## ***Section III: Information for Post-Graduate Certificate Students***

### ***Specialty Tracks***

The University of Louisville School of Nursing offers the following post graduate certificate track options:

- Psychiatric/Mental Health Nurse Practitioner
- Adult Gerontology Acute Care Nurse Practitioner

Please see the following website for the most up to date full time program of studies <https://louisville.edu/nursing/academics/post-grad-aprn-cert/specialties-curriculum>. Part-time program of studies are available. For information on part-time programs of study please contact Jessica Jackey at [jdjack05@louisville.edu](mailto:jdjack05@louisville.edu)

### ***Post Graduate Certificate Program Outcomes***

At the completion of the Post Graduate Certificate Program, the graduate will:

1. Apply communication strategies with individuals, families, and groups in providing advanced nursing care or practice initiatives
2. Engage in clinical scholarship by providing evidence based care to individuals, families, groups and communities.
3. Demonstrate knowledge development in the practice of advanced nursing care to individuals, families, groups, and communities.

Upon graduation Post-Graduate certificate students will be qualified to sit for board certification that aligns with the students NP population and track. A list of the Certification exams for which a student qualifies for by track is located in Appendix I.

### ***Academic Policies and Progression***

#### ***Advising***

Each student enrolled in degree status is assigned an Office of Student Services (OSS) advisor. Throughout the course of study in the Graduate Program, the OSS advisor will explain the program, provide course registration advice, and assist the student to develop the program of study. The Specialty Track Coordinator for BSN-DNP students will be assigned to facilitate practice based experiences. Students will be assigned a project chair in the ir first year of study.

#### ***Program of Study***

The student is **required** to complete a Program of Study with their advisor prior to enrollment. 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 it **must be followed** unless the student meets with the advisor to change the Program of Study. Students can obtain a Change in Program of Study Form from their advisor. Failure to adhere to the program of study may result in the termination of your registration in courses and/or impede degree progression. Re-registration on a space-available basis may be allowed.

## 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 the official university deadline. 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. A student has up to one year to complete course requirements. If the requirements are not completed within one year then the “X” will automatically turn into an “F”.

In the Doctor of Nursing Practice Program, the following numerical grading system has been adopted:

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

## Satisfactory Standing

In order to pass a course a student must obtain a grade of B- or higher and a passing grade in clinical. At all times a nursing program GRADUATE GPA of  $\geq 3.0$  must be maintained. Satisfactory standing in the graduate nursing program is a minimum cumulative graduate program grade point average of 3.0.

## A grade of C+ or Below

Students who receive a grade of C+ or below in a course must repeat the course. Students in the Doctor of Nursing Practice Program are allowed to repeat a required nursing curriculum course

only one time. A student who receives a grade of C+ or below in a second course at U of L in the nursing curriculum will be dismissed from the program. A Permission 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 in most cases the student must petition to the Associate Dean and/or the Graduate Programs Committee for permission to repeat a nursing course. Once permission is granted, the student will be allowed to repeat the course on a space available basis.

## **Schedule**

The School of Nursing DNP program does not follow the University assigned schedule for classes or finals. The Post graduate certificate program is a hybrid program which meets in person 5 times a semester (4 in the summer) on Thursdays. The course material in non-class weeks will be delivered electronically. The in class days can be found at the following link <https://louisville.edu/nursing/academics/dnp/files/dnp-class-meeting-dates-f17-su19>

Please note that a final activity (exam, culminating presentation) will be on the Thursday after classes end and will occur during the regular class time. No new information will be presented on the final day. Please note that a final activity is optional based on instructor preference and may not be used for all classes. The final date will be posted on the DNP/Post graduate resources page a year in advance along with the other class dates which you can find at the above link.

## **Professional Standards**

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.

## **Probation and Dismissal**

If the cumulative program grade point average falls below 3.0, the student will be placed on academic probation for the next regular semester. If the cumulative nursing program grade point average is not raised to a minimum of 3.0 by the end of the probation semester, the student will be dismissed from the program. The dismissal 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.

If dismissed from the program, the student has the right to file a petition to be allowed to remain in the program. The request must be processed by the Office of Student Services, School of Nursing, before being reviewed by the appropriate School of Nursing Committee.

## ***Degree Requirements and Application***

The following is required in order for the student to receive their Post Graduate Certificate:

- Graduate students are required to be enrolled in the term they apply for their degree. For example, May degree applicants must be enrolled in the spring semester. December applicants in the fall semester and August applicants in a summer term.

- Attainment of 504 population specific clinical hours
- A minimum GPA of 3.0 after taking all required course work

A student must file an online application for degree prior to the date specified in the online Schedule of Courses. Online applications for degrees are available on ULink at [ulink.louisville.edu](http://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.

### ***Completing Clinical Hours in the Certificate Programs***

Students enrolled in the post-graduate certificate program have the capability of selecting their pace in the program. Students need to complete 6 credits of clinical which equals 504 credit hours in their new population focus.

The post-graduate student's first clinical course is NURS 788. A student may decide to take 1 to 3 credit hours in that course. 1cr = 84 hours 2cr = 168 clinical hours and 3cr = 252 clinical hours. The student should meet with their track coordinator to discuss the following factors to determine how many hours should be pursued in a given semester:

- Availability of the student to perform clinical hours with current work schedule
- Schedule and availability of preceptors
- Other factors such as family or financial obligations that could impact a student's ability to complete clinical hours.

A student should repeat NURS 788 until they have a total of 3 credit hours in the course. Then the student should enroll in NURS 789 and repeat that course until 3 credit hours can be reached.

Following are some sample progressions for post-graduate students.

#### **Sample Progression A**

Semester 1: NURS 788 – 3 credit hours = 252 hours

Semester 2: NURS 789 – 3 credit hours = 252 hours

#### **Sample Progression B**

Semester 1: NURS 788 – 1 credit hour = 84 hours

Semester 2: NURS 788 – 2 credit hours = 168 hours

Semester 3: NURS 789 – 2 credit hours = 168 hours

Semester 4: NURS 789 – 1 credit hour = 84 hours

A student could even take 1 credit hour of clinical a semester for 6 semesters.

In some circumstances a student may be able to receive credit for past clinical experiences towards the new population focus. If a student believes they have completed clinical hours within the first specialty program that would dually count for the second specialty focus they should ask for a clinical hour GAP analysis by the track coordinator or the DNP program Director. Hours must be documented in an electronic clinical log and completed within the last 3 years. Students should

document the nature of the hours and how they are applicable to the new population focus. The clinical hour GAP analysis form is located in APPENDIX J.

### ***Convocation for Post Graduate Certificate Students***

Post graduate certificate students may attend a School of Nursing convocation ceremony. Students can attend the DNP graduation ceremony in August or elect to participate in the school wide ceremonies offered in May and December.

Persons participating in the convocation must order academic apparel through the school of nursing. Apparel is required for participation in convocation.

For information regarding the school of nursing convocation ceremonies please contact Jessica Jackey at [Jessica.jackey@louisville.edu](mailto:Jessica.jackey@louisville.edu)

### ***Post Graduate Certificate Student Computing and Technology Requirements***

All DNP 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 DAAC, 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.

#### **Minimum Laptop Requirements**

- Processor: Intel® i5 or AMD Ryzen 3/5
- OS: Windows 10 or macOS 10.14
- Memory: 4 GB RAM
- Hard Drive: 256 GB
- Graphics: Any
- Wi-Fi: 802.11 ac Dual band Wireless LAN
- Battery life: 4 hours
- Warranty: Any

#### **Recommended Specifications for Laptops**

- Processor: Intel® Core™ i7/i9 or AMD Ryzen 7/9
- OS: Windows 10 Professional/Education/Enterprise (64bit) or macOS 10.15+
- Memory: 8 GB RAM
- Hard Drive: 512 GB SSD
- Graphics: Any
- Wi-Fi: 802.11 ac Dual band Wireless LAN
- Primary Battery: 9 hours
- Warranty: Warranty with Accidental Damage Coverage

## **Devices Not Meeting Minimum Requirements**

Chromebooks, Pixelbook laptops, iPads, Android tablets, and Microsoft Surface devices running Windows RT, 10 Home S Mode (or any mobile operating system) do not meet SON minimum standards.

## **Disk Encryption**

Whole disk encryption ensures that information on the computer is secure and not accessible by anyone without the proper credentials. To encrypt your laptop, Nursing IT recommends [BitLocker](#) for your Windows machines and setting up [FileVault](#) on your Mac.

## **Web Browsers**

Current compatible browsers are Chrome, Edge, Safari and Firefox. Nursing IT recommends that all installed browsers receive regular updates.

For support and compatibility information related to university learning applications, such as Blackboard, Respondus LockDown Browser, and Ultra Collaborate, visit the [Delphi Center for Teaching and Learning Student Help page](#).

## **Microsoft 365 for Students**

Enrolled students receive access to cloud-connected apps and services through Microsoft 365. Each Microsoft account allows students to download the Microsoft 365 suite which includes applications such as Word, PowerPoint, Excel, OneNote, and Teams, on five devices for free. To access and install Microsoft Office on your personal device, please visit <https://www.office.com> and sign-in using your ULink credentials.

## **Virus Protection**

For Windows 10 users, Nursing IT recommends Windows Defender, at minimum, which is built-in to Windows 10. For Mac users, Symantec Endpoint is available for [free download through ITS](#). Other free, third-party anti-virus protection applications are not recommended. Subscription-based anti-virus and security applications are permitted. For updated virus protection information, please view the [UofL ITS Virus Protection knowledgebase article](#).

## **Internet Connection**

A reliable and fast Internet connection is necessary to support quality learning experiences when using online technology platforms (such as Panopto, Blackboard, and Teams). High-speed Internet, such as cable and DSL with minimum speeds of 10-20 Mbps, is recommended.

## **Additional Technology Support Services**

Whether you're a first-time user of the UofL Wi-Fi network, having trouble accessing your account, or issues with a device, ITS can help you navigate the technology at UofL. To view ITS support services provided, please [visit the ITS for Students support page](#).

## ***Respondus Lockdown Browser***

The 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. Respondus uses a student's webcam and microphone, as well as the software, to prevent access to disallowed information while taking an exam. Respondus also identifies a student and records a 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. Respondus is required for all DNP students.

## ***Course Fees***

Post Graduate certificate students are charged a fee of \$150 per credit hour for each clinical and lab intensive course and \$50 per credit hour for each non-clinical course for courses numbered 740 or greater. Individual course charges are listed on the university Bursar's website under Tuition and Fees.

These fees cover the costs associated with clinical and didactic instruction. This includes clinical laboratory supplies, clinical equipment, support of simulation opportunities, preceptor placement coordination and clinical evaluations. Additionally, fees for didactic courses are used to provide high-level, clinically experienced faculty to lead doctoral level courses.

## ***Background Check***

Due 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. Some clinical sites require an additional background check within 6 months of the start of clinical. You will be notified by your clinical site if this is a requirement. Background checks can be completed through <https://www.castlebranch.com>. The cost for an additional background check is approximately \$40.00. If you have questions about the background check, please contact the Office of Student Services 502-852-1196.

## ***Information for Students with Criminal Convictions in while enrolled in the School of Nursing***

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 speak with Dr. Sara Robertson DNP Program Director, at 852-3801 should you have any questions.

[http://www.kbn.ky.gov/license/exam/students\\_convictions.htm](http://www.kbn.ky.gov/license/exam/students_convictions.htm)

## ***Name Tag and I.D. Cards***

Name tag and Cardinal Card picture identification are required and are to be worn on the left chest of the clothing, uniform or lab coat. The Cardinal Card must be worn by the student when they are in the clinical agency for any purpose, event, or activity. A name tag must be visible any time the student is in a clinical agency.

The official U of L NP Program name tag should be ordered through the bookstore: The nametag should read: 1<sup>st</sup> line: name, APRN or RN as appropriate 2<sup>nd</sup> line: DNP Student, 3<sup>rd</sup> line: University of Louisville.

The Cardinal Card will be worn beneath the name tag during clinicals.

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.

#### Signature in Clinical Settings

When working as a student in a clinical agency or site, sign as follows:

Name, U of L Speciality-S

Ex: Jane Doe, U of L AGNP-S

John Doe, U of L FNP-S

## *Appendices*

### APPENDIX A

#### **Impaired Student 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 liability -- (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**  
**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.

### References

American Nurses' Association. (2011). *ANA principles of social networking and the nurse*. Silver Springs, MD; American Nurses' Association.

Kentucky Board of Nursing. (2011). *NCSBN launches new resources on social media and networking for nurses*. Retrieved on January 1, 2013 from <http://kbn.ky.gov/nr/ronlyres/f014e1a0-1094-4503-9533-089ab665249b/0/index.pdf>

Merriam-Webster. (2013). Definition of social media. Retrieved on January 7, 2013 from <http://www.merriam-webster.com/dictionary/social%20media>

National Council of State Boards of Nursing. (August 2011). *White paper: A nurse's guide to social media*. Retrieved on April 12, 2012 from [https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf)

University of Louisville. (2012). *Code of student conduct*. Retrieved on January 1, 2013 from <http://louisville.edu/dos/students/policies-procedures/code-of-student-conduct.htm>

## APPENDIX C

## 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.)

**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 D

**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. A meeting to discuss the suspected academic dishonesty will occur with the faculty member, the course coordinator/leader, and the student(s). This meeting should take place, if possible, within 10 working days after identification of the suspected academic dishonesty.
2. The faculty member in collaboration with the course coordinator/leader will provide a letter to the appropriate Associate Dean or his/her designee, 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.
3. The appropriate Associate Dean or his/her designee will schedule a meeting with the involved parties prior to making a decision.
4. The appropriate Associate Dean or his/her designee will respond in writing to the faculty member by accepting or modifying the recommendation, if possible, within five working days of receipt of the recommendation.
5. 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 of his/her written recommendation. Copies of this letter will be sent to the student’s Office of Student Services advisor and the Dean of the School of Nursing. The letter to the student(s) shall include a copy of this procedure.
6. 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.

Approved  
02/26/2010

## APPENDIX E

## Return to Class and Clinical Policy

In order to provide safe, quality care to the public, nursing students have an obligation to be both physically and mentally fit for duty. However, their role as a student (defined by their clinical objectives outlined in the course syllabus) is different from the role of the Registered Nurse or other nursing staff (defined by the objectives outlined in their job description and/or scope of practice). The goal of the educational experience for the student is to learn what nursing is, rather than to perform some specific skill.<sup>1</sup> The SON has an obligation to ensure that patients who students care for receive safe and high quality care and that students receive a high quality nursing education. Therefore, a student who experiences a temporary disability after an injury, surgery or pregnancy/childbirth must be offered reasonable accommodations to allow that student to provide safe, high quality nursing care and to achieve the outcomes of the clinical or classroom course.

When a student sustains an injury, surgery or pregnancy/childbirth, a decision must be made regarding whether the student can meet the clinical/course objectives *if reasonable accommodations are made* to allow that student to learn and function in a clinical/classroom environment. 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 objective can be reached with reasonable accommodations. This decision is made on a case by case basis and clinical facility basis. When the student no longer is prevented from full clinical/classroom participation, then the accommodation is no longer needed.

B. To prevent transmission of microbial infections to the patients/peers/others, students must not come in contact with others while suffering from a transmissible microorganism infection. A microbial infection that may be transmitted to others (patients/peers/others) during clinical/class must be reported to the clinical/course instructor who may require a healthcare provider (HCP) release to return to clinical/class. Student who 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.

Reviewed and approved 05.27.2016 by SON Faculty Organization

## APPENDIX F

**Clinical Compliance Requirements****1. CPR Certification:**

Must complete CPR training through the American Heart Association: BLS for Healthcare Providers.

**2. HIPAA Training Courses:**

Registering for HIPAA courses offered via the CITI platform ([www.citiprogram.org](http://www.citiprogram.org)) Upon completion, a printout of the completion page for HIPAA security and HIPAA basic must be submitted to OSS. Only required prior to first semester of clinicals. Does not have to be renewed unless notified by the university.

## Instructions for HIPAA Training

**Registering on CITI for the first time:**

- Go to CITI website: [www.citiprogram.org](http://www.citiprogram.org)
- From the home screen, click on Register under “Create an Account”
- Select Your Institution or Organization: Under Participating Institutions: select University of Louisville. Continue to Step 2.
- Personal Information: **Enter your first and last name, as recorded with the university. Under email use your U of L email (userid@louisville.edu) as the email address.** You can add another preferred address to the Secondary email address field, if you like. If you do not use your primary U of L email address (not your PEA) in the first email field, your training results could be delayed in posting to iRIS. Please note: the email addresses entered here are the ones that any future password requests will be sent to; you are encouraged to use addresses that are stable and make sure to enter them without any typos. Continue to Step 3
- Create Your Username and Password: Follow the instructions on the page regarding size and criteria. The username and password can be anything of your choosing that is accepted by the system. Continue to Step 4
- Gender, Ethnicity and Race: Enter your answers to the questions on the screen. While you are required to answer the questions, there is an option of no disclosure, if you prefer. Continue to Step 5.
- Information requested by U of L: Complete the demographic information. Fields that are marked by an asterisk are required by the system. Please enter your student U of L ID number in the Employee Number field.
- Select Curriculum: The next set of screens will guide you through selecting the correct course.
- Direct Selection: click all of the checkboxes appropriate to your activities at U of L. (skip to item 6)
- Guided Registration: this path is designed to describe the activities you might participate in at U of L. At each screen, answer the questions related to your role(s) and click NEXT. Based upon your answers, the appropriate courses will be assigned.[www.citiprogram.org](http://www.citiprogram.org)
- When you finish with the group assignment, you will be directed back to the main menu and the needed courses will be available for you to complete.

- Click on the course name to begin the training. Modules are presented in a linear fashion. Proceed through the modules listed on the gradebook. After agreeing to the assurance statement; Click on the name of the Module to start each module.
- Upon completion of all required modules and achieving 80% overall correct, a link will appear on the Grade Book page with your Completion Report. Print this report for your records. If you need help, please call 502-852-2454.

### 3. **Bloodborne Pathogen Compliance:**

Course offered online by the university and provides a Certificate of Completion.

#### **Required yearly.**

***Requirement fulfilled by providing a copy of the Certificate of Completion to OSS.***

Instructions for the on-line training follows:

- 1) Go to [www.louisville.edu/dehs/training](http://www.louisville.edu/dehs/training)
- 2) Scroll down to "Online Training Courses"
- 3) Under "on-line training courses" click on Bloodborne Pathogens.
- 4) This will take you to a log in page; use your U of L username and password to log on.
- 5) After you are logged in, click "Launch"
- 6) Review modules
- 7) Take quiz (if you miss any, it will take you back to those questions until you receive 100%)
- 8) To get the certificate, you can go to [www.louisville.bioraft.com](http://www.louisville.bioraft.com), log in with your U of L username and password, go to "My Training". This will list all of the training you have taken that is provided by DEHS. You can print a certificate from there.

If you have problems contact DEHS at 502-852-6670

### 4. **Professional Liability Insurance:** (BSN to DNP only)

Please apply early. It may take 4-6 weeks to receive your policy after you apply. Effective date of policy should be first day of semester. Student Coverage with limits of \$1,000,000 to \$3,000,000.

***Requirement fulfilled by submitting a copy of the policy cover page that has been issued with an effective date and coverage limits. An application is NOT proof of coverage.***

### 5. **Immunization Compliance:**

This must be completed at the Campus Health Services office. Check with the immunization specialist at 852-2708 to confirm you are in compliance. For list of required immunizations go to:

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

***Requirement fulfilled through notification from Campus Health Services to OSS.***

### 6. **Drug Screening:**

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

<https://www.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 **NI53dt**. The testing site closest to you can be found on this 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.

## APPENDIX G

<b>Proposal Component</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
<b>Title</b>		
Indicates an initiative to improve healthcare		
<b>Abstract</b>		
150-250 words APA format		
<b>Problem Description</b>		
Clear problem statement		
Definition and significance of the problem at the local, state, and/or national level		
Available Knowledge: Summary of what is currently known about the problem (including relevant data from credible databases or studies)		
Target population		
<b>Rationale</b>		
Needs assessment or model used to explain the problem		
Reasons or assumptions used to develop the interventions		
Feasibility analysis in local setting		
<b>Purpose &amp; Specific Aims</b>		
Purpose: What the project will involve Aims: What the project is intended to accomplish How project related to agency goals		
<b>Environment</b>		
Description of Clinical Agency/ site of project		
Stakeholders		
Context (culture) of the environment for change <ul style="list-style-type: none"> <li>• Facilitators for project implementation</li> <li>• Barriers to project implementation</li> </ul>		
Permissions for project in local setting <ul style="list-style-type: none"> <li>• Approvals from agency</li> <li>• IRB approval</li> </ul>		
<b>Conceptual Framework</b>		
Brief description of a conceptual or theoretical framework (cite primary sources only) Application conceptual or theoretical framework to project		
<b>Intervention</b>		
Brief description of intervention		
Description of intervention team <ul style="list-style-type: none"> <li>• Training of project team members</li> <li>• Plan for informing staff and other stakeholders of the project</li> </ul>		

<b>Procedures (Implementation)</b>		
Identification of potential participants		
Informed consent process (if applicable)		
Process for data collection		
Referral plan for any patients identified as needing additional medical care (if applicable)		
Plan for maintenance and security of data		
Budget or financial needs		
<b>Measurement</b>		
Process measures		
Outcome measures		
Instruments <ul style="list-style-type: none"> <li>• Description (with citations)</li> <li>• Rationale for choosing</li> <li>• Validity and reliability</li> <li>• Scoring plan</li> <li>• Plan for evaluating reliability in project sample</li> <li>• Permission for use of the instrument</li> </ul>		
Demographic data		
Methods employed for assessing completeness and accuracy of data		
<b>Evaluation (Analysis Plan)</b>		
Statement of intent to use of SPSS (include current version)		
Demographic data		
Outcome measures (analysis plan for each measure)		
Evaluation of process <ul style="list-style-type: none"> <li>• Facilitators</li> <li>• Barriers</li> </ul>		
<b>Implications</b>		
Possible implications for future practice or in health policy		
Feasibility		
Sustainability		
<b>Dissemination</b>		
Vetting of all dissemination by agency		
Likely dissemination options (poster, presentation, publication)		

## APPENDIX H

<b>DNP Project Curriculum (by semester)</b>	<b>SQUIRE</b>	<b>Iowa Model of EBP (Titler)</b>	<b>DNP Project Team Meetings</b>
Fall 1: no pertinent classes		Stage 1 Trigger: Problem or new knowledge	
Spring 1: EBP I	<ol style="list-style-type: none"> <li>1. What is a problem?</li> <li>2. Consider sites</li> <li>3. Needs assessment of site to determine problems</li> <li>4. Initial stakeholder assessment</li> </ol>	Stage 1: Trigger Stage 2: Is this an organizational Priority Stage 3: Identification of possible outside mentors	<ol style="list-style-type: none"> <li>a. 2- 3 meeting with EBP 1 faculty to discuss project ideas</li> </ol>
Summer 1: no pertinent classes			
Fall 2: EBP 2	<ol style="list-style-type: none"> <li>1. Definition and significance of the problem</li> <li>2. Needs assessment or model used to explain the problem</li> <li>3. Summary of what is currently known about the problem</li> <li>4. Target population</li> <li>5. Literature review of interventions</li> <li>6. Description of instrument and rationale for choosing it.</li> </ol>	Stage 4: Evidence Gathered Stage 5: Research based critiqued and synthesized	4 meetings with EBP II faculty  Objectives: <ol style="list-style-type: none"> <li>a. solidify a site an problem</li> <li>b. Discuss findings of literature review and review evidence based interventions for problem or EBP quality improvement strategy</li> </ol>

	a. Description of validity and reliability		
Spring 2: Project Development and Evaluation	<ol style="list-style-type: none"> <li>1. Define reasons or assumptions used to develop the interventions</li> <li>2. Feasibility analysis in setting</li> <li>3. Define – purpose and specific aims</li> <li>4. Description of the environment</li> <li>5. Con’t stakeholder assessment</li> <li>6. Culture of the environment for change and evaluate barriers to change</li> <li>7. Begin to elicit permissions</li> <li>8. Determine Intervention including: <ol style="list-style-type: none"> <li>a. Who is involved in the intervention team</li> <li>b. Training of team members</li> <li>c. Plan for information staff and other stakeholders</li> <li>d. Sampling and population – including assessing vulnerable populations</li> </ol> </li> <li>9. Consider outcomes to be measured</li> <li>10. Begin to formulate a plan for data analysis</li> </ol>	Stage 6: Is evidence sufficient and is the agency on Board	<p>4 meetings with DNP Project team</p> <p>Objectives:</p> <ol style="list-style-type: none"> <li>a. Review Project site requirements and stakeholders: Are there any barriers to the project?</li> <li>b. Discuss an evaluation plan including outcome variables; measurement method; and data analysis plan</li> <li>c. Review and refine literature review paper</li> </ol>
Summer 2 Finance class	<ol style="list-style-type: none"> <li>1. Develop a Budget for project</li> <li>2. Obtain permission for use of instrument</li> </ol>		
Fall year 3: DNP Project I	<ol style="list-style-type: none"> <li>1. Refine procedures for: <ol style="list-style-type: none"> <li>a. Identification of potential participants</li> <li>b. Consent process if applicable</li> <li>c. Process for data collection</li> <li>d. Maintenance of data</li> <li>e. Ethical considerations</li> <li>f. Referral plan as needed</li> </ol> </li> </ol>	Stage 7: Decision to pilot intervention or EBP quality improvement strategy	<p>Weekly meetings with DNP Project Teams</p> <p>Objectives:</p> <ol style="list-style-type: none"> <li>a. Preparation for Proposal Defense</li> <li>b. Submission to IRIS</li> </ol>

	<ol style="list-style-type: none"> <li>2. Consider what demographic data is to be collected</li> <li>3. Methods employed for assessing completeness and accuracy of the data</li> <li>4. Confirm plan for data analysis</li> <li>5. Plan for dissemination</li> </ol>		
Spring Year 3	<ol style="list-style-type: none"> <li>1. Create a code book for data</li> </ol>	Stage 7: Pilot change	Meetings as needed to address implementation concerns or to start the evaluation process
Summer Year 2	<ol style="list-style-type: none"> <li>1. Review project results</li> <li>2. Discuss limitations of the project</li> <li>3. Implications: What can people learn moving forward from this project</li> <li>4. Finalize Manuscript</li> <li>5. Finalize Defense Poster</li> </ol>	<p>Stage 8: Did it work? Outcomes</p>	<p>One meeting every 2 weeks</p> <p>Objectives:</p> <ol style="list-style-type: none"> <li>a. Help student through evaluation process</li> <li>b. Draft, revise and finalize final DNP Project Paper</li> <li>c. Final Defense Poster Presentation</li> </ol>

## Appendix I

## Student Eligibility for Board Certification Exams by Track

Track	Certifying Body (Exam)	Certification Granted
Family	<ol style="list-style-type: none"> <li>1. American Academy of Nurse Practitioners Certification Board (AANPCB)</li> <li>2. American Nurses Credentialing Center (ANCC)</li> </ol>	<ol style="list-style-type: none"> <li>1. FNP-C</li> <li>2. FNP-BC</li> </ol>
Adult Gerontology Primary Care	<ol style="list-style-type: none"> <li>1. American Academy of Nurse Practitioners Certification Board (AANPCB)</li> <li>2. American Nurses Credentialing Center (ANCC)</li> </ol>	<ol style="list-style-type: none"> <li>1. A-GNP-C</li> <li>2. AGPCNP-BC</li> </ol>
Adult Gerontology Acute Care	<ol style="list-style-type: none"> <li>1. American Nurses Credentialing Center (ANCC)</li> <li>2. American Association of Critical Care Nurses (AACN)</li> </ol>	<ol style="list-style-type: none"> <li>1. AGACNP-BC</li> <li>2. ACNPC-AG</li> </ol>
Psychiatric Mental Health	<ol style="list-style-type: none"> <li>1. American Nurses Credentialing Center (ANCC)</li> </ol>	<ol style="list-style-type: none"> <li>1. PMHNP-BC</li> </ol>
Neonatal	<ol style="list-style-type: none"> <li>1. National Credentialing Center (NCC)</li> </ol>	<ol style="list-style-type: none"> <li>1. NNP-BC</li> </ol>

## Appendix J

Post-Graduate Student Clinical Hour GAP Analysis Form  
Example

Date Range of Previous Clinical Work	Number of Hours	Description of Hours	Number of Hours Credited to the New Population
2/12/20 – 4/12-20	40	40 clinical hours with the trauma team at a level 1 trauma center completed as specialty hours during my FNP program clinicals. <ul style="list-style-type: none"> <li>• Managed inpatients with the trauma nurse practitioners</li> </ul>	40

Track Population : \_\_\_\_\_

Total Number of Hours Credited : \_\_\_\_\_

\_\_\_\_\_  
Track Coordinator or Program Director

\_\_\_\_\_  
Date