



 | NORTHWESTERN STATE

# Doctor of Nursing Practice

## Program Handbook

2023-2024

## **DNP PROGRAM HANDBOOK**

This DNP program handbook is intended to provide students with information regarding Northwestern State University College of Nursing's Doctor of Nursing Practice program's overall structure, policies, guidelines and expectations. Students are encouraged to review the handbook carefully and seek clarification from faculty and advisors when and as needed. This handbook is not a contract between Northwestern State University and the student, and the University reserves the right to amend or change the handbook without notice. If policies and procedures in the DNP program handbook are different from those posted in university publications, the program handbook supersedes those in other publications (University Catalog and Student Handbook).

Additional sources of information are published in the most current edition of the University Catalog at <https://www.nsula.edu/registrar/> and Student Handbook at <http://www.nsula.edu/studenthandbook/>. Students are expected to be knowledgeable about these policies.

## **NOTICE OF NON-DISCRIMINATION**

It has been, and will continue to be, the policy of Northwestern State University to be an equal opportunity employer. All employment decisions are based on job-related standards and must comply with the principles of equal employment opportunity.

In keeping with this policy, the University will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, gender identity or expression, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, veteran status, or retirement status. All personnel actions, such as compensation, benefits, transfers, layoffs, training, and education are administered without regard to race, color, gender identity or expression, religion, sexual orientation, national origin, disability, genetic information, age, veteran status, or retirement status.

The University is committed to equal opportunity for student success by providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, gender identity or expression, religion, sexual orientation, national origin, disability, genetic information, pregnancy or parenting status, age, veteran status, or retirement status.

Northwestern State University does not condone or authorize any kind of retaliation against any student or employee who makes a good faith report of conduct which they believe may constitute harassment, discrimination, or retaliation, opposed any prohibited discriminatory practice in any manner in an investigative, or other proceeding about a prohibited discriminatory practice (NSU, Student Handbook, p.2).

Further information can be obtained from personnel in the following offices:

Doctor of Nursing Program  
Northwestern State University  
College of Nursing and School of Allied Health  
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Shreveport, LA 71101  
318-677-3139

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# NORTHWESTERN STATE UNIVERSITY OF LOUISIANA

## UNIVERSITY OVERVIEW

Northwestern State University of Louisiana (NSU), formerly called the *Louisiana State Normal School*, was established in 1884 in Natchitoches, Louisiana. In 1921, the *Louisiana State Normal School*, began offering baccalaureate programs and the school was renamed by the State Constitution to *Louisiana Normal College*. In 1944, further expansion of degree offerings and statewide recognition as a quality institution of higher education led the state Legislature to change the school's name to *Northwestern State College*. In 1970, after the college began offering master's degrees and achieved University status, the Governor changed the name from *Northwestern State College* to its current name: *Northwestern State University of Louisiana*.

Since 1995, NSU has been a member institution of the University of Louisiana System (ULS) and is governed at the state level by two boards: the Louisiana Board of Regents and the Board of Supervisors for the University of Louisiana System.

Today, 136 years after the *Louisiana State Normal School* began offering courses in higher education, Northwestern State University: (a) is a Carnegie Master's L university, (b) is regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), (c) offers over 69 degree programs and 34 certificate programs, (d) employs 32 full-time faculty and over 233 part-time/adjunct faculty, (e) enrolled almost 10,000 students in Fall 2022, and (f) awarded over 2,120 degrees and certificates in the 2020-2021 academic year.

NSU's exponential program growth led to an expansion of the original campus footprint from a single building, located in Natchitoches, Louisiana, the oldest permanent settlement in the Louisiana purchase, to today's 900-acre Natchitoches campus and three off-campus learning sites. The three off campus learning sites are located 80 miles North of Natchitoches in Shreveport, Louisiana; 55 miles south of Natchitoches in Alexandria, Louisiana; and 50 miles southwest of Natchitoches in Leesville, Louisiana. The main campus which remains located in Natchitoches, is the oldest continually functioning higher education campus in Louisiana.

## UNIVERSITY MISSION

Northwestern State University is a responsive, student-oriented institution committed to acquiring, creating, and disseminating knowledge through innovative teaching, research, and service. With its certificate, undergraduate, and graduate programs, Northwestern State University prepares its increasingly diverse student population to contribute to an inclusive global community with a steadfast dedication to improving our region, state, and nation.

## COLLEGE OF NURSING OVERVIEW

In the mid 1940's the visionary nursing community in Shreveport Louisiana, recognized the need for a collegiate-based nursing program. Following the recommendations of a national consultant, five hospitals in the Shreveport region agreed to phase-out their diploma nursing programs in preparation for nursing being offered at the collegiate level. This opened the door for NSU to create a Bachelor of Science in Nursing (BSN) program. In 1949, the first baccalaureate nursing students were admitted to NSU, making it the oldest state supported baccalaureate nursing program in Louisiana. In 2019, the College of Nursing (CON) celebrated 70 years of nursing education and the creation of more than ten-thousand registered nurses!

During the early years NSU's CON students were given two program options. They could exit the program at the end of three years of study with a diploma or complete a fourth year and earn a

baccalaureate degree. Both options allowed graduates to sit for the national registry examination. The diploma option was phased out in the late 1950's. Today, the CON has expanded from two to four-degree programs and 3 post master's certificate concentrations. These five programs have various routes which facilitate students seamlessly entering the desired program and obtaining their degree.

- The Associate of Science in Nursing (ASN) program was initiated in 1972. The program is offered on the Shreveport, Alexandria, and Leesville off-campus learning sites and is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, phone number 404.975.5000, fax number 404.975.5020, <https://www.acenursing.org/>. The ASN program has three routes to the degree: traditional, LPN to ASN, and Paramedic/Military Medic to ASN. A large portion of the ASN program is offered via a compressed video distance learning system.
- The Baccalaureate of Science in Nursing (BSN) program was initiated in 1949 and is offered through three pre-licensure routes and one post-licensure route. Two pre-licensure routes (traditional, LPN to BSN) are offered to students on the university's main campus in Natchitoches and the Alexandria off-campus learning site, and three pre-licensure routes are offered in Shreveport (traditional, LPN to BSN and BS to BSN). A large portion of the BSN didactic courses is offered via a compressed video distance learning system, and/or on-line. The post-licensure baccalaureate nursing route, RN to BSN, is offered entirely online.
- The Master of Science in Nursing (MSN) program was implemented in 1972 and has numerous roles from which students choose (Educator, Administrator, or APRN-Nurse Practitioner). Each Educator/Administrator student must choose a population focus of either Adult-Gerontology or Maternal-Child/Family. Each APRN-NP student also chooses a population focus in either Adult Gerontology Acute Care (AGACNP), Adult Gerontology Primary Care (AGPCNP), Family (FNP), Primary Care Pediatric (PCPNP), Psychiatric Mental Health Across the Lifespan (PMHNP), or Women's Health (WHNP). The FNP concentration was initiated in 1982. The WHNP and PCPNP concentrations were initiated in 1997. The AGACNP concentration began in 1998, and the AGPCNP concentration began in 2013. The PMHNP concentration began in 2017. All roles and concentrations of the MSN program are offered online.
- The Post-master's Certificate in Nursing (PMC) program has been offered by NSU since the onset of the MSN NP programs in 1972. However, in 2014 CCNE began accrediting PMC programs and the Louisiana Board of Regents and ULS Board both began requiring program approval prior to provision of specific PMC degree codes. These changes prompted NSU to evaluate which PMC programs enrolled enough students to meet PMC program criteria and to seek PMC program approval from the BOR and the ULS board in addition to CCNE accreditation. When CCNE accredited the BSN, MSN and DNP programs, PMC accreditation was not offered. Upon contacting CCNE regarding program accreditation, NSU was told to apply for PMC program accreditation at the next accreditation cycle. Currently, the PMC program is composed of a single APRN role: Nurse Practitioner. Students must choose from the Adult Gerontology Acute Care, Family, or Psychiatric Mental Health Across the Lifespan Concentrations/Populations. All role and concentration courses of the PMC program are offered online.
- The Doctor of Nursing Practice (DNP) program began in 2014 and received initial CCNE accreditation status in 2015. The DNP program offers two routes for DNP degree obtainment: Nurse Anesthesia (NA) and Master of Science in Nursing to DNP (OSL).

## PROGRAM ACCREDITATION

The BSN, MSN, PMC, and DNP programs are accredited by the Commission on Collegiate Nursing Education (<https://www.aacnnursing.org/CCNE>). All nursing programs and program concentrations are approved by the Louisiana State Board of Nursing (LSBN). The Doctor of Nursing Practice (DNP) degree,

nurse anesthesia role/population, at Northwestern State University of Louisiana is fully accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) (<https://www.coacrna.org/>), 10275 W. Higgins Rd., Suite 906, Rosemont, IL 60018-5603, and can be reached at 224-275-9130), a specialized accrediting body recognized by the Council on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

## CONSAH VISION, CORE VALUES, AND MISSION

### CONSAH Vision

The College of Nursing and School of Allied Health strives to be an innovator and a pacesetter in the educational preparation of individuals in nursing and allied health.

### CONSAH Core Values

- **Respect.** We embrace free expression, treat people fairly and value diversity while promoting inclusion.
- **Caring.** We empathize with those we encounter by exhibiting openness and expressing sensitivity.
- **Innovation.** We are committed to continuous quality improvement. We are passionate about future transformations that will advance the mission of the University and College while providing state-of-the-art learning environments and experiences for our students.
- **Excellence.** We pursue the highest standards for health professions education to protect the quality of our academic programs. We exceed challenging goals set before us, including those related to stewardship of resources.
- **Professionalism.** We are healthcare professionals who educate future healthcare professionals. Therefore, we maintain professional expertise, demonstrate integrity in our professional behaviors and act ethically. We persevere when faced with challenges, and display accountability for our actions.
- **Teamwork.** We are members of an inter-professional healthcare education team. We involve team members in decision-making. We communicate effectively and challenge ideas with respect.

### CONSAH Mission

Northwestern State University College of Nursing and School of Allied Health serves an increasingly diverse student population while advancing the mission of the University by offering excellent and innovative undergraduate, graduate, certificate, and continuing education programs that are designed to assist individuals in achieving their goal to become responsible and contributing members of an interprofessional global community that improves the health of our region, state, and nation.

## DNP PROGRAM OVERVIEW

Northwestern State University's College of Nursing offers the Doctor of Nursing Practice (DNP) degree for nurses seeking a practice doctorate. The DNP provides a clinical doctorate for baccalaureate or master's prepared registered nurses who desire to practice at the highest level and significantly impact health care outcomes for vulnerable populations. Graduates of the DNP program have the potential to transform health care by utilizing advanced clinical skills, translating evidence into practice, implementing systems changes, establishing standards and policies, and acting as organizational leaders.

The DNP program curricula are structured around the American Association of Colleges of Nursing (AACN) *Essentials of Doctoral Education for Advanced Nursing Practice* and the Council on Accreditation

of Nurse Anesthesia Educational Programs (COA) *Standards for Accreditation of Nurse Anesthesia Programs* (AACN, 2008; COA, 2019). Students will gain specialized competencies and expertise that prepare them to design and direct change in healthcare practice that improve patient and population outcomes, using modalities such as translational research, evidence-based practice, and organizational/systems leadership. NSU's DNP program works specifically with improving the health of vulnerable populations.

## **DNP PROGRAM PURPOSE, GOALS AND OBJECTIVES**

The purpose of the DNP program is to provide a clinical doctorate for baccalaureate or master's prepared registered nurses who desire to practice at the highest level and significantly impact health care outcomes for vulnerable populations. Graduates of the DNP program have the potential to transform health care by utilizing advanced clinical skills, translating evidence into practice, implementing systems changes, establishing standards and policies, and acting as organizational leaders.

The Goals of the DNP program are to:

- I. Provide advanced nurse practice leaders (ANPLs ) with expertise, specialized competencies, and advanced knowledge required for evidence-based nursing practice and mastery in an area of specialization within the larger domain of nursing.
- II. Prepare advanced nurse practice leaders (ANPLs ) to influence, design, direct and implement change in healthcare practice, education, and policy through the development of collaborative alliances to improve healthcare outcomes and decrease morbidity and mortality in vulnerable populations.
- III. Develop advanced nurse practice leaders (ANPLs ) who contribute to nursing's body of knowledge through professional development and scholarly inquiry into practice, processes, or outcomes which affect morbidity and mortality in vulnerable populations.

The DNP program objectives will be obtained by the student prior to graduation. Upon completion of the DNP program, the graduate will be able to:

1. Integrate nursing science with knowledge from ethics, biophysical, psychosocial, analytical, and organizational sciences as the foundation for the highest level of nursing practice.
2. Critically analyze health care delivery models based on contemporary nursing science and organizational and systems perspectives to eliminate health disparities and promote patient safety and excellence in practice.
3. Systematically appraise existing literature, outcomes of practice, practice patterns, systems of care, and health organizations to design and generate best practice evidence to improve practice and health care outcomes.
4. Utilize information systems technology to implement and evaluate healthcare resources, quality improvement initiatives, and programs of care that support practice decisions.
5. Advocate for health care policy which addresses social justice and equity in all health care settings.
6. Employ consultative and leadership skills to function on inter-and intra-professional multidisciplinary teams that work collaboratively to improve vulnerable populations' health outcomes.
7. Synthesize data relevant to clinical prevention and health promotion for individuals, aggregates, and populations to guide implementation of the highest level of nursing practice.
8. Demonstrate advanced practice expertise, specialized knowledge, and expanded responsibility and accountability in the care, management, and evaluation of individuals, families, and communities in a specialty practice area within the domain of nursing.



## DNP PROGRAM OUTCOME MEASURES

Program outcome measures are indicative of program effectiveness, academic quality, and student achievement. DNP program outcome measures are reported annually and vary depending on the DNP route, role, and population.

The DNP Program will admit, retain, and graduate students who have the ability to benefit from a doctoral education as evidenced by:

1. Admission Standards
  - a. The program will only admit students (100%) who demonstrate the ability to benefit from a doctoral education and as applicable, nurse anesthesia education.
2. Graduation Rate
  - a. The program will retain 90% of admitted students per cohort.
  - b. The program will graduate 90% of students per cohort within 200% of expected program completion time (OSL= 4 years, NA= 6 years)
  - c. The cohort attrition will not exceed 10% per cohort.

The DNP Program will adequately prepare graduates (NA) for the National Certification Exam (NCE) as evidenced by:

1. Cohort Pass Rate
  - a. Cohort Pass Rate equal to or greater than the national average for first time test takers.
  - b. Eventual Cohort Pass Rate of 100% for all test takers on all attempts.
2. Cohort Mean NCE Total Score (NA)
  - a. Cohort Mean NCE Total Score equal to or greater than the national average for first time test takers.
3. Cohort Mean NCE Sub Scores (NA)
  - a. Cohort Mean NCE Sub Scores equal to or greater than the national average for first time test takers in all domains.

The DNP Program will graduate students who are prepared to practice as a DNP prepared Advanced Nurse Practice Leader (ANPL ) in their role/population as evidenced by:

1. Employment Rate
  - a. Of those DNP-OSL graduates seeking employment, 100% will be employed within 6 months of graduation.
  - b. Of those DNP-NA graduates seeking employment, 100% will be employed as a CRNA within 6 months of graduation.
2. Alumni Evaluation
  - a. At 1-year post-graduation, 100% of responding alumni will report preparedness to practice as a doctorate prepared Advanced Nurse Practice Leader (ANPL) upon program completion.
  - b. At 1-year post-graduation, 100% of responding alumni will report preparedness to enter anesthesia practice upon program completion (NA).
  - c. At 1-year post-graduation, 100% of responding alumni will evaluate the quality of the program as favorable in relation to their preparedness to enter practice upon completion of the program.
  - d. At 1-year post-graduation, 100% of responding alumni will report the acquisition of refined communication and scholarship skills necessary to translated research findings into practice.
  - e. At 1-year post-graduation, 100% of responding alumni will report active participation in

at least one professional organization.

3. Employer Evaluation

- a. At 1 year of employment, 100% of responding employers will report that graduates are able to practice in their role/population as a doctorate prepared Advanced Nurse Practice Leader (ANPL).
- b. At 1 year of employment, 100% of responding employers will report that graduates are able to apply critical thinking and requisite knowledge to provide safe, ethical, evidence-based anesthesia care services to culturally diverse individuals and populations across the lifespan (NA).

## DNP PROGRAM CURRICULA AND PROGRAM DESIGN

The DNP Program is offered via two routes: Bachelor of Science to DNP (NA) and Master of Science in Nursing to DNP (OSL). The program offers two role/populations: Organizational Systems Leader and Nurse Anesthetist. Depending on the route, role and population, the program curriculum and design is structured to achieve the DNP program purpose, goals, and objectives.

### NURSE ANESTHESIA

The curriculum pattern for the Nurse Anesthetist route/role consists of nine consecutive semesters (36 months) with a total of 128 credit hours. Course offerings are sequential and only offered during the semester indicated on the curriculum pattern. The program curriculum occurs in two phases and is integrated in nature. The first 12 months of the program primarily focuses on didactic education while the second 24 months of the program focuses on both didactic and clinical education. Due to the rigorous nature of nurse anesthesia education and the requirements for degree attainment, NA students do not follow the academic calendar and may not follow the emergency closure plan based on clinical obligations. The nurse anesthesia clinical practicum courses require direct patient practice on a 1:4 ratio. The scholarly project practicum courses require direct practice for an equivalent of 60 clinical practice hours per academic hour. The curriculum pattern can be found in **Appendix A**.

### ORGANIZATIONAL SYSTEMS LEADERSHIP

The curriculum pattern for the Organizational Systems Leader route/role, consists of six consecutive semesters (24 months) with a total of 38 credit hours. Course offerings are sequential and only offered during the semester indicated on the curriculum pattern. Courses are typically delivered via the online environment in an asynchronous format. The scholarly project practicum courses require direct practice for an equivalent of 60 clinical practice hours per academic hour. The curriculum pattern can be found in **Appendix B**. Course descriptions for each DNP curricula can be found in **Appendix C**.

## STUDENT GOVERNANCE PARTICIPATION AND LEADERSHIP

CONSAH governance is the shared responsibility of all CONSAH members. To fulfill this responsibility, faculty, staff, and administration have established collaborative bodies known as Councils, Standing Committees, Sub-Committees, and Ad-Hoc Committees which are charged to perform specific governance duties requiring faculty, staff, administrative, student, and community of interest (COI) involvement. DNP students are invited and encouraged to participate in CONSAH, and DNP Program governance as designated below:

### Committee, Council and Meeting Participation

- DNP Program Curriculum Committee- The DNP PCC chairperson invites a minimum one representative from each cohort to attend monthly DNP PCC meetings.
- CON Advisory Council- The CONSAH Dean invites a minimum of one representative from the

DNP Program to attend the Annual CON Advisory Council meetings.

- Student Leadership Advisory Meetings- Cohort student leadership is encouraged to meet on a regular basis and at a minimum of once a semester to discuss DNP program related matters.

### **Nurse Anesthesia Elected Positions**

- President- Each cohort elects their own president. The president is responsible for providing leadership to the class, serving as a liaison to other organizations without specific representatives, communicating class requests or concerns to the program administrator, etc.
- LANA Representative- Each cohort elects a student to serve as a Louisiana Association of Nurse Anesthetists (LANA) student board member. The LANA representative is expected to attend monthly LANA BOD meetings, annual LANA fall meetings and other events as requested by the LANA BOD.
- Social Vice President- Each cohort elects a social vice president. The social vice president organizes class social events/functions and communicates with program faculty regarding social events.

### **Organizational Systems Leader Elected Positions**

- President- Each cohort elects their own president. The president is responsible for providing leadership to the class, serving as a liaison to other organizations without specific representatives, communicating class requests or concerns to the program administrator, etc.

## **ADMISSION, PROGRESSION, AND GRADUATION**

### **ADMISSION PROCEDURES AND GUIDELINES**

Admission to the DNP program begins with admission to NSU's Graduate School. Admission to the Graduate School does not imply admission to the DNP program. The DNP program is a selective admissions program.

### **GRADUATE SCHOOL ADMISSION REQUIREMENTS**

Applicants seeking admission to the DNP program must meet minimum requirements for admission to the University's Graduate School. Applicants will be required to apply and submit application materials to the Graduate School as outlined in the graduate school admission process and by the specified deadline.

Additionally, applicants are required to submit: a) official transcripts reflecting a minimum of a baccalaureate degree in nursing (NA route) or master's degree in nursing (OSL route) from a nationally accredited College or University in the United States, b) official transcripts from all academic institutions attended, an undergraduate cumulative GPA of 3.00 on a 4.00 scale, c) official GRE scores with a minimum total of 290 or higher when combining verbal and quantitative scores within the last five years (NA route only), d) GRE analytical writing score of 3.0 or higher (NA route only), e) an Emotional Intelligence assessment, and f) three (3) professional letters of recommendation (1 from a former faculty member, 1 from an immediate supervisor in the clinical setting and 1 character reference) to the Graduate School. Non-native speakers of English must demonstrate sufficient English language proficiency per the University English Proficiency and TOEFL Requirement.

### **DNP PROGRAM SPECIFIC ADMISSION REQUIREMENTS**

Applicants must also meet the minimum requirements for admission to the DNP program. Applicants are required to submit: a) application, b) evidence of a minimum of 1-year full-time experience as a registered nurse (record of work experience form), c) current, unencumbered Registered Nursing License in any state, d) technical skill proficiency record, e) personal statement, f) curriculum vitae,

and must attest to the ability to meet and comply with technical performance standards (CONSAH Essential Academic Performance and Technical Standards for Didactic and Clinical Settings). Additionally, Nurse Anesthesia applicants must submit current American Heart Association Basic Life Support (BLS), and Advanced Cardiac Life Support (ACLS) certifications and must have eligibility for Registered Nurse licensure in Louisiana or a compact state prior to enrollment.

After acceptance to the Graduate School, and review of the materials submitted to the DNP Program, applicants will be interviewed by the DNP admission committee. Once final selection is made, applicants will be notified of acceptance or denial. Application deadlines, materials and the admission process are published on the CON DNP program website: <https://nursing.nsula.edu/nursing-programs/>.

### **READMISSION**

A student who has withdrawn from the DNP program (withdrawn from all courses) and is in good standing with the University, may apply for readmission to the DNP Program. Students who wish to reenter the program must meet with the DNP admissions committee with the understanding that readmission is not guaranteed. Readmission to the program is contingent on admission committee recommendations and program space availability.

### **ADVISING AND REGISTRATION**

Upon acceptance into the DNP program, students will be assigned a faculty advisor. Faculty advisors will meet with advisees each at the end of each semester and on an as needed basis, providing students with guidance and continual feedback. Students will be advised of course registration needs during advising sessions.

### **TRANSFER OF CREDIT AND ADVANCED STANDING**

#### **Nurse Anesthesia**

Coursework from outside institutions will not be transferred for inclusion of NA (Nurse Anesthetist Role) degree requirements. NSU Nursing courses may be accepted at the discretion of the Director of Doctoral Studies, with requests accompanied by course description and course syllabus. All coursework for the DNP degree, including advanced standing credits, must be completed within 4 years immediately prior to graduation.

#### **Organizational Systems Leader**

A maximum of 12 credit hours may be earned at other Louisiana Collaborating Institutions and transferred to NSU for inclusion of the Organizational Systems Leader Role degree requirement. The three courses are articulated in the Inter-Institutional Collaborative Agreement between Louisiana's Collaborating Universities and NSU and include: (1) Scientific Underpinnings for Practice, (2) Clinical Prevention and Population Health, and (3) Healthcare Policy: Analysis, Advocacy, and Transformation. Courses will only be accepted with grades of "B" or better. Other courses for transfer may be accepted at the discretion of the Director of Doctoral Studies, with requests accompanied by course description and course syllabus. All coursework for the DNP degree, including transferred credits, must be completed within 6 years immediately prior to graduation.

## PROGRESSION

To maintain progression status and be in good academic standing with the DNP program, the student must:

- Maintain a current, unencumbered license to practice as a registered nurse (RN).
- Obtain a minimum final grade of "B" or higher in all courses.
- Maintain continuous enrollment in the DNP program.
- Meet the University and CONSAH health requirements
- Meet the *CONSAH Essential Academic Performance and Technical Standards for Didactic and Clinical Settings*; and
- Abide by the *Student Code of Conduct* as published in the University Student Handbook and meet *DNP Program Expectations* as published in the DNP Program Handbook.

## NON-PROGRESSION

If a student fails to meet one or more of the requirements for progression, the student is in non-progression. Students may return to progression by following the re-entry procedures, provided they have not been dismissed from the nursing program. Students will be in non-progression for:

- Failure to obtain and maintain current, unencumbered licensure to practice as a registered nurse (RN).
- Failure to achieve a minimum grade of "B" in all courses.
- A student who earns a "C" in a didactic (non-practicum) course:
  - A DNP student will be allowed to progress in the program, provided the student's GPA is a 3.0 or higher. The DNP student will not have to repeat the course for credit.
  - If the student earns a second "C" in a didactic course, the student will be dismissed from the program.
- A student who fails a practicum course (as indicated by a final grade of "C", "D" or "F"), will be dismissed from the program.
- A student who fails a didactic course (as indicated by a final grade of "D" or "F"), will be dismissed from the program.
- Failure to maintain continuous enrollment in the DNP Program.
  - Students who are voluntarily or involuntarily withdrawn from a DNP course are considered out of progression.
- Failure to meet the University and CONSAH health requirements.
  - Students will be withdrawn from courses if they fail to meet the requirements outlined for nursing students by Student Health Services.
  - Students who are withdrawn will not be automatically re-enrolled once they have met the requirements.
- Failure to meet the *CONSAH Essential Academic Performance and Technical Standards for Didactic and Clinical Settings*.
  - Students must meet the *CONSAH Essential Academic Performance and Technical Standards for Didactic and Clinical Settings* for admission and continue to meet these standards throughout program enrollment.
  - A student will be withdrawn from courses and/or dismissed from the program for failure to meet *CONSAH Essential Academic Performance and Technical Standards for Didactic and Clinical Settings*.
- Failure to abide by the *Student Code of Conduct* as published in the University Student Handbook and/or meet *DNP Program Expectations* published in the DNP Program

Handbook.

- Upon admission to the University and throughout DNP program enrollment, students must abide by the *Student Code of Conduct* and *DNP Program Expectations*.
- A student will be withdrawn from courses and/or dismissed from the program for failure to meet *DNP Program Expectations*.
- A student will be referred to the Dean of Students for *NSU Code of Conduct* infractions.

## GRADING SCALE

The DNP Program's grading scale is a ten-point scale which is constructed as: A (90-100%), B (80-89%), C (70-79%), D (60-69%), and F (0-59%). All graded course work is calculated to the second decimal place (hundredths column). Only the final course grade is rounded to the nearest whole number with only the first decimal place (tenths column) rounded. For example, a final course grade of 79.5 is rounded to 80 whereas a final course grade of 79.49 is not rounded to 80. The DNP Program follows procedures for assigning incomplete "I" and in progress "IP" grades as outlined in the University Catalog.

## PROGRAM DISMISSAL

As outlined in the non-progression policy, students will be dismissed from the DNP program for failure of didactic, and/or clinical courses, and/or loss of unencumbered Registered Nurse licensure status. Further, a student who violates the Academic Honesty Policy is subject to dismissal from the DNP program as outlined in the University Catalog and Student Handbook.

## GRADUATION REQUIREMENTS

DNP students must complete all University requirements for graduation. Additionally, students must complete all courses with a GPA of 3.00 or greater, obtain course grades of "B" or higher, provide evidence of a minimum 1,000 hours post-baccalaureate clinical experience, present a satisfactory oral defense of their DNP scholarly project, and be in good standing with the University. Additionally, NA students must complete all requirements of the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) and the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA) for program completion and meet program required nurse anesthesia clinical hour requirements.

Each DNP student is expected to monitor their progress to ensure that degree requirements are met. If a student encounters difficulty satisfying degree requirements, it is the student's responsibility to notify the Director of Doctoral Studies. Timely notification is imperative to facilitate change and adjustments to ensure the student can meet degree requirements.

## GRADUATION DEFERRAL

In extenuating circumstances, a student may be granted graduation deferral. If graduation deferral is needed, it must be approved by the Director of Doctoral Studies and the CONSAH Dean. Deferral may be granted for failure to meet graduation criteria, student on probation, extended medical leave, extended military leave (mandatory call to active duty) or an extreme circumstance. In the case a student is granted deferral of graduation, the student will have one academic semester after the original graduation date to fulfill all graduation requirements.

## RECORD RETENTION

DNP Program faculty will maintain records and documents per university protocol and in compliance

with the CONSAH Record Maintenance Policy. Each DNP student's application, final transcript and graduate clinical transcripts will be maintained permanently.

## UNIVERSITY POLICIES

Important University policies are outlined in the University Student Handbook and the University Catalog. The Student Handbook can be found at <http://www.nsula.edu/studenthandbook/> and the University Catalog can be found at <https://www.nsula.edu/registrar/>. For convenience and ease of reference, some policies are outlined below.

### DROPPING OR ADDING COURSES

Students may drop and add courses on or before the seventh day of classes (see University Academic Calendar at <https://www.nsula.edu/students/>). When a course is "dropped" it no longer appears on the student's record, and fees for the class will be refunded or adjusted (see University Catalog at <https://www.nsula.edu/registrar/>). After the seventh day of classes, and before the "last day to withdraw or resign from the University", a student can withdraw from a course online using NSUConnect. It is recommended that students consult the Registrar's office to ensure all required forms are completed. Students are strongly encouraged to meet with their advisor prior to withdrawing from a course. Upon submission of the online request by the deadline posted in the University Academic Calendar, a grade of "W" is assigned to each course. Although "W" grades do not affect the grade-point average, excessive withdrawals reflect negatively on the student's record, interfere with the student's progress toward graduation, and may result in the loss of scholarships and other types of financial aid. Students should see the Financial Aid Satisfactory Academic Progress Regulations in the University Catalog.

Students who drop all courses they are registered in must officially resign from the University. Students must initiate the resignation process in the office of their academic dean by completing a resignation/cancellation form through the Registrar's Office. A student may resign from the institution with grades of "W" prior to a date specified in the official University Academic calendar.

### ACCESS TO EDUCATIONAL RECORDS

In accordance with Northwestern State University's Policy on Family Educational Rights and Privacy Act, information about a student generally may not be released to a third party without the student's written permission. Exceptions under the law include state and federal educational and financial institutions, and law enforcement officials. The policy also permits the student to review their educational records and to challenge the contents of those records.

### ACADEMIC HONESTY

Every student and student group shall be required to act lawfully and in such a way as not to adversely affect the educational processes of the University or the rights of others. Violation of this general standard shall be considered an infraction of the Student Code of Conduct. The following types of conduct are prohibited, and individuals found to have committed such infractions by the procedures set forth in the Student Code of Conduct shall be subject to sanctions being imposed including the sanction of probation, suspension, or expulsion from the University. Additionally, in accordance with *CONSAH Academic and Technical Standards for Didactic and Clinical Settings*, students who violate academic honesty may be dismissed from the DNP Program for failure to meet required standards.

For violations of academic honesty, a student may receive a grade of zero (0) on the assignment and/or a grade of F in the class and will be referred to the Office of Accountability & Student Conduct to

create a disciplinary record and/or receive any additional sanctions. For a comprehensive description of academic infractions and sanctions refer to Northwestern State University Student Code of Conduct (<http://www.nsula.edu/studenthandbook/>).

### **Academic Infractions**

1.1 Cheating or deception in any form: Misrepresenting one's mastery of course content or experiential learning as a requirement for a course (i.e., internship, field work, practicum, service-learning, student teaching, clinical experience, etc.).

1.2 Plagiarism (including duplicity): Misrepresenting another's words, ideas, phrases, sentences, or data as one's own; the failure to properly acknowledge source material with citations and references; or the submission for credit substantially unchanged work in more than one course.

1.3 Misuse of resources: Acquiring or distributing, without permission, any academic material, which includes stealing, selling, posting, buying, blackmailing, or otherwise accessing or sharing any content used to fulfill academic requirements.

1.4 Falsification: Submitting false information to deceive, including substituting for another person or permitting another person to substitute for oneself, using another's identification, or forging proctor information.

1.5 Facilitating another student's academic dishonesty: Collaborating, conspiring, or cooperating to fulfill academic requirements so as to misrepresent individual effort and knowledge.

### **CLASSROOM CIVILITY STATEMENT**

Northwestern State University students, faculty, and staff are expected to create an environment that promotes academic excellence, personal dignity, mutual respect, and individual responsibility in both face-to-face and electronic educational settings regardless of the content of the ideas and opinions being shared.

Our diverse backgrounds as individuals combined with ideas and concepts being taught and discussed require that we demonstrate respect for ideas and opinions that may differ from our own. It is part of the educational process to think critically about our own reactions, beliefs, and opinions, and examine why we hold them. Students who use inappropriate language, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others, speak at inappropriate times, take frequent breaks, interrupt the class by coming to class late or leaving early, engage in loud or distracting behaviors, use cell phones or other noise-making electronic devices like watches with alarms, listen to music on headphones, or play with computers or hand held games during the class period may be asked to leave the class and may be subjected to disciplinary action.

The instructor of a course may deem additional behaviors or actions inappropriate; these actions or behaviors will be outlined in the course syllabus. Students who are online and make others feel unwelcome, disrespected, harassed, use inappropriate language, are verbally abusive, or display defiance or disrespect to others may also be subjected to disciplinary action under the Northwestern State University Student Code of Conduct and Sanctions ( <http://www.nsula.edu/studenthandbook/>).



## SOCIAL NETWORKING POLICY

Students who meet on social networking sites and who choose to discuss NSU faculty, other students, courses, or NSU in general are expected to conduct themselves in a civil and professional manner. If students should conduct themselves in a verbally abusive, disrespectful, or aggressive manner while posting to public forums of any kind and it comes to the attention of NSU faculty or staff, said students may be asked to leave the class and may be subject to disciplinary action under the *Code of Student Conduct and Sanctions* (Article VII Sanctions).

## STUDENTS WITH DISABILITIES

It is the policy of NSU to accommodate students with disabilities, pursuant to federal law, state law, and the University's commitment to equal educational opportunities. Any student with a disability who needs accommodation, for example, in seating placement or in arrangements for examinations or other disability-related issues, should inform the instructor at the beginning of the course. Students with disabilities are encouraged to contact the Office of Disability Support: 911 University Parkway, Watson Memorial Library Room 108-C; (318) 357-4460.

## SEXUAL HARASSMENT AND ASSAULT

NSU is committed to eliminating sexual misconduct in our community, advocating for students who have experienced sexual assault or harassment, and respecting the legal rights of both complainants and respondents. Misconduct involving sexual assault, sexual harassment, domestic violence, dating violence, stalking, a hostile environment caused by sexual harassment, sexual exploitation, coercion, retaliation, intimidation, sexual consent, and discrimination based on sexual orientation, gender identity or gender expression should be reported to the Dean of Students (318) 357-5286. Also, hate crimes, including those based on gender identity or national origin, should be reported. The offenses listed above are prohibited by the University. Information about conduct infractions and sanctions (Articles IV and VII of the Student Code of Conduct) are available at <https://www.nsula.edu/studenthandbook/>.

**Reporting and Assistance:** NSU strongly advocates reporting sex discrimination, sexual assault, intimate-partner violence, or sexual harassment. If a student discloses an incident, they will learn options for assistance, such as health and wellbeing counseling, residence and class accommodations, and options for filing complaints or criminal charges. Disclosure to University personnel will not obligate the complainant to file a grievance or criminal charge, nor will it subject the complainant to scrutiny or judgmental opinions. Students have two options: 1) Reporting to Dean of Students (318) 357-5286 or University Police (318) 357-5431. For emergencies or a 24/7 Confidential Advisor, please call University Police or 2) Confidential Disclosure to Campus Counselor (318) 357-5621 or Confidential Advisor (318) 357-5570. For a comprehensive list of parish-wide resources for assistance, please visit <https://www.nsula.edu/notalone/>.

**Confidentiality:** All reporting of sex discrimination and sexual misconduct is treated as confidential to the greatest extent possible; the privacy of all individuals involved is important to Northwestern State University. In most situations, only individuals involved in the resolution of the situation will have access to the information about the case. If there is a risk of the alleged perpetrator committing additional crimes, if a student is in immediate danger, or if there has been expressed intent to harm others, or other risks such as involvement of a weapon or the age of the students involved, the University may determine that it is necessary to compromise the level of privacy provided.

For more information and assistance in case of sexual assault or harassment, please see the *NSU: Not Alone* webpage: <https://www.nsula.edu/notalone/>.

## DIVERSITY, EQUITY, AND INCLUSION

Northwestern State University defines diversity as including, but not limited to differences in age, gender identity and expression, religion, language, sexuality, socioeconomic status, ethnicity, race, mental and physical abilities, and geographic background. In our mission to understand our differences, we also hope to realize our commonalities and recognize how all these parts of our identities shape each of our experiences of the world. We are dedicated to fostering a community based on empathy, thoughtful dialogue, personal growth, and action.

## TITLE IX STATEMENT

**Title IX of the Education Amendments of 1972** prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. NSU is committed to equal opportunity for student success by providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, veteran status, or retirement status. Student complaints or inquiries related to Title IX should be directed to the Director of Student Advocacy/Title IX Coordinator, Julie Powell, (318-357-5570 or obannanj@nsula.edu), located in room #308 of the Student Services Center.

## DRUG POLICY

NSU CONSAH conforms to all local, state, and federal laws regarding the illegal use of alcohol and other drugs on campus or during university sponsored events. The NSU CONSAH believes that substance abuse is a danger to the well-being of faculty/staff, students, health agencies, employees, and clients.

Therefore, to insure public and professional trust, safety, and to ensure fitness for duty, the unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or sale of alcohol, illegal drugs, and legal drugs obtained illegally, controlled substances, or designer drugs by students will not be tolerated. Individuals found to have committed such infractions shall be subject to sanctions including suspension or dismissal from the CONSAH/University.

The College of Nursing and School of Allied Health drug policy (**Appendix D**) supersedes the policies published in the *Student Handbook*. The CONSAH drug policy reflects additional requirements for health care professionals. The Dean of the CONSAH or his/her designee authorizes drug or alcohol testing of students. In addition to the CONSAH drug policy, the DNP program administration reserves the right to conduct random drug testing.

## NO SMOKING POLICY

Tobacco use is prohibited on all Northwestern State University campuses. The smoke-free policy covers all interior spaces on Northwestern State University campuses, properties, leased or operated by the university, all campus housing, indoor and outdoor athletic facilities, vehicles owned or leased by the university and personal vehicles on the Northwestern State campus whether they are moving or parked. The policy will apply to Northwestern State faculty, staff, students, and visitors to campus including contracted personnel, contractors, and vendors. The policy applies to all university events and events held in university facilities. Those who violate the policy are subject to a fine.

## POLICY ON RESEARCH OF HUMAN SUBJECTS

Research is promoted by the University as is the involvement of the University community including

students in research programs and activities. During a student's experiences at NSU, he or she will have various opportunities to participate in assessment, measurement, and testing programs like focus groups, surveys, tests, and interviews. Some of these will be optional and voluntary while others will be mandatory. The University encourages cooperation and participation in such programs and activities. Many times, such programs allow for opinions to be expressed, services to be improved, funds reallocated, and other institutional changes.

When human beings are used as subjects in research projects, safeguards must be established to protect their health, well-being, and rights. Under the policies established by the United States Department of Health and Human Services (HHS), this protection is extended to all human subjects regardless of the nature of the research being performed. In response to this policy, Northwestern State University established the Committee on the Protection of Human Subjects in Research to review all research proposals involving human subjects. University policy requires that all research proposals for which data is to be collected from human subjects shall be submitted to this committee to determine whether an exemption applies or whether a review is required.

It is the responsibility of the faculty member to assure compliance with this policy in research conducted by either a student advisee or the faculty member. In 1981, the HHS revised guidelines and exempted certain forms of research involving subjects from review. These forms of research are as follows: *Common Education Practices* Research involving regular or special instructional strategies, or research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom methods.

*Educational Testing* Research involving the use of educational tests (cognitive, diagnostic, aptitude, and/or achievement) if information taken from these sources is recorded in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

## **SURVEY AND OBSERVATION**

Any research involving survey and observation is exempt except where any one of the following exists: (a) subjects can be identified either directly or indirectly; (b) subject responses if they become known outside the research could place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability; or (c) the research deals with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.

\*All research involving survey or interview procedures is exempt, without exception, when the respondents are elected or appointed public officials or candidates for public office. Further information on the Protection of Human Subjects can be found at the Institutional Review Board (IRB) page at <https://www.nsula.edu/irb>.

## STUDENT COMPLAINTS AND APPEALS

### STUDENT COMPLAINTS

Northwestern State University recognizes a student's need to express grievances during the college experience. The Dean of Students Office functions to assist students in lodging and resolving such complaints. Students may contact the Dean of Students Office to file a written complaint and/or for assistance in filing complaints.

Northwestern State University students who wish to lodge a written complaint about an employee of the institution (faculty or staff), another student, policies and procedures, harassment, bullying, sexual harassment, equal access, or other complaints, should contact the Dean of Students at [deanofstudents@nsula.edu](mailto:deanofstudents@nsula.edu). Ordinarily, complaints against students or student organizations follow Article V of the *Student Code of Conduct* and complaints against employees of the university or its agents follow the Student Grievance Procedure found in **Appendix I** in the *Student Code of Conduct*. Students should seek clarification from the Dean of Students Office when filing a complaint.

Student Complaints may be categorized as follows:

- Complaints about an employee (faculty or staff) of the institution (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).
- Complaints about another student or organization (See Article V of the Student Code of Conduct).
- Complaints against a department (its policies or procedures) (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).
- Complaints of sexual harassment against an employee or another student and all student related Title IX complaints (See the Northwestern State University Sexual Misconduct Policy).
- Complaints of harassment or bullying by a student or student organization (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct); complaints of bullying or harassment by faculty or staff (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).
- Complaints about equal opportunity access (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).
- Other complaints not included above (Contact the Dean of Students).

The Dean of Students realizes that in certain situations, it is inappropriate for students to meet with the person against whom they wish to lodge a complaint. In such cases, the Dean's Office may act as a liaison or assist the student in meeting with the person or that person's supervisor. Complaints may be formal (written grievances) or informal. Whatever the circumstances, the Dean of Students will assist students in the process of filing complaints. NSU strives to maintain the confidentiality of the parties involved in the grievance process. However, in cases of sexual misconduct, the institution will comply with the Department of Education guidelines and investigate reported incidences.

### STUDENT APPEALS

Student Appeals are not considered complaints. However, Northwestern seeks to allow students to appeal University policy and decisions when the student believes she/he has experienced unusual circumstances which may be out of their control or when the student believes the University failed to follow policy. Students may seek assistance at any time from the Dean of Students. It is important to verify the appeal process through the University catalog <https://www.nsula.edu/registrar/>

Student Appeals are categorized as follows:

1. Admission Appeals (to determine if student may have an exception).
2. Admission Access Appeals (to allow registration with balance).
3. Grade Appeals/Registration, Credits and Graduation (to change grades, issue credit).  
Graduate students who receive grades they believe do not reflect the quality of their work may appeal these grades within 120 days following the academic period in which the grades were earned. Please visit the graduate school website for additional information at <https://graduateschool.nsula.edu>. The procedure for appeal is as follows:
  - a. The student should consult the instructor to see if an understanding can be reached. The student is entitled to an explanation as to how the grade was determined and to examine any tests, papers, or other information pertinent to the appeal.
  - b. If the conference with the instructor is not satisfactory, the student should secure a Grade Appeal Form from the Dean of the Graduate School. The student may discuss the grade appeal informally with the Dean of the Graduate School if the student so desires.
  - c. In filing a formal appeal, the student should complete the appeal form, (a) stating the nature of the appeal, (b) providing a detailed description of the justification, and (c) requesting a specific action. Since the written appeal will be the basis for the ultimate decision, the student should ensure that it is clear, complete, and inclusive of all documentation the student wishes to have considered in the appeal process. It is the student's responsibility to present written evidence that the instructor made an error or acted arbitrarily or capriciously in assigning the grade.
  - d. The student should submit the completed appeal form to the instructor for review. If a solution is not found, the instructor should provide a written response to the student's appeal, providing documentation as to how the grade was determined. The instructor's response should include a copy of the course outline or syllabus provided to the student's class at the beginning of the semester or term.
  - e. After having met with the instructor and obtaining his or her written response to the appeal, the student may submit the form to the head of the academic department that owns the course. Following a review of the student's appeal and the instructor's response, the department head or dean of the college should provide his or her written opinion of the appeal along with any additional, pertinent information.
  - f. If the student is unsatisfied with the opinion of the Department Head or Dean of the college, he or she may submit the appeal to the Dean of the Graduate School. The Dean of the Graduate School would decide which would be final or refer the appeal to the University Graduate Council for review and recommendation. The Council's report would be a recommendation to the Dean of the Graduate School, whose decision would be final. The Dean of the Graduate School will notify the student of the final decision.
4. Financial Aid and Scholarship Appeals (to maintain aid due to drop in GPA) Financial Aid Appeal and Scholarship Appeal.
5. Residency Appeals (to waive out of state tuition) Residence Status Appeal.
6. Auxiliary Services Appeals (to waive on campus living & food service requirements)- Off Campus Living and Food Exemption
7. Parking and Traffic Appeals (to waive tickets or fees)- Appeals Process for Moving and Parking Tickets.
8. Disciplinary Appeals (to overturn sanction in conduct hearing).

All student appeals are reviewed by committees at the last level of the appeal. However, in some cases, appeal may originate and be resolved with individual employees.

## PROGRAM EXPECTATIONS

### PROFESSIONALISM

All DNP students are expected to interact on a professional level with integrity, ethics, honesty, and accountability in all educational and non-educational activities.

### COMMUNICATION

Communication is essential for successful program progression. Students are expected to check their email daily. All students are expected to use their NSU email account when communicating with faculty, staff, and students. It is expected that emails from students to faculty/staff and from faculty/staff to students will be answered within 48 hours, not including weekends and holidays. If a faculty member is out of the office for an extended period, students will be given instructions on who to contact for assistance. Email communication is preferred, but text messaging, written notification and/or forum messaging may be used as appropriate.

When communicating in person or online, it is important to be professional. Students are expected to be respectful of others' ideas, offer thoughtful, positive, constructive comments, and avoid using all capital letters, slang, or excessive punctuation in communications.

### TIME COMMITMENT AND ATTENDANCE

DNP students are expected to attend all course and program related meetings and functions, including but not limited to advising sessions, didactic lecture, clinical practice experiences, clinical site meetings, evidence-based journal club meetings, morbidity and mortality conferences, and professional organization meetings. All students must attend at least one state or national professional meeting (virtual or in person) prior to graduation. Students may request vacation in accordance with the Leave Policy as outlined in the clinical practicum policies and procedures.

#### Nurse Anesthesia Attendance

Nurse Anesthesia students must attend the Louisiana Association of Nurse Anesthetists (LANA) Annual meetings as outlined in course syllabi. All NA students are required to complete off shift and/or call rotations during the clinical portion of the program and must submit time logs as outlined in nurse anesthesia clinical practicum expectations.

In accordance with the Council on Accreditation for Nurse Anesthesia Educational Program (COA) standards, student time commitment should not exceed 64 hours per week. It is the student's responsibility to log time in accordance with the Clinical Case Documentation and Time Log Policy. Refer to the Standards for Accreditation of Nurse Anesthesia Educational Programs definition of "Reasonable time commitment."

### TARDINESS

It is the Program's expectation that all students will arrive to commitments on time. Responsibility and accountability for meeting course, clinical, and program obligations is a fundamental component of professionalism. Tardiness includes reporting late for classes, didactic commitments, journal club, clinicals, and/or any other required program obligations. It also includes taking excessive time for lunch or breaks in the clinical practice area.

If a student has knowledge that he/she will be late, he/she should make every effort to notify the course instructor, Facilitator of Doctoral Studies and Academic Operations and the Director of Doctoral Studies via University email. For clinical tardiness, the student must also notify the clinical

site via procedures outline in course syllabi. Students failing to report to a scheduled program obligation within one hour of the scheduled start time will receive an unexcused absence. Tardiness during exam or graded assignment administration will be managed in accordance with the testing policy. As outlined in clinical practicum expectations and as applicable, the tardiness disciplinary matrix will be enforced.

## **EMPLOYMENT**

The time commitment for doctoral education is significant and therefore, full-time employment may not be feasible during program enrollment for Nurse Anesthesia or Organizational Systems Leadership students.

### **Nurse Anesthesia**

Employment is discouraged for NA students during program enrollment after the first two semesters of coursework. Employment in the anesthesia field by NA students is prohibited by law, Program and University policy. At no time should a student nurse anesthetist be employed as a CRNA. Under no circumstances shall a student nurse anesthetist seek employment as a Nurse Anesthetist by title or function until successful graduation from the DNP Program (DNP NA route/population).

## **LICENSURE AND CERTIFICATIONS**

All DNP students must maintain a current, unencumbered license for practice as a registered nurse. Students must notify the Director of Doctoral Studies immediately if: 1) license is encumbered; 2) there are changes to licensure or registration status; or 3) the student has any disciplinary action taken on the license.

It is each student's responsibility to submit a copy of their nursing license and certifications. If the student has not provided evidence of current licensure and certification to the Facilitator of Doctoral Studies and Academic Operations, clinical privileges will be immediately suspended. All clinical time missed because of suspension shall be counted against personal leave time or may be made up at program faculty discretion.

### **Nurse Anesthesia**

Nurse Anesthesia students must have a current, unencumbered license as a registered nurse to practice in the State of Louisiana (as issued by LSBN and/or endorsed by compact). All NA students must maintain American Heart Association Advanced Cardiovascular Life Support (ACLS), Basic Life Support (BLS) and Pediatric Advanced Life Support (PALS) certifications while enrolled in the program.

## **PROFESSIONAL MEMBERSHIP**

Students are encouraged to maintain professional organization membership as appropriate to their role. NA students are required to maintain membership in the American Association of Nurse Anesthetists throughout the program. The cost of membership shall be the responsibility of the program.

## **JUDICIAL DECLARATIONS**

Upon acceptance to the DNP Program, arrests, charges, convictions, no contest, or guilty pleas related to a criminal offense must be immediately reported to the Director of Doctoral Studies. Failure to notify the program of an arrest or charge is grounds for disciplinary action up to and including dismissal from the program, regardless of whether the arrest or charges lead to conviction. Students arrested for criminal offenses may be immediately suspended from the program until charges are resolved.

## SOCIAL MEDIA

Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep in contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the College of Nursing and the School of Allied Health and Northwestern State University. It is also important to ensure patient information is not made publicly available. Therefore, guidelines were developed to assist students/faculty-staff in safely using social networking sites as outlined in **Appendix E**.

## ONLINE ENVIRONMENT

Moodle is the Learning Management System used by NSU. Moodle orientation can be found at the Student Help Desk. Other student support, including assistance with email and various online issues can be found at <https://www.nsula.edu/its/student-helpdesk/>.

### WebEx

WebEx is a free tool that allows effective online training and courses. DNP faculty use WebEx to conduct live class sessions with online and remote students for a more interactive learning environment. WebEx is also used to record “lectures” or presentations for later viewing. To learn more, visit: <http://ensu.nsula.edu/assets/PDFs/Moodle/WebexBasicsStudents.pdf>.

## TECHNOLOGY AND LAPTOP REQUIREMENTS

It is important to prepare DNP students to be technologically sophisticated in the use of computers and computerized research. To that end, all students enrolled in the program are required to have a computer that can meet minimum technology requirements to participate in learning activities as outlined in the Technology and Laptop Requirements in **Appendix F**.

- NA students must have a laptop that is less than five years old with the minimum technology specifications to participate in on campus computer-based assessments.

## EXAMINATIONS, TESTING PROCEDURES, AND EXAMINATION REVIEW

In class examinations will be administered via ExamSoft, a secure testing software. All DNP students must follow the Examination Testing Procedures and Review policy as outlined in **Appendix G**.

## DRESS CODE AND UNIFORMS

DNP Students are expected to dress professionally as outlined in the Dress Code and Uniform Policy in **Appendix H**. Uniforms will be purchased at the student’s expense during the third semester of the NA program. NA students will change into the scrubs mandated by the individual clinical sites and are prohibited from taking scrub attire from a clinical site.

## CLINICAL POLICIES

### CLINICAL PRIVILEGES

As registered nurses, all DNP students must continually meet the standards of care promulgated by the Louisiana State Nursing Practice Act and the rules and regulations of Louisiana State Board of Nursing (LSBN). The Director of Doctoral studies will report any information suggesting that a student is failing to meet these or any other regulatory requirements to the CONSAH Dean. In accordance with regulatory law, the CONSAH Dean will report to the LSBN (and/or other appropriate authorities) any conduct that violates statutory or regulatory laws of the state of Louisiana or the United States.

If the Director of Doctoral Studies determines that a student’s conduct has presented concerns



regarding patient safety, substandard care, or unprofessional conduct, the student's clinical privileges will be immediately suspended. The matter will then be forwarded to the CONSAH Dean for further consideration and action. Following the suspension of clinical privileges by the Director of Doctoral Studies, the student is prohibited from any patient care activities pending the outcome of the deliberations of the CONSAH Dean and University Administration.

## **STUDENT HEALTH REQUIREMENTS**

After being accepted into the DNP program, students receive a packet detailing all health requirements that must be met prior to the first clinical course. Failure to maintain compliance with the health requirements each semester will result in the student's inability to attend the clinical portion of the program and may result in dismissal from the program.

## **COMMUNICABLE DISEASE AND DISEASE EXPOSURE**

The Communicable Disease and Disease Exposure policy defines infectious disease conditions while providing disease and disease exposure guidance with a goal of protecting students, patients, clinical staff, faculty, and staff. The policy guides attendance and participation procedures while outlining return to campus/clinical procedures as needed.

## **STUDENT MEDICAL HEALTH INSURANCE**

Students enrolled in the DNP program must maintain Medical Insurance coverage throughout clinical rotations. If a student is personally injured in the clinical setting during assigned hours, the student is not covered by the liability insurance and is not covered by the clinical education settings' Worker's Compensation. If an injury occurs, it is the student's responsibility to consent or deny consent to medical treatment, convey the facility desired to receive medical treatment, if treatment is desired, and provide documentation of insurance or provide payment upon arrival for treatment. Regardless of fault, neither NSU nor the clinical education setting will be responsible for payment(s); the responsibility for payment is directed to the student, thus the need for personal medical insurance.

## **STUDENT HEALTH PROFESSIONAL LIABILITY INSURANCE**

Students are always required to carry professional liability insurance during program enrollment. OSU students may select a carrier of their choice for liability insurance. NA students must purchase an individual policy through American Association of Nurse Anesthetists (AANA) Insurance Services.

## **STUDENT TRAVEL, HOUSING AND MEALS**

Travel, housing, and meals for clinical practicum experiences are the sole responsibility of the student.

## **NURSE ANESTHESIA CLINICAL EDUCATION OVERVIEW**

The program establishes clinical site partnerships with a goal to provide an environment and experience that is conducive to student learning.

**Primary Clinical Site:** A primary site is a required clinical site that meets one or both of the following criteria: An institution where students receive 50% or more of their total clinical experience and/or that is necessary to enable a program to meet accreditation standards. Primary sites will be assigned based on space availability with consideration to student's preference.

**Enrichment Clinical Site:** An enrichment site is a non-primary clinical site that meets one or more of the following criteria: an institution where students receive less than 50 percent of their total clinical

experiences; that is not necessary to enable a program to meet accreditation standards; that is unlikely to have a significant impact on a program's ability to continue complying with accreditation standards and policy/procedural requirements; and/or that is utilized solely as an enriching experience. Enrichments sites will be assigned based on space availability with consideration to student's preference.

Student rotations are assigned by program faculty, centered on enhancing the student's clinical learning experience. Clinical sites and rotations are subject to change. All students will not rotate to all sites. Out of state sites will require that the student acquire a nursing license in that state. Licensure costs, additional background checks, as well as housing expenses, are at the student's expense. The varying clinical sites are necessary to fulfill the clinical requirements as set forth by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) requirements. Rotations outside the cities of Shreveport and Alexandria are required of each student. As noted in the clinical practicum policies and procedures, student preference will be considered when assigning rotations.

### **Clinical Shifts**

The majority of assigned clinical shifts are day shifts, Monday-Friday. However, students are also assigned evening shifts, night shifts, weekends, and holidays to ensure requisite clinical experiences are obtained for program completion (trauma, emergencies, call experience). Clinical shift expectations and rotations are outlined in more detail in the clinical practicum expectations and clinical practicum policy and procedures.

### **Clinical Supervision**

In accordance with the COA's *Standards for Accreditation of Nurse Anesthesia Programs* (COA, 2019) supervision at clinical sites is limited to CRNAs and anesthesiologists who are immediately available for consultation.

**Clinical Supervision Ratio:** Student to preceptor ratios ensure patient safety by taking into consideration: 1) the complexity of the anesthetic and/or surgical procedure, 2) the student's knowledge and ability, 3) and the comorbidities associated with the patient.

- At no time should the number of students directly supervised by an individual clinical instructor exceed 2 students to 1 preceptor.
- Supervision requirements include, but are not limited to, 1) providing direct guidance to the student, 2) evaluating student's performance, and 3) approving student's plan of care.
- Students enrolled in NURG 7021, Nurse Anesthesia Clinical Practicum I, may only be supervised 1:1 (1 student to 1 preceptor).
- Students enrolled in subsequent Nurse Anesthesia Clinical Practicums may be supervised 2:1 (2 students to 1 preceptor) based on: the complexity of the anesthetic and/or surgical procedure, the student's knowledge and ability, and the comorbidities associated with the patient.

### **Clinical Coordinator**

The COA *Standards for Accreditation of Nurse Anesthesia Programs* (COA, 2019) require that Program appoint a CRNA coordinator for each clinical site who possesses a master's degree (Doctoral preparation preferred) to guide student learning. The program maintains communication with the coordinator and provides them with information pertaining to student expectations, rotations, schedules, and program level updates.

### **Clinical Advising Expectations**

Students are assigned a CRNA faculty advisor. Each student must meet with his/her advisor at midterm and at the end of each semester during Nurse Anesthesia Clinical Practicum I. Students are required to

complete a summative evaluation and meet with their clinical advisor at the end of each semester for all subsequent nurse anesthesia clinical practicums. The advisor and student will review daily evaluations, Typhon records, and case log numbers and jointly review the summative evaluation.

### **Falsification of Records/Information**

Each student is expected to complete all University and patient care records with accuracy and honesty. This includes but is not limited to, the anesthesia record, Typhon case count, incident reports, and clinical case evaluations. Falsification of records may result in disciplinary action in accordance with DNP Program Expectations, the Student Code of Conduct and CONSAH Academic and Technical Standards for Didactic and Clinical Settings.

### **CLINICAL CASE DOCUMENTATION AND TIME LOGS**

Students are required by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) to maintain an accurate record of clinical experiences. Students must follow the Guidelines for Counting Clinical Experiences as listed in the Clinical Practicum Policies and Procedures Manual. Accurate and timely documentation of case experiences and time logs in the electronic student tracking system is an important method to quantify and qualify the student's clinical experience, learning activities and time commitment. The student is responsible to log their activity in a timely manner as outlined in the Clinical Practicum Policies and Procedures Manual.

### **CONTROLLED SUBSTANCE POLICY**

Northwestern State University DNP Program's controlled substance policy guides nurse anesthesia students in the safe and professional handling of all controlled substances while in the clinical setting. The purpose of the policy is to ensure patient care remains safe and students are protected against potential harm or allegations. As a licensed Registered Nurse practicing in the State of Louisiana, students are bound by the Louisiana State Board of Nursing (LSBN) Nurse Practice Act regarding the handling and administration of narcotics and other controlled substances. The policy is designed to provide additional guidance and do not replace the LSBN's rules and regulations. Students are responsible for reviewing the LSBN Nurse Practice Act to clarify student responsibilities regarding these substances.

### APPENDIX A: NURSE ANESTHESIA CURRICULUM 2023-2024

Year 1	Semester One: Spring	Cr. Hr	Semester Two: Summer	Cr. Hr	Semester Three: Fall	Cr. Hr
Term A	NURG 7000: Scientific Underpinnings for Practice <sup>+</sup>	3	NURG 7005: Information Systems Technology <sup>+</sup>	3	NURG 7004: Organizational Theory and Systems Leadership <sup>+</sup>	3
Term A	NURG 7015: Foundations of Advanced Nursing Practice	2	NURG 5700: Methods of Clinical Nursing Assessment <sup>+</sup>	3	NURG 5710: Pharmacotherapeutics	3
Term B	NURG 5010: Research in Nursing <sup>+</sup>	3	NURG 7031: Functional and Structural Anatomy <sup>+</sup>	2	NURG 7016: Advanced Physiology and Pathophysiology	4
Term B	NURG 7001: Clinical Prevention and Population Health <sup>+</sup>	3			NURG 7017: Principles of Anesthesia Practice I	4
Term A&B	NURG 7003: Biostatistics <sup>+</sup>	3				
Total		<b>14</b>		<b>8</b>		<b>14</b>
Year 2	Semester Four: Spring	Cr. Hr	Semester Five: Summer	Cr. Hr	Semester Six: Fall	Cr. Hr
	NURG 7007: Healthcare Policy: Analysis, Advocacy, and Transformation <sup>+</sup>	3	NURG 7002: Clinical Scholarship <sup>+</sup>	3	NURG 7010: DNP Project Practicum I <sup>+</sup>	3
	NURG 7018: Advanced, Physiology and Pathophysiology for Nurse Anesthesia	4	NURG 7022: Principles of Anesthesia Practice III	3	NURG 7024: Principles of Anesthesia Practice IV	3
	NURG 7019: Advanced Pharmacology for Nurse Anesthesia	4	NURG 7023: Nurse Anesthesia Clinical Practicum II (320 cl hr.)	6	NURG 7025: Nurse Anesthesia Clinical Practicum III (576 cl hr.)	10
	NURG 7020: Principles of Anesthesia Practice II	3				
	NURG 7021: Nurse Anesthesia Clinical Practicum I (128 cl hr.)	3				
Total		<b>17</b>		<b>12</b>		<b>16</b>
Year 3	Semester Seven: Spring	Cr. Hr	Semester Eight: Summer	Cr. Hr	Semester Nine: Fall	Cr. Hr
	NURG 7026: Nurse Anesthesia Clinical Practicum IV (704 cl hr.)	12	NURG 7027: Nurse Anesthesia Clinical Practicum V (704 cl hr.)	12	NURG 7028: Nurse Anesthesia Clinical Practicum VI (704 cl hr.)	12
	NURG 7011: DNP Project Practicum II <sup>+</sup>	3	NURG 7012: DNP Project Practicum III <sup>+</sup>	3	NURG 7029: Professional Role of the Anesthetist	2
					NURG 7030: Professional Role of the DNP <sup>+</sup>	3
Total		<b>15</b>		<b>15</b>		<b>17</b>

Total Program Credit Hours = 128; <sup>+</sup>Denotes online course offering.

## APPENDIX B: ORGANIZATIONAL LEADERSHIP CURRICULUM 2023-2024

Year 1	Semester One: Spring	Cr. Hr	Semester Two: Summer	Cr. Hr	Semester Three: Fall	Cr. Hr
Term A	NURG 7015: Foundations of Advanced Nursing Practice	2	NURG 7000: Scientific Underpinnings for Practice <sup>+</sup>	3	NURG 7001: Clinical Prevention and Population Health <sup>+</sup>	3
Term B	NURG 5010: Research in Nursing <sup>+</sup>	3	NURG 7002: Clinical Scholarship <sup>+</sup>	3	NURG 7010: DNP Project Practicum I <sup>+</sup>	3
Term A&B	NURG 7003: Biostatistics <sup>+</sup>	3				
Total		<b>14</b>		<b>8</b>		<b>14</b>
Year 2	Semester Four: Spring	Cr. Hr	Semester Five: Summer	Cr. Hr	Semester Six: Fall	Cr. Hr
	NURG 7007: Healthcare Policy: Analysis, Advocacy, and Transformation <sup>+</sup>	3	NURG 7005: Information Systems Technology <sup>+</sup>	3	NURG 7004: Organizational Theory and Systems Leadership <sup>+</sup>	3
	NURG 7011: DNP Project Practicum II <sup>+</sup>	3	NURG 7012: DNP Project Practicum III <sup>+</sup>	3	NURG 7030: Professional Role of the DNP <sup>+</sup>	3
Total		<b>17</b>		<b>12</b>		<b>16</b>

Total Program Credit Hours = 38; <sup>+</sup>Denotes online course offering.

## APPENDIX C: DNP COURSE DESCRIPTIONS

### **NURG 5010 Research in Nursing (3-3-0)**

Scientific investigation; classifications of research; analysis and interpretation. Developing a research design to investigate a nursing problem. Application of an Evidence-Based Practice model for research appraisal. (Essentials I, III, VIII; SLOs 1, 3, 7, 8). Req: OSL/NA.

### **NURG 5700: Methods of Clinical Nursing Assessment (3-2-6)**

Advanced health assessment of infants, children, adults, prenatal and elderly with emphasis on data collection, differential diagnosis, and establishing priorities for health maintenance and prevention. (Essentials I, VII, VIII; SLOs 1, 2, 3, 7, 8). Req: NA.

### **NURG 5710: Pharmacotherapeutics (3-3-0)**

Study of clinical pharmacological therapeutics for advanced nursing practice. (Essentials I, III, VII, VIII; SLOs 1, 3, 7, 8). Req: NA.

### **NURG 7000: Scientific Underpinnings for Practice (3-3-0)**

Integrates nursing science with knowledge from ethics, biophysical, psychosocial, analytical, and organizational sciences as the basis for translation of nursing theories and concepts into the highest level of nursing practice. (Essentials I, VIII; SLOs 1, 3, 7, 8). Req: OSL/NA.

### **NURG 7001: Clinical Prevention and Population Health (3-3-0)**

Analyzes concepts related to health promotion and risk reduction for individuals, families, and communities. Evaluate population health outcomes through analysis of epidemiological, environmental, occupational, cultural, and socioeconomic data. Integrate cultural competency and epidemiological concepts into healthcare delivery to improve population health (Essentials II, VII, SLOs 2, 3, 4, 5, 6, 7, 8). Req: OSL/NA.

### **NURG 7002: Clinical Scholarship (3-3-0)**

An advanced overview of analytic methods to interpret and evaluate research with a focus on integrating and applying evidence-based knowledge to solve practice problems. Course content includes discussion of qualitative and quantitative methodologies, study designs, sampling and measurement methods, critical appraisal, and methods for evaluating and improving clinical practice outcomes. (Essential I, III; SLOs 2, 3, 4, 6, 7, 8). Req: OSL/NA.

### **NURG 7003: Biostatistics (3-3-0)**

Overview of advanced statistical concepts and methods utilized in clinical research studies. Includes discussion of statistical methods, assumptions, and procedures used to analyze and interpret biostatistical data as it relates to individual, aggregate, and population health issues. Course content will also include statistical interpretation of research articles, data management, data interpretation, and an overview of univariate, bivariate and multivariate statistics. (Essentials I, III, VII, VIII; SLOs 1, 3, 7, 8). Req: OSL/NA.

### **NURG 7004: Organizational Theory and Systems Leadership (3-3-0)**

Critical analysis of leadership and organizational theoretical frameworks that impact patient and healthcare outcomes. Application of systems concepts such as finance, quality improvement, and safety to implement effective plans for practice-level or system-wide practice changes which promote the delivery of quality, cost-effective healthcare. Development of leadership qualities which promote inter professional collaboration in the implementation of quality improvement initiatives within various types of healthcare organizations and systems. (Essentials II; SLOs 2, 3, 4, 5, 6, 8). Req: OSL/NA.

**NURG 7005: Information Systems Technology (3-3-0)**

Application of healthcare information management in complex healthcare environments. The focus will include collection, organization, management, and dissemination of information in clinical practice arenas such as rural or urban private or public clinics, healthcare systems, or various inter-professional practice areas. (Essentials I, IV; SLOs 4, 6, 7, 8). Req: OSL/NA.

**NURG 7007: Healthcare Policy: Analysis, Advocacy and Transformation (3-3-0)**

Critically examine health system policies' impact on clinical issues, patient care outcomes, distribution of limited resources, healthcare disparities, diffusion of technology and current issues in healthcare at the institutional, local, state, and national levels. Students will advocate for social justice, equity, and ethical policies within all healthcare delivery arenas. (Essentials II, V, VI, VII, VIII; SLOs 2, 3, 4, 5, 6, 8). Req: OSL/NA.

**NURG 7010: Scholarly Project Practicum I (3-1-12)**

Students synthesize current knowledge of a clinical issue related to health care or advanced nursing practice to develop a defensible research question/proposal amenable to scholarly inquiry. First in a series of three courses in which students use advanced clinical decision making and diagnostic reasoning within healthcare macro and micro systems. The student will develop individualized practicum goals that focus on increasing clinical competency, improving systems leadership, inter-professional collaboration skills, and utilizing information systems technology to improve healthcare quality and population health in an identified area (Essentials I-VIII; SLOs 1-8). Req: OSL/NA.

**NURG 7011: Scholarly Project Practicum II (3-1-12)**

Builds upon the Scholarly Project Practicum I course. Students implement the approved project proposal in a practice setting to improve local, regional, national, or international healthcare practice, outcomes, or systems. Prepares the DNP student to translate and integrate theory and scientific evidence to enhance clinical decision making and diagnostic reasoning in complex healthcare delivery systems. The second in a series of three courses in which students use advance clinical decision-making skills and diagnostic reasoning within macro and micro systems. Students will continue to develop individualized practicum goals that focus on increasing clinical competency, improving systems leadership, inter-professional collaboration skills, and utilizing information systems technology to improve healthcare quality and population health in an identified area. (Essentials I-VIII; SLOs 1-8). Req: OSL/NA.

**NURG 7012: Scholarly Project Practicum III (3-1-12)**

Builds upon the Scholarly Project Practicum II course. Students evaluate and translate the Scholarly Project's impact on local, regional, national, or international healthcare practices, outcomes, or systems. The third in a series of three courses, in which students use advanced clinical decision making and diagnostic reasoning within macro and micro systems. The student will continue to focus on increasing clinical competency, improving systems leadership and inter-professional collaboration skills, and utilizing information systems technology to improve healthcare quality and population health in an identified area. (Essentials I-VIII; SLOs 1-8). Req: OSL/NA.

**NURG 7015: Foundations of Advanced Nursing Practice (2-2-0)**

Explores the advanced practice role, including examination of practice issues, review of regulatory requirements and legal aspects of practice with discussion of professional practice challenges. (Essentials I, II, V, VI, VII, VIII; SLOs 1, 2, 3, 5, 6, 7, 8). Req: NA.

**NURG 7016: Advanced Physiology and Pathophysiology (4-4-0)**

Focuses on the structure, function, dysfunction, and integration of selected systems. Analyzes, synthesizes, integrates, and evaluates advanced nursing practice through the application of advanced

human physiology and pathophysiology concepts. (Essentials I, III, VIII; SLOs 1, 3, 8). Req: NA.

**NURG 7017: Principles of Anesthesia Practice I (4-4-0)**

Introduces the general principles of anesthesia practice, with a focus on anesthesia equipment, instrumentation, and technology relevant to anesthesia practice. Introduces the student to the perioperative setting and various types of anesthetics. (Essentials I, II, IV, VIII; SLOs 1, 3, 8). Req: NA.

**NURG 7018: Advanced Physiology and Pathophysiology for Nurse Anesthesia (4-4-0)**

Systems-based approach to explore various advanced physiological and pathophysiological concepts. Focus on the structure, function, dysfunction, and integration of selected systems on the anesthetic plan. (Essentials I, III, VIII; SLOs 1, 3, 8). Req: NA.

**NURG 7019: Advanced Pharmacology for Nurse Anesthesia (4-4-0)**

Provides a comprehensive review of pharmacological therapeutics relevant to the nurse anesthetist. (Essentials I, VIII; SLOs 1, 8). Req: NA.

**NURG 7020: Principles of Anesthesia Practice II (3-3-0)**

Focus on anesthetic management of various surgical procedures as well as anesthetic delivery for special populations. (Essentials I, II, IV, VIII; SLOs 1, 3, 8). Req: BSN-DNP NA.

**NURG 7021: Nurse Anesthesia Clinical Practicum I (3-1-8)**

Orientation to the clinical setting with preceptor-guided instruction at all times. All phases and settings of the perioperative process are experienced during preoperative, intraoperative, and postoperative rotations. Simulation experiences are incorporated into the practicum. (Essentials I, III, IV, VI, VII, VIII; SLOs 1, 3, 4, 6, 7, 8). Req: NA.

**NURG 7022: Nurse Anesthesia Clinical Practicum II (6-1-20)**

Anesthesia clinical experiences for special patient populations under preceptor-guided instruction at all times. Focus on knowledge and technical skill acquisition to provide safe anesthetic management with assistance. (Essentials I, III, IV, VI, VII, VIII; SLOs 1, 3, 4, 6, 7, 8). Req: NA.

**NURG 7023: Principles of Anesthesia Practice III (3-3-0)**

Continued focus on the anesthetic delivery and management of various surgical and diagnostic procedures. (Essentials I, II, III, IV, VIII; SLOs 1, 3, 8). Req: NA.

**NURG 7024: Principles of Anesthesia Practice IV (3-3-0)**

Synthesis of selected anesthesia topics into comprehensive anesthetic management plans for all patient populations undergoing advanced surgical procedures. (Essentials I, II, III, IV, VIII; SLOs 1, 3, 8). Req: NA.

**NURG 7025: Nurse Anesthesia Clinical Practicum III (10-1-36)**

Anesthesia clinical experiences for special patient populations during routine procedures with preceptor-guided instruction. Focus on knowledge and technical skill mastery to provide safe anesthetic management. Introduction of specialty rotations and non-traditional shifts. (Essentials I, III, IV, VI, VII, VIII; SLOs 1, 3, 4, 6, 7, 8). Req: NA.

**NURG 7026: Nurse Anesthesia Clinical Practicum IV (12-1-44)**

Anesthesia clinical experiences for special patient populations during complex procedures with limited preceptor-guided instruction. Focus on knowledge and technical skill mastery to provide safe anesthetic management. Continuation of specialty rotations and non-traditional shifts. (Essentials I, III, IV, VI, VII, VIII; SLOs 1, 3, 4, 6, 7, 8). Req: NA.



**NURG 7027: Nurse Anesthesia Clinical Practicum V (12-1-44)**

Anesthesia clinical experiences for all patient populations during all procedures with limited preceptor-guided instruction. Focus on knowledge and technical skill mastery to provide safe anesthetic management with a goal of independent practice. Emphasis is obtaining requisite clinical experiences for program completion. (Essentials I, III, IV, VI, VII, VIII; SLOs 1, 3, 4, 6, 7, 8). Req: NA.

**NURG 7028: Nurse Anesthesia Clinical Practicum VI (12-1-44)**

Anesthesia clinical experiences for all populations during all procedures with preceptor-guided instruction only as needed. Focus on knowledge and technical skill mastery to provide safe anesthetic management in an autonomous manner. Immersion into the profession via specialty rotations and placement at selected clinical sites with completion of requisite clinical experiences for program completion. (Essentials I-VIII; SLOs 1-8). (Essentials I, II, IV, VIII; SLOs 1, 3, 8). Req: NA.

**NURG 7029: Professional Role of the Nurse Anesthetist Role (2-2-0)**

Focus on socialization and impending transition into the profession as an anesthesia provider. Review of professional role with a focus on final preparation for entry into practice competency attainment. (Essentials I-VIII; SLOs 1-8). Req: NA.

**NURG 7030: Professional Role of the DNP (3-3-0)**

The focus of this course is on the transition to the role of clinical scholar. Emphasis is placed on developing an awareness and understanding of the essential knowledge and skills for the DNP role. Focus on (Essentials I-VIII; SLOs 1-8). Req: NA. OSL/NA

**NURG 7031: Functional and Structural Anatomy (2-2-0)**

Focus on socialization and impending transition into the profession as an anesthesia provider. Review of professional role with a focus on final preparation for entry into practice competency attainment. (Essentials ; SLOs ). Req: NA.

## APPENDIX D: DRUG POLICY

Northwestern State University of Louisiana (NSU), College of Nursing and School of Allied Health (CONSAH), believes that substance abuse is a danger to the well-being of clients, students, faculty/staff and health agency employees. Therefore, to insure public and professional trust, safety, and to ensure fitness for duty, the unlawful, and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or sale of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs by students will not be tolerated. Individuals found to have committed such infractions shall be subject to sanctions including suspension or dismissal from the CONSAH.

### I. Definitions

- a. Controlled Substances - controlled substances include all chemical substances or mind-altering substances listed in any controlled substance acts or regulations applicable under any federal, state, or local laws.
- b. Campus/clinical - A student is on campus or in clinical whenever he/she is:
  - i. On any university/health agency property including parking lots.
  - ii. Present at any University sanctioned activity.
  - iii. Wearing an official NSU CONSAH uniform/lab coat.

### II. Scope

The NSU CONSAH prohibits the following when a student is on campus or in clinical and will result in disciplinary action by the College:

- a. Unauthorized possession or use of a controlled substance and/or alcohol
- b. Being under the influence of a controlled substance and/or alcohol, including but not limited to DWI arrests, convictions, and driving suspensions
- c. Illegal manufacture, distribution, sale, or purchase of a controlled substance including but not limited to arrests and convictions.
- d. Use, or being under the influence of other drugs, including prescription drugs and over the counter drugs while there is any possibility that such use may impair the student's ability to safely perform or may adversely affect his/her safety or patient safety and care, or safety of faculty or fellow students.

### III. Testing

- a. All CONSAH students will submit to regular and random drug testing. Failure to submit to required drug testing within specified time-period will be considered an admission of guilt and student will be required to submit to a drug screen hair analysis at the student's expense.
- b. Drug or alcohol testing of students is authorized under this policy allowing the Dean of the College of Nursing and School of Allied Health, or her designee, to direct a student to undergo testing under the following circumstances:
  - i. When there is reasonable suspicion or cause to believe that a student is or has recently been under the influence of any drug or alcohol. It is acknowledged that it may be difficult to determine when a student may be under the "influence," in keeping with the purpose of this drug policy NSU views that discretion must be given to the faculty and staff in recognizing the usual signs and symptoms of alcohol or drug use. In that respect, the following is a listing of what NSU deems possible signs and symptoms of drug or alcohol use:

1. Frequent absences from class, clinical or lab and/or disappearance from such.
  2. Isolation and withdrawal.
  3. Patient care errors, particularly medication errors.
  4. Detectable odor of alcohol.
  5. Increasingly poor decision and judgment about patient care.
  6. Illogical or sloppy charting.
  7. Unusual accidents/incidents.
  8. Deteriorating personal appearance.
  9. Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and pupillary changes.
  10. When a student is found in possession of alcohol or drugs in violation of this policy.
- ii. Following an instance or incident the nature of which indicates possible impairment of ability or judgement or following an incident in which patient care standards were violated, or careless acts were performed.
  - iii. When such signs and/or symptoms are observed in a student, the faculty member will notify the Dean or designee. The Dean or designee will go to the campus/clinical area and direct the student to submit to drug/alcohol testing and sign the student notification and acknowledgement of receipt form with a faculty witness. Failure to agree to such testing shall be considered as admission of violation of the student responsibilities as it relates to this policy and shall be sufficient cause to allow Dean's action as allowed under this policy.
  - iv. Within two hours of notification, the student shall report to an identified lab, which utilizes the chain of custody procedure for blood and/or urine testing at the student's expense. The student may not drive a motor vehicle to this lab and will be responsible for all transportation costs.
  - v. The student may not attend class or clinical activities until the Dean or designee reviews the lab results.
  - vi. Results of the tests will be kept confidential and will be reported to the Dean or her designee who will then meet with the student to discuss the results and ramifications. A positive blood alcohol, urine drug screen, or hair analysis test may subject the student to sanctions, which may include suspension or dismissal from the CONSAH, and the instance will be reported to the Louisiana State Board of Nursing as applicable.
  - vii. All drug screens are at the student's expense, with failure to complete the initial screen will result in student obtaining hair screen test at an additional expense. At the time of request for screening, faculty will provide the student with an approved list of sites to obtain testing. Prescription for medications must precede date of drug screen request.

## APPENDIX E: SOCIAL MEDIA POLICY

Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep in contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the College of Nursing and the School of Allied Health and Northwestern State University. It is also important to ensure patient information is not made publicly available. Therefore, the following guidelines were developed to assist students/faculty-staff in safely using social networking sites.

### A. Personal Privacy

1. Set profiles on social networking sites so that only those individuals whom you have provided access may see your personal information.
2. Evaluate photos of yourself that are posted to social networking sites and “untag” photos that depict you in what may be perceived as compromising situations.
3. Be aware of the security and privacy options available to you at any site where personal information is posted. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others even with “Friends Only” access.

### B. Protection of Patient Information

1. Comments made on social networking sites, regarding patients or clinical environments, should be considered the same as if they were made in a public place.
2. HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
3. Remember that simply removing the name of a patient does not make them anonymous. Family members, friends of that patient or other patients for whom you are caring for may be able to determine to whom you are referring based on context.

### C. Professionalism

1. Use of social networking sites can have legal ramifications. Comments made regarding care of patients, or comments that portray you, a faculty-staff member, or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
2. Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place.
3. Use discretion when choosing to log onto a social networking site at school. Keep in mind that use of social networking sites during lecture and clinical courses is prohibited.
4. Photographs and statements made on social networking sites are potentially viewable by future employers.

Students may be subject to disciplinary actions within the College of Nursing and School of Allied Health for any comments that are either unprofessional, violate clinical policies of the facilities, or violate patient privacy. “Students who meet on social networking sites and who chose to discuss NSU faculty, other students, courses, or NSU in general are expected to conduct themselves in a civil and professional manner. If students should conduct themselves in a verbally abusive, disrespectful, or aggressive manner while posting to a public forum of any kind, and it is brought to the attention of NSU faculty or staff, said student(s) may be asked to leave the class/university and are subject to disciplinary action under the Code of Student Conduct and Sanctions (Article VII Sanctions).”

## APPENDIX F: TECHNOLOGY AND LAPTOP REQUIREMENTS

The DNP Program believes it is important to prepare DNP students to be technologically sophisticated in the use of computers and computerized research. To that end, all students enrolled in the DNP program are required to have a computer that can meet minimum technology requirements to participate in learning activities.

Computers should be less than five years old. DNP Nurse Anesthesia students must have a laptop to complete on campus computer-based assessments with a properly fitting privacy screen. Devices that will not meet program requirements for testing include desktop computers, Chromebooks, Android devices, cell phones, iPads, and tablets.

The program uses ExamSoft to conduct performance-based assessments via exams, quizzes, and analytical rubrics. During the program, students must meet minimum system requirements for Exemplify (test taking software) installation. To ensure successful installation, students should ensure their device meets the minimum system requirements via the ExamSoft website at <https://examsoft.com/resources/exemplify-minimum-system-requirements/>

In addition to meeting ExamSoft minimum system requirements, student devices should meet the University's system requirements via the student helpdesk website at <https://www.nsula.edu/studenthelpdesk/>

### **PC Minimum Requirements**

**OS:** Windows 10 21H2 or higher

**RAM:** 8 GB (16 GB preferred)

**Hard Drive:** 256 GB (4 GB or higher available space)

**CPU Processor:** Quad-core i5 (i7 preferred)

**Internet:** 2.5 Mbps upload speed

**Configuration:** USB port (newer devices may require an adaptor)

**Software:** Microsoft Office

**Screen Resolution:** 1280 X 768 or higher

**Communication:** Webcam, Microphone (built in)

### **MAC Minimum Requirements**

**OS:** Big Sur (11.3)

**RAM:** 8 GB (16 GB preferred)

**Hard Drive:** 256 GB (4 GB or higher available space)

**CPU Processor:** M1

**Internet:** 2.5 Mbps upload speed

**Configuration:** USB port (newer devices may require an adaptor)

**Software:** Microsoft Office

**Screen Resolution:** 1280 X 768 or higher

**Communication:** Webcam, Microphone (built in)

## APPENDIX G: EXAMINATIONS, TESTING PROCESS, AND EXAMINATION REVIEW

### Examinations

Students must download and install the latest version of the ExamSoft Exemplify product prior to the scheduled examination. Exemplify download instructions and updates will be provided by the program. Exams must be downloaded prior to the posted exam download deadline. Students who fail to download exams by the posted exam deadline will not be allowed to take the exam.

### Examination Testing Environment Entry and Materials

Students will be granted entry into the testing environment if all testing materials are present. Testing materials include a) Laptop (fully charged and able to operate on battery for at least 3 hours), and b) Privacy Screen (well-fitted and appropriate to student's laptop). If required, calculators are provided within the ExamSoft testing environment.

Students are prohibited from having on their person a) cellular phones/smart phones, b) smart watches, c) hats, d) food or drink, e) personal items (back packs, purses, bags, notebooks, books, etc.), f) writing instruments, or g) scratch paper. One personal backpack may be brought into the testing environment and placed on a table located at the front of the room. Phones may remain in the backpack provided they are powered off.

### During the Examination

- Each examination session has a prearranged duration and will be noted by the course faculty.
- Paper, textbooks, notes or any other course documents may not be used during quizzes or examinations unless specified by the course instructor.
- A white erasable note board or scratch paper will be provided by the proctor prior to the start of the examination. Only one note board is allowed per student. Erasable note boards/scratch paper may not be used prior to the start of the examination.
- No talking or other communication is allowed once a testing session begins. Once an examination begins, all personnel should refrain from conversing with examinees, including clarification or interpretation of exam questions. The examination proctor has the discretion to provide critical information to the class when necessary.

### Leaving the Testing Environment

Late Arrivals: Students arriving late for an examination are permitted entrance within 10 minutes of the start of the exam. Students who arrive late for an examination are not allowed additional time to complete the exam. The ExamSoft timer will not be reflective of the total time remaining.

Reentry: If a student leaves the testing environment for any reason, the student will not be allowed to return to complete the examination.

Examination Completion: Prior to leaving the testing environment, students must show the proctor their screen, signifying examination completion. Students are to upload examinations prior to the published examination upload deadline.

### Examination Reviews

The purpose of an examination review is to provide students with an opportunity to identify patterns of mistakes or subject content deficiencies. The examination review is not an opportunity for students to challenge the validity of exam items or debate scores. Examination reviews are an optional service and are not guaranteed nor required but administered at the prerogative of each course instructor. Students should always remain collegial during the examination review.

## APPENDIX H: DRESS CODE AND UNIFORMS

DNP Students are expected to dress professionally as a representative of the University, CON, and the DNP program. Uniforms will be purchased at the student's expense during the third semester of the NA program. NA students will change into the scrubs mandated by the individual clinical sites and are prohibited from taking scrub attire from a clinical site.

Each student is always an ambassador of the University and is judged not only as an individual, but as a typical student representing the entire student body. Students are visible to a large segment of the population, and it is of more than casual importance that each student's appearance and behavior enhance the image and the prestige of the University as well as the CONSAH.

The student uniform must be worn with dignity, pride and reflect credit on the University, the CONSAH and the nursing profession. No policy statement or list of guidelines can possibly cover every conceivable situation or answer every question in advance; therefore, each faculty member is specifically charged with the responsibility of assisting students in making the best appearance possible in the uniform. Because the nursing student is embarking in a profession which promotes health, the student uniform must be impeccably clean at all times. Faculty reserve the right to evaluate the appropriateness of student attire/hygiene during clinical experiences and require appropriate changes, as necessary. Failure of the student to comply with approved policies on uniforms is a reflection upon his/her professional behavior, responsibility, and compatibility.

### Classroom Uniform Policy:

Northwestern State University College of Nursing and School of Allied Health is a community of leaders preparing students to succeed in their chosen careers while maintaining acceptable dress. The personal appearance of every student is an important component of maintaining a student-centered learning environment. Appropriate dress must be presented at all times. Students are expected to dress in a manner supportive of a positive learning environment, free from disruptions and distractions. The classroom uniform policy will be maintained in Nursing and Radiologic Science Classroom settings in pre-clinical and clinical nursing courses. The following standards shall apply and will be enforced:

All Northwestern State University affiliated verification badges will be worn and visible by all students, faculty, and staff at all times. You may use lanyards or place on left chest.

The following standards shall apply and will be enforced to all current clinical students in the classroom setting:

1. Pants or skirts (for religious purposes) in khaki or black. No tight-fitting pants, leggings, or jeggings; if skirts are worn, they will not be shorter than knee length.
2. Shirt: Black polo with NSU Nurse Anesthesia on front left (On cold days, students may wear a long-sleeved white shirt under their polo.) NSU T-shirts may be worn with khaki, black pants, or black uniform pants.
3. Shoes: Closed-toe dress or athletic shoes, clean and in good repair, may be worn in the classroom. (No open-toe shoes).
4. The student may also choose to wear the black uniform to class as indicated in the uniform policy below. If this option is chosen, the student must adhere to the Student Guidelines Related to Student Uniforms.
5. The items below including, but not limited to, are not acceptable:
  - a. Hats, caps, do-rags, skullcaps, bandanas, stocking caps and or other headgear. Students seeking accommodations for religious or cultural reasons must make a

- written request through the Office of the Dean (or the Department Director).
- b. Lounging shoes, lounging slippers, bare feet, short shorts, sagging pants (exposing undergarments), and lounging pants.
  - c. Clothing consisting of derogatory and or offensive messages either in pictures or words.

#### Specific Uniform Criteria/Clinical Agency

1. Student scrub uniform must be black in color.
2. Uniform top styles are prescribed by the program and available to choose from upon purchase.
3. Uniform dresses must be at least one inch below the knee.
4. Pants must not drag the floor.
5. All uniform materials must be of sufficient thickness so that under-garments are not visible.
6. A white crew short- or long-sleeved t-shirt may be worn underneath the uniform for modesty and warmth. A long-sleeved t-shirt must be able to be pushed up on the arms during clinical procedures. Short sleeved t-shirts must not extend beyond the scrub sleeves. T-shirts must not extend past the bottom of the uniform top.
7. An optional solid black jacket (with the NSU NA logo) may be worn in the clinical area.
8. With uniform dress, student must wear hose or ankle socks. Ankle socks are acceptable with scrub pants.
9. Athletic-style or professional nursing shoes, with closed toes and closed heels, must be black or a color that coordinates with uniforms. Shoes should only be worn for clinical and maintained in a clean, professional condition.

#### General Requirements

1. Wearing clothing that is form-fitting, see-through, stretch, or clingy, underwear style, exposes a bare midriff, back, or chest, or is otherwise conspicuous apparel is not considered professional attire and is not permitted.
2. All uniform and street attire materials must be of sufficient thickness to ensure that undergarments are not visible and must be of a size that is adequate in size to permit freedom of movement.
3. Uniforms/lab coats/scrub jackets/street attire must be clean and in a good state of repair.
4. Dress or skirt hemlines must be at least one inch below the knee.
5. Jeans, of any type or style, are not acceptable.
6. Slacks must not drag the floor. Pajamas or sleep pants are not permitted.
7. Comfortable, low-heeled, closed toe and closed heeled shoes are to be worn for clinical experiences requiring NSU street attire.

#### Personal Appearance All Students:

1. Students are expected to maintain acceptable personal hygiene.
2. Hair must be clean, well groomed, and neatly arranged. Color should be limited to that found naturally (no green, purple, blue, pink, etc.).
3. In the lab and clinical setting, hair longer than collar length must be secured in a professional manner so as to keep out of patient field of care.
4. Small barrettes and combs may be used to secure long hair and must be of the same color as the hair.
5. No bows/ribbons or headbands may be worn. For special events, occurring in the clinical setting, dispensation may be made by the clinical instructor.
6. Make-up should be worn in good taste and moderation.
7. No perfume, cologne, or scented lotions.



8. Tattoos must be covered in the clinical setting. Must follow institutional policy at all times.
9. Fingernails are to be clean and must not exceed fingertip length. Nail polish, artificial nails, or tips may not be worn.

Students with Facial Hair

1. No extreme sideburns
2. Mustaches must be kept trim and not extend below the upper lip.
3. Neatly trimmed beards are acceptable if within policy guidelines of the clinical institution.

Jewelry: Only the following jewelry may be worn with the uniform on clinical days

1. Wedding band
2. Watch
3. No visible body jewelry is allowed (including tongue studs)

Other

1. Gum chewing is not permitted at any time while representing NSU or in uniform.
2. Personal beepers, cell phones and other technology shall not be utilized for personal purposes during clinical.
3. No smoking while in uniform. The nursing campus and hospitals are all designated smoke free environments. This includes the use of E-cigarettes while in uniform.
4. No alcoholic beverages are to be consumed while in uniform.

## APPENDIX I: ATTESTATION

My initials on the following items indicate that I have read each of these items within the DNP Program Handbook, the University Student Handbook, or the University Academic Catalog and that my questions have been answered to my satisfaction with regard to the requirements for me to follow the policies and procedures of Northwestern State University and the College of Nursing.

- \_\_\_\_\_ 1. I understand that the College of Nursing institutes background checks and drug screens on all students.
- \_\_\_\_\_ 2. I understand that I must report any arrests or legal convictions that occur prior to or during my nursing education. I further understand that legal arrests, convictions, or problems may cause me to be ineligible to complete my clinical experience and make me ineligible to apply for licensure from the State Board of Nursing.
- \_\_\_\_\_ 3. I understand that I must comply with State Board of Nursing acceptable behavior of nurses' rules and the Nurse Practice Act to be eligible for and/or maintain licensure as a registered nurse and advanced practice registered nurse.
- \_\_\_\_\_ 4. I understand that I must submit current health data and immunization records to enroll in clinical nursing courses.
- \_\_\_\_\_ 5. I understand that I must hold specified certifications to remain enrolled in the program and participate in clinical experiences.
- \_\_\_\_\_ 6. I understand the grading scale of the College of Nursing and that a course grade less than "C" constitutes failure of the course. Further, I understand that I will be dismissed from the DNP program if I fail two (2) courses in the DNP curriculum.
- \_\_\_\_\_ 7. I understand that failure in either the clinical portion of a course or in the theory portion of the course will require me to repeat all course co-requisites to progress in the nursing program.
- \_\_\_\_\_ 8. I have read and understand the academic requirements for admission to the College of Nursing.
- \_\_\_\_\_ 9. I understand that I may be dismissed from the College of Nursing if a faculty member determines that my behavior is unsafe, unethical, unprofessional, or lacks adherence to the policies and procedures of Northwestern State University, College of Nursing, or clinical agency.
- \_\_\_\_\_ 10. I understand that I must self-identify and follow the procedures set forth to have accommodations for disabilities.
- \_\_\_\_\_ 11. I understand that it is my responsibility to meet all university graduation requirements.
- \_\_\_\_\_ 12. I understand that professional nursing is a 24 hour/day, 7 day/week field of study; therefore, I may be scheduled for class or clinical time during day or night hours, during

the week, or on weekends. I further understand that the student has the responsibility to make arrangements to uphold the schedule as set forth by the faculty member for each course and clinical experience. I understand that students are responsible for transportation to/from all clinical experiences.

- 13. I understand that attendance at all class meetings and clinical experiences is expected and that the policy for absences must be followed completely.
- 14. I understand the performance standards written in this handbook and attest that I meet all performance standards required by the College of Nursing.
- 15. I have read, understand, and agree to the substance abuse policy for the university and the College of Nursing. I understand that failure to comply with this policy is grounds for dismissal from the College of Nursing and the University.
- 16. I understand that committing fraud, deceit, or dishonesty, which may include plagiarism, falsification, or negligently making incorrect entries on records or any other written work may result in dismissal from the College of Nursing.
- 17. I have read the Northwestern State University Expectations for Student Behavior and Communications, including the issue of Academic Integrity, and I attest that I agree, and I understand that I am expected to follow those guidelines.
- 18. I understand that neither the College of Nursing nor the various clinical agencies, that I will practice in as a student, are responsible for expenses incurred as a result of injury during clinical experiences.

By signing my initials to the above statements, I am indicating that I have read and understand the policies and procedures of the Northwestern State University, College of Nursing.

I, \_\_\_\_\_ am hereby acknowledging that I received this information and am responsible for reviewing and understanding its contents. I will clarify with faculty, administration, or staff any part(s) that I do not understand. I further understand that failure to follow the rules and regulations of the College of Nursing may result in various consequences including academic probation and even dismissal from the College of Nursing. I understand that this is a dynamic document, and I am responsible for keeping informed of updates/revisions to the handbooks.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_