Loyola University New Orleans
College of Nursing and Health
School of Nursing

MSN Student Handbook

2018-2019 Edition

Loyola University
MSN Student Handbook Table of Contents

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School of Nursing, Loyola University New Orleans

Mission, Vision and Core Values

Mission
Educate professional nurses based on Jesuit values, who lead change and translate science into practice in a dynamic global health care environment

Vision
A world where every nurse is a leader

Core Values for the School of Nursing
1. Discerning mindset: finding God in all things
2. Social justice
3. Student-centeredness
4. Serving others
5. Development of personal potential
6. Pursuit of truth
7. Ethically responsible decision-making
8. Embracing diversity
9. Respect
10. Nursing education excellence
11. Interprofessional collaboration
12. Innovative use of technology and pedagogy
13. Faculty scholarship (Boyer Model)

Part 1: General Information for the School of Nursing Program

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Introduction

Welcome to the School of Nursing of Loyola University New Orleans. This *Handbook* is your primary resource for information about policies and procedures of the MSN graduate program at Loyola. The *Handbook* will provide you with information that will acquaint you with various aspects of your program and help you plan your nursing studies. (Updates to this *Handbook* can be found online.)

In addition to this *Handbook*, official publications of interest to nursing students are the *Loyola University New Orleans Graduate Bulletin*, which contains descriptions of all graduate programs and general academic regulations, and the *Loyola Student Handbook,* which contains many policies pertinent to all students at Loyola. The 2018-2019 bulletin is updated annually and accessible online: http://2018bulletin.loyno.edu/graduate

School and University Web Sites

Web sites of interest to students are the University homepage, the School of Nursing homepage, and the MSN program homepage.
· Through the Loyola homepage students have access to the academic calendar, the online student records system, and many University offices and services. The Loyola University homepage is accessed at **http://loyno.edu**
· The School of Nursing homepage has contact information for faculty and staff, and links to many valuable web sites of interest to nurses and other health care professionals. The School's homepage is accessed at **http://loyno.edu/nursing**

MSN Students can view and download the most current copy of this student handbook and other documents of interest by following the steps listed below:
Go to the Loyola School of Nursing homepage at: http://loyno.edu/nursing
Click on "Resources" on the right-hand side of the page

Graduate Nursing Education at Loyola

Students entering the MSN program will find the experience of graduate education to be significantly different from that of undergraduate education. At Loyola, MSN students are expected to be much more self-directed and independent than undergraduate students. Thus, MSN students will assume more responsibility for their education and learn to become active learners. In practice this means that graduate students will be expected to identify their educational needs, find new educational resources, and become proficient at accessing a variety of information sources.

Courses in the MSN program are structured to facilitate the transition from a passive to an active learner. Students will have the opportunity to research topics, prepare reading lists and presentations for peers, lead group discussions, do case presentations, and, for practitioner students, work independently with sophisticated, interactive, diagnostic-reasoning software. The goals of these activities are designed to foster a spirit of independent inquiry, enhance critical thinking and communication skills, and assist students to develop tools needed to become lifelong learners.

The MSN program at Loyola University has three (3) tracks—

1. MSN-FNP Masters of Science in Nursing-Family Nurse Practitioner
2. MSN-NL Masters of Science in Nursing-Nursing Leadership
3. MSN-NE Masters of Science in Nursing-Nurse Educator
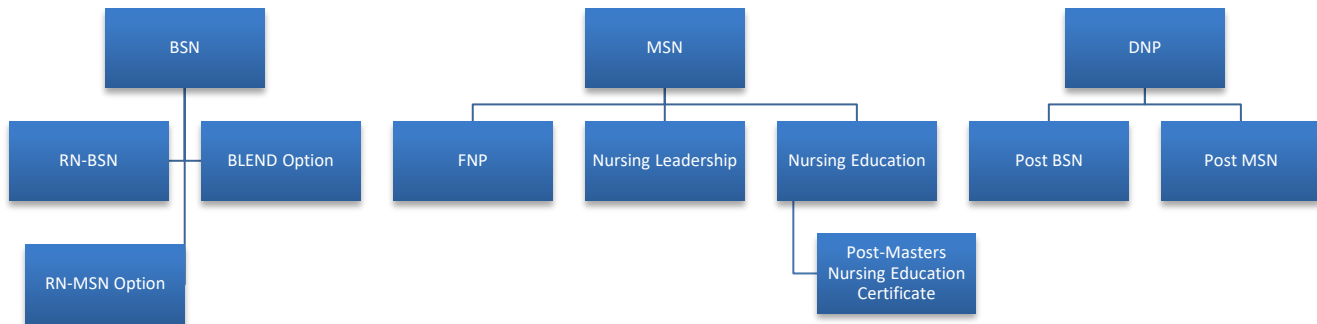
Accreditation of Loyola Nursing Programs

Loyola University New Orleans and all of its degree programs are accredited by the **Commission of Colleges of the Southern Association of Colleges and Schools**, 1866 Southern Lane, Decatur, GA 30033, 404-679-4500. The baccalaureate degree in nursing, master's degree in nursing and Doctor of Nursing Practice at Loyola University New Orleans are accredited by **the Commission on Collegiate Nursing Education,** One Dupont Circle, NW Suite 530, Washington, DC 20036, 202-887-6791. All programs are accredited through 2017. All programs meet the requirements of the **Louisiana State Board of Nursing**, 17373 Perkins Road, Baton Rouge, LA 70810, 225-755-7500.

Brief History of the School of Nursing

BSN Degree Program
Loyola's BSN program was the first in the state of Louisiana designed exclusively to meet the needs of registered nurses. The development of the BSN program began in 1979. The first students to complete the BSN program graduated in the Fall of 1982. In the Spring of 1983, the program was fully accredited by the National League for Nursing. During the 1980's the BSN program continued to grow. To meet the increasing demands of RN students for access to BSN education, in 1990 the BSN program developed off-campus learning sites throughout southern Louisiana.

BLEND (Bridge to Leadership Education in Nursing at a Distance) Option
The BLEND option was created as an alternative entry option to the MSN program for RNs who hold a bachelor's degree in a discipline other than nursing. The program began in 2006 and consists of six (6) credits of BSN courses to facilitate the transition of the student into the MSN program, including population health, health promotion, current issues in nursing, and health care, the professional role of the BSN nurse, and professional communication.

RN-MSN Option
The RN-MSN Option began in 1998, which allows RNs who enter Loyola University with the intent of pursuing a MSN through Loyola the opportunity to substitute two (2) MSN graduate level courses for undergraduate level BSN courses. The student receives both the BSN and MSN degree.

MSN Degree Program
In the Spring of 1996, Loyola's Board of Trustees approved a proposal for the Master of Science in Nursing degree program for Nurse Practitioners. The first class of MSN students was accepted in the Spring of 1997 and graduated in May of 2000. In the Spring of 2001, the Health Care Systems Management (HCSM) option was approved. The first HCSM class was admitted in the Summer of 2001 and graduated in the Spring of 2003. In the Summer of 2004, the HCSM track became the first totally online master's degree track at Loyola. In the Summer of 2017 the HCSM name was changed to

Nursing Leadership.

DNP Degree Program Doctor of Nursing Practice (DNP)
The University approved the Doctor of Nursing Practice (DNP) program in May, 2009 and it was accredited on February 1, 2010 by the Southern Association of Colleges and Schools (SACS). The first cohort of post-Master's to DNP students was admitted in summer of 2010. This cohort comprised post-Master's nurse practitioners in Women's Health, Pediatrics, Gerontology, Family or Adult concentrations. In 2011, the DNP program expanded to concentrations for APRN nurse practitioners with an emphasis on Integrated Behavioral Health and a concentration for Executive Nurse Leaders. In 2012, the DNP program expanded to admit post- Baccalaureate to DNP students to prepare them as Family Nurse Practitioners.

School of Nursing Philosophy and Organizing Concepts

The philosophy and organizing framework of the School of Nursing are consistent with the philosophy of Loyola University New Orleans, a Jesuit institution. Loyola University is committed to the belief that Christianity presents a humanistic worldview that is meaningful in any age. The study of professional nursing within the Jesuit tradition includes a focus on person, environment, health, nursing, and education. The following concepts are pertinent to the study of professional nursing within the Jesuit tradition: person, environment, health, nursing, and education.

Person
Viewed as central to the purpose of nursing, the person is a unique, holistic, spiritual being who possesses dignity, worth, and purpose. The person has needs beginning with those essential to life and progressing toward self-actualization. These needs exist within the framework of self-determination that is manifested by the exercise of free will. The person's free will impacts the priority and manner in which these needs are addressed. Although a person's actions are directed toward need gratification, persons seek gratification of these needs in greater or lesser degrees depending on other impacting factors.

From conception to death, the person is an evolving, emerging being who is subject to stressors that may affect one's life cycle, life style or need satisfaction. In constant interaction with the environment, the person functions in a variety of roles with rights and responsibilities for self and society. The person attempts to maintain functional balance within the context of environmental influences. As an emerging, becoming self, the person has a right to basic health care and has the right to self-determination.

Environment
The person exists within the context of an environment composed of internal and external components. The internal environment is the bio-psychosocial, spiritual nature of the person. The external environment is dynamic, diverse, and multicultural. It is within the context of the external environment that society and social relationships exist. The interactional relationship between the internal and external environments influences the person's health. The relationships between person and environment are influenced by the person's ability to respond, through the process of adaptation, to changes in both the internal and external environments.

Health
Health is a state of integrated functioning. Integrated functioning serves as an indicator of the balance between the internal and external environments. Health is dynamic and occurs on a continuum ranging from functional to dysfunctional. Optimal health is the person's highest functional potential at any given point in time. Progress toward optimal health varies because of the uniqueness of individuals.

Nursing
Guided by a Christian humanistic philosophy, nursing is an emerging practice-oriented, client-centered discipline. As both an art and a science, nursing is developing its unique body of knowledge. Moreover, this emerging body of nursing knowledge incorporates theoretical and empirical knowledge from the biological, physical, and behavioral sciences, and

the humanities in achieving its goal.

The goal of nursing is to assist the client to promote, maintain or restore optimal levels of functioning. The client may be an individual, a family, a group, a community, system or society. The client may be encountered throughout the life cycle, at any given point on the health continuum, in many different settings, and under a variety of conditions. Using a holistic perspective, the nurse employs care, concern, creativity, and purpose in assisting the client to maximize functional potential. Nursing is accountable to the client for decisions that are within the scope of nursing practice and for activities that influence that practice.

Professional nursing practice includes behaviors and processes that are initiated for the purpose of assisting the client in (1) health promotion – moving to higher levels of optimal functioning, (2) health maintenance – maintaining the highest functional potential, and (3) health restoration – regaining integrated functioning to the extent possible. Nursing practice occurs within the context of nursing and health- related theories. Critical thinking, creativity, and diagnostic reasoning are foundational to professional nursing practice.

Professional nursing practice employs a variety of roles in a variety of settings to accomplish its purposes. These roles include, but are not limited to, care giver, client advocate, teacher, leader, research consumer, scholar, consultant, and interdisciplinary team member. The implementation of these roles occurs within the framework of Christian ethics.

Professional nursing practice is being propelled by societal changes into an era of accelerated diversity and broadened scope. The dynamic role of the nurse is influenced by increased social health care, health-related ethical dilemmas, and interdisciplinary cooperation.

Education
The faculty believes that baccalaureate education is basic to professional role socialization and the practice of professional nursing. Liberal education provides the opportunity to broaden the scope of one's worldview. The combination of liberal and professional education provides the basis for continuing role development and graduate study.

Graduate education at Loyola is defined as both masters and doctoral education. Graduate education focuses on the development of specialized knowledge and skills by building on the foundation of baccalaureate education. Graduate education values intellectual curiosity, independent learning skills and attitudes, and a commitment to continual learning. Preparation for advanced roles in nursing practice occurs within both the master's and doctoral level and is grounded in theory and research. The emphasis in both programs is to foster the development of competencies necessary for the collaborative management of clients and the development.

Part 2: General Information for the MSN Program

MSN Program Mission, Goals and Objectives

Mission Statement
The mission of the Loyola MSN program is to prepare nurse to function in advanced roles in a variety of health care settings. The MSN program emphasis is to develop critical thinking and ethical decision-making skills as primary skills needed by all nurses in advanced roles. The curriculum is designed to educate nurses to provide effective and cost-efficient nursing care, and to provide leadership in improving and extending health care to specific populations.

Program Goals
The goals of the MSN program are to:
1. Provide graduate nursing education in the Jesuit tradition.
2. Create opportunities for the development of expertise in an advanced role.
3. Foster development of advanced interpersonal and communication skills.
4. Prepare nurses capable of improving health care and initiating change in health care delivery.
5. Foster professional identity as a nurse with an advanced role.

Program Objectives
Upon completion of the Loyola University's MSN Program, graduates will be able to:
1. Integrate scientific findings from nursing and other related disciplines into the advanced professional practice role
2. Function in an organizational or systems leadership role in diverse settings
3. Apply and operationalize business and economic principles and practices, including budgeting, cost/benefit analysis, and marketing
4. Identify and implement quality improvement and performance processes
5. Improve systems outcomes through information and communication technologies
6. Analyze and apply legal and ethical principles in healthcare, incorporating evidenced-based practices and health policies
7. Demonstrate the ability to practice independently and as a member and leader of inter-professional teams
8. Appraise holistic evidence-based prevention and services to individuals, families, and aggregates/identified populations

Admission to the MSN Program

Students are admitted to the MSN program based upon a review of all materials provided to the School of Nursing.

Types of Admission to the MSN Program
The MSN Committee of the School of Nursing reviews all applications and makes admissions decisions. Applicants are notified of the Committee's decision by letter. The Committee can recommend two types of admission:
1. **Unconditional Admission**: Applicants are admitted unconditionally when they have submitted all required materials and met all admission standards. Since admission into the MSN program is limited, the SON reserves the right to determine which applicants are the best matches for Loyola's graduate program.
2. **Provisional Admission**: If an applicant appears to meet admission standards but is unable to provide one or more documents required for admission by the time admissions decisions are made, there are additional requirements, such as recommendation for a writing course, provisional admission may be granted. A provisionally admitted student has until the date indicated in the admission letter to provide required materials or to complete identified steps listed in the letter of acceptance in order to progress in the program. The provisionally admitted student will not be allowed to register if needed documentation has not been provided by the stated deadline.

3. **BLEND Admission:** A student admitted to a program/track in the School of Nursing via the BLEND Option must identify the desired program or track upon admission. Admission is approved/denied for the designated track. If the student selects to pursue an alternative track, the student must seek approval for admission to the newly identified track from the respective Program Coordinator.

4. **RN-MSN Admission**: Upon completion of the RN-BSN course requirements, including the designated MSN courses, RN-MSN students must apply and be accepted to the respective MSN program.

5. **MSN-FNP/MSN-NE Non-matriculated Student Enrollment:** Applicants who do not meet regular admission criteria may be offered the opportunity to enroll in Pathophysiology and Pharmacology courses as a non-matriculated student to improve application status consideration. Approval must be granted by the Program Coordinator.

Transfer from BSN-DNP Track of the DNP Program to the MSN-FNP Track of the MSN Program

BSN-DNP students who desire to transfer from the BSN-DNP track to the MSN FNP track will need to indicate their desire in writing to the DNP Program Coordinator. Approval will be based on the following criteria:

1. Cumulative GPA 3.0 or higher in the DNP program.
2. Successful passage of two (2) 800 level theory and practicum courses (NURS 810/812 & 840/845).
3. Ability to complete program of study within (5) five years of original admission.
4. Once a BSN-DNP student has elected to enroll in the MSN FNP track, the student is no longer enrolled in the BSN-DNP track.
5. Once a BSN-DNP student has elected to enroll in the MSN FNP track, the student is no longer eligible for re-entry into the BSN-DNP track.

Upon successful completion of the MSN FNP track, students are eligible to apply for the MSN-DNP track.

Students applying to the MSN-DNP track must provide evidence of:
1. NP certification
2. NP licensure
3. Evidence of practice in the advanced role

Policies Governing Transfer Credits

Graduate Program Students
Students who have earned academic credit in a graduate program at an accredited college or university (including Loyola University New Orleans) may be allowed to transfer a maximum of six (6) credit hours with a minimum grade of "B" (83% or higher) and with the approval of the departmental chair and/or the dean of the college. Each degree program, as well as Loyola University admissions office, has certain restrictions concerning acceptance of courses completed at other institutions. Transfer of credits earned more than five years prior to enrollment ordinarily will not be considered.

Transfer students will be informed of the amount of credit that will transfer prior to their enrollment, if possible, but at the latest prior to the end of their first academic term in which they are enrolled.

Enrollment at Other Universities
Students must obtain approval of their requested coursework from the department advisor/chair prior to enrollment in courses at other institutions and a Letter of Good Standing from their dean (if required by the attending university). A Letter of Good Standing is based on a student being in good academic standing, good financial standing, and with no current or pending disciplinary issues. http://2018bulletin.loyno.edu/academic-regulations

Admission Licensure Requirements for MSN Program

Upon entering the MSN program, each student must submit proof of a current, unencumbered, unrestricted and valid registered nurse license in the state in which they practice. If, at any point during the program, a student's RN license becomes encumbered or restricted, the student is obligated to immediately inform the Director of the School of Nursing. Under no circumstances will a student with an encumbered or restricted license be permitted to enroll in a course with a practicum component. Failure to report an encumbered license to the Director will result in **dismissal** from the MSN program.

Effective Fall 2016, all pre-licensure FNP students will be required to obtain and maintain a Louisiana Registered Nursing license while enrolled in the program.

Criminal Background Check, Immunization Requirements, and CPR

Upon admission to the program and at least sixty days prior to enrollment, students are required to apply for a certified background review, at their own expense, by CastleBranch (https://www.castlebranch.com/) as designated by Loyola University New Orleans (School Code: LO22) with the results reported to Loyola University New Orleans School of Nursing. **Students must be fully compliant with all items** upon admission to the MSN program and through the entire program, including:

- o Background check
- o Physical Exam
- o Drug test
- o RN License
- o CPR for Health Care Providers Verification
- o Immunization Tracker
    - ALL STUDENTS are required to adhere to all CastleBranch requirements, including immunization requirements--
        - Measles (2 doses)
        - Mumps
        - Rubella
        - Tetanus, Diphtheria, Pertussis
        - Poliomyelitis
        - Influenza
        - Varicella (Chicken Pox)
        - Hepatitis B
- If the student is conducting the practicum in their place of employment, the Loyola University SON requirements must still be adhered to, regardless of the requirements of the employer.

Professional Liability Insurance

- o The School of Nursing provides professional liability insurance coverage (limits $1,000,000/$3,000,000) for students while engaged in their clinical practice experience. The insurance covers negligent acts, errors, or omissions in rendering or failing to render professional services for others which services involve specialized training, knowledge, or skill. This coverage applies ONLY to the clinical practice experience of Loyola School of Nursing students and ONLY in hospitals or other medical facilities with which Loyola has a signed affiliation agreement contract.

    Report claims immediately to Risk Management Department via email to Tommy Screen at tscreen@loyno.edu, or (504)864-7082.

- o If you have any questions regarding this insurance coverage, please contact the Loyola University School of Nursing.

NURSYS E-Notify

The School of Nursing uses the National Council of the State Boards of Nursing electronic system, Nursys, for licensure verification and e-Notify to receive automatic updates on any changes in status of student licensure for those students who live in states with participating boards of nursing. Information about state participation can be found at: https://www.nursys.com/NLV/NLVJurisdictions.aspx

Although the SON uses this system, each student is responsible for notifying the SON if there is any action related to the student's license while in the program.

Part 3: University, College and School Policies

MSN Program Grading Policy

The University sets the numerical equivalents to letter grades. In keeping with Loyola University policy, faculty are required to publish in the course syllabus evaluation methods to be used to determine a student's course grade. Thus, numerical equivalents to letter grades for each course will be found in the respective course syllabi. Individual course syllabi indicate the portion of the final grade attributed to various grading components. Loyola University uses the following grading scale for graduate students.

Letter Grade	GPA Conversion	Grading Scale	Meaning
A	4.0	93-100	Excellent
A-	3.8	90-92	Excellent
B+	3.3	87-89	Above Average
B	3.0	83-86	Average
B-	2.7	80-82	Below Average
C+	2.3	77-79	Below Average
C	2.0	73-76	Below Average
C-	1.7	70-72	Below Average
D+	1.3	66-69	Minimally Passing
D	1.0	60-65	Minimally Passing
F	Failure	<60	Failure or failure to withdraw
I	N/A	N/A	Incomplete
IP	N/A	N/A	In Progress

Important Notes
The University policy regarding an "I" or "incomplete" grade reads: "An 'I' (incomplete grade) automatically converts to an 'F' if work is not completed by dates specified in the University calendar, that is located at http://academicaffairs.loyno.edu/records/academic-calendars."

An "I" grade is to be assigned only when the institution has been presented with serious and compelling reasons why the student should be allowed to complete the course at a later date. The reasons are customarily medical. The "I" grade is not an automatic extension. *An I grade which has not been made up by the sixth week of the subsequent term, excluding summer terms, will be changed automatically to F.* Faculty-on-record for a course reserves the right to decide the use of "I" grading. Course work completion due dates will be determined by the faculty of record.
 See: http://2018bulletin.loyno.edu/academic-regulations/grades-and-grade-point-averages#grading-gr

The University policy re: "IP" or "In Progress" grade: IP grades for graduating students must be converted to actual grades by the certification date set by the Registrar (July 1 for May graduation, October 1 for August graduation, February 1 for December graduation). Faculty-on-record for a course reserve the right to decide the use of "IP" grading. If the IP grade is not converted by the certification date, the student's diploma will be dated with the next graduation date (e.g., dated August rather than May of the given year).

Once course requirements are completed for an IP or I grade, the faculty member completes the required form to finalize completed I or IP grades and the forms are submitted to the Program Coordinator and the Director. The finalized grade may take several weeks to appear in LORA.

Minimal Acceptable Grade in MSN Program

The minimum acceptable grade in a graduate course taken at Loyola is a B (83%). Any student receiving a grade of F in any theory (non-practicum) course will be dismissed from the program. No course can be repeated more than once. Only MSN courses are calculated for the GPA. A student whose cumulative grade point average falls below 3.0 will be placed on academic probation for one semester. A student on academic probation has one semester (fall, spring or summer semester) to remove the academic deficiency. If the deficiency is not removed in the allotted time, the student will not be allowed to continue in the program.

Pass/Fail Courses

All courses in the MSN program that are "Pass/Fail" will be identified in the syllabi under grading as "Pass / Fail". Each evaluation element must be completed with a score of 83% or better in order to successfully pass the course.

Grade Appeals Process

As stated in the *Loyola University New Orleans Graduate Bulletin*: "The student has a right to know the grade he or she has earned, the right to know the grading systems of the instructor, and the right to know grades as they are given during the semester. The grading system should be included in the course syllabus."

The complete grade appeals process is fully described in the *Loyola University Graduate Bulletin* in the section "Academic Regulations," under "Grade Appeals." http://2018bulletin.loyno.edu/academic-regulations

Academic Honor Code

All MSN students are expected to sign the Academic Honor Pledge and abide by the academic honor code. The MSN faculty have a zero tolerance for any offense (See Appendix A).

Any individual in the Loyola Community can make allegations of Academic Honor Code violation. In the School of Nursing, the information must be submitted to an appropriate faculty member (e.g., the course faculty if the allegation involves a particular course), the appropriate Program Coordinator, the Director, and/or the Dean of the College of Nursing and Health. All information must be completed in writing, and evaluation and resolution completed in line with procedures in the School of Nursing.

Plagiarism Policy

Faculty may use tools to detect plagiarism, such as Google, Grammarly, Turnitin, or SafeAssign, to advance academic integrity and to identify student knowledge gaps. Students are encouraged to use these resources to check their work for plagiarism, and identify opportunities for learning related to paraphrasing, citations, references. When academic dishonesty such as plagiarism is detected, the incident will be dealt with as indicated in the University's Academic Honor Code.

In addition to the procedures listed at: http://2018bulletin.loyno.edu/academic-regulations/academic-honesty-and-plagiarism regarding academic honesty and plagiarism, the School of Nursing requires that all academic honesty and plagiarism charges be reviewed by the student's respective program committee, before being forwarded to the Associate Dean and Academic Integrity Council. The program committee, may after careful review of the charges, decide to sustain the sanctions recommended by the course faculty, recommend increased sanctions, or overturn faculty sanctions.

Policy Regarding Course Assignments

Each course assignment is due to faculty by the designated date and time listed in course materials (e.g., in syllabus, schedule of classes, modules, announcements), and is expected to be submitted to the appropriate location that is provided (e.g., submission through assignment link, discussion board, or elsewhere). Faculty have the responsibility to provide assignment deadline date, time, and location for submission. Any extension of a due date is at the discretion of faculty. Students should not assume that a late assignment will be graded. If a student requests an extension, negotiation with faculty for the extension must be completed **before** the posted deadline for the assignment. Any late assignment, if accepted by faculty, may be penalized in points deduction at the discretion of faculty.

APA style 6th edition and format is required for all formal papers.

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. Online social networking (e.g., Face book, YouTube, Twitter, blogs, etc.) must be considered public information and postings containing certain information are illegal. Online content and behavior has the ability to enhance or undermine not only an individual but also Loyola University New Orleans, 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. Students should not post any information or videos to YouTube or other social media using the University name or label. For course assignments requiring a YouTube video, it is imperative that you select "unlisted" as the privacy setting for your video. With the setting of "unlisted" only people who you share the URL with can see your video. It is not searchable on YouTube. When posting a video in this manner, Loyola University New Orleans or personal demographics should not be mentioned in the video, description, or title. Any student found to have violated this policy will be subject to disciplinary action as set forth in school 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.

1. Standards of professionalism are the same online as in any other circumstance.
2. Never post photographs or any information gained in a nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs these boundaries.
4. 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.
5. 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.
6. Promptly report any breach of confidentiality or privacy to your faculty member.
7. 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 the professional email communication guidelines below.

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/347.htm

More information can be found at American Nurses Association Social Media /Social Networking Principles Toolkit
HTTP://WWW.NURSINGWORLD.ORG/FUNCTIONALMENUCATEGORIES/ABOUTANA/SOCIAL-MEDIA/SOCIAL-NETWORKING-PRINCIPLES-TOOLKIT

Professional Email Communication

Communication by email is commonplace in businesses and health care organizations and is typically a primary means of communication within the organization and outside the organization. Professional email communication must be used during your practicum experience and should be used for all correspondence with the student's faculty and University personnel. The guidelines on composing professional emails below must be used for communication with your preceptor, faculty, and all other email communication during your practicum--

- Always fill in the subject line with a topic that means something to your reader. Not "Decals" or "Important!" Instead use phrases such as "Nursing 752-Practicum Plan," or "Nursing 735 Assignment Due Date." Modify the subject line when appropriate; do not continue using the original subject in your reply (or replies) if the subject has changed. Alternately, start a new e-mail if the subject/recipients have changed and/or if the e-mail is unmanageably long.
- Use "Dear," title, and last name. For example, use "Dear Dr. Smith," but NOT "Dear Dr. Rhonda Smith," "Dear Rhonda Smith," "Dear Smith," or Dear Dr. Rhonda." Use Dr. if you are unsure how the person should be addressed.
- Put your main point in the opening sentence. Never begin a message with a vague "This" – as in "This needs to be done by 5:00." Always specify what you're writing about.
- Use SBAR (Situation, Background, Assessment and Recommendation) to compose emails -

    - Situation: Identify the situation by telling the reader what your main point or request is.
    - Background: Write as though you assume that your reader has no prior knowledge of your issue or situation.
    - Assessment: Provide your assessment of the situation.
    - Recommendations: Describe what you recommend should be done to address the issue or what you are asking the reader to do.

- As a general rule, please avoid text speak (abbreviations and acronyms). Texting language is not appropriate for professional, academic, or business communication.
- Be brief and polite. If your message runs longer than two or three short paragraphs, consider (a) reducing the message, or "b) providing an attachment. People may be reading emails on mobile devices. But in any case, don't snap, growl, or bark.
- Remember to say "please" and "thank you." And mean it.
- Include a friendly closing. "Sincerely" may be too formal for regular business communication, so consider other closings, such as the following: Regards, Best regards, Best wishes, Thanks, and Have a great weekend (if the weekend is coming!).
- Always include your full name and any other pertinent identifying information. Add a signature block with appropriate contact information for consistency.
- Edit and proofread before hitting "send." Spell-check is not always enough.
- Reply promptly to serious messages. If you need more than 24 hours to collect information or make a decision, send a brief response. If you are out of the office or inaccessible create an "out of office" message.

Examination Policy

All examinations in the School of Nursing shall be monitored by Examity™. Students will be expected to show the area under their desk while performing a room scan. Students must carry a medium sized mirror to reflect and show their

laptop screen and keyboard to the proctor. Proctors may take advantage of the mirror to check complete surroundings of a student.

You can find a guide on using Examity™ and a video tutorial below. http://cnh.loyno.edu/sites/default/files/file_attach/Examity%20Student%20Guide.pdf
https://www.youtube.com/watch?v=bySuGwSnP88&feature=youtu.be

For courses that include examinations, a student who has a legitimate reason (such as illness) for missing a scheduled examination should (if at all possible) notify the faculty of her/his absence prior to the scheduled examination. Make-up examinations will be allowed for legitimate absences from scheduled examinations, but the form and scheduling of these examinations will be at the discretion of the faculty. Faculty will require students to make-up examinations prior to the scheduled examination date.

Attendance Policy

The following are College of Nursing and Health and School of Nursing policies:
1. In online courses, students are expected to log-in to the course during the first week of the course. Students risk being dropped from a course if they have not logged in during this time.
2. Attendance policy statements are minimum standards. Faculty have the right to exceed those standards and establish grade adjustments as warranted.
3. Participation in all Blackboard assignments and activities is required of all enrolled students.

The Office of Writing and Learning Services (OWLS)

Located in the Student Success Center on the 2nd floor of the Monroe Library, OWLS offers a centralized space for all tutoring on campus. Free peer tutoring is provided in a wide variety subjects, including mathematics, writing, science, and business. OWLS is a space where all students come to gain confidence and strengthen their academic skills. Visit us on the second floor of the Monroe Library, call us at (504)865-2990, or make an appointment at https://loyno.mywconline.com/

Policy Regarding Return of Student Work

All students have the right to receive copies of their graded work. And Faculty are required to grade and return student work in a timely manner. Blackboard software is used in all courses. Faculty provide information within their course Blackboard sites (e.g., syllabus, etc.) regarding requirements for submission of projects and assignments. Most faculty require assignment submission through Blackboard, and faculty return assignments through Blackboard as well. However, there will be some variation among faculty and within the courses.

Course and Program Evaluations

Student input is highly valued at the University, College, and School of Nursing. Program improvements are often generated by student feedback. Students are expected to complete evaluations of all orientations and courses at the end of every semester or when directed. Faculty values student input into the course and technology. Course and program evaluation is one mechanism for providing input to faculty and administration regarding the student learning experience. Other evaluations of the program are required at exit. After graduation, students are contacted to provide feedback as alumni who have held the MSN degree for a period of time. All evaluation data are reviewed by faculty and administration and serve to inform faculty regarding course and program refinements.

Academic Advisement

Upon entering the MSN Program, each student is assigned an academic advisor. Academic Advisors will be available to meet with students, in person or virtually. Academic advising is done prior to the start of each semester, with additional advising as needed throughout the semester.

Specifically, the Academic Advisor will assist the student by:
1. Providing any needed clarification regarding standard progression plans;
2. Providing guidance when adjustments in the planned program are needed (e.g., dropping or adding courses, leave of absence, etc.);
3. Communication with the student to ensure the student is progressing as per plan.

The student should be familiar with the requirements for the MSN Program, found both in this *Handbook* and the current *Loyola University New Orleans Graduate Bulletin,* so that appropriate decisions may be made.

Registration Holds

Under certain circumstances, restrictions (or registration "Holds") are used to prevent the student from registering. "Holds" may be financial (i.e., an outstanding tuition balance) or other-related (i.e., failure to submit the immunization record). To determine the nature of a hold, access LORA (See Section 5.4 of this *Handbook* for directions for logging onto LORA.) and click on the tab for "Holds." Contact the Student Financial Services Center at (504) 865-3333 or SFSCenter@loyno.edu for financial holds, and the Program Administrative Assistant for other holds.

Withdrawal from a Course and Leave of Absence

Tuition Refunds Following Withdrawal
The University academic calendar (check the academic calendar on LORA for the specific date - see Section 5.4 of the Handbook) for each semester contains a schedule of refunds (i.e., a percent of the tuition) based on the percentage of the course that has been completed by the date of official withdrawal. It is the responsibility of the student to assure the timelines are met by submitting all required paperwork and checking the student account to assure processing has been completed.

Withdrawal from a Course
After the drop/add period and up to one week following the midterm period, students may receive an administrative withdrawal from a course. A grade of W for the course is placed on the transcript, and the transaction requires the adviser's and instructor's signatures. Course withdrawal is not complete or official until all signatures have been obtained and a copy is filed in the Office of Student Records. The student is required to submit the Course Withdrawal Form to the School of Nursing Office. Students who stop attending but do not officially withdraw from the course will receive a grade of F. Please refer to the academic calendar for deadlines –
http://academicaffairs.loyno.edu/records/academic-calendars
http://2018bulletin.loyno.edu/academic-regulations

Withdrawal from the University
To withdraw officially from the university a student must:
Obtain a withdrawal form from the Office of Student Records.
Obtain signatures of the designated officials on the withdrawal form.
Students should consult the academic calendar for the tuition refund schedule and deadlines.
Withdrawal is not complete or official until all signatures have been obtained and the student record's copy is returned to the Office of Student Records.
Those students who withdraw officially from the university prior to the last day for dropping courses as recorded in the academic calendar will have the courses removed from their records. Students withdrawing from the university after the drop period but in the withdrawal period will receive Ws (Withdrawal) in all courses. Students who have not been

enrolled at the university for a period of two semesters or more must follow the degree requirements in effect at the time of their reentry.
http://2018bulletin.loyno.edu/academic-regulations

Leave of Absence
Degree seeking students enrolled in a term may apply to their dean for a leave of absence for either the next term or academic year and process a leave of absence form in the Office of Student Records (Thomas Hall 204). Students returning from a leave of absence are subject to the policies of the bulletin under which they were originally admitted. A leave of absence is not granted to a student transferring to another university. Students who did not formally apply for a leave of absence must reapply for admission and are subject to the policies and requirements of the current bulletin.
http://2018bulletin.loyno.edu/academic-regulations

Medical Withdrawal from the University
Students requesting medical withdrawal should follow the instructions outlined in this section. There are no forms associated with this withdrawal. A student will be granted a medical withdrawal for medical or mental health reasons from the University within the term the student is incapacitated, on the condition that detailed written documentation is provided by the student's health care professional to the Vice President for Student Affairs and associate Provost. Written notification will be provided to appropriate parties by the Vice President for Student Affairs and Associate Provost. Any student receiving a medical withdrawal during the term may be required to remain out of class the succeeding term. (This decision will be based on seriousness of illness and time of withdrawal.) Medical withdrawals must be made within the term being requested (during illness), and are for the entire term. There are no partial medical withdrawals for a term. The Vice President for Student Affairs and Associate Provost will recommend the appropriate refund, if any.
http://2018bulletin.loyno.edu/academic-regulations

MSN Student Input into Governance

The School of Nursing acknowledges the importance of obtaining student input and offering students an active role. To facilitate the process of obtaining input, faculty will announce through e-mail the issues for which student input is requested. All students are expected to submit course evaluations at the appointed time during each semester. In addition, all students are encouraged to provide input to faculty, the program coordinator, and the Director by a variety of means including appointments, e-mail, telephone, written suggestions, etc. All student input is thoughtfully considered and faculty make every attempt to provide appropriate responses to student suggestions. Each MSN track cohort will elect a student representative who is asked to "attend" (in person or by phone) the MSN program track committee meetings. Student representatives are non-voting members of the committee.

Student Representative
The role of the student representative (SR) to the program track faculty is critical to meeting program outcomes. Characteristics of a student representative include but are not limited to the following: excellent verbal and written communication skills, organizational and planning skills, critical reasoning and problem solving skills, interpersonal skills, ability to negotiate, make constructive suggestions and find corresponding solutions.

A student representative demonstrates commitment to the program by participating in meetings that are scheduled over the academic year; taking notes of the meeting and reporting the outcomes of the meeting to the student body; working with other students and faculty to implement initiatives and solutions; creating connections via planning events to enhance communication lines; and devoting about one hour a week towards this role.

Consistent with program outcomes, the SR role enables students to develop and/or strengthen leadership skills, connect with various internal and external agencies, assist student peers with communicating issues, concerns, and opinion. Responsibilities of SRs include:

- Acting as a link between students and faculty/administration
- Serving as a liaison in bringing any issues/suggestions/feedback to faculty at meetings
- Relaying key messages from the faculty/administration to the student body
- Suggesting, developing, and implementing solutions to problems related to online campus life
- Collaborating with students to coordinate events to enhance student communication opportunities

MSN program track meetings are the forum for SRs to present any broad issues/concerns/feedback raised by students to faculty/administrators and support the faculty/administration in conveying their concerns to the student body. SRs gather feedback from students prior to faculty meetings, submit agenda items in a timely fashion, represent their fellow students at the meeting, and report to students on relevant issues.

Length of Time to Complete the Program

Students are required to complete the MSN program within **5 years** of enrolling in course work. Students who find it necessary to drop out of school for a period of time must request a formal leave of absence and complete the relevant paper work. The *Leave of Absence* form guarantees the student the right to return to the program within one year, after which the formal leave expires. The student will work with the Academic Advisor and/or Program Coordinator to develop an alternate plan of study to accommodate the curriculum in effect at the time of reentry.

Student Academic Grievance Procedure

- Any Loyola undergraduate or graduate student who in their opinion believes that they have been subjected to an improper decision on an academic matter is entitled to file a grievance to obtain an independent review of the allegedly improper decision. This procedure does not include grade appeals, or matters of discrimination or harassment, which are addressed by separate procedures. A grievance is a complaint in writing made to an administrative officer of the University concerning an academic decision, made by a person or group of persons acting in an official University capacity that directly and adversely affects the student.
- For purposes of this procedure, an appropriate matter of grievance is defined as any decision of an academic nature, which in the opinion of the student is improper and by which the student believes they have been adversely affected.
- This grievance procedure applies only in those cases involving a perceived academic impropriety arising from a decision taken by: (1) an individual instructor or researcher; (2) a school, department, or program; (3) a committee charged to administer academic policies of a particular school, department, or program; or (4) the University Director of Registration Services, the Vice President for Academic Affairs, the University Senate, or any committee or subcommittee charged to administer the academic policies of Loyola University New Orleans. http://2018bulletin.loyno.edu/academic-regulations/grades-and-grade-point-averages

Family Educational Rights and Privacy Act (FERPA)

Annually, Loyola University New Orleans informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. http://academicaffairs.loyno.edu/records/annual-notice-students-ferpa

Sigma Theta Tau International Honor Society

Among organizations of interest to nursing students is the *Xi Psi* At-Large-Chapter of *Sigma Theta Tau* International, the International Honor Society of Nursing. Membership in the honor society is by invitation to students who meet the academic criteria set by *Sigma Theta Tau*. Induction into the Society occurs each Spring. Eligible students receive letters inviting them to join *Sigma Theta Tau*. Since membership in the Honor Society is considered prestigious, all students who are invited to join are strongly encouraged to take advantage of the benefits of membership in the society. The faculty chapter liaison can be reached at stti@loyno.edu .

Blackboard Course Management System

Blackboard is a course delivery system that helps faculty and students communicate more effectively. You may access Blackboard by utilizing clicking on the word "blackboard" in the top right corner of page at: http://loyno.edu. Technology requirements and Blackboard specifications are located at located on the Loyola University website (Select Blackboard Specifications). Blackboard also provides the student with assignment schedules and posted grades. Blackboard and Online Learning Support for Students Go to: http://library.loyno.edu/services/online/student.php

LORA: Loyola Online Records Access

LORA is the Loyola Online Records Access system. Students use LORA to register for classes, view grades, transcripts, account summaries, and change mailing and e-mail addresses. To access LORA from the Internet, go to https://lora.loyno.edu/ and enter your student ID (SSN#) and your PIN. For first time users, the PIN is the first two letters of your first name and the last four digits of your social security number. Once into the LORA system, you will be allowed to choose your own six-digit pin.

Academic Calendar & Schedule of Classes

Use the Academic Calendar link on the Loyola homepage http://www.loyno.edu/ to access the academic calendar and to obtain information about class schedules click on "calendar" at the upper corner of the page. Keep in mind that the School of Nursing is in the College of Nursing and Health.

Schedule of Classes can be found in LORA.

General Student Services

J. EDGAR & LOUISE S. MONROE LIBRARY: Librarians and library staff are eager to help online students with finding, accessing, evaluating, and using books, journals, and many other information sources you might need for your coursework. The Monroe Library has a faculty librarian assigned to each program of study. Get to know your liaison and all of the things he or she can do for you. Make an appointment for help with your research paper or project. You can make an appointment to talk to a librarian in person, over the phone or through virtual conferencing to get help with any aspect of a research project.

Library Liaison Directory
Main library phone: 504-864-7111 https://library.loyno.edu

Monroe Library Chat

Email us or use this contact form.

The Learning Commons Desk is reachable during our operating hours, which can be found at: http://library.loyno.edu/about/hours.php

Please check the Library schedule by clicking on Monroe Library on the main webpage at http://library.loyno.edu/ for changes in library hours for holidays and extended study periods. In addition to a large collection, Monroe Library has an extensive interlibrary loan system. Study rooms are also available to students for group and individual study.

LAW LIBRARY: http://law.loyno.edu/library

BOOKSTORE: The on-campus bookstore is located on the first floor of the Danna Center. Bookstore hours are: Mon-Thurs 8:30 AM - 6:00 PM, Fri 8:30 AM - 4:30 PM, and closed on Sat-Sun. Summer hours may be different. The online Bookstore website is: http://www.bkstr.com/loyolanostore/home

FOOD SERVICE/DINING: Loyola has made many recent changes to its dining services. The schedule for these services is subject to change, especially during graduation week. Students are encouraged to find the most current information on our website at the following link: https://loyno.sodexomyway.com/

CAREER DEVELOPMENT CENTER: The Career Development Center offers services for students seeking counseling for personal concerns, guidance in identifying career goals, and assistance in finding internship and employment opportunities. Call (504) 865-3860 for appointments or further information. You can also access the center's webpage from the University homepage and then navigating from the Current Students link: http://studentaffairs.loyno.edu/careers/students

UNIVERSITY COUNSELING CENTER: The University Counseling Center, located on the 2nd floor of the Danna Center, provides mental healthcare for all currently enrolled Loyola students. Office hours are Monday-Friday, 8:30 a.m. to 4:45 and services are free.

Counseling is available 24/7 by contacting the UCC counselor-on-call. During business hours, call **504. 865.3835** to schedule an appointment and/or to request to speak with the counselor on-call. After hours and on weekends, call **504.865.3835** and press 1 at the voicemail prompt to be immediately connected to a trained and licensed mental health professional. Please visit our website at http://studentaffairs.loyno.edu/counseling for more information.

POST OFFICE: The post office provides most services offered by a regular U.S. post office, as well as on-campus mail. The post office is open 8:30AM - 4:00PM Monday-Friday. For more details regarding campus mailing services and guidelines please visit the following webpage: http://finance.loyno.edu/post-office

STUDENT HEALTH: Student Health Services provides primary care treatment for and education about personal health issues for all Loyola students, with a referral service to consultant specialists. The Health Center is open M-F 8:30 AM - 4:45 PM. For more information, please contact Student Health at (504) 865-3326 or visit their webpage at: http://studentaffairs.loyno.edu/health

STUDENT FINANCIAL SERVICES CENTER: The Financial Services Center provides information on financial aid funding and requirements, your tuition bill, and payment options and due dates.

Loyola will supply a bill for your enrollment each semester. If you enroll in multiple sessions within the semester, you will receive a bill for all classes for that semester, regardless of when they start. Although, billing continues throughout the semester, late fees are waived in the case of multiple sessions that cause financial aid disbursement delays. If you

have any questions about your bill or tuition payments, please contact the Student Financial Services Center.

If you are awarded financial aid, please make sure that you meet the requirements for your funding including updating contact information during the program as well as after graduation each year. As financial aid is subject to change, please contact the Student Financial Services Center for the most current information available.

The Student Financial Services Center is located in Thomas Hall, Room 202, and can be contacted during their regular business hours, M-F 8:30 AM - 4:45 PM at 504-865-3333 sfscenter@loyno.edu. You can visit their webpage at: http://sfs.loyno.edu/

OFFICE FOR ACCESSIBLE EDUCATION: Loyola is committed to offering classes that are inclusive. If you encounter disability related barriers in a course, please let the Office for Accessible Education (OAE) know immediately.

To find out more about the accommodations process or if you need to discuss the accommodations you may be eligible for, please see our contact information below.

*Undergraduate and graduate students with last names starting with **A-M** may contact:*
Samantha Pollard
Phone: 504-865-2070
Email: msmpollar@loyno.edu

*Undergraduate and graduate students with last names starting with **N-Z** may contact:*
Dario Bayardo
Phone: 504-865-2108
Email: mdbayardo@loyno.edu

Monroe Library, 2nd Floor 504-865-2990
(front office) Email: oae@loyno.edu
Website: http://www.loyno.edu/success/disability-services

Emergency Procedures: At times, ordinary university operations are interrupted as a result of tropical storms, hurricanes, or other emergencies that require evacuation or suspension of on-campus activities. To prepare for such emergencies, review the following instructions: http://academicaffairs.loyno.edu/students-emergency-responsibilities

TITLE IX: Title IX is a federal law that prohibits sex discrimination in education programs and activities that receive federal funding. Under Title IX, discrimination on the basis of sex can include sexual harassment, sexual violence, stalking, dating violence, domestic abuse, and discrimination within housing, athletics, and employment. If you believe you have been a victim of discrimination on the basis of sex or are aware of discrimination occurring, Loyola encourages you to report the incident.

If you believe you have been a victim of discrimination on the basis of sex or are aware of sex discrimination occurring, Loyola encourages you to report the incident to one of the contacts below:

- **Tommy Screen, Director of Government & Legal Affairs/Title IX Coordinator** For general assistance and official notification to the University: (504) 864-7082, tscreen@loyno.edu

- **Student Affairs:** Diana M. Ward, Ph.D, Deputy Title IX Coordinator for Students
To file a report, change living accommodations, if a Loyola student is involved and official notification to the University:
(504) 864-7151

- **Human Resources:** Rachel Dirmann, Employment Manager
If a Loyola staff member is involved and for official notification to the University,

(504) 864-7768, rdirmann@loyno.edu

- **Office of the Provost**: Alice Clark, PhD.
  If a Loyola faculty member is involved and for official notification to the University,
  (504) 865-3065, avclark@loyno.edu

- **University Police:** for immediate emergency response and official notification to the University, (504) 865-3434

INFORMATION TECHNOLOGY: Information Technology provides on-campus computer systems assistance and technical support to students, faculty, and staff, through the support units of client services, computer services, distributed systems, telecommunications, and information management. Visit us online: http://academicaffairs.loyno.edu/infotech/student-computing
Phone: (504) 865-2255

STUDENT SUCCESS CENTER: Located on the second floor of the Monroe Library, the SSC is the one stop shop for assistance with academic success, writing, tutoring, career development and more. Go to http://www.loyno.edu/success.

THE OFFICE OF WRITING AND LEARNING SERVICES (OWLS): Located in the Student Success Center on the 2nd floor of the Monroe Library, OWLS offers a centralized space for all tutoring on campus. Free peer tutoring is provided in a wide variety of subjects, including mathematics, writing, science, and business. OWLS is a space where all students come to gain confidence and strengthen their academic skills. Visit us on the second floor of the Monroe Library, call us at 865-2990, or make an appointment at https://loyno.mywconline.com/.

MSN Family Nurse Practitioner (FNP) Track

The MSN-Family Nurse Practitioner (FNP) concentration develops your advanced nursing skills so you can provide evidence-based, holistic care to individuals, families, and populations across the health continuum.

MSN FNP Progression & Graduation Requirements

The MSN FNP track consists of 48+ credit hours. The actual number of credits needed to graduate is determined by the MSN FNP track Coordinator through transcript evaluation upon admission to the MSN FNP track. Students may have additional requirements as required by some financial aid programs such as the Faculty Loan Repayment Program (NFLP) that requires two educational courses in addition to the degree requirements for each program loan. All courses are provided online, except for supervised practicum work, which is completed in a state in which the student is licensed to practice. Students attend an on-campus conference each spring, and defend their scholarly project on-campus prior to graduation. The MSN FNP track curriculum adheres to the Eight Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006).

MSN FNP PROGRESSION PLAN - NURSE PRACTITIONER (48+ credit hours)
Summer Start
Each course is 3-credit hours. Each practicum credit hour is worth 60 hours of practice.

SUMMER I	FALL I	SPRING I
N800 Theoretical Foundations & Advanced Role N732 Population Health	N805 Advanced Pathophysiology* N810 Advanced Health Assessment N812 Advanced Health Assessment Practicum	N820 Advanced Pharmacotherapeutics* N840 Primary Care of Adults N845 Primary Care of Adults Practicum
Total: 6 credits	Total: 9 credits	Total: 9 credits
SUMMER II	**FALL II**	**SPRING II**
N860 Gerontology in Primary Care N950 Integrated Behavioral Health	N850 Primary Care of Adults & Women's Health N855 Primary Care of Adults & Women's Health Practicum N835 Advanced Research Methods*	N711 Informatics* N825 Primary Care Pediatrics N830 Primary Care Pediatric Practicum
Total: 6 credits	Total: 9 credits	Total: 9 credits
		MSN Degree – FNP total credits = 48-54 (with optional courses)

Note: *courses are offered in both Fall and Spring Semesters.

Fall Start

Each course is 3-credit hours. Each practicum credit hour is worth 60 hours of practice.

FALL I	SPRING I	SUMMER I
N805 Advanced Pathophysiology* N835 Advanced Research Methods*	N711 Informatics* N820 Advanced Pharmacotherapeutics*	N800 Theoretical Foundations N732 Population Health
Total: 6 credits	Total: 6 credits	Total: 6-9 credits
FALL II	**SPRING II**	**SUMMER II**
N810 Advanced Health Assessment N812 Advanced Health Assessment Practicum	N840 Primary Care of Adults N845 Primary Care of Adults Practicum	N860 Gerontology in Primary Care N950 Integrated Behavioral Health
Total: 6 credits	Total: 6 credits	Total: 6 credits
FALL III	**SPRING III**	
N850 Primary Care of Adults & Women's Health N855 Primary Care of Adults & Women's Health Practicum	N825 Primary Care Pediatrics N830 Primary Care Pediatric Practicum	
Total: 6 credits	Total: 6 credits	
		MSN Degree – FNP total credits = 48 (54 with optional courses)

Note: *courses are offered in both Fall and Spring Semesters.

Spring Start

Each course is 3-credit hours. Each practicum credit hour is worth 60 hours of practice.

SPRING I	SUMMER I	FALL I
N711 Informatics* N805 Advanced Pathophysiology*	N800 Theoretical Foundations & Role N732 Population Health	N820 Advanced Pharmacotherapeutics* N810 Advanced Health Assessment N812 Advanced Health Assessment Practicum
Total: 6 credits	Total: 6 credits	Total: 9 credits
SPRING II	**SUMMER II**	**FALL II**
N840 Primary Care of Adults N845 Primary Care of Adults Practicum	N860 Gerontology in Primary Care N950 Integrated Behavioral Health	N835 Advanced Research Methods* N850 Primary Care of Adults & Women's Health N855 Primary Care of Adults & Women's Health Practicum
Total: 9 credits	Total: 6 credits	Total: 9 credits
SPRING III		
N825 Primary Care Pediatrics N830 Primary Care Pediatric Practicum		
Total: 6 credits		
		MSN Degree – FNP total credits = 48 (54 with optional courses)

Note: * Courses are offered in both Fall and Spring Semesters.

MSN FNP Practicum

The MSN FNP track contains intensive practice experience during which the student is learning new skills, testing new knowledge, and developing in the advanced practice role. During the practicum the student applies what has been learned in other MSN FNP courses. Table 4 presents the distribution of practicum hours.

Table 4. Practicum Hours in Post-BSN MSN FNP Track

Table 4: MSN FNP Track Practicum Hours by Course, Credit and Hours

Clinical Practicum Hours			
Course	Credit Hours	Hours	Hours to Credit Ratio
NURS 812: Advanced Health Assessment Practicum	3	180	4:1
NURS 830: Primary Care of Pediatrics Practicum	3	180	4:1
NURS 845: Primary Care of Adults Practicum	3	180	4:1
NURS 855: Primary Care of Adults & Women's Health Practicum	3	180	4:1
Total Hours		720	

Notes:
- Formula to determine hours = (credit hours) x (ratio) x (15).
- <u>Any course repeated for replacement or additional credit is at the prevailing rate of tuition/fees. Please check the graduate bulletin at the time of effect for tuition and fees charges for MSN FNP courses and activities.</u>

MSN FNP Practicum

1. The MSN FNP curriculum includes 720 hours of supervised practicum.
2. In N812 Advanced Health Assessment, the 180 hours of practicum component focuses on students mastering taking a comprehensive health history and perform a thorough head-to-toe physical exam.
3. Objectives for the primary care practicum courses (N830, N845, and N855) and advanced health assessment practicum (N812) for nurse practitioner students are determined by the program faculty and stated in each course syllabi.
4. The student will progress through an advanced health assessment practicum and each of three primary care practicum courses; each course requires that the student complete 180 supervised clinical hours **(refer to plan of study)**.
5. In N830 Primary Care of Pediatrics Practicum is focused on the management of children. This patient population will be drawn from: infants, toddlers, pre-school, school age and adolescent children with health problems as commonly seen in a primary care setting.
6. In N845 Primary Care of Adults Practicum students will manage a variety of acute and chronic primary care patients with illnesses that present across the adult age continuum. In this practicum there is a special emphasis on the aging and aged patient.
7. In N855 Primary Care of Adults & Women's Health Practicum students will manage a variety of acute and chronic primary care patients with illnesses that present across the adult age continuum, with a special emphasis on the aging and aged patient as well as 90-hours OB/GYN Care.

Role of the MSN FNP Practicum Preceptor

1. A preceptor is an *experienced** nurse practitioner, physician, clinician, or administrator with a terminal degree, who agrees to assist and evaluate the MSN FNP students through the practice portion of the track. In rare circumstances, a highly qualified masters-prepared nurse may be utilized as a preceptor. Exceptions must be approved on a case-by-case basis by the MSN FNP Program Coordinator.
2. The MSN FNP students should select a preceptor who has *expertise* in the course area of interest.
3. The preceptor is expected to assist the student in developing and evaluating a patient or system-focused scholarly project relevant to the student's area of interest.
4. The preceptor is responsible for submitting a final semester evaluation to Loyola faculty. Additional evaluations may be required throughout the course.
* The APRN or NP must have at least 1-year full-time practice post-APRN licensure to be considered *experienced*.

Selection of MSN FNP Preceptors & Practicum Sites

For every practicum experience, the student is required to identify a potential preceptor and site. Due to legal contracts, this process for contract agreement can take significant time in advance of the semester in which the practicum is required. It is recommended the student initiate this process as far in advance as possible prior to each clinical practicum course. Approval of recommended preceptors and sites is the responsibility of MSN FNP program coordinator and the Clinical Affiliation Agreements coordinator, and, the assigned practicum course faculty (for preceptor approval).

The procedure to identify practicum preceptors and sites is as follows:
1. The Practicum process must be initiated no later than one (1) semester prior [deadlines will be sent out to students during the fall or spring semester prior to practicum course] to enrolling in a practicum course (N812,N830, N845, N855).

2. Prior to recommending an individual as a preceptor, the student determines the individual's willingness to serve as a preceptor;
3. Students are responsible for locating their own qualified preceptor and for submitting all necessary paperwork to create a preceptor file and initiate an affiliation agreement.
4. The following paperwork must be completed and posted to the Blackboard MSN FNP resource site for that practicum course: The Practicum Site Information Form, the Preceptor's Curriculum Vita (CV), a current copy of the preceptor's unencumbered professional license, certification if applicable, and a completed Loyola Affiliation Agreement (AA) signed by the responsible contract person at the facility. The AA is posted on the resource site separately from the other paperwork in the designated column. Some facilities prefer to use their own AA; in this case the student would direct the responsible contract person to forward the agency's signed AA/contract to the Affiliation Agreement Staff at the SON by e-mail. sonaa@loyno.edu
5. Once the Preceptor/Clinic Site Information Form has been received and approved, the Clinical affiliations agreements coordinator reviews and approves the preceptor and site.
6. Once this approval is noted, the SON AA staff will process the AA. If the agency has submitted its own AA/contract, or has made any changes in the standard Loyola AA, the university legal counsel must review and approve the agreement before it can go forward. This may require additional negotiation among the legal department, the Affiliation Agreement Coordinator and the responsible contract person at the agency. This process can take four or more weeks, sometimes several months, depending on the site requirements.
7. When the final AA/contract is approved by both the University and the Agency it is signed by the agency and returned for final signatures by Loyola University SON Director, CSS Dean, and the University Provost.
8. Once all signatures have been obtained, the AA is considered active. The student is then cleared on the MSN FNP resource site and the agency and preceptor are entered into Typhon by the AA staff member at the SON.

All students shall follow this procedure. Failure to have an active AA in place before the start of clinical practicum hours, will result in the forfeiture of any practice hours the student obtained prior to the finalization of the Affiliation Agreement and may result in the student having to repeat the course.

Changing Preceptors Once the Practicum Has Started

Occasionally, students will need to change preceptors after practicum has begun (Preceptor moves, changes jobs etc.). If this occurs, the student follows the following procedure:

1. It is the responsibility of the student to notify the practicum faculty of record that a change in preceptor is required.
2. The faculty will instruct the student to submit new preceptor and organization information (including preceptor CV, contract person information, etc.) to the affiliation agreement staff member and the clinical affiliation agreements coordinator.
3. The clinical affiliation agreements coordinator will approve the preceptor selected and if needed a new affiliation agreement will be initiated.
4. Once the preceptor is approved and the affiliation agreement is in place, the clinical affiliation agreements coordinator notifies the faculty of record who in turn informs the student that the new preceptor has been approved and practicum can continue.

Scheduling MSN FNP Practicum Hours

Practicum days are scheduled within the beginning and ending dates of the academic term during which the student is registered at Loyola. Experiences should be scheduled on a continuing, weekly basis, and not "concentrated" into a limited period of time. No higher than 16 hours of scheduled precepted time per week without permission of faculty is allowed. If a student has a justifiable need to begin a practicum early, complete a practicum in a shorter time frame, or extend the time for completion of the practicum beyond the end of a term, alternative options will be considered. The MSN FNP Program Coordinator and MSN FNP faculty have final authority in these decisions. If it is

deemed necessary to extend a practicum beyond the end of the scheduled academic term, an "I" grade (Incomplete) will be assigned for the course; this option is the prerogative of each faculty member. Practicum course are the only courses in which a grade of "Incomplete" (I) is not available.

MSN FNP Practicum Professional Attire and Behavior

Nurse Practitioner Students: Students should ask their preceptors whether scrub tops/pants, uniforms or dress clothes are worn by health care providers at the clinical agency, and dress accordingly. All MSN FNP students should wear clean, professional-looking attire (no jeans); underwear and cleavage should not be visible. Tight leggings should be avoided and clothes should extend beyond the hem of the knee-length lab coat. Each student is required to wear a full-length white lab coat with a name pin, a picture ID in a clear plastic jacket, and a Loyola University patch on the breast pocket**.** During orientation, the patch can be purchased and the Loyola University express picture ID will be taken. The name pin is to include the following: First and Last Name / MSN FNP Student / Loyola University New Orleans. Gold name pins with black lettering may be purchased through the SON office a month before orientation, as requested by the cohort.

Students should avoid using perfume during practicum and should display minimal make-up and jewelry. Small ear studs are acceptable, but not loop or dangling earrings. Remove jewelry involving piercings other than earlobes (if visible) and cover any tattoos during all clinical practicum experiences. If hair is longer than shoulder length, it should be pulled back off the collar. Fingernails should be kept short and clean, with no artificial nails. Shoes should have closed toes and be comfortable; avoid wearing high heels in practicum.

Students should remember that they are guests in the clinical agency and behave in a courteous and respectful, professional manner. Cell phones should be put on "vibrate or silent" and not used during practicum. Avoid chewing gum during practicum, especially when talking with patients.

Practicum Requirements

Overview
During the practicum course students post to the discussion board as directed, by describing their activities that are related to the practicum and the presentation of clinical/organization cases. During this portion of the practicum, the student meets with both the faculty and preceptor at the beginning and at the end of course work, and revises the **Practicum Plan** as needed. The student then completes all required practicum hours and records this in the **Practicum Log** in Typhon. The student posts all other assignments and course-related evaluations in Blackboard

1. The student schedules a conference with both the preceptor and faculty to discuss the goals and objectives for the practicum, and to review the preceptor handbook including roles and responsibilities of faculty, student, and preceptor. The second meeting is to evaluate the student's success in meeting the stated goals and objectives. Additional conferences may occur at the discretion of the faculty or preceptor.

2. The student provides student and faculty contact information to the preceptor.

3. The preceptor signs a written agreement to support the specific goals and objectives agreed to by the preceptor, student, and faculty member and submit the agreement to both student and faculty.

Procedure for a Missed Practicum Day

If a student is ill or for other exceptional reasons must miss a practicum day, the student provides notification of the absence to the preceptor as soon as possible. The student notifies faculty as soon as possible and follows the guidance of the faculty regarding how to make up the missed time. Failure to notify the preceptor and faculty in a timely manner is a serious breach of professional responsibility and may result in a poor course evaluation.

Preceptor/Site Evaluation

For each practicum the student is required to complete the *Practice Site / Preceptor Evaluation* form (*available during the first practicum*) and post the completed form on Blackboard. Student evaluations are used by faculty to provide feedback to preceptors and to determine the advisability and feasibility of continuing to use individual preceptors and sites (See Appendix B).

Professional Liability Insurance Requirement

Professional Liability insurance is required for all nursing students who will complete clinical practicum courses. The University SON retains a policy covering all students during their student clinical hours. This policy is covered under student fees. The policy is not applicable to your work experiences, but only Loyola University related educational experiences.

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Part 6: MSN Nursing Leadership Track

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Loyola's MSN-NL curriculum is designed to build on your existing skills and to provide you with information and advanced skills that will allow you to provide effective and efficient leadership in various health care settings from a systems perspective. Utilizing a systems approach to leadership in health care, the Nursing Leadership (NURL) concentration covers a range of topics from population health to workforce management and measurement of key performance indicators.

NL Progression Plans and Graduation Requirements

The NL curriculum adheres to the standards identified by the American Association of Colleges of Nursing, the American Organization of Nurse Executives, and the Standards of Practice for Case Managers (published by the Case Management Society of America). Graduates are prepared to sit for the *American Nurses Association Certification Exam in Nursing Administration Advanced* and/or the *Commission for Case Manager Certification Exam*.

The NL track requires 36-semester credits. A 180 hour practicum must also be completed within 6 credit hours of program completion. The practicum is completed in the geographic area in which the student lives.

The MSN-NL curriculum consists of the following courses—
- NURS 703 (3 credits) Theories in Health Care Systems
- NURS 724 (3 credits) Outcomes Measurement and Data Management
- NURS 740 (3 credits) Health Care Systems
- NURS 709 (3 credits) Legal and Ethical Issues in Health Care
- NURS 711 (3 credits) Informatics
- NURS 712 (3 credits) Nursing Financial Resources I
- NURS 716 (3 credits) Health Care Quality and Safety
- NURS 732 (3 credits) Population Health Management
- NURS 744 (3 credits) Nursing Financial Resources II
- NURS 748 (3 credits) Human Resource Management
- NURS 835 (3 credits) Advanced Research Methods
- NURS 752 (3 credits) Nursing Leadership [180 On-site practicum hours; 4:1 clinical practicum]

Note: MSN curriculum subject to change upon approval by faculty governance process

Students ordinarily complete the MSN NL track in two (2) years of part-time study (2 ½ years if practicum is taken in isolation). Should a student be unable to follow the standard NL plan of study, every attempt will be made to accommodate the student by modifying the progression plan. A student who requires modification of a standard progression sequence will work with his/her faculty advisor to determine what accommodations can be made. Students should be advised that modifications of standard progression plans must **adhere to the stated course pre/co- requisites**.

Nursing Leadership Curriculum (36 Credit hours)

Summer Start			Fall Start			Spring Start		
Summer I	Credits		**Fall I**	Credits		**Spring I**	Credits	
NURS 748 Human Resource Management [I]	3		NURS 716 Health Care Quality & Safety [I]	3		NURS 712 Nursing Financial Resources I [I]	3	
NURS 703 Theories in Health Care Systems [II]	3		NURS 740 Health Care Systems [II]	3		NURS 732 Population Health Management [II]	3	
Total	**6**		**Total**	**6**		**Total**	**6**	

Fall I	Credits		**Spring I**	Credits		**Summer I**	Credits	
NURS 716 Health Care Quality & Safety [I]	3		NURS 712 Nursing Financial Resources I [I]	3		NURS 748 Human Resource Management [I]	3	
NURS 740 Health Care Systems [II]	3		NURS 732 Population Health Management [II]	3		NURS 703 Theories in Health Care Systems [II]	3	
Total	**6**		**Total**	**6**		**Total**	**6**	

Spring I	Credits		**Summer I**	Credits		**Fall I**	Credits	
NURS 712 Nursing Financial Resources I [I]	3		NURS 748 Human Resource Management [I]	3		NURS 716 Health Care Quality & Safety [I]	3	
NURS 732 Population Health Management [II]	3		NURS 703 Theories in Health Care Systems [II]	3		NURS 835 Advanced Research Methods (N703 and Undergrad Stats Pre-reqs) [Full-semester]	3	
Total	**6**		*Total*	**6**		**Total**	**6**	

Summer II	Credits		**Fall II**	Credits		**Spring II**	Credits	
NURS 711 Informatics [I]	3		NURS 744 Nursing Financial Resources II (N712 Pre-req)[I]	3		NURS 724 Outcomes Measurement and Data Management (N835 Pre-req)[I]	3	
			NURS 835 Advanced Research Methods (N703 & Undergrad Stats Pre-reqs) [Full-semester]	3		NURS 709 Legal & Ethical Issues in Health Care [II]	3	
Total	**3**		*Total*	**6**		**Total**	**6**	

Fall II	Credits		**Spring II**	Credits		**Summer II**	Credits	
NURS 744 Nursing Financial Resources II (N712 pre-req)[I]	3		NURS 724 Outcomes Measurement and Data Management (N835 Pre-req) [I]	3		NURS 711 Informatics [I]	3	
NURS 835 Advanced Research Methods (N703 & Undergrad Stats Pre-reqs) [Full-semester]	3		NURS 709 Legal & Ethical Issues in Health Care [II]	3				
			NURS 752 Nursing Leadership Practicum (may be taken in Spring II or Fall III)	3				

Total	6

Total	9

Total	3

Spring II	Credits
NURS 724 Outcomes Measurement and Data Management (N835 Pre-req) [I]	3
NURS 709 Legal & Ethical Issues in Health Care [II]	3
NURS 752 Nursing Leadership Practicum (may be taken in Spring II or Fall III)	3
Total	9

Summer II	Credits
NURS 711 Informatics	3
Total	3

Fall II	Credits
NURS 744 Nursing Financial Resources II (N712 Pre-req) [I]	3
NURS 740 Health Care Systems [II]	3
NURS 752 Nursing Leadership Practicum (may be taken in Spring II or Fall III)	3
Total	9

Fall III	Credits
NURS 752 Nursing Leadership Practicum (may be taken in Spring II or Fall III)	
Total Credits	36

Fall III	Credits
NURS 752 Nursing Leadership Practicum (may be taken in Spring II or Fall III)	
Total Credits	36

Spring III	Credits
NURS 752 Nursing Leadership Practicum (may be taken in Spring III or Fall II)	
Total Credits	36

Graduation

Loyola University New Orleans holds one graduation ceremony each year at the end of the spring semester (May). Students who complete the curriculum requirements in the spring (May), summer (August) or fall (December) semesters are eligible to march in the spring (May) graduation of the same year. Students are encouraged but not obligated to march/participate in the graduation ceremony.

MSN Nursing Leadership (NL) Practicum

Practicum Requirements Overview

During the semester prior to eligibility for the practicum course (**Nursing 752**), students are notified and enrolled (provided with a user name and password) in Meditrek®, a medical education management system. The system is used to collect and approve student and practicum information, including student, preceptor, and practicum site data. The affiliation agreement is also submitted and approved using Meditrek®. (https://edu.meditrek.com/Default.html) All documents must be submitted by the deadline provided via communication from the School of Nursing. Information and documents include the following—

- Student information—contact information, employment information, student's resume', etc.
- Preceptor job/role description (Preceptor's job description, including employees supervised). The preceptor must be approved. Students may be asked to provide additional documentation related to the preceptor and preceptor's role. Additionally, the preceptor may be deemed unsuitable for the practicum experience. Preceptor approval is dependent on—
  - The student's work experience
  - The preceptor's role, including supervisory responsibilities, administrative responsibilities, etc.
  - The student and preceptor's position within the organizational structure
  - Etc.
- Affiliation Agreement Documents
- Completion of Castlebranch requirements

The practicum serves as your clinical capstone for the NL track. The practicum is typically completed in the last term of the track. It consists of **180 hours (on-site)** that will be spent working with an approved preceptor who is prepared at a **master's level or above** and **can provide the student with exposure to <u>health care management issues</u> from a <u>systems perspective</u>**. The following are requirements and restrictions related to the preceptor--

- Preceptor must hold a master's degree or above, but does not have to be in nursing
- It is not required that the preceptor be a registered nurse
- Selected preceptor cannot be a direct report or supervisor of the student
- Preceptor cannot be a member of the student's family (immediate or extended)
- Preceptor must hold a position that does not have the same roles and responsibilities as the student's current position (e.g., Nurse Manager ICU vs. Nurse Manager Surgical Services)
- Preceptor must hold a leadership position in health care

Note that although your practicum site may be your current place of employment, **<u>your practicum hours must be separate from your working hours</u>**. Additionally, you should select a preceptor that is in a role or area that you would like to learn more about and would facilitate the accomplishment of your goals and objectives. The area or role should challenge you and introduce you to new concepts, systems, functions, theories, and skills. The **practicum MUST have a leadership and/or systems focus, and should not solely involve a clinical nursing role or clinical teaching role**. **The preceptor MUST hold a leadership position and not in a strictly clinical role!**

Preceptor/Site Selection
Thoughtful selection of a preceptor is **<u>critical</u>** to a successful practicum experience. The practicum activities should address the goals and objectives of the course and MSN-NL track. You should be able to articulate HOW you plan to meet the Practicum Course and NL track goals and objectives during your practicum experience. Your proposed preceptor's role should be considered from a system's perspective. For example, how are the preceptor's responsibilities, activities, and decisions impacted by internal (within the organization) and external (outside the organization) departments, entities, policies, professions, regulating bodies, etc.? Use this information to assist you in selecting the most suitable preceptor.

Affiliation Agreement
During the pre-practicum process, students will determine if an active Affiliation Agreement (AA) is in place for the selected site. Affiliation Agreement information is found in Meditrek. If an AA is not in place the student will be informed of the process for obtaining an approved agreement.

Nursing 752 Nursing Leadership Practicum Course
Following successful completion of the requirements of the pre-practicum process, students will be enrolled in a course section of Nursing 752 (16 week/full semester course) approximately 4 weeks prior to the beginning of the following fall or spring semester. While Nursing 752 [NL Practicum] is primarily focused on the on-site practicum experience, the course also contains required didactic components—

- Prior to Beginning Practicum Hours
    - Practicum Plan Completion and Approval
    - Practicum Project
    - Three (3) Practicum Goals/Objectives
    - Professional resume submitted and approved
    - Initial Phone Conference Report
- During Practicum Hours
    - Practicum Log maintained
    - Course Discussion Board participation
- End of Practicum Hours
    - Course Forms Completion and Submission of—
        - Practicum Log
        - Preceptor/Site Evaluation

- Student Evaluation (completed by preceptor)
- Final Phone Conference Report
  - o Practicum Project Poster Presentation
  - o Practicum Analysis Paper

Professional Liability Insurance
Professional Liability insurance is required for all nursing students who will complete clinical practicum courses. The University SON retains a policy covering all students during their student clinical hours. This policy is covered under student fees. The policy is not applicable to your work experiences, but only Loyola University related educational experiences.

Scheduling Practicum Hours
Students can begin earning practicum hours AFTER the Practicum Plan has been approved and the initial phone conference with faculty, preceptor and student has occurred. **Practicum hours (beyond first 20) cannot be accrued until the phone conference successfully takes place.** The student must compose a summary of the information discussed during the phone conference and post to the Grade Center.
ALL earned practicum hours must occur while "on-site" and/or during preceptor-planned activities. Practicum hours should be scheduled in coordination with the preceptor's scheduled hours. Limited exceptions may include an off-site activity or event, or an individual who is designated by the preceptor for a special project or event. Please note that practicum hours MUST BE separate from the student's employment hours. Students should expect to spend hours outside of earned on-site practicum hours working on practicum projects/activities. Please note that off-site, at-home hours do not count toward earned practicum hours.

Procedure for Missed Practicum Day
If a student is ill or for other exceptional reasons must miss an assigned practicum day, the student **must provide notification to the preceptor as soon as possible on the assigned day** regarding the absence. The student **must also notify the faculty** of the absence via the weekly discussion postings. Failure to notify the preceptor of an absence in a timely fashion will constitute a serious breach of professional responsibility and **may result in a failure in the practicum course**. Missed hours must be rescheduled at the discretion of the preceptor.

Professional Appearance
Conveying professionalism in the workplace encompasses the way someone communicates, his or her body language, and attire (clothes). Students must dress professionally according to the practice in the agency where the practicum experience takes place. For the initial interview with the preceptor, students are expected to wear business attire and to clarify dress code expectations of the agency during the interview.

NL practicum experiences typically involve meeting attendance and events. Students should be constantly cognizant of the fact he or she is a representative of Loyola University New Orleans School of Nursing and the organization within which the practicum is conducted. Students are required to take an active role during the practicum (as opposed to merely shadowing the preceptor) as much as possible. Professional behavior and communication must be maintained.

Practicum Grading
The Loyola faculty is the final authority in the determination of student grades in the practicum.

An MSN in Nursing Education will address the ever-growing problem of the country's nurse educator shortage and prepare students to become the next generation of teachers. The Nurse Educator concentration provides you with the skills necessary to develop comprehensive curricula that will inspire tomorrow's workforce. Courses cover teaching methods, curriculum design, and assessment and evaluation so graduates are fully prepared to excel in an academic or health care educational setting.

Nurse Educator Progression Plans and Graduation Requirements

The MSN-Nurse Educator curriculum adheres to the standards identified by the American Association of Colleges of Nursing, and the National League for Nursing Core Competencies for the Academic Nurse Educator. Graduates are prepared to sit for the *National League for Nursing's Certification Exam for Nurse Educators (CNE)*.

The MSN-NE track requires 39-semester credit hours. A 180 hour practicum must also be completed within 6 credits of track completion. The practicum is completed in the geographic area in which the student lives.

The MSN-NE curriculum consists of the following courses—
- NURS 711 (3 credits) Informatics
- NURS 716 (3 credits) Health Care Quality and Safety
- NURS 732 (3 credits) Population Health Management
- NURS 805 (3 credits) Pathophysiology
- NURS 810 (3 credits) Health Assessment
- NURS 817 (3 credits) Scientific Writing
- NURS 820 (3 credits) Pharmacology
- NURS 835 (3 credits) Advanced Research
- NURS 970 (3 credits) Philosophy, Theory & Role
- NURS 975 (3 credits) Teaching Methods
- NURS 977 (3 credits) Assessment of Learning Outcomes
- NURS 979 (3 credits) Curriculum Design & Evaluation
- NURS 980 (3 credits) Nurse Educator Practicum [180 On-site practicum hours; 4:1 clinical practicum]

Note: MSN curriculum subject to change upon approval by faculty governance process

Students may complete the MSN Nurse Educator track in two (2) years of part-time study (2 ½ years if practicum is taken in isolation). Should a student be unable to follow the standard MSN NE plan of study, every attempt will be made to accommodate the student by modifying the progression plan. A student who requires modification of a standard progression sequence will work with his/her faculty advisor to determine what accommodations can be made. Students should be advised that modifications of standard progression plans must **adhere to the stated course pre/co- requisites**.

Nurse Educator Curriculum (39 Credit hours)

Summer Start	
Summer I	**Credits**
NURS 817 Scientific Writing	3
NURS 732 Population Health [I]	3
Total	**6**

Fall Start	
Fall I	**Credits**
NURS 805 Advanced Pathophysiology	3
NURS 810 Advanced Health Assessment	3
Total	**6**

Spring Start	
Spring I	**Credits**
NURS 970 Philosophy, Theory & Role	3
NURS 805 Advanced Pathophysiology	3
Total	**6**

Fall I	Credits
NURS 805 Advanced Pathophysiology	3
NURS 810 Advanced Health Assessment	3
Total	**6**

Spring I	Credits
NURS 970 Philosophy, Theory & Role	3
NURS 820 Advanced Pharmacotherapeutics	3
Total	**6**

Summer I	Credits
NURS 817 Scientific Writing	3
NURS711 Informatics [1]	3
Total	**6**

Spring I	Credits
NURS 970 Philosophy, Theory & Role	3
NURS 820 Advanced Pharmacotherapeutics	3
Total	**6**

Summer I	Credits
NURS 817 Scientific Writing	3
NURS 977 Assessment of Learning Outcomes	3
Total	**6**

Fall I	Credits
NURS 810 Advanced Health Assessment	3
NURS 975 Teaching Methods (N970 Pre-req.)	3
NURS 835 Advanced Research Methods (Undergrad Stats Pre-req.)	3
Total	**9**

Summer II	Credits
NURS 977 Assessment of Learning Outcomes (N970 Pre-req.)	3
NURS 711 Informatics [I]	3
Total	**6**

Fall II	Credits
NURS 716 Health Care Quality & Safety [I]	3
NURS 975 Teaching Methods (N 970 Pre-req.)	3
NURS 835 Advanced Research Methods (Undergrad Stats Pre-req.)	3
Total	**9**

Spring II	Credits
NURS 979 Curriculum Design & Evaluation (N970 and N975 Pre-reqs.)	3
NURS 820 Advanced Pharmacotherapeutics	3
Total	**6**

Fall II	Credits
NURS 975 Teaching Methods	3
NURS 716 Health Care Quality & Safety [I]	3
NURS 835 Advanced Research Methods (Undergrad Stats Pre-req.)	3
Total	**9**

Spring II	Credits
NURS 979 Curriculum Design & Evaluation (N970 and N975 Pre-reqs.)	3
980 Nurse Educator Practicum (N970 and N975 Pre-reqs.)	3
Total	**6**

Summer II	Credits
NURS 977 Assessment of Learning Outcomes	3
NURS 732 Population Health [I]	3
Total	**6**

Spring II	Credits

Summer II	Credits

Fall II	Credits

NURS 979 Curriculum Design & Evaluation (N970 and N975 Pre-reqs.)	3	NURS711 Informatics	3	NURS 716 Health Care Quality & Safety [I]	3
NURS 980 Nurse Educator Practicum	3	NURS 732 Population Health	3	980 Nurse Educator Practicum	3
Total	**6**	**Total**	**6**	**Total**	**6**

Total Credits	**39**	**Total Credits**	**39**	**Total Credits**	**39**

Graduation

Loyola University New Orleans holds one graduation ceremony each year at the end of the spring semester (May). Students who complete the curriculum requirements in the spring (May), summer (August) or fall (December) semesters are eligible to march in the spring (May) graduation of the same year. Students are encouraged but not obligated to march/participate in the graduation ceremony.

MSN Nurse Educator (NE) Practicum

Practicum Requirements Overview

During the semester prior to eligibility for the practicum course (**Nursing 980**), students are notified and enrolled (provided with a user name and password) in Meditrek®, a medical education management system. The system is used to collect and approve student and practicum information, including student, preceptor, and practicum site data. The affiliation agreement is also submitted and approved using Meditrek®. (https://edu.meditrek.com/Default.html) All documents must be submitted by the deadline provided via communication from the School of Nursing. Information and documents include the following—

- Student information—contact information, employment information, student's resume', etc.
- Preceptor job/role description (Preceptor's job description, including employees supervised). The preceptor must be approved. Students may be asked to provide additional documentation related to the preceptor and preceptor's role. Additionally, the preceptor may be deemed unsuitable for the practicum experience. Preceptor approval is dependent on—
  - The student's work experience
  - The preceptor's role, including supervisory responsibilities, administrative responsibilities, etc.
  - The student and preceptor's position within the organizational structure
  - Etc.
- Affiliation Agreement Documents
- Completion of Castlebranch requirements

The practicum serves as your clinical capstone for the NE track. The practicum is typically completed in the last term of the track. It consists of **180 hours (on-site)** that will be spent working with an approved preceptor who is prepared at a **master's level or above** and **can provide the student with exposure to the nurse educator role in the academic organization.** The following are requirements and restrictions related to the preceptor—

- Preceptor must hold a master's degree or above (preferably a doctoral degree)
- The educational site must be accredited by CCNE (Commission on Collegiate Nursing Education) or ACEN (Accreditation Commission for Education in Nursing).
- Preceptor must hold a position as a nurse educator
- Preceptor must have the following job responsibilities—
  - Core nursing content lectures
  - Core nursing practice or clinical courses
- Selected preceptor cannot be a direct report or supervisor of the Loyola student
- Preceptor cannot be a member of the student's family (immediate or extended)

If necessary, the student can have more than one preceptor (e.g., one for lecture, one for clinical), however, both preceptors must meet the requirements identified and be approved via Meditrek®.

Potential preceptors should be investigated as soon as the first year of course work, but contact with potential preceptors should take place at the latest, within the first month of the fall or spring semester prior to being eligible to take the practicum. Communication with the potential preceptor should include—
- An overview of the MSN program and practicum course
- An overview of the role of the preceptor
- Presentation of the Practicum Handbook
- Discussion about the student's professional goals and objectives
- Discussion about the student's practicum goals/objectives, including—program goals/objectives and the appropriate professional competencies (Nurse Educator, Nurse Manager, Nurse Executive, etc.) that the student would like to focus
- Affiliation Agreement

Preceptor Chat
Carefully selecting a preceptor is critical to a valuable learning experience during the practicum. Below are sample questions to ask a potential preceptor:
- Have you precepted nurse educator graduate students in past?
- At what level do you teach?
- Is the program accredited? By which accrediting body?
- Which courses do you teach? Explain.
- Do you lead clinical practice experiences with students? Explain.
- Will I be able to attend faculty and committee meetings?

Note that although your practicum site may be your current place of employment, **your practicum hours must be separate from your working hours**.

Preceptor/Site Selection
Thoughtful selection of a preceptor is **critical** to a successful practicum experience. The practicum activities should address the goals and objectives of the course, MSN-NE track, and NLN Nurse Educator Competencies. You should be able to articulate HOW you plan to meet the Practicum Course and MSN track goals and objectives during your practicum experience.

Affiliation Agreement
During the pre-practicum process, students will determine if an active Affiliation Agreement (AA) is in place for the selected site. If an AA is not in place, the student will be informed of the process for obtaining an approved agreement.

Professional Liability Insurance
Professional Liability insurance is required for all nursing students who will complete clinical practicum courses. The University SON retains a policy covering all students during their student clinical hours. This policy is covered under student fees. The policy is not applicable to your work experiences, but only Loyola University related educational experiences.

Nursing 980 Nursing Educator Practicum Course
Following successful completion of the requirements during the pre-practicum process, students will be enrolled in a course section of Nursing 980 (16 week/full semester course) during the following fall or spring semester. While Nursing 980 [MSN-NE Practicum] is primarily focused on the on-site practicum experience, experience, the course also contains required didactic components. An overview of course requirements is provided below—
- Discussion Board

- o Reflections
- o Discussion of Practicum Activities (Modules 2 - 6)
- Practicum Log
  - o On-site Practicum Experiences
    - Faculty Meetings (2)
    - Classroom Observations (3)
- Student/Preceptor/Faculty Phone Conferences (Initial and Final)
- Didactic Teaching Plan (Including Unit Plan, Innovative Teaching Strategy, Lesson Plan, Delivery, and Reflection)
- Clinical Practice Teaching Plan (Including Lesson Plan, Delivery, and Reflection)
- Professional Poster Presentation
- Portfolio
  - o Resume'
  - o Philosophy of Teaching Paper Update
  - o Final Log Reflection
  - o Presentation of Materials
- Preceptor's Evaluation of Student
- Student's Evaluation of Preceptor and Site

Scheduling Practicum Hours

Student can begin earning practicum hours in the third week of the course and begins with an initial phone conference with faculty, preceptor and student has occurred. ALL earned practicum hours must occur while "on-site" and/or during preceptor-planned activities. Practicum hours should be scheduled in coordination with the preceptor's scheduled hours. Limited exceptions may include an off-site activity or event, or an individual who is designated by the preceptor for a special project or event. Please note that practicum hours MUST BE separate from the student's employment hours. Students should expect to spend hours outside of earned on-site practicum hours working on practicum projects/activities. Please note that off-site, at-home hours do not count toward earned practicum hours.

Procedure for Missed Practicum Day

If a student is ill or for other exceptional reasons must miss an assigned practicum day, the student **must provide notification to the preceptor as soon as possible on the assigned day** regarding the absence. The student **must also notify the faculty** of the absence via the weekly discussion postings. Failure to notify the preceptor of an absence in a timely fashion will constitute a serious breach of professional responsibility and **may result in a failure in the practicum course**. Missed hours must be rescheduled at the discretion of the preceptor.

Professional Appearance

Conveying professionalism in the workplace encompasses the way someone communicates, his or her body language, and attire (clothes). Students must dress professionally according to the practice in the agency where the practicum experience takes place. For the initial interview with the preceptor, students are expected to wear business attire and to clarify dress code expectations of the agency during the interview.

MSN NE practicum experiences typically involve meeting attendance and events. Students should be constantly cognizant of the fact he or she is a representative of Loyola University New Orleans School of Nursing and the organization within which the practicum is conducted. Students are required to take an active role during the practicum (as opposed to merely shadowing the preceptor) as much as possible. Professional behavior and communication must be maintained.

Practicum Grading

The Loyola faculty is the final authority in the determination of student grades in the practicum.

Appendices

Appendix A: Academic Honor Code Pledge
(See next page)

The Academic Honor Pledge
In accordance with the Academic Honor Code of Loyola University New Orleans, I pledge I will not cheat, lie, falsify, plagiarize, or participate in any form of unauthorized collaboration, misuse or misrepresentation of my academic work or the academic work of others in any manner. I will be honest in all academic endeavors and conduct myself in a manner that protects and promotes the intellectual and ethical integrity of myself, others, and the University.

The Academic Honor Code
The Academic Honor Code of Loyola University New Orleans represents the University community's commitment to the highest intellectual and ethical standards of honesty, integrity, fairness and justice. Violations of the Academic Honor Code include but are not limited to cheating, lying, false citations, falsified data, falsification of academic records, plagiarism, participation in any form of unauthorized collaboration, misuse or misrepresentation of academic work or the academic work of others in any manner, misuse of electronic material, and violation of academic property laws. A student in doubt about whether a particular course of conduct might violate the University's Academic Honor Code should consult with the course instructor before engaging in that conduct.

Cheating
Cheating is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to:
- Using or attempting to use unauthorized materials in any academic coursework
- Copying, falsifying, destroying, or altering another student's work
- Submitting the same written work in more than one course without prior written approval from the instructors involved
- Dishonestly requesting to make up exams, extend deadlines for submitting coursework
- Plagiarizing in any form

False Citations
False citation is the attribution of intellectual property to an incorrect or fabricated source with the intention to deceive.

Falsified Data
False data are data that have been fabricated, altered, suppressed, manipulated, or contrived in such a way as to be deliberately misleading.

Falsification of Academic Records
Falsification of Academic Records is any attempt to forge or alter academic documentation, includes, but is not limited to, transcripts, letters of recommendation, certificates of enrollment or good standing, registration forms, and medical certification of absence.

Plagiarism
Plagiarism is act of taking the work or ideas of another and representing it as one's own. The Modern Language Association Handbook defines plagiarism as follows: "Plagiarism involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information or expressions as your own to get a better grade or gain some other advantage constitutes fraud" (Seventh Edition, 2009, p. 52).

Unauthorized Collaborations
Unauthorized collaborating is completing coursework with other(s) without prior approval. Students are expected to consult with their instructor prior to engaging in cooperative activities.

Misuse of Electronic Materials and Violations of Academic Property Laws
Access and use of licensed electronic materials are governed by agreements between the University and publishers or sellers of the services. Students must comply with the prohibitions stated below.

Selling or public posting of material from these services
Sharing your login with anyone else or allowing access to unauthorized users
Giving away or transferring information from these services to anyone not affiliated with Loyola University New Orleans
Systematic, large-scale downloading of information, including entire issues of electronic journals or entire electronic books

Other breaches of the Academic Honor Code include:
Misrepresentation of material facts or circumstances in relation to examinations, papers, or other evaluative activities
Unauthorized use of University academic facilities or equipment, including computer accounts and files
Unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other course materials
Violation of Institutional Review Board (IRB) policies and procedures

Potential consequences of violations of the Academic Honor Code
Failing Grade for Assignment or Course: A permanent failing grade may be assigned for the offending course work or for the final course.

Letter of Censure: The letter will clearly articulate the violation of which the student has been found responsible, reiterate the University's Academic Honor Code, and clearly spell-out possible consequences if the student violates the Academic Honor Code in the future. The Letter of Censure will be placed in the student's permanent Dean's file along with all supporting documentation regarding the case.

Academic Suspension: Academic suspension is an appropriate recommendation for students found responsible in particularly egregious cases or students who have previously been found responsible of violations of the Academic Honor Code.

The recommendation of academic suspension should be submitted to the Dean of the student's College for review. If the Dean concurs with the recommendation, notification of the length of the academic suspension must be sent to the Office of Student Records. A notation "Academic Suspension" will be placed on the student's official transcript. The decision to suspend a student for violating the Academic Honor Code should be made in consultation with the Provost and/or Vice-Provost for Academic Affairs.

Dismissal from the University: Dismissal from the University is the most severe recommendation that can be made and is reserved for the most egregious acts of academic dishonesty. Students found responsible of violating the University's policy regarding academic integrity, especially if they have already been suspended from the University, should be considered for permanent dismissal. This recommendation should be sent to the Dean of the student's college so that a decision may be rendered. The decision to permanently dismiss a student from the University should be done in consultation with the Provost and/or Vice-Provost for Academic Affairs. The notation "Academic Dismissal" will be placed on the student's official transcript.

Violations of the Academic Honor Code by students in the University Honors Program: If an honors student is accused of any violation of the Academic Honor Code, whether or not the violation occurred in an Honors course, in addition to the procedures described above, the Director of the University Honors Program must be notified and receive all pertinent materials related to the case. If an honors student is found responsible of violating the Academic Honor Code, the student will be placed on Honors probation, and the Director of the University Honors Program, in conjunction with the University Honors Advisory Board, will determine if the student will be allowed to remain in the Honors Program, and, if so, the requirements for removal of the probation status.

Violations of the Academic Honor Code by students in the University's Evening Division: If a student in the evening divisions is accused of any violation of the Academic Honor Code, in addition to the procedures described above, the

Director of Professional and Continuing Studies must be notified and receive all pertinent materials related to the case.

Violations of the Academic Honor Code by graduate (non-Law) students: If a graduate (non-law) student is charged, found responsible, and/or sanctioned for a violation of the Academic Honors Code, the chair of the Graduate Council must be notified and receive all pertinent materials related to the case, in addition to the procedures described above.

Monitoring and Recording Violations to the Academic Honor Code:
The Academic Integrity Council is responsible for recording and monitoring violations of the Academic Honor Code. This data will be reported to the Provost's office every semester.
(Academic Honor Code http://2017bulletin.loyno.edu/academic-regulations/academic-honesty-and-plagiarism#code).

Allegations of Academic Honor Code violation can be made by any individual in the Loyola Community. In the School of Nursing, the information must be brought to an appropriate faculty member (e.g., the course faculty if the allegation involves a particular course), the appropriate Program Coordinator, the Director, and/or the Dean of the College of Social Sciences. All information must be completed in writing, and evaluation and resolution completed in line with procedures in the School of Nursing.

_____
_____
  Student Printed Name (PLEASE PRINT CLEARLY!)   **Date**

Academic Honor Code of Loyola University

I have read and understand the Academic Honor Code of Loyola University, and the consequences and procedures related to Academic Misconduct.

I pledge to uphold the Academic Honor Code for the duration of my enrollment at Loyola University.

_____
_____
  Student Signature   **Date**

MSN Program Student Handbook

I have read a copy of the current edition of the School of Nursing *MSN Student Handbook*. I understand that this *Handbook* contains policies and procedures of the MSN Program for which I am responsible. I understand that updates to the MSN Handbook may be posted to the Loyola University School of Nursing website and that I am responsible for obtaining the current version.
I understand that the *MSN Student Handbook* is not intended to replace official University publications for students, which are:

1. The current *Loyola University New Orleans Graduate Bulletin,* which contains general academic regulations applicable to all graduate students;
2. The current *Loyola University Student Handbook,* which contains policies related to student affairs.

I further understand that the most current edition of this *Handbook* is maintained on the **School of Nursing website**.

_____
_____
  Student Signature   **Date**

Department Policy Regarding Registered Nurse Licensure Requirements

Upon entering the MSN program, each student must submit proof of a current, unencumbered, unrestricted and valid registered nurse license in the state in which they practice (and/or APRN license, if applicable). If, at any point during the program, a student's RN license (and/or APRN license, if applicable) becomes encumbered or restricted, the student is obligated to immediately inform the Director of the School of Nursing. Under no circumstances will a student with an encumbered or restricted license be permitted to enroll in a course with a practicum component. Failure to report an encumbered license to the Director will result in dismissal from the MSN program.

I have read and understand the above stated policy. I have a current unencumbered, unrestricted and valid registered nurse license in the state in which I practice. I understand that should my license become encumbered or restricted it is my obligation to immediately inform the School of Nursing.

_____
_____

   Student Signature

Required Student Disclosures

The below are a list of some of the questions included on the LSBN RN Licensure application. Please initial to indicate a response for each item below. Any change of status in regards to any of the questions below must be reported. A response of yes to any of the below statements may require submission of additional documentation and an explanation. Disclosure below does not replace disclosure to the LSBN and/or the board of nursing of the state in which you complete any clinical hours. Your signature below acknowledges that the below responses are accurate, you are aware of the LSBN requirements, and the requirements of the Board of Nursing of state in which you do any clinical hours.

YES   **NO**

_____ _____ o Have you ever been issued any of the following:
- a citation or summons for, and/or
- has/have warrant(s) been issued against you related to, and/or
- have you been arrested, charged with, arraigned, indicted, convicted of, and/or
- pled guilty/"no contest"/nolo contendere/"best interest" or any similar plea to, and/or
- been sentenced for any criminal offense, including all misdemeanors and felonies, in any state or jurisdiction?

NOTE: Even though an arrest or conviction has been pardoned, expunged, dismissed, deferred, or diverted, and even if your civil rights have been restored, you must answer "Yes" and mail certified court documents of incident/arrest together with a signed letter of explanation.

- DWI arrest <u>MUST</u> be reported, regardless of final disposition.
- Traffic violations such as speeding or parking tickets do <u>NOT</u> need to be reported

_____ _____ o Have you had a license to practice nursing or as another health care provider denied, revoked, suspended, sanctioned, or otherwise restricted or limited, including voluntary surrender of license - including restrictions associated with participation in confidential alternatives to disciplinary programs? *and/or*
Have you had disciplinary action pending by a licensing board in any state or jurisdiction?

_____ _____ o Have you been discharged from the military on ground(s) other than an honorable discharge?

_____ _____ o Have you been named as a defendant in a civil/malpractice case relating to your practice of nursing? a*nd/or*
Has a medical review panel opinion been rendered relating to your practice of nursing? *and/or*

Have you been reported to the National Practitioner Data Bank? *and/or*

Have your clinical privileges been suspended, revoked, restricted or limited?

_____ _____ o Have you been diagnosed with, do you have, or have you had a medical, physical, mental, emotional or psychiatric condition that might affect your ability to safely practice as a registered nurse?

_____ _____ o Have you had a problem with, been diagnosed as dependent upon, or been treated for mood-altering substances, drugs or alcohol? *and/or*
Have you been diagnosed as dependent upon, addicted to, or been treated for, dependence upon medications?

_____

_____

Student Signature   **Date**