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

Nursing Student Handbook

2022-2023

Loyola University New Orleans - Nursing Student Handbook Table of Contents

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Introduction to the Nursing Student Handbook

Welcome to the School of Nursing of Loyola University New Orleans. This *Handbook* is the student's primary resource for information about as well as policies and procedures of the nursing programs at Loyola. The *Handbook* will provide students with information that will acquaint them with various aspects of their program and help them to plan their academic journey.

In addition to this *Handbook*, official publications of interest to nursing students are the *Loyola University New Orleans Student Handbook and Code of Conduct (https://studentaffairs.loyno.edu/student-handbook)* and the *Loyola University New Orleans Bulletin*

(*http://bulletin.loyno.edu/*), which contains descriptions of all undergraduate programs, graduate programs and general academic regulations.

Letter from the Dean

Greetings! As we embark on a new year, ushered in like no other, I want to thank you for choosing Loyola New Orleans and specifically the College of Nursing and Health. You have entrusted the faculty and administration with the crucial responsibility of walking alongside you as you take these important steps towards your future. Amidst a national health crisis unprecedented in recent history, and in an era of social unrest that must bring about a commitment to health equity and social justice, an attention to structural racism and inequity in every form – you have made the vital decision to be part of the solution. You have persevered, survived – even thrived, through a time and season where it would have been so easy not to have done so.

Everything in you is being tested during these trying times. This I can promise you; living (and learning) in an environment underpinned by the Ignatian values of service, faith, and leadership will prepare you well for a life, and career, that will serve you, your family, your community, and your world in the strongest of ways.

As a college of Nursing and Health that houses programs of counseling, ministry, and nursing, we embody the Jesuit principle of cura personalis or "care for the whole person" – mind, body and spirit. Whichever of the three programs you are studying in, know that our committed and renowned faculty value nurturing you through this experience. We will all emerge from these darkest of times stronger, more resilient, and better able to serve one another. I look forward to being on this journey with you, as do all of the faculty who are dedicated to your success. Thank you, again, for choosing Loyola for this part of your life's journey.

Sincerely,

Michelle Collins, Ph.D., CNM, RNC-EFM, FACNM, FAAN, FNAP
Dean and Professor
College of Nursing and Health

Part 1: Mission, Vision, Goals, and Objectives

Mission
Provide nursing education grounded in Jesuit values to students who will lead change and translate science into practice in a dynamic global health care environment.

Vision
Graduates who transform health care through the application of Jesuit values.

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)

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, patient-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 patient to promote, maintain or restore optimal levels of functioning. The patient may be an individual, a family, a group, a community, system or society. The patient 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 patient to maximize functional potential. Nursing is accountable to the patient 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 patient 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, patient 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. A liberal arts education provides the opportunity to broaden the scope of one's worldview. The combination of a liberal arts 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 patients and the development.

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BSN Program Mission, Goals and Objectives

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Mission Statement
The primary mission of the Bachelor of Science in Nursing Program of Loyola University is to prepare graduates who can act as nurse generalists, and who possess professional competencies to provide and coordinate client care in a variety of settings. The curriculum is designed to achieve this end. Through experiential learning in nursing and liberal arts courses, the curriculum offers the opportunity for high quality professional nursing education within the multidisciplinary context of a Jesuit university education.

Program Goals
> The goals of the BSN Program are to provide RN-BSN students with:

1. A broad base of liberal arts courses in the Jesuit tradition to enhance understanding of self, others, and the world in which we live.
2. An undergraduate education that fosters continued professional growth and forms the foundation for graduate education.
3. Foundational studies and experiences that ensure an appropriate level of competence in effective communication.
4. A working knowledge of concepts essential to contemporary professional nursing practice.
5. An academic program that facilitates attainment of personal and professional career goals and meets the health care needs of the community.

Program Objectives
Upon completion of the Loyola University's BSN Program, graduates will be able to:
1. Employ critical thinking and decision-making skills in professional nursing practice.
2. Recognize the influence of beliefs, values, and social determinants of health on provision of health care and client health behaviors.
3. Understand the theoretical basis of nursing interventions and use evidenced-based findings in their nursing practice to improve client care.
4. Demonstrate skills in the art of communication with individuals and groups.
5. Design and implement nursing interventions that promote the health of individuals and aggregates.
6. Function as a nurse generalist in primary, secondary, or tertiary health care settings.
7. Demonstrate continuing professional development.

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 a leadership role in diverse settings
3. Improve systems outcomes through information and communication technologies
4. Analyze and apply legal and ethical principles in healthcare, incorporating evidenced-based practices and health policies
5. Demonstrate the ability to function independently and as a member and leader of inter-professional teams

DNP Program Mission, Goals and Objectives

Mission Statement
The mission of the Loyola DNP program is to provide a rigorous Jesuit education: to prepare advanced practice leaders to direct health care systems and interprofessional teams; to refine critical thinking and ethical decision-making skills to reduce health disparities, deliver culturally competent care, and advance the quality of care; to translate the science of nursing and health care to clinical practice; and, to execute new practice options for doctorally prepared nurses in health care systems.

Program Goals
The goals of the DNP program are to prepare advanced nursing practice leaders to:
1. Execute the Jesuit tradition of social justice;
2. Improve and extend health care to diverse populations;
3. Evaluate scientific knowledge to ensure quality and improve outcomes in health care systems;
4. Promote culturally relevant health care to reduce health disparities;
5. Demonstrate information literacy to improve and transform health care; and,
6. Influence health care policy.

Program Objectives

Upon completion of the DNP program, graduates will:
1. Analyze clinical practice and system elements to provide comprehensive, ethically defensible health care delivery;
2. Design systems of care recognizing organizational dynamics and independent and interprofessional practices, which result in improved health status for populations;
3. Demonstrate a leadership style that facilitates organization-wide changes in practice delivery resulting in improved quality of care;
4. Evaluate new practice approaches based on the critical appraisal and integration of nursing and interprofessional sciences;
5. Use best available evidence to assure quality in healthcare;
6. Lead the development of culturally relevant systems;
7. Evaluate system influences that can remediate health disparities globally;
8. Demonstrate information literacy in complex health care decision-making; and
9. Provide leadership for health care that shapes health care financing, policy, regulation, ethics, and delivery.

Part 2: General Information

School and University Web Sites

Web sites of interest to students are the University homepage, the Single Sign On, and the School of Nursing homepage.
- Through the Loyola homepage students have access to the academic calendar and many University offices and services. The Loyola University homepage is accessed at: http://loyno.edu
- The Single Sign On can be used to login to many of Loyola's systems including the online student records system. The Single Sign On can be accessed at: http://sso.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://cnh.loyno.edu/nursing

Nursing students can view and download the most current copy of this student handbook (updated annually), guides, and other documents of interest at the following link: http://cnh.loyno.edu/nursing/school-nursing-resources

Undergraduate Nursing Education at Loyola

Loyola's traditional pre-licensure undergraduate Bachelor of Science in Nursing program provides the undergraduate student with a liberal arts education in the Jesuit tradition to enhance understanding of self, others, and the world in which we live, in addition to a working knowledge of concepts essential to contemporary professional nursing practice. This on campus program allows for the undergraduate student to engage with students from other disciplines while fulfilling their Jesuit nursing education. Students will have the opportunity to engage with the academic partner, Ochsner Health, for clinical experiences throughout their program of study. Undergraduate faculty will facilitate, guide and support the student's learning while providing on-going feedback to the student. Experiential learning theory will guide student academics.

Loyola's RN to Bachelor of Science in Nursing (RN-BSN) program provides an opportunity for educational advancement for associate degree and diploma graduates who are registered nurses (RNs) licensed to practice in the United States. The RN to BSN graduate can enhance their success in the health care environment and to advance their career to the next level. The Loyola RN-BSN program provides students with a broad base of liberal arts courses in the Jesuit tradition to enhance understanding of self, others, and the world in which we live, in addition to a working knowledge of concepts essential to contemporary professional nursing practice.

Graduate Nursing Education at Loyola

Students entering a graduate nursing program will find the experience to be significantly different from that of undergraduate education. At Loyola, graduate students are expected to be much more self-directed and independent than undergraduate students. Thus, graduate students will assume more responsibility for their education and learn to become active engaged 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 graduate nursing programs 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, conduct case presentations, and, for graduate nursing 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.

Accreditation of Loyola Nursing Programs

Loyola University New Orleans and all 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 program in nursing, master's degree program in nursing, and Doctor of Nursing Practice program at Loyola University New Orleans are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. All programs meet the requirements of the **Louisiana State Board of Nursing**, 17373 Perkins Road, Baton Rouge, LA 70810, 225-755-7500. Loyola University New Orleans, School of Nursing is a member of NC-SARA. State Authorization disclosures related to the nursing programs can be found at: http://cnh.loyno.edu/nursing/school-nursing-resources

U.S. Department of Education
In addition to the above University procedures for addressing student complaints, the U.S. Department of Education requires that each institution offering online programming provide contact information for students who wish to file complaints through their home states. An online student living in Louisiana may contact the Louisiana Board of Regents for assistance in filing a complaint. Students are encouraged to exhaust all appropriate internal campus processes. States operating under the State Authorization and Reciprocity Agreement (SARA) have agreed to allow their SARA state portal agency to investigate and resolve any complaints that have not been resolved through an institution's own procedures for resolution of grievances. Loyola is an approved SARA institution in Louisiana. If a state is currently participating in SARA and a complaint is unable to be resolved with Loyola, students may appeal to the Louisiana Board of Regents.

Part 3: Enrollment Requirements & Transfer Credit Policy

Licensure & Certification Requirements for RN-BSN and Graduate Applicants

Registered Nurse License
Each student must submit proof of a current, unencumbered, unrestricted, valid, and without disciplinary action on a registered nurse/advanced practice registered nurses license to enroll in courses. If, at any point during the program, a student's RN/APRN license becomes encumbered, restricted, has disciplinary action, requires enrollment in an alternative discipline program, or expires, the student is required to immediately inform the respective Program Director and Director of the School of Nursing. Any student with an encumbered, restricted, or disciplinary action on the license will not be permitted to enroll in a course with a practicum component except with the permission of the Director of the School of Nursing after individual review. Holding and/or failure to report an encumbered, restricted, or disciplinary action on a license is grounds for dismissal. Students are required to report to the Program Director and School of Nursing Director any actions on licensure.

All students will be required to obtain an RN license in any state in which they plan to do practicum if they do not already have such licensure. All pre-licensure FNP students will be required to obtain and maintain a Louisiana Registered Nursing license or a multistate license while enrolled in the program.

Board Certification
Post-master's students who are Advanced Practice Nurses (APRN) must provide proof of current certification to practice as an APRN and maintain certification throughout the duration of their program.

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.

Criminal Background Check, Drug Screen/Test, Immunization Requirements, and CPR

Upon admission to the program and within at least 60 days of enrollment, all students regardless of program of study are required to apply for a certified background review, and drug screen/test at their own expense, as directed by invitation from a third-party vendor contracted by the School of Nursing. All results are reported to Loyola University New Orleans School of Nursing. Students must be fully compliant with all items through the entire program, including:
- o Background check
- o Physical Exam- within the past 12 months
- o Drug screen/test
- o RN and/or APRN License (as applicable)
- o BLS for Health Care Provider (must be in accordance with American Heart Association or American Red Cross guidelines)

- o   Health Insurance Coverage
- o   Immunization Requirements
  - Measles (2 doses)
  - Mumps
  - Rubella
  - Tetanus, Diphtheria, Pertussis
  - Polio
  - Influenza- annually
  - Varicella (Chicken Pox)
  - Hepatitis B
  - COVID-19 – as per CDC guidelines
  - Tuberculosis testing or risk assessment as per CDC and practicum site guidelines

In addition to the SON requirements, some practicum sites may have additional requirements that students must comply with.

Drug screening/testing in the School of Nursing (SON) is being implemented pursuant to La. R.S.49:1015 to protect the safety and security of patients cared for by nursing students. Individuals practicing in clinical settings while impaired jeopardizes the safety and security of themselves, their patients, and the public in general.
Loyola University School of Nursing is committed to providing for the safety and security of both nursing students and the patients they encounter in the clinical setting.
Students who have prescriptions for substance use including marijuana and opioids may disclose that information and upload their prescription prior to the drug screening/testing report is submitted to the SON by completing the Substance Disclosure form and having the prescriber complete the Prescriber Attestation Form. Both forms are faxed with a cover sheet indicating Personal Health Information to the Student Health Center at 504-865-2393.

If a drug screen/test comes back positive, the student will be notified and required to complete the Positive Drug Screen/Test Attestation Form and have the Prescriber complete the Prescriber Attestation Form. Both forms are then faxed with a cover sheet indicating Personal Health Information to the Student Health Center at 504-865-2393. Students with a positive drug screen will be withdrawn from the clinical course and may be dismissed from the program.

All forms and the fax cover sheet are located on the SON Resource page (http://cnh.loyno.edu/nursing/school-nursing-resources)

Policies Governing Transfer Credits & Programs

Undergraduate Program Students
University policies and practices governing the transfer of college credits are outlined in the *Loyola University Undergraduate Bulletin (http://bulletin.loyno.edu/)*. Important information related to transfer credits is summarized:
1. The BSN program follows Loyola University New Orleans undergraduate residency requirements and adheres to the following program regulations regarding credit applied to a degree.

2. For the RN-BSN program specifically:
   - No more than 64 credit hours can be transferred from a 2-year institution.
   - Minimum acceptable grade for a transfer course is a 'C'.
   - At least 30 credits must be earned through instruction offered by Loyola (25% of the credit hours required for a 120 credits program).
   - The last 30 credits must be completed at Loyola.
   - A minimum of 50% of the major courses must be completed at Loyola.

Note: For any requested substitution, students are responsible for providing a rationale for the requested substitution, a course description and other relevant documents if needed. The request must be approved first by the Program Director and then it is routed for approval to the School of Nursing Director

Graduate Program Students
Students who have earned academic credit in a graduate program at an accredited college or university may be allowed to transfer credit hours with a minimum grade of "B-" (80% or higher) and with the approval of the Program Director and the School of Nursing Director. Each degree program, as well as Loyola University admissions office, has certain restrictions concerning acceptance of courses completed at other institutions. 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 Program Director prior to enrollment in courses at other institutions. Students are not allowed to take courses outside the University once enrolled, unless the course is not offered at Loyola or on rare occasions under extraordinary circumstances.

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 complete a Change of Program Request Form and submit to the FNP Program Director. The form can be found at the following link: http://cnh.loyno.edu/nursing/school-nursing-resources. 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 one (1) practicum course.
3. Ability to complete program of study within (5) five years of original admission.
4. Once a BSN-DNP FNP student has elected to enroll in the MSN FNP track, the student is no longer eligible for re-entry into the BSN-DNP track.
5.

Part 4: BSN Degree
Curriculum and Graduation Requirements BSN Programs

Traditional Pre-Licensure program is for students who do not have a nursing degree and are entering college with the intent of earning a bachelor's degree in nursing. This track accepts transfer students and allows for transfer credit on an individual review of transcripts. The curriculum spans 8 semesters

pending acceptance of AP, IB or transfer credits with a total of 120 credits for degree conferral. Students without the prerequisite science courses complete a Pre-Nursing year and then if meeting criteria (C or better in prerequisite science courses and a cumulative Loyola GPA of 3.0) can seamlessly transition into the Nursing major in the second year. Students will participate in 8 clinical rotations beginning in the fall semester of the second year. Clinical sites are based on availability. Students will be assigned to their clinical site by their Program Director. Students will be responsible for their transportation to assigned clinical sites.

Accelerated Bachelor of Science in Nursing (ABSN) program is a hybrid degree pathway, targeted for students who have a previous bachelor's degree or higher in a field other than nursing, and wish to pursue nursing as a career. This 53 credit, four semester, full-time, accelerated program goes through the summer, and requires a significant time commitment from students due to the accelerated nature. For that reason, working full-time while completing the ABSN is not feasible. Students receive credit for their prior completed degree coursework after a transcript review by the Program Director. Synchronous, online theory courses are combined with required, in-person attendance for skills verification at various times throughout the program. Clinical practicum hours are completed through placements with our numerous partner healthcare organizations in the Greater New Orleans area.

RN to BSN program is for RNs who have either an associate's degree or diploma in nursing. The BSN degree builds on the preparation of nurse generalists, providing a solid foundation for graduate study, improved career prospects, and greater earning potential. The curriculum is 120 credit hours with 45 direct care and 45 simulation practicum hours, designed to allow for the transfer up to 90 credit hours of coursework completed at another college or university. Students must complete their last 30 credit hours at Loyola University.

RN to MSN program is for RNs who wish to earn a BSN (see RN to BSN above) and continue on to graduate education. Two undergraduate BSN courses are replaced by two graduate level MSN courses. The student must reapply for the graduate program and once accepted, these two courses will be applied to their MSN degree.

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Part 5: MSN Degree

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MSN Programs
The MSN degree offers;
1. MSN – Family Nurse Practitioner (FNP): develops advanced nursing skills to provide evidence-based, holistic care to individuals, families, and populations across the health continuum.
2. MSN – Healthcare Systems Administration and Leadership (HSAL): builds on existing skills to provide effective and efficient leadership in various health care settings from a systems perspective. Utilizing a systems approach to leadership in health care, HSAL concentration covers a range of topics from population health to workforce management and measurement of key performance indicators.

There are two options for entry into the MSN degree:
1. BSN to MSN. This is the traditional option for entry, where a student who has already earned a BSN applies for an MSN program.
2. An RN to MSN accelerated direct entry for RNs (available for only the FNP program) who have earned a non-nursing bachelor's degree. Students are conditionally admitted to the

MSN-FNP. After successful completion of two select undergraduate courses, students are granted full admission to the MSN degree program. Upon completion of the entire course of study, students are granted a BSN equivalency recognized by the Louisiana State Board of Nursing and the MSN degree. Some states do not recognize a BSN equivalency.

Family Nurse Practitioner Program

MSN FNP Curriculum & Graduation Requirements

The MSN FNP programs consists of 48 credit hours. Throughout the program 540 clinical practicum hours are completed in primary care. Sample progression plans are available at: http://cnh.loyno.edu/nursing/school-nursing-resources. All courses are provided online, except for supervised practicum work, which is completed in a state in which the student is licensed to practice. The MSN FNP track curriculum adheres to the American Association of Colleges of Nursing accreditation standards and National Organization of Nurse Practitioner Faculties standards. Any student who receives a failing grade (less than 80%) in a theory course and a passing grade in the practicum co-requisite (e.g., 840/845, 850/855, 825/830), will be required to repeat the theory course and take N864 FNP Skills Enhancement Practicum. For preceptor and practicum site requirements please see the School of Nursing Resource Page http://cnh.loyno.edu/nursing/student-resources-page

Healthcare Systems Administration and Leadership Program

MSN HSAL Curriculum and Graduation Requirements

The HSAL program consists of 36 credit hours. Sample progression plans are available at: http://cnh.loyno.edu/nursing/school-nursing-resources. The HSAL curriculum adheres to the Essentials of Master's Education in Nursing, and the ANOL Nurse Executive Competencies. For preceptor and practicum site requirements please see the School of Nursing Resource Page http://cnh.loyno.edu/nursing/student-resources-page

MSN/MBA Program
The Loyola University New Orleans MSN/MBA Dual Enrollment Program is an option for any student who is currently, or aspires to be, in a leadership position. Completion of the program results in a master's degree in both nursing leadership and business.

The need for nurse leaders to have greater understanding of such concepts as finance, accounting, and management has been expressed and supported in the literature. The solid foundation of the MSN/MBA program at Loyola, which is now offered in the online format, would provide an opportunity for nurses to be strong and innovative leaders in healthcare organizations. In addition, the MSN/MBA dual degree offerings would also assist nurses in meeting the demands of the ever-changing healthcare industry.

 Students must apply and be accepted to the MBA and MSN programs separately. The MSN/MBA consists of a combined total of 67 credit hours.

Part 6: DNP Degree

Post-Masters DNP Progression & Graduation Requirements

The Post-Masters DNP track consists of 39+ credit with at least 1,000 hours of DNP practicum. The actual number of credits and DNP practicum hours needed to graduate is determined by the Graduate Program Director through transcript evaluation upon admission to the DNP Program. Sample progression plans are available at: http://cnh.loyno.edu/nursing/school-nursing- resources. All DNP courses are provided online, except for supervised practicum work, which is completed in a state in which the student is licensed to practice. The DNP program curriculum adheres to the American Association of Colleges of Nursing accreditation standards.

Post-Baccalaureate DNP Progression & Graduation Requirements

The Post-Baccalaureate DNP track consists of 78 credits. Throughout the program a minimum of 1,000 hours of DNP practicum in addition to your specialty clinical practicum hours are required. Sample progression plans are available at: http://cnh.loyno.edu/nursing/school-nursing-resources. All DNP courses are provided online, except for supervised practicum work, which is completed in a state in which the student is licensed to practice The DNP program curriculum adheres to the American Association of Colleges of Nursing accreditation standards.

Part 7: Certificates

Post-Master's Family Nurse Practitioner (FNP) Certificate

The School of Nursing offers an online, 33 credit, Post-Master's Family Nurse Practitioner (FNP) certificate for Nurse Practitioners with a master's degree who wish to obtain certification to provide primary care to families throughout the lifespan. Courses that applicants will most likely have already taken, and may be transferred in for credit, are marked with an asterisk. Each Post-Master's FNP Certificate applicant will have an individual gap analysis completed by the FNP Program Director to develop an individualized plan of study. The actual total credit hours assigned to the plan of study will be dependent upon previously completed coursework. The minimum number of credits to be completed is 24. Students must complete all didactic and clinical requirements for the population focus, including a minimum of 500 supervised hours in direct patient care. Practicum experiences are completed with preceptors in practice settings located in the areas in which the student resides

Part 8: Registration, Academic Advising, & Grading Policy

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

University Student Policies Agreement
Prior to registering, students are required to sign into their LORA account, read and sign the Policies Agreement by clicking the statement in that reads " I have read and understand the above is a legally binding commitment and I accept and agree...". This link is found under "Registration" in the student's LORA account. This agreement must be submitted for each term including summer before being able to

register for courses.

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) 865-3337 or SFSCenter@loyno.edu for financial holds, and the Academic Advisor for other holds.

Academic Advisement
Upon entering their 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:
- Providing any needed clarification regarding standard progression plans;
- Providing guidance when adjustments in the planned program are needed (e.g., dropping or adding courses, leave of absence, etc.);
- Communication with the student to ensure the student is progressing as per plan.

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

Grading Policy
The School of Nursing sets the following 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.

Undergraduate Grading Scale

Letter Grade	Quality Points per semester hour for GPA Conversion	Grading Scale	Meaning
A	4.0	96-100	Excellent
A-	3.8	93-95	Excellent
B+	3.3	90-92	Above Average
B	3.0	87-89	Above Average
B-	2.7	84-86	Average
C+	2.3	82-83	Average
C	2.0	77-81	Average
C-	1.7	75-76	Below Average
D+	1.3	72-74	Minimally Passing
D	1.0	68-71	Minimally Passing
F	Failure	<68	Failure or failure to withdraw
I	N/A	N/A	Incomplete

| IP | N/A | N/A | In Progress |

Graduate Grading Scale

Letter Grade	Quality Points per semester hour for 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

Minimal Acceptable Grade & Probation Policies
Undergraduate Nursing Programs
The minimum acceptable transfer grade for undergraduate work is a C. The minimum acceptable grade in any undergraduate course taken at Loyola is a D. However, students must achieve a minimum grade of C- (75%) in all pre-nursing and a minimum grade of C (77%) in all nursing courses, and an overall C (2.5) Loyola cumulative grade point average.
Undergraduate nursing students must maintain a cumulative Loyola GPA of 2.5 or above. If their cumulative Loyola GPA falls below a 2.5, they will be placed on academic probation with the following conditions:
- They will have up to 3 semesters to bring their cumulative Loyola GPA up to 2.5.
- Students must achieve a cumulative term GPA of at least 2.5 while on academic probation.
- Students wishing to take more than 14 credits while on academic probation must receive permission from the Program Director.

Students who do not remove the academic probation in the allotted timeframe will be dismissed from the program. Refer to the policies related to progression and dismissal for further information.

Graduate Nursing Programs
The minimal acceptable grade in a graduate course taken at Loyola is a B- (80%). A graduate student whose GPA falls below 3.0 will be automatically placed on academic probation. In the next two subsequent semesters, the student will be required to improve their cumulative GPA to a 3.0 or higher. Failure to return the student's GPA to 3.0 or higher in the two semesters following their initial probation placement will result in the student's dismissal. Academic suspensions may be appealed by email to the Associate Dean and School of Nursing Director. This appeal must be received with supporting documentation within 5 calendar days from the date of the suspension notice. A decision will be made by the Associate Dean and School of Nursing Director of the student's respective college no later than 10 calendar days after receipt

of appeal.

There are four conditions in which a student will be dismissed from a program:

- Any student receiving a grade of F in any theory (non-practicum) course
- The need to take a single course more than two times in the student's program of study
- The need to repeat more than two courses in the student's program of study
- Failure to increase GPA above 3.0 after two semesters of academic probation

Incomplete Grades

A temporary Incomplete grade ("I") may be given to a student who is unable to complete the required coursework during the semester for reasons beyond her/his/their control. Such circumstances may include illness, a death or other family emergency, or other serious and unanticipated challenges. An Incomplete grade may be assigned only if the student has completed an appropriate amount of coursework for the semester (generally considered to be 75% or more), and only if the student's work in the course thus far is passing. Course work that is incomplete must be finished and submitted within 6 weeks of the start of the following term (6 weeks into the Summer term for Spring term work, 6 weeks into the Fall term for Summer term work and 6 weeks into the Spring term for Fall see academic calendar for exact due dates). Failure to complete required course work within the allotted time will result in a grade of "F."

The "I" grade is not an automatic extension and will not be issued to allow the student additional time to complete academic requirements of the course (except as noted above), to repeat coursework, or to complete extra work. An "I" grade will not be offered due to excessive absenteeism or the student's unexcused absence from the final exam.

Students who are on Academic Probation will need approval from the Associate Dean of their college to get an "I" grade in any course for the term in which they are on Academic Probation.

The student must request the Incomplete prior to the final examination or the last class meeting (courses with no final exam) using the Incomplete Grade Request form. The course instructor will determine if the completed course work

meets the minimum requirement for a grade of Incomplete. If the Incomplete is approved, the instructor will fill out the "Instructor" section of the form and sign it, including an estimate of the student's grade thus far in the course, what work needs to be completed, by what deadline, and how work will be submitted. The course instructor will submit a copy of the form to the Associate Dean of the college. See: http://bulletin.loyno.edu/ for the Incomplete Form

Pass/Fail Courses

All courses in the graduate nursing programs 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 80% or better to successfully pass the course.

Withdrawal from a Course
Tuition Refunds Following Withdrawal
The University academic calendar (check the academic calendar on LORA for the specific date) 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. Refund deadlines can be accessed at the following link: http://finance.loyno.edu/student-finance/refunds.

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 advisor'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://bulletin.loyno.edu/

Withdrawal from the University
To withdraw officially from the university a student must complete the university withdrawal form located at http://cnh.loyno.edu/nursing/school-nursing-resources and submit to the Academic Advisor for signature and submission. The 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 W's (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://bulletin.loyno.edu/

Progression Policy
Failure to pass a course or enroll in the semester indicated on a progression plan will result in a reprogression of courses. Course reprogressions must follow all pre- and co-requisite requirements. Since course offerings may be variable, reprogression often results in delays in projected graduation semester.

Length of Time to Complete the Program
Graduate students are required to complete any graduate nursing program within 5 years of initial enrollment. Undergraduate students must complete all coursework within 6 years of initial enrollment.

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 paperwork. An approved Leave of Absence (LOA) form guarantees the student the right to return to the program within one year, after which the formal leave expires. If the student does not return within 12 months of the initial LOA they are required to reapply. The approved LOA for one year is included in the 5-year/6-year requirement.

The student will work with the Academic Advisor and/or Program Director to develop an alternate plan of study to accommodate the curriculum in effect at the time of reentry. If a student's progression plan indicates the student will fail to complete any graduate nursing program within 5 years, the student will be dismissed from the program. Undergraduate nursing courses taken more than 6 years prior to completion of degree will need to be retaken.

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.

Canvas Course Management System

Canvas is a course delivery system that helps faculty and students communicate more effectively. Canvas may be accessed through single sign on or by clicking on the word "Canvas" in the top right corner of page at: http://loyno.edu. Computer hardware and other advice for utilizing Canvas are located on the Loyola University Online Student Guide (http://researchguides.loyno.edu/OnlineStudents). Canvas also provides the student with assignment schedules and posted grades. For Canvas 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 http://sso.loyno.edu.

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.

General Student Services

Bookstore

The on-campus bookstore is located on the first floor of the Danna Center. The online Bookstore website is: https://loyno.bncollege.com/shop/loyno/home

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

The Financial Services Center provides information on tuition, fees, payments, scholarships, and financial aid. Loyola will supply a bill for enrollment each semester. If there are questions about the bill or tuition payments, please contact the Student Financial Services Center. If a student is awarded financial aid, please make sure that to meet the requirements for the 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 can be contacted during their regular business hours at 504-865- 3337 or at sfscenter@loyno.edu. Their webpage can be accessed at: http://finance.loyno.edu/student- finance

Pan-American Life Student Success Center
The Pan-American Life Student Success Center (SSC) supports students as they meet individual, academic, and personal goals. By nurturing a holistic culture of self-efficacy and a sense of empowerment, the SSC aims to ensure students have the tools to graduate from Loyola University New Orleans. They offer a range of services in the form of academic advising and success coaching, tutoring, and learning resources, career development, online student success, and accessible education. They also offer a range of workshops, success courses, and mentoring programs for Loyola's diverse student body. SSC has several departments offering assistance to help ensure the success of Loyola's students, including accessible education, advising and coaching, career development, online success, and writing and learning services. Their webpage can be accessed at: https://www.loyno.edu/campus-life/student- services/student-success-center

Online Student Success
The Online Success Office aims to empower our online students and help them develop goals, study habits and strategies to successfully navigate the online learning environment. They partner with students, faculty, and staff to ensure online undergraduate and graduate students have access to resources and support mechanisms that enhance their success. Our success coaches guide students from enrollment to degree completion. They conduct success coaching meetings over the phone, online, or in person. They also connect students with resources that will help students troubleshoot technology issues, pay for classes, and complete coursework. They organize online webinars and workshops tailored toward the challenges and issues most relevant to distance learners, so students always have access to the wealth of knowledge and expertise offered by our faculty and staff.

Dr. Corina Todoran
To schedule a phone call or in person/virtual meeting: https://corina-todoran.youcanbook.me ctodoran@loyno.edu - Call: 504.865.2095 - Text: 985-605-0038

Esme Robert
To schedule a phone call or in person/virtual meeting: https://esmerobert1.youcanbook.me elrobert@loyno.edu - Call 504.865.2496 - Text 504.323.4762

Practicum Guides
Practicum guides on the following topics can be found on the School of Nursing Resources webpage (http://cnh.loyno.edu/nursing/school-nursing-resources):

- Practicum dates and deadlines
- Practicum letters
- Practicum Forms
- Compliance Forms
- Exxat instructions and guide (Approve/Universal)

Certificate of Insurance

Certificate of Insurance (malpractice insurance) is required for all nursing students who will complete clinical practicum courses. The School of Nursing provides malpractice 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 Loyola School of Nursing students in clinical practice sites with a valid and signed affiliation agreement. This is not applicable to student work experiences.

Report claims immediately to Risk Management Department via email. Email address and phone number can be found at the following link: http://finance.loyno.edu/risk.

Proof of Professional Liability Certificate of Insurance can be found on the following link: http://cnh.loyno.edu/nursing/school-nursing-resources. For any questions regarding this insurance coverage, please contact the Loyola University School of Nursing

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. Each program will elicit a volunteer student representative who is asked to attend (in person or by phone or video conferencing) the program committee meetings. Student representatives are non-voting members of the committee.

Student Representatives

The role of the student representative (SR) to the program 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

Respective program 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.

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. Course and program evaluation are a 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. All evaluation data are reviewed by faculty and administration and serve to inform course and program refinements.

Plagiarism Policy

Faculty will use tools to detect plagiarism, such as Google, Grammarly, or Turnitin to maintain and advance academic integrity and to identify student knowledge gaps. All written assignments are required to be submitted through Turnitin. 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://bulletin.loyno.edu/ 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.

Student Non-Academic Grievance Procedure

A student grievance is a formal complaint by a student arising out of an alleged action of the faculty, staff, or administration. Such actions may include complaints regarding the violation of school of nursing policies/procedures or performance of a member of the faculty, staff, or administration. This policy does not apply to complaints made by a student regarding sexual misconduct and/or sexual harassment. Such complaints shall be governed according to the University's "Sexual Assault/ Violence/ Harassment Procedures". Prior to initiating a formal grievance, the student should make a reasonable effort to resolve the problem with the person against whom the complaint is being made. This should occur as

soon as possible following the circumstance. If such an informal discussion is not possible, or the issue is not resolved, then the student should contact the respective Program Director to try to reach an informal resolution. The Program Director receiving the complaint shall attempt to resolve the matter and report the decision, in writing, to the complainant(s) and student via their Loyola email address within fifteen (15) workdays of receiving the complaint. If it is still not resolved, the student should consult with the SON Director. If there is still no resolution, a formal complaint, in writing with attached evidence, can be filed with the Associate Dean. If a resolution has not been reached, the complaint will be elevated to the Dean of College of Nursing and Health.

Professional Email Communication

The University-assigned student email account is the University's official means of communication with all students. To ensure that private student information is secure, any messages that contain private student data need to be sent to the student's University email account, which meets the security and authentication standards. 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 for all correspondence with the student's faculty, preceptor, site, and University personnel. Please allow 48 business hours for a response. The guidelines on composing professional emails below must be used for communication:

- When emailing faculty, email should include the following: full name, course number, program track (including your status as a student), campus ID, and phone number.
- Always fill in the subject line with a topic that means something to the 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 the 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 unsure how the person should be addressed.
- Put the 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 is being written about.
- Use SBAR (Situation, Background, Assessment and Recommendation) to compose emails -

  - Situation: Identify the situation by telling the reader what the main point or request is.
  - Background: Write as though the reader has no prior knowledge of the issue or situation.
  - Assessment: Provide an assessment of the situation.
  - Recommendations: Describe what action need to be undertaken to address the issue

- As a rule, please avoid text speak (abbreviations and acronyms). Texting language is not appropriate for professional, academic, or business communication.
- Be brief and polite. If the 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!).
- Edit and proofread before hitting "send." Spell-check is not always enough.
- Reply promptly to serious messages. If more than 24 hours is needed to collect information or decide, send a brief response. Create an "out of office" message as appropriate.

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 have 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 students select "unlisted" as the privacy setting for the video. With the setting of "unlisted" only people who students share the URL with can see their 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 obtained 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. Students should make every effort to present themselves as mature, responsible, and professional.
5. Do not take photos or recordings of a patient in the 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 the faculty member.
7. Do not share any protected health information. (HIPAA)

Source: https://www.nursingworld.org/~4af4f2/globalassets/docs/ana/ethics/social-networking.pdf

For potential consequences of inappropriate use of social and electronic media and common myths and misunderstandings refer to the following site: https://www.ncsbn.org/347.htm