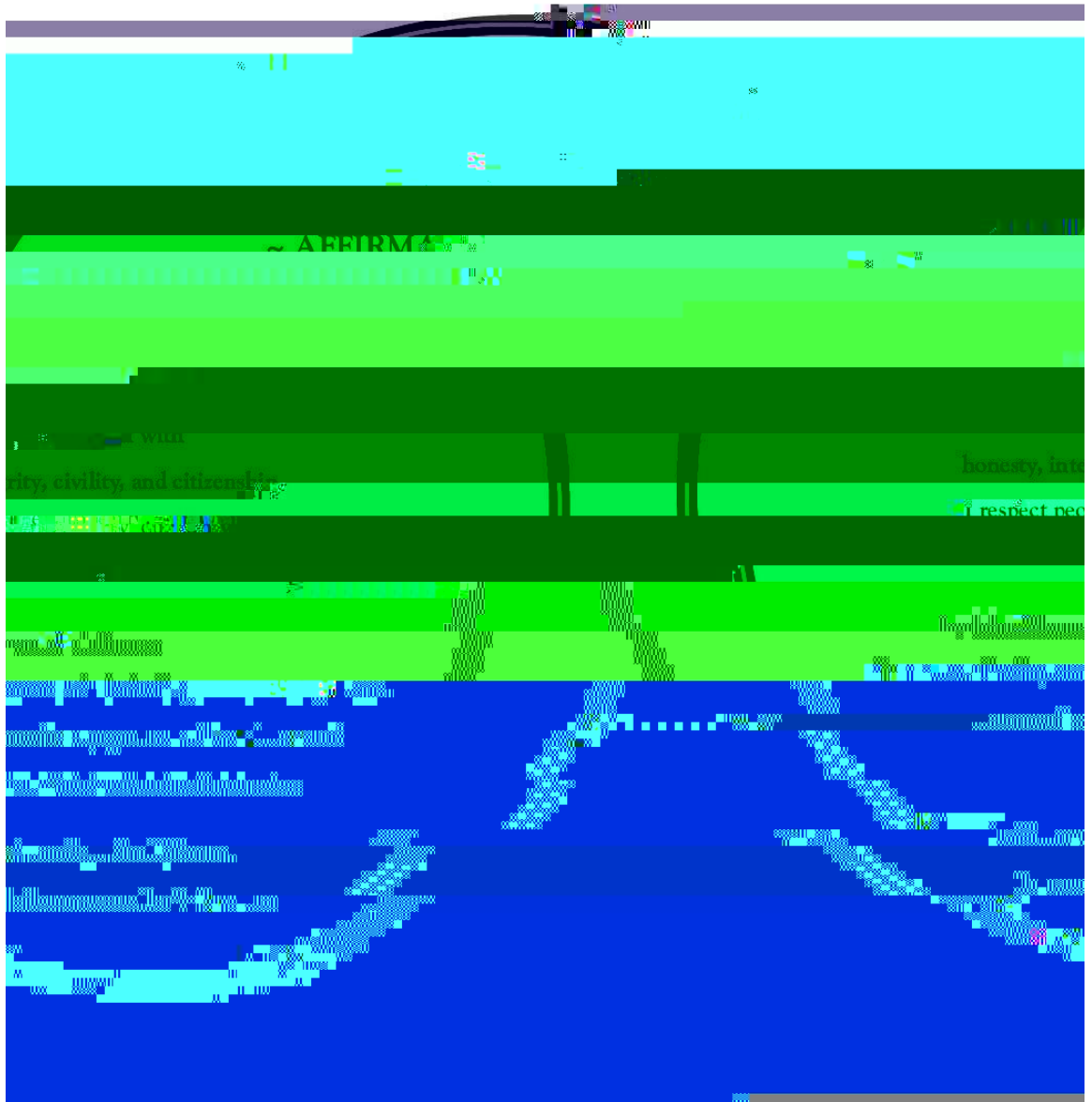




**School of Nursing and Health Sciences
Nursing Programs**

**Doctor of Nursing Practice
Student Handbook
2023-2024**

Reviewed and Revised: 8/23/23 PD



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SCHOOL OF NURSING AND HEALTH SCIENCES NURSING PROGRAM

Mission

Consistent with Lasallian values, the Mission of the Nursing Program is to provide scientifically based nursing curricula to educate clinically competent, caring, nursing professionals with a commitment to excellence in practice, service, life-long learning, scholarship, and self-care

Vision

The Nursing Program educates professionals prepared as leaders in practice, service, scholarship, and education, contributing to the advancement of the health and well-being of diverse communities. Explore, Experience, Excel

Nursing Program Goals

To prepare students to provide nursing services in health care agencies and communities with an emphasis on vulnerable populations.

1. Prepare students to provide professional nursing services in health care agencies and communities with the goal of improving health outcomes and with an emphasis on vulnerable populations.
2. Facilitate students' professional development in the knowledge, skills, and values to advocate for a healthy society and personal well-being.
3. Foster student and faculty engagement in inter-professional and collaborative health care services, programs, and scholarship.
4. Educate students to advance the nursing profession with an emphasis on quality, safety, and innovation.
5. Develop a community of life-long learners among students, faculty, alumni, and community partners who promote diversity, equity, and inclusion.

Philosophy for Nursing Program

Nursing is a practice-based profession encompassing both arts and sciences. Nursing provides health services to diverse individuals and groups. Nurses collaborate with multidisciplinary professionals and clients. Nursing care is aimed at facilitating health and wellness, thus fulfilling a contract between society and the profession. Safe, quality nursing interventions are evidence-based. The nursing community at La Salle University respects the humanity of the people they serve recognizes the potential for healing within the person.

DOCTOR OF NURSING PRACTICE PROGRAM

DNP Program Goals

1. Educate professional nurses for interprofessional practice in advanced nursing roles across community and health care settings.
2. Meet the health needs of diverse individuals, families, groups, communities and populations.
3. Support faculty and student scholarly activity that informs quality and safety in healthcare systems.

DNP Program Philosophy

The philosophy of the DNP program is connected to the belief that the practice doctorate enriches advanced nursing practice by strengthening and expanding students' knowledge and skills. The program prepares students for careers as expert nurse clinicians and leaders who develop, implement, and evaluate programs of care and transform health care systems by using evidence-based innovations and technologies and facilitating interdisciplinary processes. The program develops graduates that have met established competencies of specialty organizations and are responsive to the changing health care needs of national and international populations and diverse patients and groups.

DNP Student Learning Outcomes:

At the completion of the DNP program, the student will be able to:

1. Apply theoretical and research-based knowledge from nursing and other disciplines to plan and implement safe, quality health care for vulnerable individuals and groups in an APRN or advanced nursing practice (APN) role.
2. Facilitate inter-professional collaboration to provide patient-centered, quality, ethical and safe healthcare.
3. Analyze the impact of evidence-based healthcare interventions on patient outcomes.
4. Evaluate health promotion and disease prevention efforts and outcomes to achieve quality healthcare
5. Analyze the influence of public policy decisions on the health promotion, disease prevention, and health restoration services provided to diverse populations.
6. Enhance practicum judgment and decision-making abilities to address health promotion/disease prevention efforts for individuals, aggregates, or populations.
7. Utilize advanced communication and leadership skills to lead quality improvement and patient safety initiatives.
8. Promote culturally congruent and comprehensive healthcare services to all.
9. Analyze healthcare information systems/technologies to improve healthcare outcomes.
10. Demonstrate responsibility and accountability for ongoing professional development.

DNP Program Contact Persons

final accreditation approval will be determined by The Council on Accreditation of Nurse Anesthesia Educational Programs (COA) in the Fall of 2023.

- 2 additional healthcare professional (unit charge RN, medical unit director, physician, CRNA etc.) familiar with your professional nursing skills. Please do NOT submit a letter of reference form from a peer nursing colleague.
- Minimum of one year of critical care nursing experience.
- The Council on Accreditation of Nurse Anesthesia Educational Programs (COA) defines a critical care setting:
- Critical care experience must be obtained in a critical care area within the United States, its territories or a US military hospital outside of the United States. During this experience, the registered professional nurse has developed critical decision making and psychomotor skills, competency in patient assessment, and the ability to use and interpret advanced monitoring techniques. A critical care area is defined as one where, on a routine basis, the registered professional nurse manages one or more of the following: invasive hemodynamic monitors (e.g., pulmonary artery, central venous pressure, and arterial catheters), cardiac assist devices, mechanical ventilation, and vasoactive infusions. Examples of critical care units may include but are not limited to: surgical intensive care, cardiothoracic intensive care, coronary intensive care, medical intensive care, pediatric intensive care, and neonatal intensive care. Those who have experiences in other areas may be considered provided they can demonstrate competence with managing unstable patients, invasive monitoring, ventilators, and critical care pharmacology.
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Nursing Course Withdrawal Policy

It is the student's responsibility to know the withdrawal date for courses each semester. Dates are published each semester on the academic calendar on the Registrar's page on the La Salle website.

Medical withdrawals are considered in cases of serious illness and disability during the semester only. If a student receives counseling from the faculty to withdraw from a course due to illness or related circumstances, and the student voluntarily chooses to remain in the course, the likelihood of a medical withdrawal at the end of the semester is seriously limited. Withdrawals given for medical reasons are for all courses in a specific semester, not for any individual course.

Test Make-Up

Please see the faculty member of the course for the course policy. Alternate forms of tests may be given for all missed examinations. This may include oral or essay examinations.

Required GPA

All graduate nursing students are required to maintain a cumulative grade point average of "B" (3.0). In addition, students must earn a "B" or better in each of the advanced core courses in order to progress into the residency courses. Once enrolled in residency courses, students must earn a "B" or better. Graduate students who earn a grade of "B-" or less in any advanced core or residency course may repeat the course only once. The course must be repeated at La Salle University. Graduate students who have a GPA less than 3.0 will be placed on academic probation. A graduate student that earns less than a "B" in more than one advanced core or residency course may not progress in their plan of study.

Academic Advising

All students are advised by the Director of the DNP Program on formal acceptance. Faculty and the Director are available by appointment for student advisement any time during the academic year and especially during the pre-registration period. Students earning course grades below 84% must meet with the Program Director for advisement.

Graduate Practicum Hours

Upon application, students must provide proof of any earned graduate practicum hours. Proof of hours is typically obtained via the () r'

The Post-Masters DNP Plan of Study

The Post-Masters DNP Program consists of 34 credit hours beyond the master’s level nursing credits. The number of required courses is 11:

- Core Courses (NUR 702; NUR 703; NUR 609)
- Advanced Core Courses (NUR 695; NUR 637; NUR 704)
- Residency Courses (NUR 705; NUR 750; NUR 751; NUR 880; NUR 882)

*An additional 1 credit continuation course(s) may be required for an Incomplete Doctor of Nursing Scholarly Project.

Students may elect to enroll in the Core and Advanced Core courses on a part-time basis, i.e., 3 credits/semester. Students may choose a part-time or full-time course of study. Individual course sequence is arranged with the DNP director upon admission.

Optional courses are offered for students who need additional time to complete their Scholarly Project. NUR 881 and NUR 883 are offered for students requiring faculty support with continuation of studies.

Structure	Courses	Credits
Core	NUR 702: Theoretical Foundations of Doctoral Nursing Practice NUR 703: Professional Ethics NUR 609: Health Care Economics	3 3 3
Advanced Core	NUR 695: Public Policy Initiatives	

Post BSN-DNP Program Plans of Study

Frank J. Tornetta School of Anesthesia BSN-DNP Program

Structure	Courses	Credits
Core	NUR 618: Advanced Pathophysiology	3
	NUR 617: Advanced Pharmacology	3
	NUR 616: Advanced Physical Health Assessment	3
	NUR 702: Theoretical Foundations of Doctoral Nursing Practice	3
	NUR 703: Professional Ethics	3
	NUR 609: Health Care Economics	3
	NUR 709: Research for Evidence-Based Practice	3
Advanced Core	NUR 695: Public Policy Initiatives: Local to Global	3
	NUR 637: Epidemiology and Population Health	3
	NUR 704: Statistics and Biostatistics	3

NUR 705: Patient Safety and Health Care Outcomes

NUR 750: Translating Evidence into Practice

NUR 751: Clinical Leadership and Interprofessional Collaboration

Anesthesia	NUR 711: Principles of Anesthesia Practice	4
Courses and	NUR 712: Physics, Chemistry and Equipment in	2
Practicum	Anesthesia	13
Residency	NUR 713: Pharmacology of Anesthetic Agents	3
	NUR 714: Advanced Physiology and	4
	Pathophysiology for Anesthesia Practice	
	NUR 715: Nurse Anesthesia Practicum I	1
	NUR 716: Advanced Principles of Anesthesia	3
	Practice	
	NUR 717: Regional Anesthetic Management	4
	NUR 718: Obstetric and Pediatric Anesthesia	1
	NUR 719: Nurse Anesthesia Practicum II	2
	NUR 720: Advanced Anesthetic Management for	1
	Special Procedures I	
	NUR 721: Nurse Anesthesia Practicum III	2
	NUR 722: Advanced Anesthetic Management for	2
	Special Procedures II	
	NUR 723: Nurse Anesthesia Practicum IV	2
	NUR 724: Professional Aspects of Anesthesia	1
	Practice	
	NUR 725: Nurse Anesthesia Practicum V	2
	NUR 726: Crisis Management in Anesthesia	1
	NUR 727: Nurse Anesthesia Practicum VI	2
	NUR 728: Transition to Advanced Nurse Anesthesia Practice	4

La Salle Post-BSN to DNP Nurse Anesthesia Program

Nurse Anesthesia 41-Month Curriculum Plan

Year 1 2024 Spring 2024 (9 credits)

- NUR 618: Pathophysiology* (3 credits)
- NUR 704: Statistics and Biostatistics* (3)
- NUR 709: Research for Evidence Based Practice* (3)

Summer 2024 (6 credits)

- NUR 617: Advanced Pharmacology* (3)
- NUR 637: Epidemiology* (3)

Fall 2024 (9 credits)

- NUR 616 Advanced Health Assessment* (3) pre/co reg
- NUR 702: Theoretical Foundations of Doctoral Nursing Practice* (3)
- NUR 703: Professional Ethics* (3)

Year 2 -2025 Spring 2025 (10 credits)

- NUR 711: Principles of Anesthesia Practice* (hybrid) (4)
- NUR 712: Physics, Chemistry and Equipment in Anesthesia *(hybrid) (2)
- NUR 713: Pharmacology of Anesthetic Agents* (4)

Summer 2025 (8 credits)

- NUR 695: Public Policy and Global Initiatives* (3)
- NUR 714: Advanced Physiology & Pathophysiology for Anesthetists (4)
- NUR 715: Clinical Practicum I (1)

Fall 2025 (11 credits)

- NUR 609: Healthcare Economics* (3)
- NUR 705: Patient Safety and Health Care Outcomes* (3)
- NUR 716: Advanced Principles of Anesthesia Practice* (3)
- NUR 719: Clinical Practicum II (2)

Year 3 - 2026 Spring 2026 (8 credits)

- NUR 717: Regional Anesthetic Management* (1)
- NUR 718: Obstetric and Pediatric Anesthesia * (1)
- NUR 750: Translating Research into Practice* (3)
- NUR 730: Advanced Anesthetic Management for Special Procedures* (1)
- NUR 731: Clinical Practicum III (2)

Summer 2026 (7 credits)

- NUR 732: Advanced Anesthetic Management for Special Procedures II* (2)
- NUR 733: Clinical Practicum IV (2)
- NUR 751: Clinical Leadership and Interprofessional Collaboration* (3)

Fall 2026 (8 credits)

- NUR 734: Professional Aspects of Anesthesia Practice* (1)
- NUR 735: Clinical Practicum V (2)
- NUR 736: Crisis Management in Anesthesia* (1)
- NUR 880: DNP Project I* (4)

Year 4 2027 Spring 2027 (9 credits)

- NUR 738: Transition to Advanced Nurse Anesthesia Practice* (4)
- NUR 737: Clinical Practicum VI (2) • NUR 882: DNP Project II* (3)

Compliance Requirements*

**Please note that some clinical sites may require additional compliance measures or*

policy is consistent with the policy statement of the *American Association of Colleges of Nursing*:
<https://www.aacnursing.org/News-Information/Position-Statements-White-Papers/Substance-Abuse>

Nursing students must abide by the substance abuse policy and subsequent revisions of the policy

If a Pennsylvania license is needed the student should apply for endorsement to:

Commonwealth of Pennsylvania, Department of State
Bureau of Professional and Occupational Affairs
P.O. Box 1753, Harrisburg, Pennsylvania 17105-1753

1. Provide opportunities for developing individualized learning goals and reflecting on personal progress;
2. Document profiles related to specific educational and professional activities; and
3. To serve as a written trajectory of educational accomplishments.

Each student enrolled in the DNP program will maintain an electronic portfolio throughout the time they are enrolled in the DNP program. Each course requires an artifact and two courses require a reflection paper that is posted in the Canvas course corresponding to a short reflection piece to be posted to the portfolio. All completed practicum hour logs for DNP courses will also be posted in the portfolio. Students are responsible for maintaining current and updated materials in their portfolio.

Student portfolios will be audited for completeness by the DNP Coordinator:
Immediately prior to graduation.

Readmission

After filing an official leave from the DNP curriculum program of studies with the Director of the DNP Program, students seeking readmission to the DNP Program for any reason should apply to the Director of the DNP Program. The Graduate Nursing Admission Committee will review each student's academic record and notify the student about the decision to readmit.

Complaints/Student Rights and Grievance Procedure

Policies and procedures for Student Guide to Rights and Responsibilities can be found online at: <http://www.lasalle.edu/students/dean/divpub/manuals/studentguide/>. Feedback from students, whether of a positive or negative nature, should be used for the improvement of the educational programs and environment of the University. The purpose of this document is to outline avenues by which students may lodge complaints within the School of Nursing and Health Sciences (SONHS) at La Salle University. This document provides an overview of the process, followed by sections that address the most common categories of student issues and complaints, with the aim of providing students with general information and specific contact strategies. Specific procedural details may vary among departments and programs; students are encouraged to refer to the handbook of their programs.

It is an express SONHS policy that all students always have the right to lodge a complaint that they deem important, without fear of retaliation of any sort or other adverse consequence as a result of doing so. The recommended general strategy for reporting complaints is to first contact the specific individuals or units most directly connected with the issue at hand unless there are good reasons for not doing so such as a desire to maintain anonymity (see section 4 below). The Campus Directory generally provides contact information for all the campus units, departments, Dean's offices, etc. from which an individual can usually determine where to go to make a complaint. All main campus entities also have contact information via web pages.

Policies and procedures for managing complaints regarding harassment and/or discrimination can be found in the Student Guide to Rights and Responsibilities which can be found online at: <http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/>

highest level of responsibility, which would typically be the Program Director or Department Chair. The student can request an appointment to meet with the Chair or Director and/or send a written description of the issue or problem and request that their identity be kept confidential. That request will be honored unless there are over-riding reasons to do otherwise. For example, if a student alleges sexual harassment by a faculty member to a Department Chair, the Chair *must* forward that information, to include the identity of the complainant, to the campus Affirmative Action Officer.

Students may also submit comments, concerns, and suggestions by completing a form located in the student lounge in St. Benilde Tower (Rm. 4423) and in the Appendix. Students have the right to lodge a complaint that they deem important without fear of retaliation. Student complaints will be handled in a confidential and professional manner.

Matters that relate to accreditation standards and policies that cannot be resolved at the program, school, or university level may be addressed with CCNE. Only signed complaints related to accreditation standards or policies can be forwarded to CCNE. More information can be found at <http://www.aacn.nche.edu>

Transfer of Credit

Students may transfer graduate-level work. Application for permission to transfer courses is submitted to the DNP Program Director at the time of admission into the program. Students submit a transcript, course description from the relevant course catalog and syllabus from the semester in which the course was taught. Students are informed of transfer approval/disapproval in writing.

With approval of the program director, students may transfer up to six hours of graduate level work into graduate programs that are 36 credits or less in length. Students may transfer up to nine hours of graduate-level work into programs that are greater than 36 credits in length. Course credit may be transferred only from graduate programs at accredited institutions, and only courses with a grade of B or better may be transferred.

Technology Requirements

Students are required to demonstrate technological proficiencies that increase in breadth and depth during doctoral studies. Expected proficiencies include skills in word processing, computing, searching, data mining and analysis, software versatility (web-based and computer-based), and familiarity with hardware and select peripherals. Students may be required to purchase software as part of a course requirement.

Graduation Requirements

Students complete a *minimum* of 34 semester hours of post-master's coursework. This coursework

Graduation Policy

While the University confers degrees three times a year (January, May and September, the University has only one ceremony following the spring semester in May. According to University criteria, confirmed with the registrar, doctoral students achieving such a prestigious accomplishment are required to complete their DNP Project prior to the May ceremony to be hooded and presented in the Commencement Program.

Pregnancy Policy

Students who are pregnant or are within one month of the post-partum period prior to practicum practice must provide clearance to return to practicum practice from their health care practitioner.

Universal Precautions

The School of Nursing and Health Sciences is concerned about the safety of the faculty, students, and the client population in the practicum setting. Based on the mandatory Centers for Disease Control and Prevention and Occupational Safety and Health Administration guidelines, the School of Nursing and Health Sciences adopts the policy that both students and faculty will consistently observe blood and body fluid precautions when working with all clients in all settings.

Based on the most recent research findings, an individual can be a carrier of blood-borne illness (e.g., AIDS, HIV, & Hepatitis B) and not exhibit practicum signs/symptoms for several years after exposure to the virus. Because of the implications and uncertainties, it is mandatory that all faculty and students adhere to this policy. Universal precautions are a shared responsibility for both students and faculty.

DNP students may need to fulfill additional requirements as per the practicum agencies. Such requirements are mandatory rather than discretionary and must be satisfied prior to any activity in the practicum area.

Exposure Policy

The La Salle University School of Nursing and Health Sciences acknowledges the inherent risks associated with working around or with blood and body fluids. The following policy outlines your responsibilities in this area:

1. You must have and maintain current health insurance and show verification of coverage each year while matriculated in the La Salle University School of Nursing and Health Sciences.
2. La Salle University and the practicum agencies that provide practical experiences for our students are not responsible or liable for the costs of medical follow-up or expenses incurred.
3. If you are exposed to blood and body fluids, you will:
 - a. Assume full responsibility for disease sequelae. Neither the School of Nursing and Health Sciences nor the practicum site is responsible for ensuring medical follow-up.
 - b. *Follow the policies of the practicum agency (if any) and assume responsibility for medical follow-up.*
 - c. Contact the School of Nursing and Health Sciences within 2 hours of exposure. Once initial care is provided, a meeting with the student and the course faculty and with the

Director of the DNP Program should be arranged. Contact your primary care physician or nurse practitioner and undergo any necessary precautions, treatments, or tests.

If an exposure occurs while a student is enrolled in an FJTSA course, the student should notify practicum faculty, report to the practicum site emergency room immediately and notify the Director of FJTSA.

Residency Courses

Residency Courses are associated with clinical practice hours related to the DNP project and lead to attainment of the DNP essential Student Learning Program Outcome. Prior to the beginning of the residency courses, the DNP Coordinator will review preceptor and site requirements. If your preceptor changes you must notify the DNP Coordinator.

Preceptors

A preceptor is required for the DNP Scholarly Project courses, NUR 705, 750, 751, 880 and 882. Preceptors are subject matter experts in the student's

hours. Practicum hours will be recorded and validated by preceptor and documented on **Practicum Journal Form**.

Specific information regarding Nurse Anesthesia practicum hours requirements and documentation can be found in the Frank J. Tornetta School of Anesthesia at Einstein Medical Center Montgomery Student Handbook and Post-BSN to DNP Nurse Anesthesia Student Handbook.

Practicum Failure

Practicum student learning outcomes must be met satisfactorily in order to pass the practicum requirement of the DNP Program. Midterm and final evaluations are completed by students as self-evaluations, and by preceptors and/or course faculty. Failure to pass practicum projects or to meet practicum learning outcomes will result in course failure. Unsafe practicum practice is interpreted as practicum failure.

Unsafe Practicum Performance

Unsafe practicum performance is care that seriously **jeopardizes a patient's well-being** and/or causes **potential or actual harm to self or others**. A student demonstrating a pattern of unsafe performance will not be allowed to continue in the practicum nursing course. Students are provided an opportunity to demonstrate safe practicum performance within the structure of the course to meet practicum student learning outcomes.

Practicum Jeopardy

Students must satisfactorily complete both the theoretical and practicum project components of the practicum residency courses in order to receive a passing letter grade for the course. When a student exhibits unsatisfactory performance that would prevent him/her from meeting residency course student learning outcomes, the following procedure should be followed:

1. Immediately notify the student in person and in writing regarding student performance.
2. Immediately notify the Program Director in person and in writing.
3. Faculty and student should meet to develop an action plan within 1 week of notice of unsatisfactory performance. The action plan must be student-driven with clear student ownership of the plan.
4. Faculty should make ongoing documentation in the student's record regarding the student's progress in achieving the specified goals.
5. If a target date is set and the student's unsatisfactory performance remains, the student, faculty, and director will meet to discuss further action, up to and including dismissal from the program.

Unacceptable Conduct (Student Guide to Rights and Responsibilities available at: <http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/>)

Faculty reserve the right to remove from the program any student who demonstrates unsafe, unprofessional, or unethical behavior at any time. Aggressive behavior will not be tolerated.

Sigma Theta Tau, International, Kappa Delta Chapter

The La Salle University Nursing Honor Society was chartered in April 1988 as the Kappa Delta Chapter of Sigma Theta Tau, International. The purposes of the society are (1) to recognize superior achievement, (2) to recognize the development of leadership qualities, (3) to foster high professional standards, (4) to encourage creative work, and (5) to strengthen commitment to the ideals and purposes of the profession. Membership is by invitation and by application once a year. For more information, please contact the Senior Counselor, Kappa Delta chapter, Sigma Theta Tau in the School of Nursing and Health Sciences

Computer Assisted Instructional Materials

The faculty continually evaluates educational resource materials for software packages that will enhance student learning and facilitate teaching effectiveness (Connelly Library, Audiovisual). The online program uses the approved Learning Course Management System to deliver their course offerings. The Connelly Library Media Services librarian provides updated lists of AV resources regularly and on request. Specific “LibGuides,” for example Credo Instruct, developed by University librarians are available on the library web site.

Other Learning Resources

Other learning resources for both undergraduate and graduate students include the Center for ACADEMIC Achievement that assists in the construction of required papers. Students are given advice and criticism on scholarly writing within their discipline. Further, students can receive counseling pertaining to study skills and time management through the counseling center. Students may attend courses with a peer-writing fellow who critiques writing; this is part of an on-going La Salle University initiative. Doctoral students who need writing assistance, or the use of an editor should speak with the DNP Director for resources and policies.

The School has computer laboratories to facilitate student learning located on Main and West campuses.

University Policies

Each year, La Salle 7(a)4(ti)-3(ve000912doQq0.0)Fm0 G[()] TJETQq0.00000912 0 612 792 reW* Qq0.000009120.0

APPENDIX A: CLASSROOM ACCOMMODATIONS

Classroom Accommodations

Every student at La Salle is given equal opportunity for participation in classes, academic activities, programs, and extra-curricular offerings. Students who need accommodations in order to fully partake in these activities must submit medical or psychological certification of an illness or condition. Once the University obtains the student's completed documentation, we will work with him/her to make the accommodations.

To ensure that you have the best possible academic experience, we offer a variety of classroom accommodations. The accommodations available are designed to help you achieve your academic goals. We want to help you accomplish your academic goals!

How do I request accommodations?

1. Submit written documentation from your medical specialist or licensed psychologist. The age of acceptable documentation is dependent upon the health condition, the student's current health status, and his/her request for accommodations.
2. The documentation should include a list of the classroom accommodations the student would like to use.
3. The University works with students requesting accommodations on a case-by-case basis. It is only after we obtain complete documentation and work with you to determine the appropriate accommodations, that a letter confirming your accommodations will be sent.

All medical information is 100% confidential. You can be as discrete as you choose, however, we recommend letting your instructors know about your disability. If you should choose not to inform them, then your instructors will only be notified of the accommodations of which they need to be aware.

Chronic Health and Physical Conditions *Requirements of your medical specialist:*

A medical specialist in the area of the specific impairment for which accommodations are being sought must complete and sign the documentation.

The practitioner's code of ethics in relation to qualifications and conflicts of interest must be upheld in order to have proper assessment of required accommodations.

Documentation must be typed, dated, signed by the specialist, and submitted on professional letterhead.

Learning Disorder (including a diagnosis of ADD/ADHD) *Requirements*

of your medical specialist:

A licensed specialist should submit a current psychoeducational or neuropsychological evaluation which must be typed, dated, signed by the specialist, and submitted on professional letterhead.

The current and complete psycho-educational evaluation must be less than three years old and include all test scores and results. *Requirements of the report:*

The evaluation should include objective testing to demonstrate the presence of current and certified disorders, clear identification of functional impairments related to the disorders, and recommendations for accommodations in a higher educational environment.

The evaluation must have a clear statement of the DSM-IV or DSMV diagnosis.

A recent 504 plan or IEP Plan is helpful but not required.

Psychological Disorders

Requirements of the report:

Report must include a clear statement of the diagnosis, including related symptoms and any fluctuating conditions.

The report must also contain a clear explanation of how symptoms cause significant limitations in academic settings.

Sensory Impairment

Requirements of the report:

Must include a clear statement of the sensory impairment including related symptoms and any fluctuating conditions.

The report must also contain a clear explanation of how symptoms cause significant limitations in academic settings.

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Nursing Programs Student Complaint Form

A complaint is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. Students who have a complaint about their La Salle University experience should complete this form and submit it to the appropriate individual as directed in the program Student Handbook. It is an express School of Nursing and Health Sciences policy that all students always have the right to lodge a complaint which they deem important without fear of retaliation of any sort or any other adverse consequence as a result of doing so.

Student Name: _____ Student ID# _____

Email Address: _____

Preferred Telephone Contact: _____

Semester/Year: _____

Current student: Yes _____ No _____

Name of individual and/or program against whom the complaint is filed:

Describe your complaint in detail, including date/s of occurrence if possible: (Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the complaint):

Students are encouraged to discuss their concerns and complaints through informal conferences with the appropriate instructor or program. Have you made an attempt to resolve this complaint in this way?

Yes _____ No _____

If yes, describe the outcome (Attach any additional comments, if necessary):

What outcome do you hope to achieve after talking to the appropriate University official(s)? (Attach additional sheets if necessary):

I understand that information contained on this Complaint form will be held confidential to the extent possible. Complaint information may be shared with University officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge.

Signature: _____ Date: _____

APPENDIX C:

Contract for Incomplete Grades

I _____ (Student Name) request an Incomplete (I) grade in Nursing _____,
(Semester and year _____). I understand that the course requirement(s) (_____

_____)

must be completed by _____ and given to the instructor. I also understand that if I am
unable to complete coursework within the allocated time frame, that I *may* receive a reduction in the
project grade for lateness. This may potentially result in a lower grade for the course.

If the student fails to meet the above requirements, and the faculty member does not assign a grade, the
University policy applies. The University policy on “I” Incomplete grades states that a student who
receives a grade of “I” for a course must complete the remaining work within the time of the next semester
(whether the student is enrolled in course work or not during that subsequent semester). If the work is not
completed within that time, the “I” grade will remain on the transcript permanently, and the course must
be repeated to produce a satisfactory grade.

Student Name

Signature

Faculty Name

Signature

Date

Date

- cc: Student File
- Student Copy
- Faculty Copy
- Director DNP Program

COMMENTS:

APPENDIX D:

Course Expectations:

(Use additional space if necessary)

Major sources to be used:

(Use additional space if necessary)

Reason for needing independent study:

**APPENDIX E: La Salle University Doctor of Nursing Practice Program
Practicum Preceptor Form-Student Instructions**

(1) Preceptor Identification and Participation Agreement:

Prior to confirming a preceptor's participation in a practicum experience designed to fulfill curricular requirements the following must occur:

Provide course syllabus to preceptor

Identify student role and responsibilities.

Identify purpose and relevance to project.

You will explain the project upon which you are working, and planned dissemination of the information obtained from the experience

(2) Agreement to Precept

The Agreement to Precept will help you fully convey the important elements of their participation. After the preceptor receives information enough to satisfy the criteria identified in section (1) above, you must ask them to sign the Agreement to Precept. Give the preceptor a copy of the signed form and return a copy of the signed form to the Program Director. You may also keep a copy for your records. **Do not begin practicum hours until you have obtained a signed copy of the Agreement to Precept.**

All preceptors must also provide the student with a cur60.39 Tme the prec

Term/Year:	
Preceptor Name and Credentials:	
Organization Full & Legal Name:	
Organization Address, (incl. # & street, building, floor, room, suite, city, state, zip, etc.):	
Is the site part of a larger health system, or is it a private, stand-alone facility? Fill in the circle to the right that applies.	<input type="checkbox"/> Private <input type="checkbox"/> Part of larger health system

10. Professionalism *Student exhibits ethical nursing behaviors and decision making. Student takes responsibility and accountability for the development of professional behaviors. Student is*

Comments: This is the most valuable part of your evaluation of the student, and we appreciate the time you take to do this. Comments are especially important for any marginal or exceptional ratings. Please provide specific examples.

Strengths:

Areas for improvement:

Reviewed with student (circle): Yes No

Preceptor signature: _____ Date: _____

Student signature: _____ Date: _____

APPENDIX I:

**La Salle University
 Doctor of Nursing Practice Program
 Student Evaluation of Practicum Site & Preceptor
 NUR 750, NUR 880 & NUR 882**

Student Name _____ Course _____

Preceptor Name _____ Practicum Site _____

PRACTICUM SITE

	Yes/No	Comments
Provides an environment that meets course objectives		
Provides an environment to meet practicum objectives		

Complete this section only for *final* cumulative practicum hours.

Summary:

Please write a paragraph indicating the most important lessons learned from the overall practicum experience.

Identify 2 major strengths:

The faculty member and student are obligated at all times to comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time including applicable requirements of the

1. You must have and maintain current health insurance and show verification of coverage each

(Print Name)

(Address)

(City, State, Zip)

(Primary Telephone)

(Personal Email)

(Date)