



XAVIER
UNIVERSITY

COLLEGE OF NURSING

GRADUATE

NURSING STUDENT HANDBOOK

2020 - 2021

The baccalaureate and master's degree programs and the doctor of nursing practice in population health leadership program at Xavier University College of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE), www.aacn.nche.edu/ccne-accreditation.

The baccalaureate (BSN) degree in nursing, accelerated baccalaureate (ABSN) degree, and master's degree in nursing (MIDAS) are approved by the Ohio Board of Nursing (OBN), www.nursing.ohio.gov.

The baccalaureate and master's degree programs and the doctor of nursing practice in population health leadership (DNP) program at Xavier University are endorsed by the American Holistic Nurses Credentialing Corporation (AHNCC), <http://www.ahncc.org>

Xavier University Graduate Nursing Student Handbook 2020 – 2021

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INTRODUCTION AND HANDBOOK ACKNOWLEDGEMENT

Introduction

The Xavier University College of Nursing publishes an Undergraduate Nursing Student Handbook and a Graduate Nursing Student Handbook. The first section of each handbook is common to both, covering Xavier University, College of Nursing and clinical student policies and information. The second section of each handbook is specific to either undergraduate students or graduate students.

The Undergraduate Nursing Student Handbook provides policies for the BSN program which includes two tracks: the four-year program and an accelerated program offered on line for individuals with a bachelor degree in another field (ABSN).

The Graduate Nursing Student Handbook includes policies for the Master of Science in Nursing program which includes two tracks: MSN for registered nurses and MIDAS which stands for Master of Science in Nursing: Direct Entry as Second Degree.

The BSN (both the four-year and the ABSN) and MIDAS are pre-licensure programs which prepare graduates to take NCLEX-RN upon completion of the program.

Current handbooks are posted at www.xavier.edu/nursing/Current-Students/, the Nursing Current Students web page and archived ones are accessible via a link from that page. The handbook is to serve as a guide and reference for students.

The nursing handbook provides information regarding College of Nursing policies and procedures. Students are expected to be familiar with the content of their handbook (undergraduate or graduate handbook) and the information in the University catalog pertaining to undergraduate or graduate education at Xavier University. If any item in the College of Nursing handbook or the catalog is not clear, it is the student's responsibility to seek clarification.

Students are to reference the handbook under which they entered throughout their enrollment in the College of Nursing. Students will be notified of any changes that apply to them after the publication of their handbook.

Policies revised during the academic year will be communicated to current students via email announcements. Therefore it is important that students routinely check their Xavier University email account.

The nursing handbook is considered to be test material in some nursing courses.

Both students and faculty provide input into the revision process through the questions they ask and the problems/challenges that may arise during use of the handbook. Students are invited to give suggestions for improving the handbook. Submit ideas in writing to the Director of the College of Nursing or to the Assistant Dean.

Nursing Student Handbook Acknowledgement

I have accessed/received my nursing student handbook and understand I am responsible for reading and abiding by all policies set by the College of Nursing.

In addition to an initial review, it is expected that students will review the handbook on an annual basis.

Pre-licensure students: I understand that a past felony or misdemeanor conviction may disqualify me from taking the National Licensing Examination for Registered Nurses (NCLEX-RN) as outlined in Section 4723.28 of the Ohio Revised Code.

[http://nursing.ohio.gov/PDFS/Discipline/CRIMINAL_HISTORY_FACT_SHEET-July 2013.pdf](http://nursing.ohio.gov/PDFS/Discipline/CRIMINAL_HISTORY_FACT_SHEET-July_2013.pdf)

I agree to permit the College of Nursing, if necessary, to release my social security number to clinical facilities in order to produce an identification badge to be used during my clinical rotation.

I hereby grant to Xavier University the right and authority to photograph or produce audio/video digital recordings of any activity, including but not limited to, simulations within the Xavier Center for Holistic Nursing in which I am a participant. I understand and consent that these recordings may be used for promotional, educational, or publicity purposes. They may be published in mass media publications, on the Xavier internet sites. In addition, they may be viewed for educational purposes in the classroom, shown at local or national workshops, or made available for distance learning via the internet.

Student's Name _____
(please print)

Graduate Nursing Student Handbook for Academic Year _____ 2020 - 2021 _____

Student's Signature _____

Today's Date _____

HIPAA Confidentiality Agreement

I have read the HIPAA Confidentiality Agreement in the handbook and agree to comply with all its terms as a condition of my continuing affiliation with Xavier University.

Student's Signature

Date

Print your Name

Xavier University
College of Nursing

Agreements/hipaa/ Confidentiality Agreement

**TWO SIGNATURES ARE REQUIRED ON THIS FORM: THE HANDBOOK ACKNOWLEDGEMENT
AND
THE HIPAA CONFIDENTIALITY AGREEMENT**

Four year BSN, MSN MIDAS, MSN (RNs): DEADLINE FOR SUBMISSION: SEPTEMBER 18 2020

ABSN STUDENTS: SUBMIT AS INSTRUCTED BY ABSN STAFF OR FACULTY

XAVIER UNIVERSITY INFORMATION FOR STUDENTS

Xavier University Mission Statement

Xavier is a Jesuit Catholic university rooted in the liberal arts tradition. Our mission is to educate each student intellectually, morally, and spiritually. We create learning opportunities through rigorous academic and professional programs integrated with co-curricular engagement. In an inclusive environment of open and free inquiry, we prepare students for a world that is increasingly diverse, complex and interdependent. Driven by our commitment to educating the whole person, promoting the common good, and serving others, the Xavier community challenges and supports all our members as we cultivate lives of reflection, compassion and informed action. *Accepted by the Xavier Board of Trustees 12/1/17*

Xavier University Services, Guides & Policies

University services, guides and policies are accessible on the Student Hub via the Systems and Guides icon. Of particular note are academic policies, undergraduate and graduate catalogs and the University's student handbook. All students are expected to review both the university student handbook and the nursing student handbook. Every Xavier student is a representative and ambassador for the University. Expectations, policies, and the code of student conduct found in the handbooks have been established to assure respect for oneself and others. Students are held accountable for inappropriate behavior both on-campus and off-campus and there are consequences to unwise decisions and choices if a student is found to be responsible for violations.

Xavier University Academic Honesty

The pursuit of truth demands high standards of personal honesty. Academic and professional life requires a trust based upon integrity of the written and spoken word. Accordingly, violations of standards of ethical behavior will not be tolerated at Xavier University. These include but are not limited to cheating, plagiarism, unauthorized assistance in assignments and tests, and the falsification of research results and material.

All work submitted for academic evaluation must be the student's own. Certainly, the activities of other scholars will influence all students. However, the direct and unattributed use of another's efforts is prohibited as is the use of any work untruthfully submitted as one's own.

Penalties for violations of this policy may include, but are not limited to, one or more of the following: a zero for that assignment or test, an "F" in the course, and expulsion from Xavier. The Academic Dean of the college in which the student is enrolled is to be informed in writing of all acts of academic dishonesty, although the faculty member has authority to assign the grade for the assignment, test, or course. If disputes regarding the applicability or enforcement of this policy arise, the student, faculty member and department chair should attempt to resolve the issue. If this is unsatisfactory, the Academic Dean of the college will rule on the matter. As a final appeal, the Provost will call a committee of tenured faculty for the purpose of making a final determination.

(Source: XU Student Handbook: Academic Honesty – Section 2.3.9.1.

<http://www.xavier.edu/handbook/standards/Academic-Honesty.cfm>)

Xavier University Student Hub

Xavier University provides the Student Hub as an easy way to access many of the services students will need to use. Students register for a new Xavier account to open the gateway to e-mail, billing, grades and so much more. Register at www.xavier.edu/newuser.

Once registered, all of Xavier's systems are easily accessible for students via the Student Hub at www.xavier.edu/students including the services below:

Bill Pay: At Xavier, we only utilize electronic billing. On the Student Hub, click the Pay Bill icon for access your bill, payment options, payment plans and more. You can set-up other users to access your billing information if that's helpful. Contact the Bursar's office at 513-745-3435 for assistance.

By paying your bill on time, you will always have access to your Xavier systems and never have your classes cancelled due to being delinquent.

E-mail: You will have a Xavier e-mail account. Make sure to check important messages for have the e-mails forwarded to another account.

NURSING STUDENTS: IT IS CRITICAL TO CHECK YOUR XAVIER EMAIL REGULARLY. YOU WILL RECEIVE MANY COMMUNICATIONS FROM YOUR FACULTY AND THE COLLEGE OF NURSING BY EMAIL.

Academic information: Students can access online course collaboration spaces by selecting the Canvas icon on the Student Hub. The Student Hub also has easy links to search course descriptions, get to the online Library, and view your grades through Self-Service. Access the catalog at www.xavier.edu/registrar and click the catalog link.

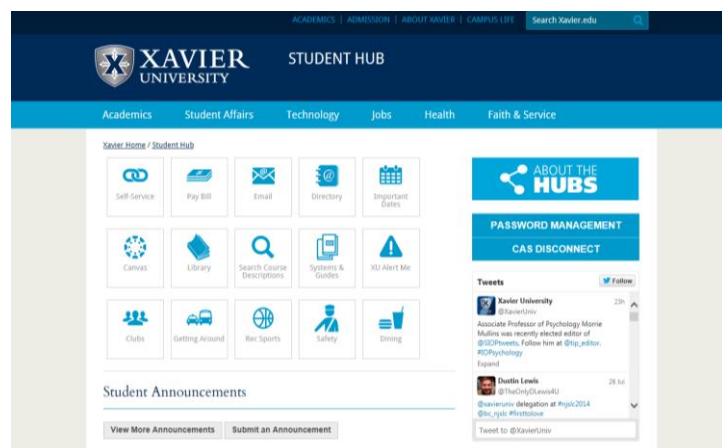
XU Alert Me: Your safety is a top priority. Use the XU Alert Me icon to register for important safety and weather related notifications to your phone and/or email.

Parking: Purchasing a Xavier parking permit is easy at www.xavier.edu/parking.

Source: Information Technology, 5/2014

The Student Hub is the gateway via links to numerous offices, services and information. Many of the less obvious links are at the System and Guides icon or the Student Affairs page.

Partial list of links or icons: bursar, financial aid, registrar (catalog, academic calendar, class registration, changes in your information), ALL Card Center (including XCash), library, Canvas, Learning Assistance Center, Health and Wellness Center, commuter services, counseling services, residence life, student involvement, policies and procedures, and the university student handbook.



**ACADEMIC YEAR 2020-2021
Administrators**

Dr. Judith Lewis , EdD, RN, Interim Dean EdD (University of Cincinnati) BSN/MS (Ohio State University)	745-1019 120 Cohen
Marilyn Gomez , M.Ed., Assistant Dean M.Ed. (Xavier University)	745-4392 106 Cohen
Dr. Debra VanKuiken , PhD, RN, Director BS (Western Michigan University – Biology), BSN (Creighton University) PhD (University of Cincinnati – Nursing)	745-3815 122 Cohen
Dr. Brenda Wiles , DNP, RN, MIDAS Program Director BSN (Spaulding University), MSN (Xavier University) DNP (Case Western Reserve University)	745-3040 125 Cohen
Collin Dadosky , MSN, RN, Associate Director Undergraduate Program/BSN BSN (University of Cincinnati), MSN (Xavier University)	745-3814 112 Cohen
Dr. Susan Allen , PhD, RN-BC, DNP Program Director PhD, (University of Cincinnati – Nursing Research) BSN (University of Cincinnati), MSN (Northern Kentucky University)	745-4232 188A Cohen
Dr. Kimberly Toole , DNP, APRN, CPNP DNP/MSN (University of Cincinnati –Maternal-Child; Pediatric Nurse Practitioner)	745-3095 105 Cohen
Mary Morris , MSN RN, Director ABSN Program MSN (Xavier University)	745-4829 Elsinore
Angela Phillips , PhD, MSN, Assistant Director ABSN Program Columbus PhD (Indiana University) MSN (Purdue University)	614-869-4469 Columbus
Sandra Harris , DNP, MSN, BSN, Assistant Director ABSN Program Cleveland DNP (Ursuline College) MSN, BSN (Case Western University)	216-529-4291 Cleveland

FULL-TIME FACULTY

Stacy Barnhouse , MSN BSN MSN (Walden University) BSN (Ohio University)	614-869-4531 Columbus
Diana Boling , RN-BC, CNL MSN (Xavier University)	745-3802 #4 Elsinore
Dr. Jennifer Bradley , PhD, RN, GPCC BSN (Mt. St. Joseph), MSN (University of Cincinnati), PhD (Union Institute)	745-1915 124 Cohen

Dr. Elizabeth J. Bragg , PhD, RN MSN (Ohio State University), PhD (University of Cincinnati)	745-4873 188B Cohen
Allison Canter , MSN, BSN MSN (Walden University) BSN (Ohio University)	745-3802 Elsinore
Jacqueline Clippinger , MSN, RN BSN (College of Mount St. Joseph), MSN (Xavier University)	745-3749 111 Cohen
JoAnn Dalton , MSN, RN MSN (Xavier University)	745-3802 #5 Elsinore
Mary Beth Doyle , MSN, RN BSN (Mt. St. Joseph), MSN (Xavier University)	745-3749 111 Cohen
Terri Enslein , MSN, RN BSN (Wright State University), MSN (Ball State University)	745-3148 131B Cohen
Candace "Kandi" Fischer , MSN, RN RN, MSN (Xavier University)	745-3857 112 Cohen
David Foley , PhD, MSN, RN-BC, MPA PhD/MPA (Cleveland State University) MSN (The University of Phoenix) RN (Huron Hospital School of Nursing)	Cleveland
Dr. Catherine Frank , MSN, OHN, APRN, AGACNP-BC, DNP BSN (University of Cincinnati), MSN (University of Cincinnati) Acute Care NP Program (University of Cincinnati), DNP (University of Cincinnati)	745-1916 132B Cohen
Carlene Galanopulo , MSN, RN MSN (Xavier University), PhD (c) (Walden University – Health Services)	745-3875 122 Cohen
Angela Hammond , DNP, MSN, BSN DNP (American Sentinel University) MSN (University of Phoenix) BSN (University of Akron)	Cleveland
Angel Hoch , MSN, RN-BC, BSN, BS MSN (Xavier University) BSN (University of Cincinnati)	TBA 123 Cohen
Shelley Hurles , MSN, BSN, BA MSN, BSN (University of Cincinnati) BA (Thomas More College)	745-3802 Elsinore
Deborah S. Knapp , MEd, RN BSN, MEd (University of Mount Saint Joseph)	745-3802 #2 Elsinore
Angela Liggett , DHA, MSN, RN, APFN, NE-BC DHA (Capella University) MSN/APFN (Duquesne University School of Nursing) BSN (College of Mount Saint Joe) RN (Bethesda Hospital School of Nursing)	745-2813 126 Cohen
Dr. Betsy List , PhD, RN BSN (Graceland U., Lamoni, Iowa), MN Master of Public Health, U. of Mass., Amhurst PhD (Walden University, Public Health – Epidemiology)	745-3690 121 Cohen
Jondra Long , MS, BSN, RN PHD (University of Mount Saint Joseph-Nursing) MSN, BSN (Wright State University)	745-3802 #1 Elsinore
Sarah McGrath , MSN, RN MSN (Xavier University)	745-3836 123 Cohen
Dr. Patricia McMahon , DNP, NP-C, RN	745-3852

BSN (Ohio State University), MSN (University of Cincinnati) NP (Northern Kentucky University), DNP (Mount St. Joseph University)	188C Cohen
Amy McQuattie , BA, MSN, RN BA (Bowling Green State University), MSN (Xavier University), RN (Christ Hospital School of Nursing)	745-3859 188C Cohen
Heather Moore , MSN, BSN MSN (Lourdes University) BSN (Ohio Northern University)	745-3816 122 Cohen
Kelly Muresan , MSN, MS, BSN MS (Otterbein College) MSN (Ohio State University) BSN (Bowling Green State University)	745-1008 130B Cohen
Lisa Niehaus , MSN, RN BSN (University of Cincinnati), MSN (Xavier University)	745-1907 115 Cohen
Karen Noel , MSN, RN, CNL MSN (Xavier University)	745-3802 #8 Elsinore
Jonathan Ruedisueli , MSN, APRN, FNP-BC MSN, BSN (University of Cincinnati)	745-1059 188D Cohen
Ashley Saum , MSN, BSN MSN (Capital University) BSN (Mount Carmel College of Nursing)	745-3802 Elsinore
Catherine Schneider , MSN, MEd, RN-BC, CCRN-K MSN (Xavier University), MEd (Xavier University), Diploma of Nursing (Mercy School of Nursing)	745-3802 #3 Elsinore
Catherine Short , DNP, MBA, RN DNP (University of Mount Saint Joseph) MSN (Sacred Heart University)	745-3802 #6 Elsinore
Diane Stauffer , DNP, MSN, BS DNP (Case Western Reserve University) MSN (University of Cincinnati) BSN (Ohio State University)	TBA 188D Cohen
Helen Tagliaferro , MSN, RN, CRN, WCC MSN (Walden University) BSN (Malone University)	Cleveland
Amy Wilson , MSN, BSN MSN, BSN (Xavier University)	TBA 111 Cohen
Jackie Wright , MSN, RN PhD (University of Mount Saint Joseph-Nursing) MSN,BSN (University of Phoenix)	745-3802 #7 Elsinore
 <u>STAFF</u>	
Michelle Eckert , RN, MSN, MBA, CCRN, Director of Health Arts and Sciences Lab BSN (Kent State University), MSN (Xavier University)	745-1913 118 Cohen
Joy Dunn , Administrative Assistant (Evening)	745-3814 119 Cohen
Rebekah Friedhoff ABSN Administrative Assistant	399-8320 Elsinore

Betty Rosenacker , Administrative Assistant	745-3134 109 Cohen
Amanda Meeker , Administrative Assistant	745-3814 119 Cohen
Anita Wright , ABSN Business Manager	745-3802 Elsinore

Xavier University College of Nursing

Mission

Following the precepts put forth in the Xavier University's mission statement and Jesuit tradition, the Faculty of the College of Nursing affirms its mission to educate undergraduate and graduate students with emphasis on preparing them to be nursing leaders and scholars in the delivery of interprofessional, collaborative, holistic care in a complex, population-based dynamic healthcare environment and diverse socio-political global community. Faculty and students' personal and professional development, their scholarship, leadership and service are directed to enhance the Mission of the College of Nursing.

Philosophy

The Faculty believes the mission is grounded in the traditions, values and spirit of the profession that directly benefits patients and populations by seeking social justice and decreasing disparities when caring for the sick, promoting health, preventing illness, engaging in scientific inquiry, and ultimately, enhancing quality of body, mind and spirit of individuals across the life span. Our graduates have mastery over knowledge and skills essential to, holistic, interprofessional, and population health nursing practice while incorporating the Ignatian values and traditions of cura personalis, discernment, magis, mission, service rooted in justice and love, reflection, and solidarity and kinship..

Our Xavier graduates while working across various systems, commit themselves to improving health outcomes and safeguarding the health care interests and needs of populations which include individuals, families and communities. Our graduates accomplish these commitments through scholarship, service, leadership, and personal and professional growth.

- *Scholarship* refers to the search for knowledge in the nursing discipline through rigorous inquiry, moral reflection, discernment, reasoning, analysis and synthesis of information. The purpose of scholarship is to develop and disseminate knowledge regarding issues of concern to nursing. Using a

mindset of magis, our graduates advance nursing in the practice of its discipline using best evidence, clinical expertise, and the patient's preferences and values.

- *Service*, rooted in justice and love, is the founding principle of professional nursing. Our graduates in the act of caring, utilizing the principle of cura personalis, respect the dignity and worth of each individual within a cultural and social context. While embracing diversity, our graduates offer a unique blend of knowledge and skills to diverse populations across the life span. They are committed to balancing holistic, empathic care within a dynamic, technological, and safe environment.
- *Leadership*, based on communication and interprofessional collaboration skills, is an essential attribute of professional nurses. Jesuit inspired values, such as solidarity and kinship, guide our graduates to confidently and competently advocate the patient's needs and rights at the microsystem level as well as participate in the transformation of health care at the macrosystem level. They have the qualities to assume leadership in various nursing roles as an integral part of nursing and inter-professional teams.
- *Personal and professional growth* encompasses the development and refinement of nursing and life philosophies as well as professional values and value-based behavior. Our graduates advocate for the profession and promote a professional image of nursing. They persist in personal and professional growth through life-long learning and self-reflection. Our graduates seek balance in their lives and take measures to care holistically for themselves and others in order to continue to deliver sustained, innovative care.

Approved by NFO November 19, 2015

Professional Nursing Standards

Nursing standards guide us in all that we do as nurses. During the course of nursing studies, there is an evolution in the students' knowledge, understanding, and incorporation into practice of nursing standards. Students new to nursing become socialized into valuing the meaning and importance of nursing standards. When students value and embrace the standards, it is demonstrated in their performance. Graduate students continue their development of values related to the standards as they acquire advance nursing knowledge and skills.

The nursing faculty selected five sets of professional nursing standards and guidelines, all of which were developed and are distributed under the auspices of the American Nurses Association (ANA), the American Association of Colleges of Nursing (AACN), and the American Holistic Nurses Certification Corporation (AHNCC). These standards include:

- Professional Performance Standards
- Clinical Care Standards; Code for Nurses
- AACN Essentials
- Standards of Holistic Nursing Practice
- National Organization of Nurse Practitioner Faculties (NONPF)

The [Nursing Mission/Nursing Standards Comparison Table](#) outlines the major components of ANA standards in relation to the College of Nursing Mission Statement. The program objectives for the BSN curriculum were derived from the four key mission concepts.

AACN's Essentials of Baccalaureate Education for Professional Nursing Practice provides the framework for the baccalaureate nursing educational curriculum.

AACN's Essentials of Masters Education in Nursing provides the framework for the masters nursing educational curriculum.

AACN's Competencies and Curricular Expectations for Clinical Nurse LeaderSM Education and Practice provides the framework for the clinical nurse leader track and MIDAS educational curriculums.

AACN's *Essentials of Doctorate of Nursing Practice Education for Professional Nursing Practice* provides the framework for the baccalaureate nursing educational curriculum.

Curriculum Organizing Framework

The faculty of the College of Nursing have selected “Transitions” (Chick & Meleis, 1986; Meleis & Trangenstein, 1994) as an organizing framework for the curriculum. The transition framework is not restricted by a theoretical perspective. It encompasses many nursing theories and concepts, thus allowing contemporary and future nursing theories to compete to answer critical questions. Diversity of theoretical choices allows for diversity in the selection of faculty and encourages the student to think critically. This transitions framework relates to the four key concepts of the College of Nursing’s mission and provides the basic structure of the baccalaureate curriculum on which the master’s curriculum is built.

A transition is defined as a passage or movement from one state, condition, or place to another. This implies change and change is an inherent and normal part of an individual’s or group’s growth and development. The transition framework provides a way of looking at change as a process rather than as a static event. Transitions are complex processes and more than one type of transition may be occurring at the same time. They may also be cumulative; one transition may lead to another, or one type of transition may initiate another type. Transitions, such as aging, may be expected. Other transitions, such as illness or disability, are unexpected.

Four types of transitions have been identified: developmental, situational, health-illness, and organizational. Developmental transitions are those encountered during the life span (e.g. adolescence, parenthood, and aging). Situational transitions include movement in educational and professional roles (e.g. from student to practitioner, from staff to administration or changing jobs). Health-illness transitions cover the passage from the subjective perception of self as healthy to ill, as well as moving from various levels of care within the health care system. Organizational transitions encompass a wide range of events, from transition precipitated by changes in health care policy, administrative changes, demographic variations, to community reorganization.

Individuals, families, communities and organizations vary widely in their response to transition. The variation is a result of differences in the backgrounds and preparation of the clients. These differences influence the client’s interpretation and response to the transition.

The goal of the transition process is the attainment of healthy outcomes. Three indicators of healthy outcomes include a subjective sense of well-being, mastery of new behaviors, and well-being of interpersonal relationships. When a successful transition has occurred, feelings of distress give way to a subjective sense of well-being. Mastery of new behaviors refers to the achievement of a skilled role performance and a level of comfort with the behaviors required. Well-being of interpersonal relationships is indicated by positive interactions with others.

Transition is a holistic concept dealing with the entire client system; it prompts nurses to consider patterns of responses rather than single responses, and to identify vulnerable and critical points for therapeutic nursing interventions. The purpose of nursing is to assist clients to create conditions conducive to healthful transitions.

STUDENT PROFESSIONAL BEHAVIOR AND CONDUCT REGULATIONS & POLICIES

Ohio Board Of Nursing Regulations Rule 4723-5-12 Sec C (Student Conduct)

Rule 4723-5-12 Section C effective 2/1/2014:

(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

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

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

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

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

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

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

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

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

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

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

(9) A student shall not:

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

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

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

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

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

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

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

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

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Five Year Review (FYR) Dates: 12/19/2016 and 12/19/2021

Promulgated Under: [119.03](#)

Statutory Authority: [4723.07](#)

Rule Amplifies: [4723.06](#)

Prior Effective Dates: 2/1/96, 4/1/97, 2/1/02, 2/1/04, 2/1/07, 2/1/08, 2/1/12, 2/1/14

www.nursing.ohio.gov

<http://codes.ohio.gov/oac/4723-5>

Retrieved 8/1/17

College of Nursing Professional Conduct Policy

Students enrolled in the Xavier University (XU) College of nursing (SON) program are expected to adhere to rules of professional conduct established by the Xavier University Standards of Conduct as outlined in the XU Student Handbook (<https://www.xavier.edu/handbook/standards/>), the Ohio Administrative Code, Chapter 4723-5-12-C, and the American Nurse's Association Code of Ethics for Nurses. Failure to adhere to the conduct policy will result in discipline as outlined in this document and in the XU Student Conduct Process as outlined in the XU Handbook (<https://www.xavier.edu/handbook/conduct-process/>). This policy is in addition to the XU Student Handbook policy, and outlines SON procedures for handling unprofessional behavior by nursing students.

As stated in the Code of Ethics, a successful professional should demonstrate such characteristics as open-mindedness, tolerance of ambiguity, objectivity, emotional stability, personal security, appropriate interpersonal skills to effectively and confidently communicate with others across racial, cultural or gender lines; and a willingness to learn and grow professionally.

Procedures:

1. **Verbal Warning:** When there are academic or clinical behavioral concern(s), the faculty member will discuss the concerns with the student, reiterate professional expectations, and complete a verbal warning form (see attachment). A copy will be provided to the student, placed in the student's file, and will remain in the student's file while the student is enrolled in XU SON. A notation will be made on the inside front cover of the student file.

The faculty member or course coordinator will notify the appropriate associate director (AD). (For clinical concerns, the adjunct clinical faculty will first notify the clinical course coordinator). The AD will notify the Director of Xavier University College of Nursing and the Assistant Dean or the Director of Nursing Academic Services, as necessary. If an unethical behavior occurs outside of the classroom or clinical setting, an AD or the Director of Xavier University College of Nursing may initiate this policy.

2. **Written Warning:** If behavioral concern(s) are not resolved with or rise above the level of verbal warning, the faculty will discuss the concerns with the student, reiterate professional expectations, formulate a plan of action with the student, and complete a written warning form (see attachment). A copy will be provided to the student, placed in the student's file, and will remain in the student's file while the student is enrolled in XU SON. A notation will be made on the inside front cover of the student file.

The faculty member or course coordinator will notify the appropriate associate director (AD). (For clinical concerns, the adjunct clinical faculty will first notify the clinical course coordinator). The AD will notify the Director of Xavier University College of Nursing and the Assistant Dean Director or the Director of Nursing Academic Services, as necessary. If an unethical behavior occurs outside of the classroom or clinical setting, an AD or the Director of Xavier University College of Nursing may initiate this policy.

3. **Performance Probation:** If behavioral concern(s) are not resolved with or rise above the level of written warning, a performance probation form (see attachment) will be completed. Performance probation may also be issued immediately after a severe breach of professional conduct (no verbal or written warning required). A specific period of observation and review of conduct will be established in the written contract by the faculty member, AD, and the Director of Xavier University College of Nursing,

at which time terms for corrective action will be outlined for the student. The student must complete all professional behavior actions prior to removal from probation. A copy of this contract will be given to the student, placed in the student's file, and will remain in the student's file while the student is enrolled in XU SON. A notation will be made on the inside front cover of the student file. The Office of the Dean of the College of Professional Sciences will be notified of student probation by the AD or the Director of Xavier University College of Nursing.

4. **Performance Suspension/Termination:** Students may be immediately terminated and/or suspended following academic or clinical performance probation for continued unsatisfactory behaviors. Performance suspension may also be issued immediately after a severe breach of professional conduct (no verbal, written, or performance probation required). Following discussion of the situation between the student, faculty member, and AD; the Director of Xavier University College of Nursing will dismiss the student from the nursing program for a specified or indefinite period of time. The Office of the Dean of the College of Professional Sciences will be notified of student suspension/termination by the Director of Xavier University College of Nursing.

Note:

If disputes of interpretation of behavioral concerns arise, the student, faculty member(s), AD, and Director of Xavier University College of Nursing should attempt to resolve the issue. If the student disagrees with the decision, the student's situation will be presented to the College of Nursing APG committee. If the student disagrees with the APG committee decision, the student may contact the Office of the Dean of the College of Professional Sciences to examine additional avenues of recourse.

Recurrent Misconduct

Students who have been placed on warning for a specified behavior in one course and/or for one occurrence and who have been removed from warning will, if that same or similar behavior occurs at a later date, be placed on probation. If previously placed on probation, the student may be suspended.

College Of Nursing Professional Conduct Verbal Warning

**Professional Conduct Policy
College of Nursing**

VERBAL WARNING

Student: _____ Date: _____ Course: _____

Verbal Warning: When there are academic or clinical behavioral concern(s), the faculty member will discuss the concerns with the student, reiterate professional expectations, and complete a verbal warning form. If correction does not occur, the student will be placed on written warning.

Behavioral Concern:

Plan for Correction:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

(Verbal Warning will be placed in the student file with a flag on the front inside cover.)

College Of Nursing Professional Conduct Written Contract

**XAVIER UNIVERSITY
COLLEGE OF NURSING**

Written Contract

STUDENT WARNING

Student: _____ Date: _____ Course: _____

WARNING: A written agreement between a faculty member and a student that identifies behavioral concerns and a written plan that describes change (s) that must occur to correct the behavioral concerns. If correction does not occur, the student will be placed on probation.

BEHAVIORAL CONCERN:

PLAN FOR CORRECTION:

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Copy given to student: Y N

EVALUATION:

OUTCOME:

_____ Student has satisfactorily demonstrated/completed the above plan.

_____ Student has not satisfactorily completed the above plan and will be put on probation with a contract.

College Of Nursing Professional Conduct Written Contract

**XAVIER UNIVERSITY
COLLEGE OF NURSING**

Probation Contract

STUDENT WARNING

Student: _____ Date: _____ Course: _____

WARNING: A written agreement between a faculty member and a student that identifies behavioral concerns and a written plan that describes change(s) that must occur to correct concerns. If correction does not occur, the student will be placed on suspension/termination.

BEHAVIORAL CONCERNS:

PLAN FOR CORRECTION:

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Copy given to student: Y N

EVALUATION:

OUTCOME:

_____ Student has satisfactorily demonstrated/completed the above plan.

_____ Student has not satisfactorily completed the above plan and will be put on probation with a contract.

Approved 3/17/06 Last Revised 12/12/17 Approved by SON CC 1/2/18

Social Media Policy

Social media and the internet provide an important medium for sharing information and offers easily accessible methods for mass communication. Nursing students must be aware of the risks and consequences associated with social networking. On-line social networking (e.g., Facebook, Twitter, blogs, etc.) must be considered public information and postings containing certain information are illegal. On line content and behavior has the ability to enhance or undermine not only an individual but also Xavier University, and the profession of nursing. Violations may expose the offender to criminal and civil liability. It is important to avoid disclosing any HIPAA or academic protected information regarding patients, clinical sites, or peers. Any student found to have violated this policy will be subject to disciplinary action as set forth in college of nursing student handbook. For example infractions may result in utilization of the Professional Conduct Policy.

The following are taken from the American Nurses Association Social Networking Recommendations and modified to serve as a guide to students to avoid potential problems.

Standards of professionalism are the same on-line as in any other circumstance.

Never post photographs or any information gained in a nurse-patient relationship.

Maintain professional boundaries in the use of electronic media. Online contact with patients blurs these boundaries.

Do not post inflammatory or unflattering information about peers, patients, clinical sites and/or their employees on any social media site. Make every effort to present yourself as mature, responsible, and professional.

Do not take photos or recordings of a patient in your clinical setting or peers in their clinical or classroom learning environment without obtaining special permission utilizing the appropriate forms.

Promptly report any breach of confidentiality or privacy to your faculty member.

Do not share any protected health information. (HIPAA)

Source: <http://www.nursingworld.org/functionalmenucategories/aboutana/social-media/social-networking-principles-toolkit>

Please refer also to Xavier University Student Handbook:

Respect for Others 13.3, page 19;

Harassment Policy 19.18 page 53 & 54;

Online Communities 20.3, page 70

<http://www.xavier.edu/deanofstudents/documents/studenthandbook.pdf>

For potential consequences of inappropriate use of social and electronic media and common myths and misunderstandings refer to the below site:

https://www.ncsbn.org/Social_Media.pdf

More information is at American Nurses Association Social Media /Social Networking Principles Toolkit

<http://www.nursingworld.org/functionalmenucategories/aboutana/social-media/social-networking-principles-toolkit>

DATE: 8-7-2013

POLICIES: COMMUNICABLE DISEASE, STUDENT INJURY & HIPAA

Policy on HIV and Communicable Disease

The College of Nursing supports the policies of the University and the Student Health and Wellness Center regarding Communicable Diseases. The College of Nursing teaches and adheres to all Universal Precautions as defined by the Centers for Disease Control and Occupational Safety and Health Administration. Should a student test positive for such diseases, it may be necessary due to the clinical agencies' policies to find alternate learning experiences. Should these experiences not be forthcoming the University will provide counsel for assisting the student to identify other career options. In the event that the student and the University are unable to find a reasonable program alternative, the University has no further academic or financial responsibility for the progression of the student through any of its academic programs.

Policy on HIV and Hepatitis B (HBV) Prevention in the Clinical Setting

It is the policy of the College of Nursing at Xavier University that all students will comply with the Center for Disease Control (CDC) guidelines when caring for patients in the clinical setting. Protective measures against Human Immune Deficiency Virus (HIV) and Hepatitis B Virus (HBV) focus primarily on prevention of exposure through compliance with CDC guidelines and through obtaining vaccination against HBV.

The modes for HBV and HIV transmission are similar. Both have been transmitted only by percutaneous inoculation or contact with non-intact skin, or mucous membranes to blood or blood contaminated body fluids. The following measures for preventing HIV and HBV transmission in health care settings are recommended by the Centers for Disease Control: (MMNR 1987 Aug 21; 36: 1-18S).

- Use of blood and body fluid precautions for all patients, since medical history and examination cannot reliably identify all patients infected with HIV and other fluid- or blood borne pathogens.
- Use of special precautions during pre-hospital and emergency care since the risk of blood exposure to health care workers is increased and the infection status of the patient is usually unknown.
- Use of appropriate barrier precautions to prevent exposure to skin and mucous membrane when contact with blood or other fluids is anticipated.
- Gloves should be worn when in contact with blood, body fluids, and mucous membranes and for handling items or surfaces soiled with blood or body fluids, or for performing venipuncture and other vascular access procedures.
- Masks and protective eyewear or face shields should be worn during procedures that are likely to generate air-borne droplets of blood or other body fluids to protect exposure of mucous membranes of the mouth, nose and eyes.
- Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
- Use caution to prevent injuries caused by needles, scalpels, and other sharp instruments. To prevent needle-sticks, needles should not be recapped, purposely bent or broken by hand. After use, sharps should be placed in puncture resistant containers for appropriate disposal.
- Although saliva has not been implicated in HIV transmission, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouth pieces and ventilation devices available in areas in which the need for resuscitation is predictable.
- Health care workers with open lesions or weeping dermatitis should refrain from all direct patient care and from handling equipment until condition resolves.
- Change gloves after caring for each patient, as glove integrity cannot be assured with washing and repeated use.
- Wash hands prior to and immediately after patient contact.

Student Injury Reporting Policy

1. BLOOD AND/OR BODY FLUID EXPOSURE

Students are expected to seek emergency assessment and/or treatment when exposed to blood and/or body fluids according to the clinical setting's protocol. If the injury occurs while at Xavier University, the student is expected to seek assessment and/or treatment at the Health and Wellness Center. If the Health and Wellness Center is closed, the student is expected to seek assessment and/or treatment through an emergency department or private physician.

2. ACCIDENT/INCIDENT REPORT

An accident report is to be completed when an injury, exposure to blood or body fluids, fainting or serious illness requires a student to leave school or the clinical setting for immediate medical attention or when the student has been advised to seek prompt medical attention. It may also be used in the event of any unusual occurrence, whether or not such incident causes direct injury or illness. The ACCIDENT REPORT is to be completed by supervising faculty at the scene of the accident/incident on the day of the occurrence. Copies of the report are to be made available for the Director of the College of Nursing and the student's file. (See accident/incident report form)

3. EMERGENCY CONTACT INFORMATION

All students will provide an emergency contact name and phone number as well as a local contact name and phone number at the beginning of every clinical rotation. The clinical faculty will keep this information for emergency use.

Approved 4/21/06

Student injury reporting policy

**Accident/Incident Report
Xavier University College of Nursing**

AN ACCIDENT REPORT is to be completed when an injury, exposure to blood or body fluids, fainting or serious illness requires a student to leave school or the clinical setting for immediate medical attention or when the student has been advised to seek prompt medical attention. It may also be used in the event of any unusual occurrence, whether or not such incident causes direct injury or illness. The ACCIDENT REPORT is to be completed by supervising faculty at the scene of the accident/incident on the day of the occurrence.

STUDENT INFORMATION

Name _____	DOB _____
Address _____	
Contact Person _____	Phone _____

DOCUMENTATION OF ACCIDENT/INCIDENT

Date accident/incident occurred _____ Time _____ AM PM Location _____
Supervising Faculty _____
Describe how the accident/incident occurred (location and nature of injury/illness) _____ _____ _____
Witnesses _____
First Aid Given _____ Yes _____ No By Whom _____
Explain _____ _____
VS assessed BP _____ P _____ R _____

ACTION TAKEN

Emergency Medical System (911) notified	_____ Yes _____ No	Time _____ AM PM
Contact Person Notified	_____ Yes _____ No	Time _____ AM PM
If no, explain _____		
XU Notified (745-3815 - Chair)	_____ Yes _____ No	Time _____ AM PM
Other (s) Notified	_____ Yes _____ No	Time _____ AM PM
Student Referred Home	_____ Yes _____ No	Time _____ AM PM
Physician	_____ Yes _____ No	Time _____ AM PM
ER	_____ Yes _____ No	Time _____ AM PM
Student accepted recommendation(s) _____ Yes _____ No Follow up needed _____		

Signature of person completing form Title _____ Date _____

Student signature _____ Date _____

Confidentiality

The American Nurses Association (ANA) Code for Nurses states: “The nurse safeguards the client’s right to privacy by judiciously protecting information of a confidential nature.” This statement refers to the protection of client information and access to records, and protection of agency information. Confidentiality in health care is controlled by state and federal statutes. Nurses are morally and legally obligated to protect information obtained during the course of enacting their professional role.

Nursing students need to continuously monitor themselves and others when speaking about clients or agencies in which nursing is practice. When outside of agencies, students must continue to protect information by not talking about clients or agencies.

Occasions where students need to be concerned about the protection of client or agency information include:

1. Outside of agency. Confidentiality must be maintained in dormitories or other places of residence where it is so easy to start up a discussion about clinical experiences.
2. Course assignments. Assignments for courses should never have the client’s name written or initials on them or any other identifying information as outlined in the HIPAA Confidentiality Agreement in this handbook.
3. Classroom discussions. Information shared about clients or agencies during classroom discussion for the purpose of learning is not shared beyond the classroom.
4. Research. When conducting research requiring the use of data from a client’s records, permission is obtained from the agency and confidentiality is guaranteed. Identifying information should not be recorded that would link subjects to the data. Students will be required to follow the guidelines of the Xavier University Institutional Review Board. Faculty will guide students in this process.

Rev. 7/21/17

HIPAA Confidentiality Agreement
FACULTY/STAFF/STUDENT CONFIDENTIALITY AGREEMENT

Confidential information includes protected health information (PHI) as defined by the federal Health Insurance Portability and Accountability Act (HIPAA).

Protected Health Information (“PHI”) under HIPAA is defined as information that is received from, or created or received on behalf of Xavier University or its affiliated health care organizations and is information about an individual which relates to past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual.

PHI includes medical records, student records, and financial or billing information relating to a patient’s or student’s past, present or future mental or physical condition; or past, present or future provision of healthcare; or past present or future payment for provision of healthcare and contains any of the following identifiers that may be used to identify the patient or student in relation to PHI.

- Names
- Geographic subdivisions smaller than a state
- Telephone/fax numbers
- E-mail addresses
- Social Security Numbers
- Medical Record Numbers
- Health plan beneficiary numbers
- Account numbers
- All elements of dates related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89
- Certificate/license numbers
- Vehicle identifiers and serial numbers including license numbers
- Device identifiers/ serial numbers
- Web Universal Resource Locators (URLs), Internet Protocol (IP address number)
- Biometric identifier (voice, finger prints)
- Full face photo image
- Any other unique identifying number, characteristic, or code

I understand that Xavier University and its affiliated health care organizations have a legal and ethical responsibility to maintain and protect the privacy and confidentiality of protected health information (PHI) and to safeguard the privacy of patient and student and Xavier University and its affiliated health care organizations’ information. In addition, I understand that during the course of my affiliation as a student/faculty/staff at Xavier University and its affiliated health care organizations, I may see or hear other Confidential Information such as financial data and operational information that Xavier University and its affiliated health care organizations are obligated to maintain as confidential.

The term of this Confidentiality Agreement is the length of my affiliation with and during clinical rotations at Xavier University. As a condition of my affiliation as a student, staff, and/or precepting faculty member with Xavier University and its affiliated healthcare organizations I understand that I must sign and comply with this Agreement.

I agree that my obligation under this Agreement regarding PHI and Confidential Information will continue after the termination of my affiliation with Xavier University. I understand that violation of this Agreement may result in disciplinary action up to and including termination of my affiliation with Xavier University and/or suspension, restriction or loss of privileges in accordance with Xavier University’s Policies and Procedures, as well as **potential personal civil and criminal legal penalties.**

I understand that any PHI or Confidential Information that I access or view at Xavier University and its affiliated health care organizations does not belong to me.

I understand that any access to PHI for research purposes requires proper documentation and approval according to HIPAA policies.

I am aware that Xavier University and its affiliated health care organizations reserves and intends to exercise the right to review, audit, intercept, access, and act upon inappropriate use of computer systems at any time, with or without user notice, and that such access by Xavier University and its affiliated health care organizations may occur during or after working hours.

The intent of this Agreement is to ensure that students and their faculty preceptors and staff comply with HIPAA Regulations at Xavier University and its affiliated health care organizations Privacy Policies and Procedures.

I will use and disclose PHI and/or Confidential Information only if such use or disclosure complies with the Policies and Procedures, and is required for the performance of my responsibilities as a student, staff or precepting faculty in the care and treatment of patients or provision of services to students. The use and disclosure of PHI and/or Confidential Information for the purpose of care and treatment of patients does not include the use or disclosure of PHI and/or Confidential information for educational endeavors such as writing educational reports for my course of study, engaging in seminars and presentations in the educational setting.

My personal access code(s), user ID(s), access key(s) and password(s) used to access Xavier University and its affiliated health care organizations computer systems or other equipment are to be kept confidential at all times.

Since the use of PHI and Confidential Information includes access, I will not access or view any PHI or Confidential Information other than what is required to perform my responsibilities as staff, student and/or precepting faculty in the care and treatment of patients or service to students. If I have any questions, I will immediately ask my precepting faculty or the Privacy Officer of Xavier University and its affiliated organizations for clarification.

I will not discuss any information pertaining to patient PHI or the health care organization in an area where unauthorized individuals may hear such information (for example), in hallways, on elevators, in the cafeteria, on public transportation, at restaurants, and at social events). I understand that it is not acceptable to discuss any PHI or Confidential Information in public areas even if specifics such as patient's name are not used.

I will not make any unauthorized transmissions, copies, disclosures, inquiries, or modifications of PHI or Confidential Information. Such unauthorized transmissions include, but are not limited to, removing and/or transferring PHI or Confidential Information from Xavier University's and its affiliated health care organizations' computer systems to unauthorized locations (for instance, my home or school computer).

Upon termination of my affiliation with Xavier University and its affiliated health care organizations, I will immediately return all property (e.g. keys, documents, ID badges, etc.) to my precepting faculty. I understand that it is my obligation to return all patient PHI to my precepting faculty and the health care organization upon completion of my clinical rotation at the health care organization. Faculty are responsible for the destruction of PHI, whether hard copy or electronic.

I have read the above Agreement and agree to comply with all its terms as a condition of my continuing affiliation with Xavier University.

Student/Staff/Faculty Signature

Date

Print your Name

Xavier University
College of Nursing

Agreements/hipaa/ Confidentiality Agreement

STUDENT EXPECTATIONS

Expectations of the Professional Nurse Related to Drug Therapy

The professional nurse's responsibilities in clients' drug therapies include demonstration of the following:

1. Knowledge of drugs prescribed for patients for whom the nurse is responsible.
 - a. Classification of drug
 - b. Generic and trade name
 - c. Indications for use; i.e. Therapeutic Actions (cellular level - what does the drug do to bring about action)
 - d. Desired effect
 - e. Possible side effects and toxicity
 - f. Normal dosage (adult & child)
 - g. Route of administration and excretion
 - h. Drug interactions: with food and other drugs
 - i. Contraindications to usage
 - j. Synergistic action of drugs
 - k. Relationship of a specific drug to a specific client problem including correlation with laboratory data
2. Mathematical skill in calculating dosage.
3. Psychomotor skill in preparing and administering medications.
4. Consistent utilization of safety measures to prevent errors during the preparation and administration of drugs. Recognition and immediate reporting when an error has been made. (According to institution and agency policies as limited by the Ohio Nurse Practice Act).
5. Performance of related nursing care activities to promote the maximum effectiveness of drug for each client.
6. Evaluation of client to determine effectiveness of drug therapy (observation of physical and mental response, laboratory data).
7. Knowledge of Nurse Practice Act related to drugs; e.g., awareness of drug abuse and implications for personal and professional practice; knowledge of the nurse's responsibility in the administration of experimental drugs.

The acquisition of knowledge related to drug therapy is a dynamic process. One acquires this knowledge through formal and continuous self-directed learning and applies it in professional practice. Students learn in the classroom the basic knowledge related to the major classes of drugs, their therapeutic actions, concepts of absorption, distribution, metabolism, and excretion of drugs and their interactions. Clinical nursing courses are designed to provide students with clinical learning opportunities to further the acquisition of knowledge and skills related to the above expectations.

Students in all programs within the College of Nursing are expected to demonstrate the above knowledge and skills if required to do so in their study and/or practice of nursing.

Student Signature on Clients' Records

Students are placed at a variety of clinical agencies. Documentation for their nursing care will be evidenced by signing the first initial and full last name for students in the BSN and MSN MIDAS prelicensure program as follows: S. Stevens, XUSN (Xavier University Student Nurse) or by electronic signature as appropriate.

Classroom Conduct and Attendance

All Xavier nursing students will present themselves in a manner that is consistent with both social and professional standards. Classroom or online didactic course expectations, including professional behavior and attendance policies, are stated in the course syllabus and covered by the instructor at the beginning of the course. Many courses require discussions or discussion boards, debates, case studies and group projects. Your attendance and participation is essential to these shared learning experiences to be effective.

Some web-enhanced graduate courses may not have a face to face meeting each week but interaction and participation occurs via Canvas. Specific expectations and web etiquette will be included with these courses.

Clinical Attendance Policy: Pre-licensure Students

Students are required to attend each assigned lecture, seminar or clinical laboratory. Clinical attendance is **mandatory**. Absence is only permissible in extreme situations. If absences interfere with safe practice or achievement of course objectives or course content, faculty may advise the student to withdraw in lieu of failure. In the event that an unplanned absence is necessary, the student should observe the following procedure:

Both the clinical agency and the instructor should be notified as soon as possible but absolutely **no later than one hour preceding the scheduled clinical.**

Should a student anticipate the necessity to be absent from a future clinical experience, arrangements for the absence and its reconciliation should be planned with the instructor as far in advance as possible. Requests for arrangements must be realistic and acceptable for both the clinical agency and the instructor.

The criteria for successful completion of a course is based on the student's ability to meet the course objectives. Refer to specific course syllabi for further stipulations.

Fitness for Clinical Practice

Students will be expected to follow the American Nurses' Association Standards: Professional Performance, Clinical Practice, and the Code for Nurses. Students have the responsibility to be fit for duty and able to implement nursing care for the assigned client in a safe manner. Fitness for duty incorporates a state of physical and mental health as well as appropriate academic preparation and professional demeanor to insure safe practice.

Students demonstrating signs of physical or mental illness, substance abuse, or behavior which is not consistent with professionalism (language, attire or attitude) that may compromise the care of the assigned client or students who are not prepared adequately to care for the assigned client, will be considered unsafe and dismissed from the clinical area. Such a student will receive an unsatisfactory clinical grade for that day. Repetition of this behavior may warrant failure or expulsion from the course or the program. Also refer to *Compromised or Altered Health Status*.

Compromised or Altered Health Status

Compromised or altered health status refers to any condition which results in the student's possible inability to meet the demands and expectations inherent in established clinical and/or classroom situations. New or pre-existing medical conditions, surgery, pregnancy, and emotional stress may be examples of such situations which fall within the scope of this policy. Such conditions are not in themselves reasons to dismiss a student from a course. Contingencies for such a student will be determined on an individual basis with the context of the course objectives and the instructors' prerogatives. Consultation from the Director of the College of Nursing, Nursing faculty, and the Dean of the College of Professional Sciences may be requested by the instructor. The student may be required to provide input from a bona fide health care provider. In the event of pregnancy, students must notify the College of Nursing immediately and provide a statement from the obstetrician that the student is able to fulfill clinical objectives.

It is the student's responsibility to inform the College of Nursing and the instructor of their health status. Failure to communicate this places both the health and academic status of the student at risk.

The instructor, with possible input from the above mentioned faculty, will determine the alternative(s) available to the student based upon needs. Options must out of necessity be reasonable and realistic for both student and instructor, as well as congruent with course objectives and University policy and procedure.

The student will be advised of a decision and shall be informed at that time of any necessary protocol. Procedure processes and decisions will be recorded in the student's permanent record. If the student remains in the course, it will be the instructor's responsibility to ensure that any alterations made will not conflict with course objectives. The student shares in the responsibility of identifying alternatives and will be held accountable for those mutually agreed upon.

The University reserves the right to require additional professional health/mental examinations in cases where the program administrator and/or the faculty deem it necessary. While the College of Nursing and University Health Center accept no responsibility for the care of pre-existing conditions, students must arrange a conference with the Director of the College of Nursing and the staff physician of the Health Center to discuss problems which may arise from chronic physical and mental illnesses during the clinical nursing program.

Substance Abuse

The College of Nursing supports the statement in the Xavier University Student Handbook's Statement on Xavier Students Rights, Freedoms and Responsibilities, Alcohol Policy and Drugs. Any nursing student found to be abusing drugs or alcohol will be counseled and dismissed from the program. The College of Nursing reserves the right to request for cause drug and/or blood alcohol screens. See further drug screening requirements in the section in this handbook labeled "Xavier University Student Requirements for Clinical Experiences".

Xavier University College of Nursing Clinical Simulation and Skills Labs Policy and Procedure

Introduction

The Nursing Skills & Simulation Laboratory at Xavier University, College of Nursing provides an environment for all nursing department program students to practice and demonstrate nursing skills. Mannequins, models and other equipment provide a non-threatening, hands-on learning environment for skill acquisition.

The following guidelines maintain safety while using the clinical simulation and skills labs. It is expected that all involved in the classroom, clinical skills and simulation activities will adhere to these guidelines.

The Skills & Simulation Lab is where you will be introduced to new skills, be expected to practice, and be evaluated on your skills. Simulation activities will be integrated throughout your curriculum. As you travel through your nursing program, you will spend time in the Nursing Skills & Simulation Labs each semester, whether you are learning new skills, reviewing previously learned skills, or being evaluated in preparation of clinical. Simulation activities will be a key component of all these elements, whether it is using a simple task trainer, a complex full bodied manikin or a peer. Critical thinking is encouraged by incorporating the rationale for what you are learning as well as understanding the nursing assessments and responsibilities that accompany these skills. Evaluation of progress is continuous, utilizing peer evaluations, course skills testing and clinical experiences.

Philosophy

The Nursing Skills & Simulation Laboratory mission is in accord with the mission of Xavier University as well as the philosophies of the College of Professional Sciences programs. The mission acknowledges that each student will receive a quality education, training, information and cultural opportunities. The Nursing Skills & Simulation Laboratory will continue to serve students as part of an innovative institution that provides a powerful learning environment for all.

The purpose of this document is to provide policies and procedures to ensure an organized, well maintained, and comfortable learning environment.

This document will be reviewed and revised annually by the HAL (Health Arts Laboratory) committee and presented to NFO (Nursing Faculty Organization) and Curriculum Committee.

General Guidelines:

- A. Professionalism must be displayed by all users, staff, and faculty at all times. All users must act in a manner that does not disturb the academic classrooms in the Cohen Building.
- B. All learners must know and practice within the safety guidelines at all times while using the lab. Failure to adhere to general guidelines may result in disciplinary action. This Policy/Procedure will be available in the labs and learners will have access to a copy on CANVAS. All learners must read and agree to the terms of this policy/procedure before entering the Simulation & Skill Labs (see attached)
- C. No unsupervised learners are allowed in any of the labs unless prior approval is given by the Laboratory Simulation and Technology Director.
- D. Learners are EXPECTED to come to lab prepared by having read any scheduled lab objectives and assignments complete prior to the start of the lab period. Failure to complete expected lab assignments may result in disciplinary action.
- E. Learners should be knowledgeable in the care, handling and proper use of equipment prior to using it in the laboratory. Equipment and supplies are to be used safely and for their designed purpose.
- F. Please report any malfunctioning or broken equipment to the Laboratory Simulation & Technology Director, 513-745-1913.
- G. Please **do not remove** supplies from wire skill carts. These carts are pre-stocked for specific classes. If you need additional supplies please consult simulation staff.
- H. Moving furniture, including tables, chairs, desks, and stools between rooms without permission from faculty or simulation staff is strictly prohibited.
- I. Do not touch or attempt to operate ANY of the audio/visual equipment in any of the rooms unless instructed to do so by faculty or simulation staff.

Simulation and Skills Laboratory Guidelines:

- A. All manikins are to be treated with the same respect as human patients. Recordings and photo images may only be taken when used for educational purposes by faculty and staff. (See consent to photograph or digitally record)
- B. All learners are expected to be prepared for all simulation activities. Be sure to complete any pre-activity work that is assigned to you. Learners without pre-activity assignments completed may be asked to leave the simulation. Faculty may choose to have the learner return with completed assignment at a different time, if schedule permits.
- C. The Simulation and Skills Laboratories are a shared space. Users are expected to clean up after themselves.
 - a) While practicing with the manikin, 4-6 students per bed are acceptable. Working in groups is also beneficial for learning.
 - b) Learners serving as patients are to remove their shoes while lying on the beds.
 - c) Simulation and Skills laboratories should be cleared of all papers, supplies, and equipment that are not part of the standard room set up by the end of each day.
 - d) All garbage should be thrown away
 - e) All consumable supplies that can be re-used should be left in the appropriate lab to go cart or the basket in the back skills lab labeled “items to be put away”.
- D. Any Damage to equipment or operating problems should be reported to the Laboratory Simulation & Technology Director as soon as possible, 513-745-1945
- E. Simulation & Skill Lab resource Manuals and reference materials are available. Please do not remove from the labs unless given permission by the Laboratory Simulation & Technology Director.
- F. **DO NOT** move high fidelity simulation manikins without contacting the Laboratory Simulation & Technology Director, 513-745-1913.
- G. Medium fidelity “Nurse Anne” manikins may be moved from bed to wheelchair or vice versa with assistance. **DO NOT** stack manikins on top of each other. Transfer with care.
- H. **ABSOLUTELY NO** ink pens, felt tipped markers, iodine, betadine or KY Jelly near the manikins or task trainers. These items will **PERMENATLY** stain task trainers and manikin skins. Use only authorized lubricant for insertion of tubes in manikin. The correct lubricant will be provided in the appropriate skills cart where lubricant is needed.

- I. All learners will practice universal precautions while using the manikins in the simulation and skills laboratories. This helps keep the manikins clean, reinforces the habit of handwashing/sanitizer, and decreases the chance of cross contamination of germs
- J. Gloves should be worn by learners during any contact with simulated body fluids or manikins.
- K. All soiled linens should be placed in hampers for laundry. Clean linen is stored in cabinets (Pink 4, Blue 4) located in the skill laboratory.
- L. Learners will not sit on the beds, stretchers or wheelchairs unless practicing a particular skill under supervision of Faculty. Please DO NOT treat wheelchairs as chairs.
- M. The Simulation and Skill Labs are NOT a health center for ill learners, staff, or faculty and may not be used for clinical diagnosis or treatment.
- N. A first aid kit is available on the wire rack located in the back of the Skills Laboratory (room 128). If you use anything from this kit, please notify faculty or simulation staff so the kit may be restocked as needed.
- O. Accidents and injuries should be reported immediately to faculty or simulation staff. An accident report must be completed by faculty or staff when an injury/accident is reported.

Latex Allergy:

Preface:

Latex allergies are common in the health care environment. Natural rubber latex (NRL) allergy results from a reaction to a protein that comes from the sap of the Brazilian rubber tree. Allergic reactions to these proteins vary, often occurring within minutes of exposure but may be delayed in some instances. Approximately 8-17% of health care workers are sensitized to latex with an increased risk for those who have had multiple surgeries and those with allergies to cross reactive foods.

There are 3 classifications of latex allergy (National institute of Occupational Safety and Health);

- Irritant Contact Dermatitis: itchy, red, dry and cracked skin. This is considered a non-immune, non-allergic reaction. Irritation can result from the material in the latex glove but often is caused by exposure to soaps and detergents or an incomplete drying after hand washing.
- Allergic Contact Dermatitis (type IV delayed hypersensitivity): This reaction usually occurs within 48-72 hours after latex contact, resulting in itchy, red, blistering skin.
- IgE histamine mediated allergy (type 1 latex allergy): an immediate reaction from contact with the latex itself or from inhalation of latex allergens. Symptoms can be localized or systemic ranging from hives, rhinitis, conjunctivitis, asthma, and may progress to anaphylactic shock.

Purpose:

To assure a learning environment that is latex safe as possible. Latex free environments are rarely available in both the clinical and academic settings. A person is exposed to latex residue present in the equipment, models and mannequins despite the use of vinyl or nitrile gloves. Latex gloves are the pronounced source of the latex allergen, many other products contain latex including but not limited to:

- ✓ Emergency equipment; blood pressure cuffs, stethoscopes, gloves, endotracheal tubes, tourniquets, IV tubing, syringes, certain masks.

- ✓ Hospital supplies; adhesive tape, catheters, wound drains, rubber tops of multi dose vials, wheelchair and bed wheels

- ✓ Household / Office Supplies; rubber bands, erasers, paint, balloons, scratch off tickets, elastic, chewing gum

- ✓ Foods linked to latex allergies; apples, carrots, kiwi, papayas, tomatoes, avocados, celery, melon, potatoes, bananas, chestnuts, papain (in meat tenderizer)

Students who have or may have developed symptoms consistent with the definition of latex allergy are encouraged to consult their primary care physician at the student's expense. The student is responsible to understand the risks associated with continued exposure to latex during their education and further on in their healthcare career regardless of what latex precautions have been made. It is the student's responsibility as advised by their health care provider to reduce their risk of exposure and/or allergic reaction which may include the carrying of an epi-pen by the individual.

The skills and simulation labs in an attempt to minimize latex exposure;

- Will provide nitrile or vinyl gloves

- Maintain inventory of all products and equipment that contain latex providing a non-latex substitute when possible

- As existing equipment is replaced, non-latex equipment should be considered when purchased, if available.

- Xavier faculty will work with Clinical Agency's in an attempt to provide a latex safe environment for the student with a latex allergy/sensitivity

Hazardous Waste Disposal:

All sharps used in the simulation and skill labs should be disposed of in the approved receptacle (sharps containers) located on the walls of the skills and simulation labs as well as portable. If a sharps container is full, please inform your instructor or Laboratory Simulation & Technology Director. A designated transporter will remove full sharps containers from the rooms. NO TRASH or GLOVES should be disposed of in the sharps container.

Dress Code:

- A. Nursing students are required to wear school uniform and/or lab coat for all simulated patient encounters. Only leather closed toe shoes may be worn.
- B. A visible school ID badge is required at all times.
- C. Learners out of uniform will be asked to leave. Faculty may choose to have the learner return in uniform at a different time if schedule permits.
- D. A stethoscope should be brought to all standardized patient and high fidelity simulation scenarios.

Food and Drink:

No food or drink is permitted on or near the manikins. Food and drinks with lids only are allowed on the classroom tables. All food and drinks should be thrown away and tables left clean.

Confidentiality:

In order to preserve the realism of the scenarios and the integrity of the cases used in our Simulation Labs and provide an equitable learning experience for each student, all persons using the Simulation Labs will be required to sign a confidentiality agreement. This agreement is active throughout the student's enrollment in the College Nursing At Xavier University (see attached confidentiality agreement, Page 10).

Due to the digital recording capabilities of all simulated patient encounters and high fidelity simulations, these sessions are treated as if learners were working with a real patient. Learners are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) / Family Educational Rights and Privacy Act (FERPA).

Scheduling Simulation & Skill Laboratories:

When scheduling conflicts arise, the involved parties will attempt to arrange schedules so that all requests can be accommodated. In the event of scheduling conflict remains; scheduling priority will be assigned in the following order:

- ✓ Availability of other rooms to reasonably accommodate the activity and number of students.

Submit requests to reserve laboratory space via email message to the Laboratory Simulation and Technology Director. Request should include the following; date, time, course number and name, planned activity, number of students, and room requested.

The Laboratory Simulation and Technology Director will send an email notification confirming or denying request. Faculty and students should not assume space is available.

Clinical Simulation and Skill Lab Policy/ procedures
Approved 9/1/16

Simulation & Skill Laboratories
CONFIDENTIALITY AGREEMENT

I understand and agree as follows:

Confidentiality is vital to maintain the free and candid communication necessary to ensure a full simulated learning experience

I will respect and maintain the confidentiality of all discussions, deliberations, performance, and any other information generated in connection with the scenarios in which I participated.

I will **NOT** discuss scenario events, performances, and information with anyone other than members of my scenario team.

I understand the confidentiality I maintain in a simulated experience is much the same as one would expect of me in a patient care experience. Confidentiality is a **professional behavior** to which I will be expected to adhere as both a student as a nurse.

Student Signature: _____ Date: _____

Print Student Name: _____

**Simulation & Skill Laboratories
Consent to Photograph or Digitally Record:**

I hereby grant to Xavier University the right and authority to photograph or produce audio/visual digital recordings of any activity within Xavier University College of Nursing in which I am a participant.

I understand and consent that these recordings and images may be used for educational purposes. In addition, they may be viewed for educational purposes in the classroom, shown at local and national workshops, or made available for distance learning via the internet.

This release is effective until revoked in writing by the undersigned. Such revocation shall only be effective to prevent any expanded future use of the recordings or photographs.

Student Signature: _____ Date: _____

Print Student Name: _____

**Xavier University
Clinical Simulation & Skill Laboratories
Policy and Procedure Agreement**

I have read this manual, understand it and agree to all of the above policies, procedures and photo/video agreements.

I understand that failure to comply may result in me being dismissed from the lab and I may be subject to other disciplinary action.

Student Signature: _____ Date: _____

Student Printed Name: _____

REQUIREMENTS AND HEALTH POLICIES FOR STUDENTS IN CLINICAL COURSES

Professional Liability Insurance

Xavier University maintains a blanket liability insurance policy on all nursing students. This insurance cannot be waived even if a student carries their own professional liability insurance. This coverage is in effect only while the student participates in clinical experiences directly related to the Xavier University nursing program curriculum. This coverage is in the amount of \$2,000,000 per occurrence/\$4,000,000 aggregate. A fee of approximately \$18.00 per semester will be charged to the student's Bursar bill to cover this expense.

Xavier University Student Requirements for Clinical Experiences

Xavier University College of Nursing upholds and values high quality and safe health care delivery. Included in this value is the health of nursing students who interact with patients and families across health care settings. Students may have in-apparent or pre-clinical infections or diseases that they are not aware of having. Therefore, it is required of all Xavier University nursing students to be screened and receive vaccinations for meeting quality and safety concerns.

In order to be compliant with this requirement, all nursing students are to do the following by the due date indicated annually by the College of Nursing.

Please use the following guide to ensure your compliance with the requirements.

Check and date when completed.

_____ Enroll in **Castle Branch**

_____ **Physical Examination**- Students are required to provide proof from a physician that they are in good health prior to the beginning of their practicum courses and, annually throughout their course of study. Students are required to notify the School of Nursing if there is a change in health status that may affect their participation in clinical.

IMMUNIZATION RECORD

Students are required to provide proof of immunity either by vaccination or positive serology (lab report signed by a healthcare provider is required) for the following:

_____ **Measles, mumps, rubella:** 2 doses of MMR vaccine

_____ **Tetanus, diphtheria, pertussis (Tdap Adacel vaccine):** 1 dose, repeated as recommended by the CDC. The Tdap vaccine is required; a positive serology will NOT be accepted.

_____ **Hepatitis B:** minimum of 3 doses. Proof of positive serology may be required.

(NOTE: Hepatitis B series requires 5-6 months to complete. Start ASAP if you have not received it.)

_____ **Varicella (chicken pox):** 2 doses (VZV). The third option for verification of chicken pox immunity is documented history of disease by a healthcare provider.

_____ **FLU VACCINE:** Documentation of annual flu vaccination (Must be completed by October 15th)

TB (Tuberculosis) Screening

_____ **Tuberculin Two-Step Skin Test:** Students are required to obtain an initial two-step TB test (given/read and then 1-3 weeks later it's given/read again (2 weeks is the recommended length of time in between tests)). A chest x-ray is required if TB test is or has been positive in the past. The TB GOLD blood test, which is approved by the CDC, is also an accepted alternative form of tuberculin screening.

_____ **CPR/AED CERTIFICATION**

Verification is required the first year and upon renewal of expired cards
CPR/AED Certification MUST be the American Heart Association BLS Healthcare Provider course (www.heart.org)

_____ Xavier University College of Nursing requires all students maintain current health care insurance coverage throughout all courses of study.

Drug Screening and Background Check

_____ **BCI fingerprinting and background check must be completed by the Xavier University Police Department by the required due date**

_____ **All students attending a clinical site must have an annual 10 panel drug screen prior to entering the clinical setting. See CastleBranch for instructions on completion.**

Substances tested will include but not limited to:

- Amphetamines
- Barbiturate
- Benzodiazepines
- Cannabinoids
- Cocaine
- Methadone
- Methaqualone
- Opiates
- Phencyclidine
- Propoxyphene

A student who is deemed to have a positive urine drug screen may not participate in any clinical experience. A positive result will be assessed by a MRO through a telephone interview; the MRO will also assess the validity of prescriptions that may cause a positive result. Failure to complete the interview may result in the student being held from clinical until the interview is completed in its entirety.

Failure to complete the clinical site requirements in a timely manner may result in unsuccessful completion of the program and/or disciplinary action at the department and/or university level.

Medical Marijuana- The federal government does not recognize marijuana as an approved medicine.

Therefore, physicians cannot legally prescribe it as a medicine. Ohio, as with other states, have legalized medical marijuana despite the federal stand. Due to the federal stand, patients must have a recommendation from a certified physician vs. a traditional prescription that is taken to a pharmacy. Our clinical facilities also do not recognize medical marijuana as a valid prescription, therefore you may not use marijuana, or test positive for marijuana, at any time while attending any clinical experience for the length of the clinical experience.

Defining Terms:

Medical Review Officer (MRO) - is a licensed medical doctor who has special training in **substance abuse** testing.

Client- Xavier University clinical faculty member who is performing the drug test for continued employment and/or clinical site requirements.

UDS- Urine Drug Screen

A **positive** result means the presence of certain illegal drugs and prescription medications deemed by the MRO. A positive result with comments means that the MRO has reviewed the results with the client and has deemed the test positive with an accepted reason (i.e. prescription from an authorized prescribing agent)

A **negative** result means there is not a presence of the illegal substance(s) found in the client's urine.

Revised 7/25/16; 7/27/17 1/2019 SJM

Assumption of Risk and Release for Professional Field Experiences

All students who participate in practicum courses or lab simulation experiences are required to sign and submit to the College of Nursing the Xavier University Assumption of Risk and Release for Professional Field Experiences document. Four year BSN and MSN MIDAS students will be required to sign this document each fall semester. ABSN students will be required to sign this document upon admission to the ABSN program and annually thereafter. 7/25/16; 7/27/17

Uniform Policy

All pre-licensure students (four year BSN and ABSN and MSN MIDAS) must meet the requirements of the uniform policy while at clinical sites for practicum courses and at other times as specified by their clinical instructor. Clinical sites periodically make uniform policy changes. Every effort is made to incorporate these changes into the XU Nursing uniform policy so that students are compliant at all sites at which they may participate in practicum experiences.

REQUIRED UNIFORM:

- White warm-up cardigan or jacket with "Xavier University/College of Nursing" embroidery.
- Short sleeve navy scrub top worn over a short sleeve white crew neck T-shirt. "Xavier University/College of Nursing" will be embroidered on the upper chest of the scrub top. Due to infection control, no long sleeved T-shirts are permitted under the navy scrub top.
- Navy scrub pants. Pants must be hemmed and not touching the ground.
- White or black professional or athletic shoes with closed toe and closed heel which do not allow substances to easily penetrate them. (Shoes with mesh or holes such as Crocs are examples of unacceptable shoes since substances can penetrate them.) Shoes should be clean and have clean shoelaces. Matching crew or higher socks are required.
- The Xavier student nurse identification badge should be visible at eye level at all times unless otherwise specified by the clinical instructor.
- Hair should be kept off the collar and away from the face for both male and female students. Beards should be clipped and neat. A hair band or clasp must be plain and black, brown or match the hair color. Head coverings may only be worn for medical, religious, or cultural reasons. No unnaturally occurring hair colors including streaks and tips. Examples of unacceptable hair colors include but are not limited to blue, purple, pink.
- Nails: Fingernails must not extend beyond the tip of the finger. Nails must be trimmed and clean. Only clear nail polish is permitted. No artificial or synthetic nails including but not limited to gels, acrylic or shellac.
- No jewelry other than watch and wedding band should be worn with uniforms. Only one stud earring in each ear. No facial hardware (piercing of eyebrows, nose, etc.) is permitted. No visible tattoos. No class rings, diamond, dinner or other rings may be worn. Bracelets, necklaces and perfume or cologne are not permitted.
- Students may be required to dress in business/professional attire at times. Students should consult with the faculty member if questions arise.

Note:

Deviations from any aspect of the above uniform policy due to medical, religious, or cultural reasons may be allowed with prior approval from the appropriate associate director.

REQUIRED SUPPLIES: All students are required to purchase the following:

ITEM	SUPPLIER
White embroidered warm-up cardigan or jacket, navy embroidered scrub top and scrub pants	XU Gallagher Bookstore
Xavier student nurse name badge (Four-year BSN Sophomores, new ABSN, new MIDAS, and FNP students)	Xavier University SON orders the badges (paid by student thru nursing course fee). Students will receive instructions from the SON regarding distribution of badges. The student is responsible for paying the cost to replace a lost or damaged badge. students and FNP students.
White or black non-permeable professional or athletic shoes	Purchase on your own
Quality Dual-head stethoscope, BP cuff, and penlight	Purchase on your own, as directed, or through Xavier Bookstore
Watch that has the ability to monitor seconds.	Purchase on your own.

FOUR YEAR BSN SOPHOMORE, JUNIOR, AND SENIOR STUDENTS MUST HAVE UNIFORM ITEMS AND SUPPLIES BY THE FIRST DAY OF FALL SEMESTER.

ABSN STUDENTS MUST HAVE UNIFORM ITEMS AND SUPPLIES BY THE FIRST DAY OF NURS 201.
MIDAS students will be advised of their due date for uniforms.

Deadlines for ordering uniforms and supplies are provided at www.xavier.edu/nursing/current-students.cfm

Revised College of Nursing uniform policy
10/13/17; 1/23/18

ADDITIONAL INFORMATION FOR UNDERGRADUATE AND GRADUATE STUDENTS

NCLEX-RN Licensure Application Information

NCLEX-RN Licensure Process

Students make application to take the state board licensure examination during the final semester in the BSN or MIDAS program. Further information is at <https://www.ncsbn.org/index.htm>.

Students complete a separate application form in order to take the NCLEX-RN examination (www.pearsonvue.org) regardless of the state in which the student plans to be licensed.

It is required that each graduating student inform the College of Nursing regarding the state in which he/she plans to be licensed. The College of Nursing must verify that each student has successfully completed the program of study.

- **Four year BSN and MSN MIDAS students:** must inform the Assistant Dean
- **ABSN students:** must inform the Director of Nursing Academic Services

Ohio Board of Nursing NCLEX-RN Application Requirements

An applicant for the state licensure examination will be required to indicate on the application for licensure whether he/she has a felony conviction or misdemeanor on record. A past felony or misdemeanor conviction may disqualify him/her from taking the state licensure examination (as outlined in Section 4723.28 of the Ohio Revised Code).

“The Ohio Revised Code requires all those applying for a license or certificate issued by the Ohio Board of Nursing (Board) to submit fingerprints for an FBI (federal) and BCI (civilian) criminal records check completed by the Bureau of Criminal Identification and Investigation (BCI). The Board cannot, by law, complete the processing of an application until the Board receives BOTH reports.” <http://www.nursing.ohio.gov/LicensureInformation.htm>

All BSN seniors and MIDAS students must be fingerprinted prior to the beginning of fall semester of their final year and must request that the background report be sent to the Ohio Board of Nursing (OBN). It is the student’s responsibility to follow-up as appropriate if there is a concern that OBN may not have their report.

ABSN students must complete and submit the above immediately prior to the beginning of term seven (7). It is the student’s responsibility to follow-up as appropriate if there is a concern that OBN may not have their report.

Once all requirements for the BSN or MIDAS program have been met, the College of Nursing releases a “Certificate of Completion” form for each student who has applied to the Ohio Board of Nursing.

Other State Board of Nursing NCLEX-RN Requirements

Other state boards of nursing may have different requirements for applicants seeking licensure. It is the responsibility of the student to review and determine a specific state’s requirements for that state’s licensure application.

Sigma Theta Tau International – Omicron Omicron Chapter-At-Large

In 1994 a steering committee of College of Nursing faculty and alumni met to organize the Xavier University Nursing Honor Society. This was done with the dream of becoming a charter chapter of Sigma Theta Tau International. In the spring of 1997, the College of Nursing hosted a site visitor from Sigma Theta Tau International. The dream was fulfilled in 1998 when Xavier University and the College of Mount St. Joseph merged their honor societies and became the Omicron Omicron Chapter-At-Large. In April, 2017 Good Samaritan College of Nursing and Health Science joined the Omicron Omicron Chapter-At-Large.

In nursing the privilege of being a member of Sigma Theta Tau International Honor Society of Nursing is treasured. The purposes of the Society are to:

- 1) recognize superior achievement,
- 2) recognize the development of leadership qualities,
- 3) foster high professional standards, and
- 4) strengthen commitment to the ideals and purposes of the profession.

Membership is by invitation only. Qualifications include superior scholastic achievement, evidence of professional leadership potential, and desirable personal qualifications.

Undergraduate Requirements: Undergraduate students are eligible for induction once they have completed at least 50% of the nursing courses in the baccalaureate program, maintain a class rank in the top 35% of their class, and have a cumulative GPA of 3.0 or above.

Graduate Requirements: Graduate students are eligible for induction once they have completed 25% of the graduate curriculum and have a minimum cumulative GPA of 3.5 or above.

All students are invited to attend the programs of our International Society. Information is communicated to students via their XU email account. We hope students will set a goal to work toward demonstrating the qualifications for membership in the Honor Society.

Rev. 7/24/17

Graduation and Awards Information

College of Nursing Pin

A tradition in nursing education is the nursing pin. Graduate nurses wear their school pin as a symbol of their educational accomplishment. Undergraduate and graduate students are eligible to order a pin providing they are on schedule to complete all requirements for graduation. **NO OTHER PINS MAY BE SUBSTITUTED.** Orders are placed directly through the Xavier University Bookstore. Each graduate must be approved by the College of Nursing to order a nursing pin. Nursing pins are distributed to graduates at the Pinning and Recognition ceremony. The four-year BSN/MSN/DNP ceremony is held the Friday afternoon prior to the May commencement ceremony. The ABSN ceremony is held three times per year on select dates.

Undergraduate: Graduation with Honors

Honors are awarded on the basis of outstanding achievement. For a bachelor degree, a student who has earned a quality point average of 3.900 in Xavier course work will be graduated summa cum laude; one who has earned a 3.750, magna cum laude; one who has earned 3.500, cum laude.

Transfer students with appropriate grade point averages are eligible for honors at graduation if they have completed at least 30 credit hours of graded courses at Xavier University.

Note: Grades of S (Satisfactory) and course hours are not computed in the student's grade point average, although hours taken count toward the University's semester hour requirement. Grades of U (Unsatisfactory) and course hours are computed into the student's grade point average.

Honors are inscribed on the student's diploma and recorded on the transcript. Students should consult with the Xavier Bookstore staff when purchasing commencement apparel for the appropriate honors cords. (Note: Eligibility for honors apparel is based on the student's seventh (7th) semester grade point average. This information is submitted from the Office of the Registrar to the Xavier Bookstore.)

Graduate College of Nursing Awards

The College of Nursing offers several awards to students graduating from the MSN program. The selection process takes place during the spring semester. Graduate awards are presented to recipients at the annual College of Nursing Pinning and Recognition Ceremony held the Friday afternoon prior to the May commencement ceremony.

Ida Casey Award is presented to a graduating registered nurse who best demonstrates the ideals of the nursing profession.

Clinical Innovation and Excellence Award is presented to recognize outstanding students whose innovative clinical capstone projects exemplify the goals and ideals of nursing.

Cura Personalis Award is presented to a graduating MSN student who demonstrates holistic care for both patients and self.

Magis Award is presented to a graduating MSN student who exemplifies a spirit of excellence.

College of Nursing Leadership Award is presented to a graduating registered nurse in the MSN program in recognition of outstanding leadership demonstrated in the classroom and in graduate practicum experiences.

Spirit of Caring Award is presented to a graduating MSN student who best exemplifies the highest standards in nursing care.

Susan M. Schmidt Population Health Leadership Award is presented to an outstanding DNP student whose innovative population health project exemplifies the goals and ideas of nursing leadership and the nursing profession.

American Holistic Nursing Credentialing Corporation

The purpose of the American Holistic Nursing Credentialing Corporation (AHNCC) is to promote the professional advancement of holistic nursing by striving to ensure that nurses engaged in the practice of holistic nursing have integrated foundational concepts of holistic nursing into their lives and practice and demonstrate proficiency in the body of knowledge specific of holistic nursing. Further information including The Code of Ethics, is available in the College of Nursing.

Xavier's College of Nursing is one of a select group of colleges/universities throughout the United States approved by the American Holistic Nursing Credentialing Corporation (AHNCC). The AHNCC has endorsed the BSN, MSN, MIDAS, FNP, CNL, and DNP nursing programs at Xavier. This endorsement permits graduates of Xavier's nursing programs to sit for the holistic nurse certification examination. BSN and MIDAS graduates are eligible to apply for the examination after the graduate has passed the National Licensure Examination for registered nurses (NCLEX-RN). Graduates of the MIDAS, MSN, FNP, CNL and DNP programs are eligible to apply for the advanced certification examination upon completion of the graduate program. Letters from the AHNCC are distributed near the time of graduation. More information on the AHNCC can be found at www.ahncc.org.

Rev. 7/24/17; 7/26/18

Additional Expenses for Nursing Students

Four year BSN, ABSN, and MIDAS Student expenses:

Students should anticipate expenses listed below in addition to tuition, books, lab fees, and living expenses.

- Uniforms, blood pressure cuff, stethoscope, penlight.
- Nursing lab fees including supplies, virtual lab fees, name badge and simulation expenses. The cost varies per semester and the fee is greatest in the sophomore year due to high use of lab supplies.
- Transportation to and from clinical sites and parking fees if charged by site.
- University liability insurance coverage of \$18 per semester when enrolled in practicum courses.
- Expenses related to health certification, OBN, and clinical site requirements, including a one-time \$65 Castlebranch fee, a \$75 yearly background check fee, and a \$37 yearly drug screen.
- Yearly standardized testing fee (ATI or for MIDAS, HESI). For the four-year BSN this fee is a yearly fee of \$562.50 attached to selected didactic courses. For the ABSN a fee of \$425 is charged a total of four times to selected didactic courses. Please note that the cost is per semester and varies for MIDAS.
- Graduation expenses: XU graduation fee, graduation apparel (if attending the May commencement ceremony), and the XU professional nursing pin (optional).
- Four-year BSN class photo—required
- Licensure for four-year BSN, ABSN, and MIDAS student: Pearson VUE testing registration fee and board of nursing application fee. Photo required for NCLEX-RN application (depending on state). Fee for Clinical Nurse Leader certification exam (optional; MIDAS students only).

Graduate Student (Registered Nurses) Expenses

Registered nurses enrolled should anticipate expenses listed below in addition to tuition, books, lab fees, and living expenses.

Graduation-expenses: Xavier University graduation fee, graduation apparel (if attending the May commencement ceremony), and the Xavier University professional nursing pin (optional).

Expenses related to Castlebranch required by hospitals or other facilities:

MSN FNP/FNP post-master's, and DNP students

Typhon course fee for MSN FNP/FNP post-master's students

University liability insurance coverage fees (approximately \$18 per semester for each clinical course).

MSN (RN students): Nurs 703 and Nurs 705.

MSN CNL or post-master's CNL students are charged for liability insurance in Nurs 857.

MSN FNP students are charged for liability insurance for each clinical course.

DNP students are charged for liability insurance for each immersion course.

MSN students: depending upon the track selected and/or practicum experiences selected, MSN students may be required to submit the health requirements as required for MIDAS students.

Additional Information for Undergraduate and Graduate Students

8/8/14; rev. 7/21/17; 7/26/18

University liability insurance coverage fees (approximately \$18 per semester for each clinical course).

Advice for Success

Set up your Xavier email account as soon as possible and check it regularly. Students are responsible for information being communicated via email from the College of Nursing. Emails are also sent during the summer. Obtain your **ALL Card** (required for all students) and if applicable, your **parking decal** by the first day of classes. The student hub should be checked often throughout the year: <http://www.xavier.edu/students/>

Become knowledgeable by reviewing the student handbooks, catalog, academic calendar, exam schedules, policies, procedures, and syllabi.

Utilize the Student Hub for links to your student needs. Self-Service, Systems & Guides and the Student Affairs icons/links are particularly valuable in getting you to the right office, service or information. See the Student Hub page in this handbook for more information.

Health and Wellness Center and the **Psychological Services Center.** These centers offer outpatient medical and counseling services, referral to specialists and other resources and programs. Professional psychologists and counselors assist students in dealing with personal concerns, anxiety, depression, stress management and other difficulties. Fees are charged for medical services and are billed to the student's health insurance. The Psychological Services Center also provides a wide range of clinical and vocational services to Xavier and the Greater Cincinnati community. There is a reduced fee charged to graduate students. <https://www.xavier.edu/health-wellness/>

Office of Financial Aid is in the Student Services icon. Financial pressures and/or the need to work often put students in a position of not allowing enough time to study. This can affect academic standing and progression in the program. See advice from your financial aid counselor. Contact the **Office of the Bursar** to discuss payment or billing issues. <https://www.xavier.edu/financial-aid/>

Office of Academic Support offers tutoring, Supplemental Instruction (SI), and study groups. For further information contact Stephanie Daniels at 745-3214 or danielss3@xavier.edu. <https://www.xavier.edu/academic-support/>

Office of Disability Services offers equal and integrated educational experiences, services, and enrichment opportunities to students with disabilities to allow full access and participation in the Xavier community. Any student who feels he/she may need an accommodation based on the impact of a documented disability should notify the course instructor and contact Cassandra Jones in the Office of Disability Services (745-3280) or email jonesc20@xavier.edu in order to coordinate reasonable accommodations. <https://www.xavier.edu/disability-services/>

Student Support Services – TriO is an educational program funded by the U.S. Department of Education, whose goal is the graduate eligible students and prepare them for a post-baccalaureate education or career. <https://www.xavier.edu/sss/>

Expectations for Writing at the Graduate Level

One of the challenges to many graduate nursing students is scholarly writing. Scholarly and effective written communication is considered a critical outcome of graduate education. This is a skill that you will have opportunity to develop in your graduate program. The College of Nursing has adopted the APA Publication Manual 7th edition for evaluating writing across our curriculum. It will be a required textbook for many of your courses.

Some students come into the program with little experience with scholarly writing. We recommend that you be proactive in developing your skill outside of your courses. Here are some resources to help you.

- **The Xavier Writing Center** is a good resource for students who are having difficulty with writing.
<http://www.xavier.edu/writingcenter>
- APA Style Blog found at <https://apastyle.apa.org/blog>
 - The Style and Grammar Guidelines tab are user-friendly
- PurdueOWL found at https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

Student Responsibility

[http://catalog.xavier.edu/content.php?catoid=23&navoid=1211#Reservation of Rights](http://catalog.xavier.edu/content.php?catoid=23&navoid=1211#Reservation_of_Rights)

It is the responsibility of the student to become informed about all regulations and procedures required by the program and by the University. **In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that information was not given by an advisor or other authority.** The advisor should be consulted concerning requirements, deficiencies, the planning of a program, and special regulations.

Computer competencies. One of the outcomes for nursing education is information literacy. Basic computer competencies are expected. These include: a basic knowledge about hardware and software, the ability to receive and send e-mails with attachments, a basic knowledge of Windows and application packages in Microsoft Office (Word, Power Point) and the ability to manage files. During your enrollment in the nursing program, you will be introduced to the Xavier University courseware package, Canvas. **Canvas** will be introduced to you used extensively through the program for access of course information as well as a method of communication.

7/21/17

GRADUATE NURSING PROGRAMS

Overview of Graduate Nursing

The graduate nursing section of this handbook, in conjunction with the section common to all students, is designed to provide graduate nursing students specific information about programs, curricula, policies, procedures and opportunities.

Graduate programs covered include the MSN for Registered Nurses in which registered nurses choose one of three tracks; the MSN MIDAS pre-licensure program for individuals with a bachelor's in another field which incorporates the Clinical Nurse Leader track; MSN/MEd, and MSN/MSJ dual degrees; the post-masters certificate option in which a registered nurse with an MSN chooses the family nurse practitioner track; and the post-masters Doctor of Nursing Practice.

Additional handbooks are provided for students in the MSN Family Nurse Practitioner track and the Doctor of Nursing Practice in Population Health and Leadership program on the Xavier website <http://www.xavier.edu/nursing-school/Current-Students.cfm>

Definitions

MSN: Master of Science in Nursing program for registered nurses with a bachelor degree in nursing or in another discipline.

MIDAS: Master of Science in Nursing; Direct Entry as Second Degree program for individuals with a bachelor degree in a field other than nursing who seek to become licensed registered nurses.

APG Subcommittee: Admission, Progression, and Graduation subcommittee of the Curriculum Committee.

Definitions, Rev. 7/2020

MSN Program Introduction

The Master of Science in Nursing (MSN) program at Xavier University provides registered nurses with the opportunity to obtain advanced level preparation in nursing science through graduate courses that build upon baccalaureate competencies. The MSN program prepares graduates to assume professional leadership roles that encompass educational, consultative, and managerial functions. Graduates are prepared to design and establish delivery services in response to current health care policy changes.

The Master of Science in Nursing curriculum requires a minimum of 36 semester credit hours of which 10 semester hours are in specific track courses. Students choose one area of concentrated study and work closely with their advisor for course selection and scheduling.

The core and graduate support courses include theoretical and practical knowledge which serve as the foundation for advanced nursing education in a variety of roles. These courses focus on three major themes which are consistent with the philosophy and objectives of the graduate program: critical systematic inquiry, professional and personal development, and management of information and resources in a rapidly changing health care environment.

MSN Program Objectives

The graduate of the program of study leading to the Master of Science in Nursing degree will:

1. Synthesize theoretical and empirical knowledge from the humanities and the sciences, including nursing, and evaluate it for its use in guiding nursing research and practice.
2. Exhibit competence and confidence when assuming role responsibilities as a graduate with advanced level preparation.
3. Exemplify moral and ethical leadership through a concern for others, the management of nursing care, and a commitment to professional excellence in the delivery of health care and the profession.
4. Evaluate issues and opportunities in health care delivery from ethical, sociopolitical, technological, and historical frameworks while providing leadership for change.
5. Validate and extend nursing knowledge through interpretation of and collaboration in nursing research.
6. Communicate orally and in writing in a scholarly manner.
7. Develop in-depth knowledge in a concentrated area of study.

Specific track objectives are listed with each track. MIDAS program objectives are listed in the MIDAS section.

MSN Curriculum

Nursing Core (20 semester hours)

- Nurs 500 Health Care Ethics for Nursing Leaders (3)
- Nurs 501 Theoretical Bases for Nursing Practice (3)
- Nurs 502 Nursing Research (3)
- Nurs 505 Health Care Informatics (3)
- Nurs 690 Health Care Policy for Nursing Leaders (2)
- Nurs 754 Nursing Leadership and Management Concepts (3)
- Nurs 864 Epidemiologic Methods in Health Care (3)

Tracks (minimum of 10 semester hours)

- Education – 11 semester hours
- Family Nurse Practitioner – 28 semester hours/600 clinical hours
- Forensics – 10 semester hours

Synthesis and Application (6 semester hours minimum)

See specific track for practicum and scholarly project courses.

Dual Degrees

In addition to the MSN degree the following integrated dual degrees are available:

- MSN/MEd for students choosing the education track (implemented in 2001)
*Note MEd is only offered on ground.
- MSN/MSJ for students choosing the forensics track (implemented in 2007) – both 100% on line

Graduate Nursing Programs

8/3/12; 7/27/13, 8/14/14; 8/20/14; 7/2020

GRADUATE NURSING: TRACKS

EDUCATION TRACK

Students who choose the education track are provided with in-depth study of the principles of education to be applied to the education of nurses. Graduates of the education track are prepared to teach in health care or educational settings as nurse educators, staff educators, clinical faculty and continuing education providers.

In addition, an integrated dual degree with the School of Education is offered to students enrolled in the education track for whom the MSN/MEd would enhance career opportunities and advancement through the additional study of graduate education courses. See the MSN/MEd information in this handbook.

Education Objectives

1. Expand knowledge of the principles and techniques of education in modern society.
2. Enhance specific knowledge in the development and provision of education programs.
3. Apply education principles to the education of student nurses, nurses and the public.

Education Courses (minimum of 11 semester hours)

Nurs 580 Patho Pharm and Assessment for the Nurse Educator (3)
Nurs 660 Development of the Adult Learner in Health Care (3)
Nurs 664 Teaching Strategies (2)
Nurs 670 Roles of the Nurse Educator (3)

Synthesis and Application Courses (6 semester hours)

Practicum courses are 2 credits/6 contact hours)
Nurs 703 Graduate Nurs Practicum I (2)
Nurs 705 Graduate Nurs Practice II (2)
Nurs 797 Scholarly Project (2)

Education track Project

The education proposal scholarly project involves the identification of a nursing educational issue or opportunity and the development of an educational plan, which will have a positive impact on the teaching and development of individuals working within the academic setting, school setting, or healthcare institutions. The focus of the project can be a research study, evidence-based practice project, audio-visual medium for targeted communication, or program proposal / Grant Application (See Handbook for detailed descriptions). The purpose is to better prepare individuals for teaching, make an impact on future or current RNs through student educational or staff development programs, or other projects that would be of comparable quality. This is an opportunity for application of educational and developmental theories and principles within a variety of settings. The scholarly project may be coordinated with the practicum goals and objectives in collaboration with faculty.

It is the responsibility of the student to meet with the track coordinator for approval of the scholarly project plan. Further information on the scholarly project can be found under "Process for the Scholarly Project" found later in this document.

FAMILY NURSE PRACTITIONER TRACK

Xavier University prepares baccalaureate and masters prepared registered nurses in the nurse practitioner role with the population focus of family / individual across lifespan. The family nurse practitioner (FNP) will apply family centered primary care including preventive care, diagnosis and treatment, as well as health maintenance and management of chronic illness to individuals across the life span in predominantly ambulatory primary care settings. The FNP track follows an integration of the MSN and nurse practitioner core courses and practicum experiences specific to the preparation of a family nurse practitioner. The course of study will culminate with an immersion practicum in the role of the FNP.

Family Nurse Practitioner Objectives

1. Applies advanced practice skills, abilities and knowledge to provide holistic family centered primary health care to populations across the lifespan in a variety of ambulatory care settings as an advanced practice nurse specializing in family nursing.
2. Provides culturally competent, population-based preventive, management, and maintenance care for acute and chronic conditions for the family unit, however the family chooses to define itself.
3. Demonstrate knowledge, skills, and abilities to sit for the FNP Certification Examination in order to apply for a state certificate of authority in advanced practice, as well as authority to prescribe as an FNP-BC (board certified).

Family Nurse Practitioner Courses

Nurse Practitioner Core (9 semester hours)

Nurs 658 Advanced Clinical Pharmacology (3)

Nurs 680 Advanced Pathophysiology for RNs (3)

Nurs 756 Advanced Health Assessment for RNs (3)

Family Nurse Practitioner Core (19 semester hours)

* Indicates the number of didactic credit hours to practicum credit hour. Each practicum credit hour is 8 clinical contact hours: 1:8. The total number of practicum hours required for the FNP is 600.

Nurs 532 Leadership for Advanced Practice Nurses (2)

Nurs 770 Primary Care FNP Role (3)

Nurs 771 Women's and Family Health Care Practicum (1)*

Nurs 772 Women's and Family Health Care (3)

Nurs 773 Pediatric and Adolescent Family Care Practicum (1)*

Nurs 774 Pediatric and Adolescent Family Care (3)

Nurs 775 Adult and Geriatric Family Care Practicum (1)*

Nurs 776 Adult and Geriatric Family Care (3)

Nurs 777 FNP in Practice Practicum (2)*

Synthesis and Application Courses (2 semester hours)

Nurs 797 Scholarly Project (2)

FNP track Project

This course is the development of a scholarly project that addresses a clinical issue or problem, or gap in the literature related to advanced practice nursing. A variety of options are available to demonstrate the comprehensive and scholarly nature of the final project. The following options are possibilities, but the student is not limited to these, for the scholarly project: conducting a research study, quality improvement project, or comprehensive needs assessment; providing an innovative, evidence-based solution to a care delivery problem in advanced practice; developing a creative potentially fundable, health-related proposal; or developing a business or educational proposal. This is a capstone course; demonstration of synthesis of previous course work including but not limited to theory, research, evidence-based practice, ethics, informatics, and health policy is expected. The student will also write a scholarly paper (based on the scholarly paper rubric) describing all aspects of the project, and create a poster (based on the scholarly poster rubric) describing the project. The student will present the scholarly poster at the poster presentation scheduled at the end of the semester. All projects must be approved by the track advisor before developing the project.

It is the responsibility of the student to meet with the track coordinator for approval of the scholarly project plan. Further information on the scholarly project can be found under “Process for the Scholarly Project” found later in this document.

FAMILY NURSE PRACTITIONER POST-GRADUATE CERTIFICATE PROGRAM

Registered nurses with a Master of Science in Nursing (MSN) from a regionally accredited college or university and CCNE accreditation are eligible to apply for the post-masters certificate program.

Post-graduate FNP Certificate Curriculum

The FNP post-graduate certificate program requires between 19 to 28 semester hours, depending upon the applicant’s previous completed course work. See courses above.

FORENSICS TRACK

Students who choose the forensic nursing track are provided with advanced study of forensic nursing practice. According to the American Board of Forensic Nursing, forensic nursing is the application of science and the art of nursing to both criminal and civil investigations and legal matters. This track is intended to prepare nursing graduate students for further studies in various clinical roles such as Sexual Assault Nurse Examiner, Forensic Psychiatric Nurse, Legal Nurse Consultant, Forensic Nursing Death Investigator and/or Nurse Coroner. The course are individualized so as to give an in depth application of nursing principles in both criminal and civil investigations and legal matters.

Forensics Objectives

1. Interface with other health care disciplines and the criminal justice system.
2. Apply forensic nursing principles to the promotion of health care and safety in the community.
3. Promote early identification and prevent potential abuse of children, adults and the elderly.
4. Discuss trauma and death and the collection, preservation and documentation of related evidence.
5. Apply expert witness skills and legal consultation in investigations related to violence and trauma.

Forensics Courses (10 semester hours)

Nurs 648 Foundations of Forensic Nursing (4)
CJUS 620 Sociology of Crime & Delinquency (3)
Nurs 642 Psych/Social/Legal Aspects of Forensics (2)
Nurs 779 Interprofessional Collaboration (1)

Synthesis and Application Courses (6 semester hours)

Practicum courses are 2 credits/6 contact hours)

Nurs 703 Graduate Nurs Practicum I (2)
Nurs 705 Graduate Nurs Practice II (2)
Nurs 797 Scholarly Project (2)

Forensic track Project

A forensics proposal scholarly project involves the identification of a forensic issue or opportunity and the development of a plan; which will have a positive impact on the health care organizations or other pertinent organizations. This is an opportunity for application of forensic theory and principles within a forensic setting.

The final product would include the assessment, analysis, strategic planning, and evaluation of a selected forensic project or problem in a health care or forensic organization. Issues associated with the ethical and legal aspects of the forensic nurse role as well as strategies for successful implementation of change would be analyzed and possible solutions recommended. The scholarly project would be coordinated with the practicum goals and objectives in collaboration with faculty.

It is the responsibility of the student to meet with the track coordinator for approval of the scholarly project plan. Further information on the scholarly project can be found under "Process for the Scholarly Project" found later in this document.

DUAL DEGREE PROGRAMS

The College of Nursing offers two dual degree opportunities:

- MSN/MEd with the Xavier School of Education
- *Note MEd is offered on ground only

- MSN/MSJ with the Xavier Department of Criminal Justice

Although the curriculum for these programs is integrated with the specific schools or departments listed above, students receive two separate graduate degrees.

Students are required to complete the dual degree program within six years of entering the MSN program.

Dual degree students are required to complete the MSN first. A student may not complete requirements for the dual degree prior to completing the MSN.

Students are required to file two separate graduation applications with the Office of the Registrar. The first application will be filed for the Master of Science in Nursing (MSN). The second application will be filed for either the Master of Education (MEd) or the Master of Science in Criminal Justice (MSJ). The student will be charged only one graduation fee. **Students must apply for graduation by the dates specified in the semester schedule. Late fees are charged if the deadline is missed.**

MSN/MEd - The student will receive the MSN with the education track and the Master of Education.

MSN/MSJ - The student will receive the MSN with the forensics track and the Master of Science with a major in Criminal Justice.

Tuition information for dual degree students: Students enrolled in one of the dual degree programs should be aware there are different tuition rates for graduate programs at Xavier. MSN students are charged tuition based upon the primary degree code (MSN) which falls under the "MS" category in the published tuition rates, regardless of the courses taken for the MSN.

Upon completion of the MSN, the student will be charged a tuition rate based upon the MEd, or MSJ tuition rate.

Dual degree program information
7/2020

MSN/MEd DUAL DEGREE – PROGRAM

NOTE: the dual MEd curriculum is available only on ground

MASTER OF SCIENCE IN NURSING PROGRAM (MSN, Education) & MASTER OF EDUCATION (MEd)

The MSN/MEd program at Xavier University is an integrated program consisting of 54 semester credit hours. This program was developed in response to a community need for nurse educators. The MSN/MEd prepares the graduate to administer and teach in educational settings (i.e., CE providerships, in-service educators and nurse educators).

MSN/MEd Program Objectives

The graduate of the program of study leading to the Master of Science in Nursing and Master of Science in Education degrees will:

1. Synthesize theoretical and empirical knowledge from educational and nursing research, the humanities and the sciences, and evaluate it for its use in guiding nursing and education research and practice.
2. Exhibit competence and confidence when assuming role responsibilities as a graduate with advanced level preparation.
3. Exemplify moral and ethical leadership through a concern for others, the management of nursing care, and a commitment to professional excellence in the delivery of health care and the profession.
4. Evaluate issues and opportunities in health care delivery from ethical, sociopolitical, technological and historical frameworks while providing leadership for change.
5. Validate and extend nursing knowledge through interpretation of and collaboration in nursing research.
6. Communicate orally and in writing in a scholarly manner.
7. Broaden knowledge of the principles and techniques of education in modern society.
8. Enhance specific knowledge of one major area of the field of education.
9. Obtain essential understanding and skills necessary for intelligent consumption of educational research.

MSN/MEd Curriculum

Nursing Core & Graduate Support Courses (20 hours)

Nurs 500 Health Care Ethics for Nursing Leaders (3)
Nurs 501: Theoretical Bases for Nursing Practice (3)
Nurs 502: Nursing Research (3)
Nurs 505: Health Care Informatics (3)
Nurs 690 Health Care Policy for Nursing Leaders (2)
Nurs 754 Leadership and Management Concepts (3)
Nurs 864: Epidemiologic Methods in Health Care (3)

Required Nursing Courses (11 hours)

Nurs 580 Patho, Pharm & Assessment Nurse Education (3)
Nurs 660 Development of the Adult Learner in Health Care (3)
Nurs 664 Teaching Strategies (2)
Nurs 670 Roles of the Nurse Educator (3)

Required Education Courses (9 hours)

Edfd 500 History & Philosophy of American Education (3)
Edfd 505 Organization of Education Systems in U.S. (3)
Edad 660: Curriculum Design & Teaching Strategies (3)

Elective Education Courses (Total of 12 semester hours required)*

Select 9 credits from the following education courses.

****Nurs 660 counts for 3 of the total of 12 elective hours required.***

Edad 543 Supervision of Instruction & Staff Personnel (3)
Edad 562 Political Structures and School/Community Relations (3)
Edad 563 School Finance, Bus. Affairs & Physical Facilities (3)
Edad 565 School Law (3)
Edad 570 Policy, Planning, and Evaluation and Assessment (3)
Edfd 510 Adv. Human Developments & Learning (3)
Edsp 500 Special Education Identification and Issues (3)

Synthesis and Application (6 hours)

Nurs 703: Graduate Nursing Practicum 1 (3 contact hours)
Nurs 779 Applied Interprof. Collaboration 1 (3 contact hours)
Nurs 705: Graduate Nursing Practicum – 2 (6 contact hours)
Nurs 797: Scholarly Project (2)

TOTAL CREDITS - 55

MSN MEd dual degree program 7/20/12; 7/30/13; 7/18/14, 7/25/16; 6/30/17/20

Education track Project

The education proposal scholarly project involves the identification of a nursing educational issue or opportunity and the development of an educational plan, which will have a positive impact on the teaching and development of individuals working within the academic setting, school setting, or healthcare institutions. The focus of the project can be a research study, evidence-based practice project, audio-visual medium for targeted communication, or program proposal / Grant Application (See Handbook for detailed descriptions). The purpose is to better prepare individuals for teaching, make an impact on future or current RNs through student educational or staff development programs, or other projects that would be of comparable quality. This is an opportunity for application of educational and developmental theories and principles within a variety of settings. The scholarly project may be coordinated with the practicum goals and objectives in collaboration with faculty.

MSN/MSCJ DUAL DEGREE - PROGRAM
MASTER OF SCIENCE IN NURSING PROGRAM (MSN, Forensics) &
MASTER OF SCIENCE IN CRIMINAL JUSTICE (MSCJ)

The MSN/MSCJ program at Xavier University is an integrated program consisting of 46 semester hours. According to the American Board of Forensic Nursing, forensic nursing is the application of science and the art of nursing to both criminal and civil investigations and legal matters. The forensics track is intended to prepare nursing graduate students for further studies in various clinical roles such as sexual assault nurse examiner, forensic psychiatric nurse, legal nurse consultant, forensic nursing death investigator and/or nurse coroner.

The Master of Science in Criminal Justice program is multidisciplinary and designed for those persons who wish to search for new answers, be part of an ever-developing knowledge base, adjust attitudes or sharpen skills required to address the complex issues in the criminal justice system in a free society.

This integrated program was developed to compliment the forensics track of the MSN program. The MSN/MSCJ prepares the graduate to work in a wide variety of positions including health care and criminal justice facilities.

Program Objectives

The graduate of the program of study leading to the Master of Science in Nursing and the Master of Science in Criminal Justice degrees will:

1. Synthesize theoretical and empirical knowledge from the humanities and the sciences, including nursing, and evaluate it for its use in guiding nursing research and practice.
2. Exhibit competence and confidence when assuming role responsibilities as a graduate with advanced level preparation.
3. Exemplify moral and ethical leadership through a concern for others, the management of nursing care, and a commitment to professional excellence in the delivery of health care and the profession.
4. Evaluate issues and opportunities in health care delivery from ethical, sociopolitical, technological, and historical frameworks while providing leadership for change.
5. Validate and extend nursing knowledge through interpretation of and collaboration in nursing research.
6. Communicate orally and in writing in a scholarly manner.
7. Develop in-depth knowledge in a concentrated area of study.
8. Demonstrate a capacity for understanding the dynamics of criminal and delinquent behavior, the nature and scope of the crime and delinquency complex in contemporary society, and the current efforts by the criminal justice system to address these issues.
9. Comprehend important questions. Present “state of the art” conceptual information and impact upon attitudes and “human skills”.

Forensics Objectives

1. Interface with health care and criminal justice systems.
2. Apply forensic nursing principles to the promotion of health care and safety in the community.
3. Promote early identification and prevent potential abuse of children, adults, and the elderly.
4. Discuss trauma, death and the collection, preservation and documentation of related evidence.
5. Apply expert witness skills and legal consultation in investigations related to violence and trauma.

MSN/MSCI Curriculum

Nursing Core (21 semester hours)

- Nurs 500 Health Care Ethics for Nursing Leaders (3)
- Nurs 501 Theoretical Bases for Nursing Practice (3)
- Nurs 502 Nursing Research (3)
- Nurs 864 Epidemiologic Methods in Health Care (3)
- Nurs 505 Health Care Informatics (3)
- Nurs 754 Nursing Leadership and Management Concepts (3)
- CJUS 643 Correctional Counseling (3)

Forensics/Criminal Justice Courses (18 semester hours)

- CJUS 609 Forensic Aspects in Population Health (3)
- CJUS611 Law and Justice in America (3)
- CJUS 620 Sociology of Crime & Delinquency (3)
- CJUS 642 Criminal Justice Administration (3)
- Nurs 642 Psychosocial/Legal Aspects of Forensics (2)
- Nurs 648 Foundations of Forensic Nursing (4)

Synthesis & Application (7 semester hours)

- CJUS 792 Internship (3)

*Note: Student must contact Ron Springman (Department of Criminal Justice) for registration in this course.

- Nurs 705 Graduate Nursing Practicum II (2)
(Practicum courses are 2 credits/6 clock hours)
- Nurs 797 Scholarly Project (2)

NOTE: Both the MSN (Forensics track) and MSCJ are 100% on line.

MSN MSCJ dual degree information
8/8/18

MSN MIDAS PROGRAM

The Master's in Nursing, Direct Entry as Second Degree (MIDAS) program is built upon the American Association of Colleges of Nursing (AACN) baccalaureate and masters Essentials for nursing education and is accredited by the Commission on Collegiate Nursing Education (CCNE). The MIDAS program is also approved by the Ohio Board of Nursing.

The mission of the College of Nursing is to graduate morally reflective nursing leaders who are scholars dedicated to service and lifelong personal and professional development. In compliance with Ohio Board of Nursing Administrative Code Rules and Regulations, course content similar to the content in courses taken by traditional BSN students is incorporated into accelerated courses taught within the MIDAS program. Similar to the baccalaureate curriculum, the MIDAS program is organized around a theme of transitions. Xavier's BSN and MIDAS programs are one of one of a select group of colleges/universities throughout the United States endorsed by the American Holistic Nursing Credentialing Corporation. The master's program is built upon the baccalaureate program and continues a holistic, transition theme that prepares graduates for leadership across various systems in improving health outcomes and safeguarding the health care interests and needs of populations including individuals, families and communities. Students are taught a multicultural, holistic view of clients across the lifespan, transitions in and out of health and the role of the nurse providing population-based holistic health care.

As consistent with AACN's Clinical Nurse Leader (CNL) curriculum requirements and competencies, students in the MIDAS program are taught the CNL is a leader in the health care delivery system, not just the acute care setting but in all settings in which health care is delivered. The implementation of the CNL role however, will vary across settings. The CNL role is not one of administration or management. The CNL assumes accountability for client care outcomes through the assimilation and application of research-based information to design, implement, and evaluate client plans of care. As a generalist, the CNL is a provider and manager of care at the point of care to individuals and cohorts of clients within a unit or healthcare setting. The CNL designs, implements, and evaluates client care by coordinating, delegating and supervising the care provided by the health care team, including licensed nurses, technicians, and other health professionals.

Students are introduced to and achieve CNL core competencies over the course of their academic program beginning with an introductory application in NURS 550 Nursing Perspectives I and progressing to more complex levels of integration as they move through the curriculum. As outlined in the CNL White Paper (2007) and further delineated in the Competencies and Curricular Expectations for Clinical Nurse Leader Education and Practice (2013), these core competencies include critical thinking, communication, assessment, nursing technology and resource management, health promotion, risk reduction, and disease prevention, illness and disease management, information and health care technologies, ethics, human diversity, global health care, health care systems and policy, provider and manager of care, designer/manager/coordinator of care and member of a profession. By the end of the program, the MIDAS graduate will have attained a level of competence to provide high quality, client-focused, accountable practice as a health care professional and clinical leader.

Xavier follows a 15 week academic semester structure. The MIDAS program is five full time academic semesters including one summer between two academic years. Students take 15 courses the first three semesters that provide them with the content and competencies included in the AACN Essentials of Baccalaureate Education for Professional Nursing Practice (2008), graduate coursework in nursing theory and research, and introductory content on the application of the CNL role of competencies that go above and beyond the baccalaureate essentials. The last two semesters include remaining content and competencies included in AACN Essentials for Masters Education for Advanced Practice Nursing with in-depth focus on the application of the CNL role in a variety of settings. The 79 credit hour graduate program can be completed in 20 months. The MIDAS program requires 43 additional credits over the minimum 36 credit hour post-licensure MSN program.

The entire 79 credit hour MIDAS curriculum has 26 courses of which four are traditional MSN courses (Nursing Theory, Nursing Research, Epidemiologic Methods for Healthcare Delivery and Ethics for

Healthcare Leaders). There are seven practicum experiences included in the program. Each credit hour in the practicum courses has four contact hours. The students have 1,080 contact hours in clinical and laboratory settings.. Practicum experiences are designed for the preparation of a generalist in nursing to function in the advanced practice role of a clinical nurse leader.

Each practicum involves the supervised practical application of theory concurrently taught in the classroom course. Classroom theory course faculty meet with clinical adjunct faculty and assure transfer of theory to the clinical setting. All program and clinical faculty attend in-services on the role of the Clinical Nurse Leader so there is consistency in teaching. A faculty member directs practicum experiences that involve preceptors.

A course on the essentials of pathophysiology and five classroom theory courses and their related practica containing content that meets OBN criteria are taught in an accelerated manner within the first three semesters of the MIDAS program. Four nursing perspective courses are taught throughout the program that build upon each other and emphasize the elements of the CNL role. Courses in advanced physiology, advanced pharmacology, community which incorporates public health policy and a related practicum, management concepts including content on economics, resource management and risk management, advanced informatics including data management systems, and a leadership course that incorporates the capstone scholarly project with practicum experience emphasizing the CNL role are included in the summer and second year of the MIDAS program. The sequencing of the program's 26 courses and their credit hours follows.

MIDAS Program Objectives

In addition to the program objectives of the MSN program,

1. Successful completion of course content necessary for licensure as a registered nurse.
2. Apply art and science of nursing to the role of the clinical nurse leader.

12/21/16

MIDAS Curriculum

First Semester (Fall)

NURS 550 Nursing Perspectives I.....	3 semester hours
NURS 501 Theoretical Bases for Nursing Practice.....	3 semester hours
NURS 502 Nursing Research.....	3 semester hours
NURS 552 Art and Science of Nursing.....	4 semester hours
NURS 553 Art and Science of Nursing Practicum.....	2 semester hours
NURS 554 Essentials of Pathophysiology.....	3 semester hours
Total.....	18 semester hours

Second Semester (Spring)

NURS 560 Nursing Perspectives II.....	3 semester hours
NURS 562 Art and Science of Family Nursing.....	4 semester hours
NURS 563 Art and Science of Family Nursing Practicum.....	2 semester hours
NURS 564 Art and Science of Adult Nursing.....	4 semester hours
NURS 565 Art and Science of Adult Nursing Practicum.....	2 semester hours
Total.....	15 semester hours

Third Semester (Summer)

NURS 650 Art and Science of Advanced Nursing.....	6 semester hours
NURS 651 Art and Science of Advanced Nursing Practicum.....	3 semester hours
NURS 652 Art and Science of Psychiatric Nursing.....	2 semester hours
NURS 653 Art and Science of Psychiatric Nursing Practicum.....	1 semester hour
NURS 654 Advanced Pharmacology.....	2 semester hours
NURS 656 Advanced Pathophysiology.....	2 semester hours
Total.....	16 semester hours

Fourth Semester (Fall)

NURS 750 Nursing Perspectives III.....	3 semester hours
NURS 864 Epidemiologic Methods in Health Care.....	3 semester hours
NURS 752 Community Nursing/Public Health Policy.....	4 semester hours
NURS 753 Community Nursing/Public Health Policy Practicum.....	2 semester hours
NURS 754 Leadership and Management Concepts.....	3 semester hours
Total.....	15 semester hours

Fifth Semester (Spring)

NURS 850 Nursing Perspectives IV.....	3 semester hours
NURS 500 Health Care Ethics for Nursing Leaders.....	3 semester hours
NURS 854 Advanced Informatics.....	3 semester hours
NURS 857 Leadership Practicum & Scholarly Project.....	6 semester hours
Total.....	15 semester hours

TOTAL FOR PROGRAM

79 semester hours

Each practicum credit hour is equal to four clock hours per week.

PROCESS FOR THE SCHOLARLY PROJECT

A scholarly project is an in-depth study of a phenomenon, issue or problem related to the discipline of nursing. This project will reflect a culmination of the students learning through core, track, and immersion courses. The goal of the project may be to: 1) add to the knowledge of advanced nursing practice; 2) depending on the student's selected MSN track, provide an innovative solution to a care delivery,

administrative, education, forensics, healthcare law, informatics, or advanced practice issue. Students may choose to develop their projects individually or collaboratively (limited to 2 students per group).

The student will begin selecting a scholarly project topic 1-2 semesters before the final semester. It is the responsibility of the student to consult with the track coordinator and get approval for the approach to the problem. The track coordinator or a designated faculty member (in FNP track) will guide the student in the development of the project and provide support until it is completed. Students are responsible for scheduling meetings and communicating with their assigned faculty member as required.

Upon completion of the scholarly project, the student will disseminate the work in a scholarly paper and poster. The student will present the work and explain the poster faculty, students, alumni, and other guests in attendance at the semester-end poster presentation event. Rubrics for both the paper and the poster are provided in the respective track specific syllabi.

Both the paper and poster are to be scholarly and professional in appearance. Students will follow the instructions and rubrics provided by their track coordinator and instructor for 797. For the on campus students, the instructors will also have information on printing that will be made available to the student. It is the responsibility of the student to follow the directions and the deadlines for proofing and printing posters. For the online students, your instructor will have information on the guidelines for presentation of your project poster. See your NURS 797 instructor for details.

Scholarly project guidelines 2017

02/24/17

GRADUATE PROGRAM CURRICULAR POLICIES

1. All graduate students must achieve a minimum grade of C in all nursing courses. Nursing course syllabi outline specific course requirements necessary to achieve C or higher.
2. Students must maintain a 3.0 cumulative grade point average throughout the program.
3. Courses with grades less than C must be repeated.
4. Students who earn less than a C in 2 nursing courses (the same course or different courses) may not continue in the nursing program.
5. A student may not withdraw failing more than once from the same nursing course.
6. If a student withdraws from either a theory or a clinical course, the student must withdraw from the co-requisite course.

Additional Progression Policies specific to the *MIDAS PROGRAM*

7. The MIDAS program curriculum is designed to progress the student from foundational courses to those with more advanced concepts and principles. Therefore, the faculty believes that courses should be taken and successfully completed in the sequence established in the curriculum. Any deviation from the established curriculum sequence must be approved by the Admission, Progression and Graduation (APG) subcommittee of the Curriculum Committee.
8. Upon graduation, MIDAS students will be eligible to sit for the National Council Licensure Examination – RN (NCLEX-RN).

***Note: The Family Nurse Practitioner program has additional progression policies.**

*Note per University policy at the graduate level a grade less than C is automatically calculated as an F.

Professional Behavior Policy

The College of Nursing professional behavior policy will be enforced in that students may be asked to leave the program for non-academic reasons related to unprofessional behavior even if the cumulative grade point average is at 3.0 or better. See the section on Professional Behavior Policy in this handbook.

Pre- & Co-requisite Courses

All students have the responsibility to satisfy pre- and co-requisites. Co-requisite courses must be taken together because their subject matter and learning opportunity is complementary. Prerequisite courses must be taken prior to current courses to provide background for the courses requiring the prerequisite.

Graduate Transfer of Credit (Advanced Standing)

Evaluation of previously completed graduate transfer credit is initiated by the student.

An official transcript from the previous accredited college/university attended as well as a syllabus of graduate nursing courses completed is required to be submitted to the Assistant Dean.

The Interim of the College of Nursing or appropriate faculty determines potential equivalency. The Assistant Dean notifies the applicant of the review and completes a graduate transfer credit request so that the credit(s) approved are posted to the student's academic record at Xavier.

Xavier University follows the American Council of Education (ACE) guidelines for review of military credits.

Following the University policy, a maximum of six semester hours (or the equivalent) of graduate work may be transferred. In some cases, exceptions are made for a higher number of transfer hours. A minimum grade of "B" (3.000 or higher) is required for transfer of credits. Coursework that is part of a previously earned graduate degree is not accepted for transfer credit.

Further information on the University policy for graduate transfer credit can be found at: <http://catalog.xavier.edu/content.php?catoid=20&navoid=1025>

Earning Credit for Military or Other Professional Training

The University policy on the earning of credit for military training is published in the undergraduate catalog, <http://catalog.xavier.edu/content.php?catoid=20&navoid=1022>

Students who have completed training courses through the armed forces or other professional training programs may be eligible to receive college credit for courses completed. The Guide to the Evaluation of Educational Experience in the Armed Services, published by the American Council on Education, is used to determine what credit might be granted for military training. For courses completed through business and professional organizations, the National Guide to Educational Credit for Training Programs, published by the American Council on Education, is used to determine what credit can be granted. To request credit for military or other professional training, students must submit transcripts or certificates of completion to the Office of Admission.

Due to the purposeful sequencing of courses where content and practicum experiences build upon each other as the student transitions through the MIDAS program, it would be unusual for a student to receive

equivalency for military education.

Graduation Policies

All students submit the “Application for Graduation” required by the University, along with the graduation fee. Students are responsible for filing by the deadline posted by the Office of the Registrar and are subject to a late fee if the deadline is missed. Consult the semester schedule for deadlines and information for graduation application. Calendars, deadlines and graduation information is at www.xavier.edu/registrar.

Dual degree students (MSN/MEd or MSN/MSJ) file two separate applications for graduation: one for the MSN and one for the MEd, or MSJ regardless of whether both courses of study will be completed at the same time or not. However, only one graduation fee is charged.

Graduation Requirements

1. Satisfactory completion of all courses required for the graduate program.
2. Cumulative grade point average of 3.00.
3. Minimum grade of C in all courses.
4. Students must complete all degree requirements of Xavier University and the specific nursing program requirements to be eligible to graduate.
5. No more than six years may elapse between enrolling in a degree program and completion of work for the degree. This includes the dual degree programs.
6. **MSN students only:** At least 60% of course work toward a graduate degree must be courses offered for graduate credit only, i.e., numbered 500 or higher and not open to undergraduate students. The remainder must be in approved upper division courses numbered 200-499 taken for graduate credit. **(This does not apply to the MIDAS program.)**
7. **MIDAS students only:** Upon graduation, MIDAS students will be eligible to sit for the National Licensure Examination-RN (NCLEX-RN).

Incomplete Work

If a student experiences extenuating circumstances and is not able to complete all requirements for a course, the student may ask their instructor for an “incomplete” and an extension of time to complete the work. It is the responsibility of the student to request this extension prior to the end of the semester. The student and instructor will meet to develop a plan and timeline for completing the course requirements. The plan will be recorded and signed by both parties. The instructor will submit the appropriate grade (E or IP) in Banner. After the student has completed the course work, the instructor will grade the assignments and submit a grade change form to change the final grade in Banner.

University policy for Graduate Incomplete Work

Grades of “IP” (In Progress) indicate that the student is continuing a long-term project related to the course, and should only be used when such continuation is the expectation of the program (e.g., for long-term research such as a

dissertation, or a year-long field-based training experience). The grade “IP” does not count toward the GPA. The faculty member or department head initiates the grade change process once the work is completed.

Grades of “E” (Graduate Extension) may be granted only rarely and only for serious reasons. If an extension is granted, the grade of “E” will be assigned. The grade “E” does not count toward the GPA. Unless the work is completed and submitted by the last day of the subsequent semester (Fall incomplete = last day of Spring Semester; Spring incomplete = last day of final Summer Semester; Summer incomplete = last day of Fall Semester), the student will fail the course and the “E” will be permanently changed to an “F.” Exceptions to this policy must be approved in writing by the appropriate dean prior to the last day of the subsequent semester. The faculty member initiates the grade change process once the student has made up the incomplete work.

If the student is deferred for graduation due to a grade of ‘IP’ or ‘E’, he or she may be eligible for the original date of graduation. Work must be completed, graded, and recorded within thirty calendar days of that term’s graduation date.

Leave of Absence

1. Students are expected to pursue their studies according to the designed curriculum. When a student finds it necessary to interrupt his/her course of study before completion of the program, the student must submit written notification to the Assistant Dean. Students must understand that readmission to the program is contingent upon space availability and being in good standing as exemplified by a cumulative grade point average of 3.0.
2. A student who does not enroll in nursing courses for two or more consecutive semesters must reapply to the APG subcommittee in order to be considered for reinstatement.

Student initiated Withdrawal from Program

If the student decides to withdraw from the nursing program, the decision to withdraw must be submitted in writing to the Assistant Dean so that the student’s record may be closed.

Readmission to a Nursing Program

A student who does not complete the nursing program for personal or academic reasons must meet the following criteria to be considered for readmission:

1. Apply for readmission to the University if not enrolled for the past year. This procedure must be done through the Office of the Registrar.
2. Apply for readmission to the graduate program by petitioning the Admission, Progression and Graduation (APG) subcommittee through the Assistant Dean. The student should initiate this process by writing a letter addressed to the APG subcommittee stating the reason(s) for the desired return. The letter should be submitted to the Assistant Dean. The Assistant Dean will present the letter to the APG subcommittee for review. The student will be notified in writing of the APG subcommittee’s decision.
3. Have a cumulative grade point average of 3.0 at the end of the semester prior to the re-entry date. Readmission is contingent upon space availability.
4. Readmitted students must meet curriculum requirements effective at the time of readmission.

Revised 3/1/17

Petitioning Policy Decisions

A student who has extenuating circumstances can petition the APG subcommittee for reconsideration of

decisions based on the above policies. The student should initiate this process by writing a letter addressed to the APG subcommittee stating the reason(s) for the desired return. The letter should be submitted to the Assistant Dean. The Assistant Dean will present the letter to the APG subcommittee for review. The student will be notified in writing of the APG subcommittee's decision.

Approved 5/11/06; Revised 8/11/06

Grading Policies

Policies for grading are listed on the specific course syllabi. The policy for the University graduate grading system can be found in the University catalogue. Plus/Minus grading is applicable to all courses numbered 500 or above.

Academic Honesty

The pursuit of truth demands high standards of personal honesty. Academic and professional life requires a trust based upon integrity of the written and spoken word. Accordingly, violations of certain standards of ethical behavior will not be tolerated at Xavier University. These include theft, cheating, plagiarism, unauthorized assistance in assignments and tests, unauthorized copying of computer software, the falsification of results and materials submitted in reports or admission documents, and the falsification of any academic record including letters of recommendation. Consult the University catalog for further information including penalties for violations of this policy.

<https://catalog.xavier.edu/content.php?catoid=33&navoid=1903#academic-honesty>

Grade Grievance Procedure

Students may appeal final grades if they believe that the grade given was unfair. The student must be able to provide some evidence of the lack of fair treatment in order to file a formal grade grievance and must follow the Grade Grievance Procedure when filing such an appeal. Consult the University catalogue for the procedure and time limit for filing a grade grievance.

<https://catalog.xavier.edu/content.php?catoid=33&navoid=1903#Grade Grievance Procedure>

Grievance Policy for Clinical Agencies

The College of Nursing considers clinical sites (agencies) and preceptors to be an integral part of the students' learning experience and expects students to maintain the image of the College of Nursing while at their clinical experiences. At times, conflicts may occur between the various parties involved in the clinical experience and the College of Nursing will address these issues as quickly and fairly as possible. The procedure for handling specific grievances will be as follows:

- A. Clinical Agency (or Preceptor) has concern about the practice or behavior of a particular student(s)
 1. The Clinical Agency (or Preceptor) should discuss the issue privately with the clinical faculty. The clinical faculty member should discuss the issue with the clinical agency (or Preceptor) and determine the extent of remediation appropriate and determine the process for returning the student to the clinical agency (or Preceptor).
 2. The clinical faculty should address the concern with the student and exhaust all avenues to solve the issue and remediate, if necessary. If the concern is one of safety the clinical faculty member should use judgement about the capability of the student continuing clinicals until the remediation is complete. The clinical faculty should notify the course coordinator.
 3. If a resolution cannot be reached the clinical faculty and course coordinator should present the issue to the Associate Director of the respective program.
 4. Unresolved issues may warrant the involvement of the Director of the College of Nursing at the discretion of the Associate Director and the severity of the situation.

- B. Clinical Agency (or Preceptor) has concern about the practice or behavior of a clinical instructor (adjunct faculty or clinical faculty)
 - 1. The Clinical Agency (or Preceptor) should discuss the issue privately with the clinical faculty and attempt to resolve the issue. The clinical faculty should discuss the issue with the nurse manager at the clinical agency, if necessary.
 - 2. The Clinical Agency (or preceptor) manager may contact the Director of the College of Nursing for unresolved issues with clinical faculty.

Grievance Policy for Students in Clinical Experiences

At times, a nursing student may have grievances or concerns about the Clinical Agency (or Preceptor) with whom the clinicals are provided. In these situations the clinical faculty and course coordinator will address the concern by the following means:

- A. Nursing Student has a concern about the Clinical Agency (or Preceptor)
 - 1. Student should discuss the issue or concern with the clinical faculty member. The clinical faculty member should determine the extent of the concern and decide on the appropriate response.
 - 2. If indicated, based on the extent of the concern, the clinical faculty should arrange to discuss the case with the manager or preceptor at the clinical agency.
 - 3. If indicated, the clinical faculty member should discuss with the course coordinator to determine if any additional action is required.
- B. Nursing Student has a concern about the clinical instructor (adjunct faculty or clinical faculty)
 - 1. The student should first attempt to resolve the issue or concern with the clinical instructor.
 - 2. If the student nurse and clinical instructor cannot resolve the issue, the student should discuss the concern with the course coordinator.
 - 3. The course coordinator should discuss the student's concern with the clinical faculty member involved to validate the concern and pursue a solution. If indicated, the course coordinator should notify the Director of the College of Nursing of the concern.

Grievance policies for Clinical: distribute through Clinical coordinators and Canvas to Adjuncts and students. Preceptors receive with other relevant documents.

Approved 2/25/16

COLLEGE OF NURSING EVALUATION PROCESSES

Continuous improvement of the graduate program is considered essential in order to keep pace with the expectations of our communities of interest including students, professional organizations, healthcare agencies, and society. Evaluations are considered to be multifaceted and include evaluations by students, faculty, track coordinators, alumni, and employers.

Students

Student feedback is critical to our evaluation process. Faculty members encourage graduate students to provide feedback during the process of each course to facilitate learning. Formal course and faculty evaluations are completed by students at the end of each semester. This provides useful information for individual faculty regarding such items as teaching strategies, textbook usefulness, and the student's perception of goal accomplishment.

Student satisfaction/formal complaints are also viewed as part of the process of ongoing improvement. At different times during your course of study the Interim Dean of the College of Nursing or the Assistant Dean may request information via a survey or other means of communication. An informal "Dialogue with the Dean" is held twice a year – once in the fall and once in the spring. This is an excellent opportunity for students to provide feedback on programs and other issues. However, one of the most important and effective methods of feedback available to you is communication with your advisor. Please contact your advisor with any questions or problems you may be experiencing; they will be able to direct you to appropriate resources.

During the final semester in the graduate program, students schedule an exit interview with the Interim Dean of the College of Nursing allowing students the opportunity to share their opinions regarding the program. The College of Nursing also follows alumni with a written survey for graduate perceptions and input.

HESI Examinations (MIDAS Students)

MIDAS students also participate in a rigorous evaluation process in preparation for the National Council Licensure Examination (NCLEX-RN).

Throughout the MIDAS program students will be required to take Health Education Systems, Inc. (HESI) examinations. These are computerized tests that will be administered as part of courses throughout the curriculum. Appropriate course syllabi provide information regarding how HESI exams are incorporated into selected courses. HESI examination results provide students and faculty with information regarding a student's progression and knowledge of information essential to the practice of professional nursing. For students who do not achieve a minimum score of 900, remediation will be required.

Policy for Safe Administration of Medication (SAM)

Proctored assessments will be administered in selected clinical courses to ensure that students have the appropriate knowledge of medications, calculations, indications, effects, side/adverse effects, and nursing implications of medications. Tests will be graduated and specialized as appropriate to the students' courses and levels. Proctored assessment grade will be worth 10% of the respective clinical course grade. The initial grade on the proctored assessment will be entered as the actual grade. Students who score less than 90% are required to complete mandatory remediation in the appropriate time-frame. Proof of remediation must be provided to the clinical instructor prior to passing any medications. Students must re-take the proctored assessment prior to completion of the clinical course. Failure to achieve the 90% score after a total of two attempts, or failure to complete remediation, will result in a grade of 0%, which is an automatic deduction of 10% from the overall clinical course grade. Appropriate course syllabi and/or Appendix B provide information regarding how SAM proctored assessments are incorporated into selected courses.

Faculty

Each course syllabus includes course objectives, assignments to meet those objectives, and criteria for student evaluation.

Individual achievements are reflected by the grades students achieve and course achievements are measured by the aggregate means of the individual achievement scores. The Scholarly Project, NURS 797, is a capstone course for traditional MSN students, which provides a method to evaluate the individual student's achievements in the program in the areas of critical thinking, oral and written communication and professional behavior. See the Appendix for Nurs 797 guidelines. MIDAS students complete the scholarly project in NURS 857 Leadership Practicum and Scholarly Project.

Curriculum Committee

In keeping with the organizational theme of transition, curricula are maintained or revised following the on-going systematic evaluation plan. The curriculum committee aggressively reviews the curriculum and program policies using input from a variety of sources, including student and faculty evaluations, to determine if the program objectives and expected results are attained. Changes are recommended to the College of Nursing Curriculum committee for approval.

Additional Communities of Interest

Surveys, advisory committees and partnering hospital feedback, and other data sources are used to collect information about community needs, alumni perceptions, employer satisfaction and demonstrated achievements of graduates. Following completion of the program, graduation rates, employment in leadership roles, and professional contributions through service activities are utilized to determine the effectiveness of the program in fulfilling its mission through alumni performance. This information provides the program with evidence of program effectiveness and also alerts us to areas that we should consider for implementing improvement strategies.

College of Nursing evaluation processes
Revised August 2011; July 2013 (855); 8/20/14

GRADUATE ACADEMIC ADVISING AND REGISTRATION

Academic Advising

Upon admission, graduate students are assigned to an advisor based upon the selected area of study. Once the student is enrolled, the advisor will meet with the student to discuss sequencing of courses, registration, and discussion regarding practicum experiences and the scholarly project.

While an advisor's signature is not required to register for or withdraw from classes, it is the student's responsibility to meet with the advisor to ensure the appropriate selection of classes to fulfill degree requirements.

Registration

Nursing students are responsible for following University and College of Nursing registration policies and procedures. Graduate students are provided upon admission with a curriculum plan outlining courses required for their program of study.

The College of Nursing notifies all students via email of the preregistration dates each semester. It is the student's responsibility to contact the advisor and to be informed regarding the specific degree requirements. Graduate students register themselves on line via the Student Hub.

The Office of the Registrar link provides important information on processes, procedures such as requesting a transcript. Be sure to view: www.xavier.edu/registrar

Withdrawing from a Course

Following the 7th calendar day of the semester all course removals will become a permanent fixture of an academic record and will be displayed as a "W" grade on a transcript. A grade of "W" does not affect a student's GPA. Online changes to a student's schedule is disabled at the start of the Withdrawal period.

Students who wish to withdraw from a class must complete a drop form (www.xavier.edu/registrar/forms) and submit directly to the Office of the Registrar at XUReg@xavier.edu. Check your Student Tab, current registration to ensure the withdrawal has been processed. An advisor's signature is not required for graduate students.

It is important that students understand the refund policy when withdrawing from a class. Be sure to view the Bursar's link: www.xavier.edu/bursar

Registered nurses enrolled in the MSN program who wish to change their area of study are required to complete a "Change of Track" form. This form should be submitted to the Assistant Dean . A new advisor will be assigned based upon the student's selected track.

Advising and registration

7/2012 ;7/27/13; 7/18/14; 8/8/14; 8/3/16

COLLEGE OF NURSING – Graduate Advisors

Dr. Brenda Wiles, Associate Director for the MIDAS program

Dr. Susan Allen, Associate Director for Doctor of Nursing Practice in Population Health Leadership

TRACK/Program	FACULTY ADVISOR
Education & MSN/MEd Dual Degree	Prof. Terri Enslein 131B Cohen, (513) 745-3148 ensleint@xavier.edu
Family Nurse Practitioner & FNP Post-Master's Certificate	Dr. Kimberly Toole, Director FNP Program 105 Cohen, (513) 745-3095 toolek@xavier.edu
MIDAS	Dr. Brenda Wiles 125 Cohen, (513) 745-3897 Wilesb@xavier.edu
DNP – Doctor of Nursing Practice in Population Health Leadership	Dr. Susie Allen 188A Cohen, (513) 745-4232 Allens14@xavier.edu

OPPORTUNITIES FOR LEADERSHIP AND SERVICE

Student Representation

Student representation and participation in College of Nursing and University affairs is an important student right. Students should have an important impact upon the activity within the College of Nursing. Students have an opportunity to voice their thoughts on all aspects of the program including the curriculum, student-faculty relationships, instructional resources, and other components of their educational program.

College of Nursing Curriculum Committee

At the beginning of each academic year, two student volunteers from the graduate program are asked to serve on the Curriculum Committee. Student participation provides the opportunity to be involved in the ongoing activities of program development, implementation, and evaluation as well as to learn about new ideas under consideration by the faculty.

Xavier University Graduate Student Association (GSA)

The mission of the Graduate Student Association is to:

1. Represent the students of the various graduate programs in relation to any office or organization within or outside the University.
2. Disseminate information to the graduate student community.
3. Provide support not available elsewhere to enhance the educational and professional development of its members.
4. Improve the quality of life for graduate students at Xavier University.

Full- and part-time graduate students are automatically members of the GSA. Two nursing graduate students are asked to serve as representatives for nursing. One student typically attends all meetings; the other serves as an alternate representative if the first student cannot attend a meeting.

The General Assembly meets once a month during the academic year in order to conduct business of the GSA. Each program representative has one vote in the General Assembly. When the program's

representative cannot attend a meeting, the alternate will carry the vote for the College of Nursing for the meeting. All GSA members are invited to attend the General Assembly meetings. The GSA needs the help of all graduate students to continue to improve community life on campus for graduate students.

Student Recruitment

Students are the best recruiters for our programs. Your referrals to colleagues or relatives are important to the growth of the College of Nursing. Likewise, attendance at campus recruitment programs such as nursing information sessions or the annual Graduate Student Expo will help us achieve our enrollment goals. We hope you will be willing to assist us in our recruitment efforts. Contact the Assistant Dean to volunteer.

Opportunities for Leadership and Service
7/2020

Appendix

Xavier University
College of Nursing

MIDAS Procedure for Safe Administration of Medication (SAM) – Appendix B (there is no Appendix A)

- Textbook: Ogden, S.J., & Fluharty, L.K. (2016). Calculation of drug dosages: A work text. St. Louis, MO: Elsevier.
- Dosage Calculation assignments will be included throughout the various courses to help students prepare for proctored assessments.
- Additional safe medication/dosage questions may be included in didactic examinations to reinforce material.
- Remediation must be completed prior to the next clinical day following the SAM test and involves, at minimum, the completion of the case studies described below. The student may complete additional material applicable to the subject area as needed.

Process:

Fundamentals Dosage Calculation Preparation and Proctored Assessment

- Students are required to complete dosage calculation assignments and take the proctored SAM test near the end of the 553 course. Students who do not achieve a 90% must remediate using the following case studies from the textbook: case study number one (pp 571-574) and case study number two (pp 575-576).

Med-Surg Dosage Calculation Preparation and Proctored Assessment

- Students are required to complete dosage calculation assignments and take the proctored SAM test near the end of the 565 course. Students who do not achieve a 90% must remediate using the following case studies from the textbook: case study number five (pp 582-584) and case study number six (pp 585-587).

OB & Peds Dosage Calculation Preparation and Proctored Assessment

- Students are required to complete dosage calculation assignments and take the proctored SAM test near the beginning of the 563 course. Students who do not achieve a 90% must remediate using the following case studies from the textbook: case study number three (pp 577-578) and case study number seven (pp 588-589).

Critical Care Dosage Calculation Preparation and Proctored Assessment

- Students are required to complete dosage calculation assignments and take the proctored SAM test near mid-semester of the 651 course. Students who do not achieve a 90% must remediate using the following case studies from the textbook: case study number five (pp 582-584) and case study number six (pp 585-587).

Dosage Calculation Review and Proctored Assessment

Students are required to take the proctored SAM test at the beginning of the 857 course. Students who do not achieve a 90% must remediate using the following case studies from the textbook: case study number two (pp 575-576) and case study number six (pp 585-587)