

**Graduate Nursing
Student Handbook**



2021-2022

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Chair's Welcome

Welcome to the Salve Regina University and the Graduate Nursing program. We look forward to the contributions you will make to our school, our profession and the overall health of the communities you will serve. The goal of our program is to graduate leaders in the field of nursing. We welcome you to our diverse community of scholars, a community that values scholarly thinking, dialogue, and an environment where imagination and ideas thrive. May you use your talents wisely, express inquisitiveness, read broadly, think critically, and engage your faculty and colleagues in the exchange of ideas.

This Handbook is designed to provide information about our program as well as provide information about the academic calendar and policies governing academic life easily available to you. If you have questions that are not easily addressed through the handbook, your faculty advisor, program faculty and staff, and the staff in the Office of Graduate Studies are available to help you. My hope is that this Handbook will become a useful resource.

The Department of Nursing, in keeping with the traditions of the Sisters of Mercy, recognizes that all people, patients, and healthcare providers alike are stewards of God's creation. As you progress through the curriculum, and in your professional career and personal life, we encourage each of you to strive for a world that is harmonious, just, and merciful.

All the best for success,

Debra A. Cherubini, PhD, RN
Assistant Professor and Chair
Department of Nursing

Program Director's Welcome

Welcome! We are so excited to have you join Salve Regina University's Rodger's Family Graduate Nursing program. As we embark on this academic journey, you will be transitioning through many trials and triumphs. When you complete the program, you will be entering an elite group of nurses who are the frontiers in their profession.

This journey begins with developing a keen understanding of the advanced practice role and the foundations in practice; pathophysiology, physical assessment and pharmacology. From there, you will develop your advanced leveled skills within simulation scenarios and experiential learning placements. Embedded throughout the program, the Salve Regina University's mission of providing compassionate, ethical, competent patient care to all is ever present.

The Master's of Science in Nursing with a FNP concentration prepares you academically to sit for the national board for certification. The master's thesis is a critical assessment within clinical practice to enhance outcomes. The Doctor of Nursing Practice prepares you to be an expert in nursing. Engaging in lifelong learning will cultivate new skills and critical thinking to transform the future of health care. You are pioneers in nursing. The clinical based research process within the doctoral program will provide the venue for you to be the leaders of tomorrow.

I am honored to embark on this journey with you. Salve offers education with a *personal touch*. You may connect with me for any issues in your academic progression. May we all embody the mission of Salve to provide quality care with compassion, empathy, dedication and mercy!

Sharon L Stager, DNP, FNP-BC
Nursing Graduate Program Director
Associate Professor, Nursing

Graduate Nursing Program Learning Objectives

Salve Regina University utilizes the American Association of Colleges of Nursing Essentials of Master's and Doctorate Education in Nursing. The Student Learning Objectives incorporate the essentials to the Graduate Nursing Programs.

Masters Essentials Student Learning Objectives with a focus in FNP Certification

- The student will incorporate bio-physiological sciences in the delivery of evidenced-based care throughout diverse populations.
- The student will demonstrate the leadership skills to provide safe, high-quality, and culturally competent care throughout the lifespan and continuum of advance practice nursing.
- The student will evaluate and integrate quality improvement opportunities within the healthcare practice to achieve safe, effective, and quality patient care.
- The student will integrate theory, evidence-based research, and inter-professional resources to provide ethical, evidence-based quality patient care and evaluate opportunities for change and share with the nursing community.
- The student will use informatics and healthcare technologies to provide, document, educate, collaborate and evaluate health care to improve and expand patient care through evidence-based care.
- The student will be able to participate in health care policy development and advocate for strategies to influence health and health care delivery to provide cost effective care and evaluate outcomes.
- The student will effectively communicate and collaborate with other health care professionals for improved patient and population health outcomes.
- The student will identify health promotional and educational needs to provide evidence based clinical and population services to improve health outcomes.

At the end of the 48 credits for the Master of Science in Nursing, the programmatic learning objectives for students include:

1. Assume the role of the advanced practice nurse to provide independent and collaborative health care based on evidence, scientific knowledge, and science-based theory.

2. Demonstrate leadership skills and culturally appropriate decision making throughout the continuum of an advance practice nurse.
3. Incorporate continuous quality improvement within their healthcare practice and organization of employment to achieve safe and effective, quality patient care.
4. Demonstrate proficiency within the healthcare technologies to provide quality patient care as an integral part of the healthcare team based on evidence-based care.

Doctorate in Nursing Practice Student Learning Objectives

Salve Regina University utilizes the American Association of Colleges of Nursing Essentials of Master's and Doctorate Education in Nursing. In 2021, The New Essentials were developed. Salve Graduate Nursing Program will transition to support and demonstrate the requirements.

- The student will be able to integrate bio-physical, ethics, psychosocial, analytical and organizational sciences to promote the highest level of nursing practice utilizing integrative approaches of nursing and non-nursing theoretical concepts.
- The student will develop and evaluate approaches to ensure quality patient care with safety for all populations to provide cost-effective outcomes in a culturally competent and ethical healthcare.
- The student will use high-quality evidence-based resources to provide quality patient care.
- The student will demonstrate an understanding of informational systems and technology to manage complex health care issues, patient care, organizational management, and inter-professional communication.
- The student will promote leadership through critically analyzing healthcare policy and advocate for the nursing profession through the evaluation of finance policy regulations, ethics and social justice. The student will maintain the Sisters of Mercy Mission to encourage a world that is harmonious, just and merciful.

At the completion of the 30 credits for the Post-Master's DNP program, the programmatic learning outcomes for the graduate includes:

1. Demonstrate organizational and system leadership to improve the quality of health care for persons.

2. Design, implement, and evaluate strategies to address the environmental influences of culture, economics, ethics, law, policy, politics, society, and technology on health outcomes.
3. Engage in the processes of critical thinking, communication, change, and lifelong learning as an advanced practice nurse.

SALVE REGINA UNIVERSITY DEPARTMENT OF NURSING

The Mission of the Rodger's Family Department of Nursing

The Salve Regina University Department of Nursing, supporting the University's mission and the tradition of the Sisters of Mercy, seeks to create a supportive learning community for students from all backgrounds and beliefs. The Department of Nursing endeavors to develop professional nurses who are liberally educated, ethically grounded, clinically competent, providers of health care committed to human service and social justice regardless of the race, ethnicity or religion of the population served. Committed to patient-centered care graduates will recognize and include the patient or their designee as a full partner on the health care team. It is expected that graduates will become lifelong learners, continuing to develop as health care providers and members of the global health partnership crafting the role of the advanced practice nurse of the future.

Accreditation

Salve Regina University and the Graduate Nursing program are accredited by the New England Commission of Higher Education

Salve Regina University and the Graduate Nursing program is approved by the Rhode Island Board of Nurse Registration and Nursing Education.

The Baccalaureate, Masters and Doctorate program in the Department of Nursing at Salve Regina University is accredited by the [Commission on Collegiate Nursing Education \(CCNE\)](#)

Address:

Commission on Collegiate Nursing Education

655 K Street NW, Suite 750,

Washington, DC 20001

Telephone: 202-887-6791

Accessibility of Programs and Services

Disability Accommodations:

Face to face format: Salve Regina University is committed to providing equal access for students with disabilities to all its programs and services in accordance with the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act. If you have a disability that entitles you to instructional or other accommodations, you must register with the Office of Disability Services at the Academic Center for Excellence and arrange to provide them with documentation of your disability. The Office is open Monday – Friday 8:30am – 4:30pm EST and can be reached by phone (401-341-3150) or via email (laura.barry@salve.edu) The Disability Services Office will provide you with letters of accommodation for your professors as appropriate. You should arrange to speak with the professor as soon as possible (ideally within the first week of class) to discuss arrangements for implementing your accommodations.

Online format: Salve Regina University is committed to providing equal access for students with disabilities to all its programs and services in accordance with the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act. If you have a disability that entitles you to instructional accommodations and/or modifications, you must register with the Office of Disability Services at the Academic Center for Excellence (ACE) and arrange to provide them with documentation of your disability. You may do this in person (McKillop Library 2nd floor), electronically, or via regular mail (c/o Disability Services, Salve Regina University, 100 Ochre Point Ave., Newport, RI 02840). The office can be reached by phone at 401-341-3150 Monday-Friday 8:30-4:30 EST, or via email (laura.barry@salve.edu). The Disability Services Office will provide you with letters of accommodation for your professors as appropriate to your disability needs. You will then arrange to speak with your professors as soon as possible to discuss arrangements for implementing your accommodations. Accommodations are never applied retroactively therefore it is important that you make your accommodation arrangements at least two weeks before you need them.

Student Rights and Responsibilities

As a Catholic institution of higher learning under the sponsorship of the Sisters of the Mercy, Salve Regina University exists to provide educational opportunities for students who choose to live a more perceptive and fulfilling life. The University's purpose is to prepare men and women for responsible lives by imparting and expanding knowledge, developing skills, and cultivating enduring values. It encourages students to develop their abilities for thinking clearly and creatively, to enhance their capacity for sound judgment, and to prepare for the challenge of learning throughout their lives.

Students are expected to treat all members of the University community with respect and civility and to exercise guaranteed freedoms in a responsible manner consistent with the goals and traditions of the University. Students should acknowledge the interdependence of the University

and the surrounding community and should take responsibility for their learning and collective welfare. Upon enrollment, the student becomes a member of the academic community and thereby accepts both the rights and responsibilities associated with that membership.

It is the student's responsibility to know the policies, procedures, standards, and regulations which affect student rights; and it shall be the student's responsibility to obtain and act appropriately on such information. Ignorance of the information made accessible to the student shall not be a cause to waive policies, procedures, standards, and regulations

SALVE REGINA ACADEMIC POLICIES

Academic Honor Code

All students are expected to accept and to abide by the values of honesty, integrity, and truthfulness in their academic pursuits. Sanctions for violations of academic honesty, such as plagiarism or cheating may include (but are not limited to) failure for the work involved, failure in the course, and dismissal from the University. A record of violations and sanctions is maintained in the student's file. Appeal is to the provost or the provost's designee.

Academic Conduct

Students are expected to interact with faculty and fellow students with courtesy, respect, and integrity in all academic settings. Any behavior that disrupts an appropriate and effective learning environment is unacceptable and may be subject to discipline. Student behaviors that enhance the learning environment include dialogue and discussion of course material and issues; asking questions to improve comprehension; listening to and respecting the views of others; and completing readings and assignments in preparation for class. Student behaviors that hinder the learning environment include extended personal discussions during class; the use of cell phones, and the inappropriate use of laptops or other devices during class; consistently interrupting class by entering and exiting the room during the class session; and treating classmates or the instructor with disrespect. In all academic settings, students should be aware of their responsibility to engage in the material covered in order to benefit from educational opportunities. Moreover, students must be certain that their presence enhances rather than hinders the educational environment of fellow students.

Late submission of assignments

All materials are to be submitted prior to the due date. Late submissions are accepted with a **5% deduction per day up to 5 days**. The deduction begins at the time of submission deadline. The Canvas submission clock automatically calculates the assignment as late. No assignments are accepted after 5 days and after the class has ended.

If there are circumstances causing a delay of submission, please contact the faculty via salve.edu email to discuss accommodations for the late submission. If the student is unable to complete all work by the end of the semester, an incomplete may be requested from the professor. Communication is required prior to the end of class to request an incomplete. ***The best policy is to have asked than to never have asked.***

Intellectual Property

The University expects all members of its community to respect the property of others and to be aware of intellectual laws, regulations and policies that apply to the electronic environment. No member of the University community shall use another's material or property in a way that violates copyright law or infringes on the rights held by others. In particular, the unauthorized duplication or use of software that is licensed or protected by copyright is theft.

Members of the University community should recognize that placing their work in the electronic public domain may result in widespread distribution of their work and could jeopardize their rights to that work. One should assume that works communicated through the network are subject to copyright unless there is a specific disclaimer to the contrary.

Plagiarism

Plagiarism occurs when a person uses someone else's creative or scholarly work but fails to give that person credit. It also occurs when a person credits the author but uses his exact words without so indicating with quotation marks or block indentations. It even occurs when a person uses words so close to those in the source, that if the person placed his/her work next to the source, one would see that it could not have been written without the source "at the elbow." "Plagiarism constitutes intellectual theft. Strictly speaking, it is a moral and ethical offense rather than a legal one, since most instances of plagiarism fall outside the scope of copyright infringement, a legal offense. Nevertheless, plagiarism often carries severe penalties, ranging from failure in a course to expulsion from school" (Joseph Gibaldi, "MLA Handbook for Writers of Research Papers," 5th ed. [New York: The Modern Language Association of America, 1999]: 30).

Given the widespread use in academia of online sources of information, "plagiarism and the Web" assumes a particularly important dimension today. Where plagiarism and the Web runs anywhere from unreferenced electronic sources through e-commerce companies that prepare student papers, to other companies which can scan papers for possible plagiarism, the task of cultivating ethical scholars faces serious challenges. In this respect, every person should consult those sources that devote attention to the method of properly referencing electronic sources. In this regard, two sources are currently in widespread use: Kate L. Turabian, "A Manual for Writers of Term Papers, Theses and Dissertations," 158-64 and especially Joseph Gibaldi, "MLA Handbook for Writers of Research Papers," 158-201.

Turnitin Disclosure:

Salve Regina University has entered into a license agreement with Turnitin.com, a service that helps prevent plagiarism by comparing student papers with Turnitin's database and internet sources. Students who take this course are advised and agree that all assigned papers may be submitted to Turnitin.com. While student privacy is protected, papers submitted to Turnitin may become source documents in Turnitin's reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin service is subject to the Terms and Conditions of Use posted on Turnitin's website. Salve Regina University is committed to preserving academic integrity as defined by the Academic Honor Code as recorded in the Undergraduate and Graduate catalogs. Salve Regina University may from time to time enter into similar arrangements with other service providers.

All assignments are submitted through Turnitin via Canvas.

The maximum percentage of Turnitin for prevention of plagiarism is 20%.

Points will be deducted for inappropriate Turnitin percentages.

20-25%	5% deduction
26-30%	10% deduction
31-35%	15% deduction
>35%	20% deduction

The only acceptable reference for nursing papers is the Publication Manual of the American Psychological Association, Seventh Edition (2020).

Academic Integrity Policy:

At Salve, we adhere to the highest level of academic integrity. Please see the academic integrity policy in the Graduate Catalog. Academic Integrity: “All students are expected to accept and to abide by the values of honesty, integrity, and truthfulness in their academic pursuits. Sanctions for violations of academic honesty, such as plagiarism or cheating range from failure for the work involved to failure in the course. A record of violations and sanctions is maintained in the student’s file. Any violation may result in dismissal from the University” (Graduate Catalog). Academic honesty is taken seriously in this class. Students committing academic dishonesty will be subject to the consequences described in the Catalog as determined by the professor.

All integrity issues will be addressed by the instructor. There are certain practices to minimize the opportunities for violation of integrity, e.g., creating multiple exam versions, using Turnitin, etc. The sanction will reflect the gravity of the infraction and the instructor’s assessment of the student’s intent. If the faculty member imposes a penalty for the misconduct, he/she is required to report, in writing, the infraction to the student(s), to the chair or program director(s) related to that course, to the appropriate academic dean (of undergraduate or graduate studies), and the dean of students within 7 days of the determination that an act of academic misconduct has occurred.

Learning in our Mercy Tradition must strive for discovery and truth. It must cultivate the kind of integrity that is courageous enough to face the truth about ourselves and inspire trust in others. Put simply, academic integrity is carrying out scholarship honestly and responsibly. Academic integrity is upheld when individuals work independently when asked, acknowledge the work of others when appropriate, and complete examinations without unauthorized aid.

Confidentiality of Student Information

Procedures for the release and disclosure of student records maintained by the University are in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Where the law is silent, the University is guided by the principles that the privacy of an individual is of great importance and that as much information as possible in a student’s file should be disclosed to the student upon request. University officials may have access to student information when access is necessary for legitimate educational interests such as appropriate advising relating to the student’s academic or campus life. Third parties have access to personally identifiable student records or information only with the student’s written consent or as otherwise provided by FERPA. Parents and guardians are considered third parties who need a written release signed by the student to gain access to student records (Parental Release form). Detailed guidelines for release and disclosure of information are available from the Office of the Registrar. These

guidelines comply with FERPA and the Students' Right to Know/Campus Security Act of 1990. Required graduate student thesis and other papers authored by students may be made available by the University for the research purposes of third parties with the student's permission.

Class Attendance

For on-campus and online interactive courses, synchronous class participation is considered an essential part of the educational experience. Students are expected to attend all face to face interactions as well as fully participate in online courses and be responsible for course content. Faculty members may establish attendance policies for their courses which define expectations for attendance and participation. These policies may be found on the course syllabus.

Habitual non-attendance of a course or courses will be considered academic misconduct subject to withdrawal from the course(s) not attended. Habitual nonattendance is defined as a consecutive absence in any course or lack of participation in discussion in an online course equating to three full weeks of missed class sessions (one absence for a course meeting periodically through the semester, three absences for a course meeting once a week, six absences for a course meeting twice a week, nine absences for a course meeting three times a week).

Habitual non-attendance in one or more classes may result in administrative withdrawal from the class or classes affected. Moreover, when a student is habitually absent from most or all classes, the student may be subject to administrative withdrawal from the University or, in cases with extenuating circumstances, to an administrative leave of absence. In such cases a grade of W or WF will be assigned to the classes affected according to the appropriate date published in the academic calendar.

Students should note that faculty members may have more stringent attendance policies and standards for participation for their courses, as noted on the course syllabus.

Credit Hour:

Salve Regina University awards academic credit hours for the successful completion of this Salve Regina University awards academic credit hours for the successful completion of this course, and the course requires a significant commitment of time and effort from the student. Accreditation regulation requires that students complete (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work for other learning activities such as laboratory work, internships, practica or studio work. The learning outcomes, assignments and workload for this course reflect this expectation.

Use of Salve Email: All official email communication at Salve Regina University involving faculty, students, and staff is to be conducted using Salve email (addresses ending in @salve.edu). Students must regularly check their Salve email for important notifications from their faculty, the Registrar, and others.

Communication with Faculty

All communication with faculty is mandated to be through the Salve.edu email system or Salve phone system. Please address your professor with the title of their position, i.e. Dr, Professor, Miss, Mrs. or Mr. Faculty have 48 hours to respond to your email or phone call. If a response is not obtained within this time period, the student may call the Department Administrative Secretary at 401-341-2211 during business hours.

****Please note: If the faculty has supplied a personal cell phone, the expectation is for emergencies only. Emergencies include deaths in the family, medical issues or inability to be present for class or clinical experience. Faculty personal cell phones are not to be texted or called regarding assignment issues, submission issues or grading questions.*

E-mail Etiquette:

When contacting any professor or university official by e-mail, always conduct yourself in a professional and courteous manner. You should always include a brief subject in the subject line of the e-mail, and you should always begin your message with an appropriate and respectful greeting, referring to the person you are e-mailing by name and credential (i.e. Dr. or Professor). Pay attention to grammar and spelling and do not use text message language in an e-mail. Always sign your name at the end of your message. The faculty will not respond to emails that do not use proper etiquette.

Netiquette within Course Discussions

Netiquette or “**net etiquette**” refers to an ethical code of conduct regarding communication while using the Internet. Good netiquette involves respecting the privacy of others, and not doing anything online that will disturb or frustrate other people. The following netiquette guidelines are suggested practice for success in your online learning environment at Salve Regina University.

1. **Use correct spelling and grammar rules:** It is a good practice to compose your message in a word processing program so you can check your spelling and grammar prior to sending.
2. **Avoid typing in all capital letters,** it is akin to shouting and is considered rude. A word or two in caps for emphasis is fine.
3. **Be respectful of others:** Whether you are receiving or sending an e-mail, or participating in an online discussion, it is important to be courteous and respectful of others. Keep personal beliefs, including politics and religion out of classroom discussion unless the instructor has invited such contribution.
4. **Maintain a positive tone:** When composing a message, ask yourself: “Would I say this to the person face-to-face?” Remember that the ease and speed of the Internet makes it easy to say something you may regret later.
5. **Don’t respond to personal attacks:** Contact your instructor for action and referral.
6. **Be brief and respectful of others’ time:** If your message is succinct and to the point, people will be more likely to read it.

7. **Keep personal information private:** Posting private information in the wrong location can have serious consequences. Remember that divulging too much information could give those with bad intentions valuable information they can use to harm you.
8. **Think of your comments as printed in the newspaper...** your online comments will be seen, heard and remembered by others in this class. Before you make an emotional, outrageous, or sarcastic remark on-line, think about whether you would care if it was seen in your local newspaper.
9. **Don't be overcome by your emotions.** Take a few breaths and step away from your computer if need be.
10. **Avoid negativity.** You can disagree. You should disagree. You can challenge ideas and the course content but avoid becoming negative online. It will impact you negatively, hinder the class discussion, and may give the wrong impression of you to others.
11. **There is no need to be aggressive online.** No flaming, all caps, or !!!!, or????
12. **Disagree politely.** When you disagree politely, you stimulate and encourage great discussion. You also maintain positive relationships with others with whom you may disagree on a certain point.
13. **Don't use acronyms that not everyone would understand.**

(Salve Regina University Policies, 2016)

Requests for Letters of Recommendation

Students may request letters of reference from faculty for employment, scholarships, or other professional opportunities. Students should make the request in writing using a version of the form found in the Appendix C. Please submit a curriculum vitae or resume for the letter of recommendation.

Students should allow a minimum of two weeks for the faculty member to provide the requested document(s).

Matriculated/Non-Matriculated Students

A matriculated student has been formally admitted to the University in pursuit of a degree program and is proceeding on a full-time or part-time basis. A non-matriculated student enrolled in course work who has not yet applied to the University is not enrolled in a degree program. Non-matriculated students may not enroll for more than two courses (6 credits), unless specific permission is granted by the appropriate dean. There is no guarantee that course work completed as a non-matriculated student will be applied toward a degree program. Non-matriculated students may register for courses when space is available.

Part-time Status

Students pursue the program on a part-time basis. The program is designed to be completed the MSN in 3 years. The Post-MSN is completed in 2 years. The MSN 48 credits will be completed in three years culminating in the conferral of a Master of Science degree and the opportunity to sit for the Family Nurse Practitioner (FNP) certification. After the completion of the Master of Nursing, the student may apply for admission to the Post- MSN DNP. If the student is

academically solid, the student will be admitted to the DNP program to begin in the Fall to complete the 30 credits.

Course Numbers

Graduate level courses have numbers of 500 and above. Courses numbered 600 and above are limited to doctoral or CAGS students.

Registration Policies and Procedures

All students must register for courses to maintain enrollment at the University. Students are responsible for adhering to the registration instructions, timetable and other information published online. Students must satisfy all financial obligations before they are permitted to register and attend classes.

Student Responsibility

It is the responsibility of the student to review the requirements for their degree program and select appropriate coursework. Students easily monitor their progress by consulting MySalve MyProgress and by consulting the graduate catalog for program requirements.

Academic Calendar

Salve Regina's academic year includes a fall and spring semester and two summer sessions. Meetings for graduate courses follow the University Graduate calendar. Calendar information may be found in the schedule of classes, at the back of this handbook, and on the [website](#).

Change of Name/Address

It is the student's responsibility to complete a change of name/address form in the Office of the Registrar whenever such a change occurs.

Registration Holds

In order to register each semester, all students must have clearance from the Business Office, Office of Financial Aid, and the Office of the Registrar.

Registration

Matriculated students may register online through My Information. The link is titled "Search and Register for Classes."

Nonmatriculated students may use the registration link available at <https://salve.edu/registration>

Students may also register for all on-campus and online courses in person at the Office of the Registrar located in Ochre Court Room 203. Office hours are 8:30am to 4:30pm Monday-Friday. If you have any questions you can contact the [Registrar by email](#); phone: 401-341-2943 or fax: 401-341-2996.

Course Changes & Add/Drop period

Graduate students may drop and add courses without academic consequence during the first seven days of a course. The option to add a course includes only those courses where space is still available during the drop/add period. If students are only dropping a course without adding there

are financial penalties. Please refer to the [University's refund policy](#). If a student has not officially dropped a course or received an approved course withdrawal by the completion date of the semester, the instructor must submit a final grade for the student.

Prerequisites

A prerequisite is a course or other requirement established to ensure that students have enough academic preparation to successfully complete another course. It is the responsibility of the student to ensure that prerequisites, as listed in the catalog and updated through the semester schedule of classes, have been successfully completed before registering for the course. Faculty members have the right to refuse students admission to courses when prerequisites have not been completed satisfactorily.

Administrative Withdrawal

It is the responsibility of the student to notify the University of an intention to withdraw from a course or withdraw from the University.

Withdrawal policy for Graduate Course

In withdrawing from a course, time is of the essence, both for tuition reimbursement and for academic grades of "W" which do not negatively affect the grade point average. Permission must be obtained from the instructor and the Office of the Registrar before published deadlines using official course withdrawal forms. For grading purposes in regular semester courses, the deadline is published in the academic calendar as "last day to withdraw from a semester course with a grade of "W"." For classes scheduled to meet half a semester or less, the deadline is the halfway point of the course (contact [Office of the Registrar](#) for details on a specific course). For withdrawals after the deadline, the final grade will be "WF". If a student stops attending a course at any time without withdrawing, the final grade will be "F." Grades of "F" and "WF" are equivalent in calculating the grade point average. Course withdrawal forms are available in the Office of the Registrar. The grading policy is published online and within the graduate catalog. The refund policy is also available online.

Within the Graduate Nursing program, withdrawal from a course will delay the completion of the program. Some courses are offered once a year and withdrawal will postpone the ability to progress with the admitting cohort.

Continuous Enrollment

Students are expected to have continuous enrollment throughout the program. Students who are not enrolled each semester (excluding summer) will be withdrawn from the University. Those who are withdrawn and desire to return for further studies may be reactivated through the office of the Registrar if within one year of study. Students who have been inactive for more than one year are invited to contact the office of Graduate Studies and may need to reapply. After an extended period of program interruption, the appropriate graduate program director may require the student to reapply to the program. Readmitted students must follow the curriculum and guidelines in effect at the time of readmission.

Leave of Absence

Students, who know they will be unable to take courses for more than two consecutive semesters for either medical or non-medical reasons, must request a leave of absence in order to remain active. Students must submit a request for a leave of absence in writing to the [Office of Graduate Studies](#).

Withdrawal from the University

It is the responsibility of the student to notify the University of the intention to withdraw from a course or withdraw from the University.

Habitual non-attendance of a course or courses will be considered academic misconduct subject to withdrawal from the course(s) not attended. Habitual nonattendance is defined as a consecutive absence in any course or lack of participation in discussion in an online course equating to three full weeks of missed class sessions (three absences for a course meeting once a week, six absences for a course meeting twice a week, nine absences for a course meeting three times a week, one day for a course meeting two weekends.)

Habitual non-attendance in one or more classes may result in administrative withdrawal from the class or classes affected. Moreover, when a student is habitually absent from most or all classes, the student may be subject to administrative withdrawal from the University or, in cases with extenuating circumstances, to an administrative leave of absence. In such cases a grade of W or WF will be assigned to the classes affected according to the appropriate date published in the academic calendar.

Students should note that faculty members may have more stringent attendance policies and standards for participation for their courses, as noted on the course syllabus.

Students who have attended no class sessions of a course or courses for which they are registered by the end of the drop/add period (first seven days of a graduate course) will be withdrawn from the course(s) unless they have communicated with their instructor. If a student never attended any courses during the drop/add period, the student will be withdrawn from his/her full schedule of courses.

Transcripts

Transcripts are released following a written student request and payment of the appropriate fee or when mandated by law. Transcripts are available in the Office of the Registrar. Transcript services may be denied to students who have outstanding financial obligations to the University.

To obtain copies of transcripts and source documents such as test scores from other institutions, students must contact the originators of those records, for example the registrar of the original institution. Salve Regina University does not copy transcripts of other schools for student use.

Graduation Requirements

To qualify for graduation, candidates must be fully matriculated in their respective graduate programs and complete all requirements in which at least 60% must have been completed at Salve Regina University with a minimum cumulative grade point average of 3.0.

Graduation Procedures

Candidates intending to graduate must submit a completed file-for-degree form to the Office of the Registrar. The file for degree is electronic and will be sent to the student via salve.edu email. All program requirements must be complete before conferral of the degree and participation in Commencement ceremonies. Any balance on the student's account must be paid in full in order to participate in commencement. Where applicable, the following documents also must be on file prior to graduation:

- Official transcripts validating any transfer credit to be applied toward the degree
- Evidence of an exit interview with the Director of financial aid

Appearance of a student's name in the Commencement program is presumptive evidence of graduation but is not regarded as conclusive. The official Salve Regina University transcript, sealed and signed by the registrar, is conclusive testimony of the student's academic records and possession of degree(s) awarded by this institution.

Filing for Degree

All students will be notified to file for degree for the upcoming commencement in May. If the student has not received a file for degree from the registrar, the student should contact the Registrar and the Director of the Graduate Nursing Program.

Grading Policy

Student grades on the graduate level are reported as follows with the accompanying quality point values:

Grade	Numerical Equivalent	Point Value
A Excellent	95-100	4.00
A-	90-94	3.70
B+	87-89	3.30
B Above Average	84-86	3.00
B-	80-83	2.70
C+	77-79	2.30
C Average	74-76	2.00
F Failure	Below 74	0.00

- P Pass: Carries no quality points. Indicates that a student registered on a Pass/Fail basis and passed. Students receive credit for such courses, but “P” has no numerical equivalent and so is not computed in the average.
- I Incomplete: Given when a course requirement has not been met. Must be resolved by the date on the Incomplete form or I becomes F. Incompletes may not extend beyond the last day of the following semester.
- AU Audit: No credit. Students fulfill course requirements except for the examination.
- W Withdrawal: Withdrawal from a course with permission. No credit is awarded.
- WF Withdrawal F: Withdrawal from a course without permission or after the date designated in the academic calendar for withdrawal without penalty. Also given to a student for behavioral or academic reasons prior to the recording of the final grade. No credit is earned and is computed as “F” in the grade point average.

Incompletes

It is very important for students to complete all assigned course requirements by the scheduled end date of their courses. When students decide they are unable to do so, it is equally important that they follow the procedure for requesting an incomplete grade. Before the scheduled end date of the course, students must request an incomplete grade from their instructor. If the request is approved, the student and instructor will complete the official form and submit it directly to the Office of the Registrar. Official forms are located on the [Registrar’s web page](#).

Incomplete grades are neutral - they have no effect on the GPA. However, it is crucial for the student to finish the work by the completion date indicated on the form; otherwise the incomplete will become an F. Students have only granted one incomplete per course.

Students may not withdraw from a course once an incomplete has been granted. The completion deadline may not extend beyond the last day of the following semester for all courses, except self-paced courses. Incomplete deadlines for self-paced courses should not extend beyond two months after the completion of the initial four-month period.

Course Repeat Policy

Graduate courses may be repeated, with the lower grade excluded from the GPA, and duplicate credits excluded from the cumulative total. All grades earned, however, will remain on the student’s transcript. **Students earning a grade lower than a B- in a required course must repeat that course at Salve Regina University.** Students may repeat a required course once. No further progression in the curriculum can occur until the successful completion of the repeated course. No more than three required courses may be repeated throughout a student’s program.

Academic Probation and Dismissal

A cumulative grade point average of B (3.0) is required to qualify for a graduate degree or certificate. Students whose cumulative grade point average falls below 3.0 in any given semester

or who earn at least one grade of “C” or below are on academic probation for the following semester. Students on probation for two continuous semesters may be dismissed from the University. Students will receive a written notice of this decision, including a process for appeal. Students who are dismissed may make a written appeal to the Provost following the process specified on the dismissal notice.

If readmission is granted, a student will be re-enrolled on academic probation and will be informed of specific academic criteria and expectations in writing. Students reinstated by appeal may not, if dismissed again in subsequent semesters, submit any further appeals for readmission.

International students studying on a nonimmigrant visa should consult with the appropriate designated school official to review visa status issues and alternatives.

ABOUT THE GRADUATE NURSING PROGRAM

The Graduate Nursing programs are designed for nurses seeking an advanced degree in nursing. The curriculum provides clinical preparation for becoming an advance practice nurse and educated nurses in evidence-based practice, quality improvement, and systems thinking among other key areas. Graduates may seek leadership roles such as advanced practice nurses, managers of quality initiatives, executives in healthcare organizations, directors of clinical programs, and faculty responsible for clinical program delivery and clinical teaching.

The programs offered includes the following:

Master’s in Nursing (MSN) with a Family Nurse Practitioner Track requires completing 48 credits and 600-720 clinical hours. The student is prepared to sit for a nationally accredited FNP exam.

The Post-Master's Doctor of Nursing Practice (DNP) requires completion of 30 credits and 500 contact hours. Individuals who have graduated with a MSN from another institution, may apply to the post master’s portion of the program.

The BSN to DNP is a seamless program offered for students who desire not to opt-out at the MSN level for the FNP examination and complete the curriculum until the Doctorate is complete. The total number of credits is 78.

Courses are offered fully online. The local student may meet with their faculty at a convenient location a mutually agreed upon time. Financial aid is available.

All students are mandated to attend a face to face 3 day (24-hour) colloquium. The student is responsible for lodging, food and transportation during the colloquium. The colloquium is required prior to entering in a precepted clinical experience.

Admission

Students applying to the MSN and BSN-DNP programs must submit the following materials:

1. A baccalaureate in nursing degree transcript from an accredited university with a grade point average of at least 3.0, and all other official transcripts in which collegiate credit was obtained.
2. Unencumbered license or eligibility for RN licensure in the State of Rhode Island; and any additional licenses, if applicable
3. Completion of graduate application.
4. An essay relating to professional goals and advanced practice.
5. Submission of a portfolio to include curriculum vita/resume that includes a description of current and past clinical practice as well as any presentations and/ or publications.
6. Two letters of recommendation from clinical peers/supervisors who attest to communication and clinical competence (SALVE REGINA Nursing alumni are required to submit two letters of recommendation).
7. Interview with the Nursing Program Director program, Chair of the Department of Nursing and/or a designated faculty.
8. Evidence of completion of 3 credits in Statistics.

Students are required to complete an application for acceptance into the Graduate Nursing program. If the student has completed the MSN program at Salve, the student may submit a declaration form to proceed into the Post-Master's portion of the program.

Students applying to the Post-Master's Doctor of Nursing Practice program must submit the following materials:

1. A baccalaureate and master's degree in nursing from an accredited university with a grade point average of at least 3.0, and all other official transcripts in which collegiate credit was obtained.
2. Unencumbered licenses for RN and APRN from all state of Rhode Island (license will need to be obtained prior to any clinical experiences).
3. Unencumbered license or eligibility for APRN licensure in the State of Rhode Island.
4. A copy of all unencumbered registered nurse and APRN licenses.
5. A copy of certification certificate for the APRN.
6. Completion of graduate application.
7. An essay identifying doctoral study and research expectations to professional goals.
8. Submission of a portfolio to include curriculum vita/resume that includes a description of current and past clinical practice as well as any presentations and/ or publications.
9. Two letters of recommendation from clinical peers/supervisors who attest to communication and clinical competence.
10. Interview with the Director of the BSN-DNP program, Chair of the Department of Nursing and/or a designated faculty.
11. Evidence of completion of 3 credits in Statistics and Advanced Research within the Master's program.

Advising

Advising in the Graduate Nursing program is the Director of the Graduate Nursing program. The Graduate Nursing Director is supported by the Chair of Department of Nursing. Students must be admitted to the Graduate Nursing Program prior to enrolling in clinical courses.

Shadow Health

Shadow Health, a digital clinical experience system is offered in numerous classes. The fee for access to Shadow Health per course is pro-rated and accessible until graduation from Salve. Shadow Health provides a clinical simulation designed to improve students' health assessment skills in a safe learning environment through our valid and reliable instruments that assess critical thinking and clinical reasoning. Students can interact with the digital patients online 24/7.

Here is a walkthrough of the steps students need to follow to register for a Shadow Health account.

1. Enter PIN
2. Register: Enter name, email, number and password
3. Confirm Email
4. Review Technical Requirements
5. Review End-User License Agreement
6. New User Survey (Optional)
7. Select Payment Type
8. Either enter in Bookstore Access Code or Credit Card
9. View Receipt

Exxat & Medatrax

All students will be required to subscribe to Medatrax, an online data-tracking system. The student will pay for the utilization and maintenance of this system. The cost is \$7.50 per month. The student needs to start enrollment in Medatrax when enrolled in NUR 550 to prepare for NUR 540. Post-Doctorate Students will need to enroll in Exxat to maintain experiential supervised hours clinical preceptor information.

Medatrax

All students will be required to subscribe to Medatrax, an online data-tracking system.

The student will pay for the utilization and maintenance of this system. The cost is \$7.50 per month.

To begin your Medatrax experience, please see the following site for instruction:

<https://np.medatrax.com/help/StudentQuickReferenceGuide.pdf>

If you are unable to log in, Initial username and password will be provided for the first login by the program administrator or sent via email from Medatrax Account Specialist. If user ids have not been received, please contact webmaster@medatrax.com or 1-800-647-4838 x1 to retrieve user IDs.

Medatrax Help Desk: webmaster@medatrax.com

MSN students need to start enrollment in Medatrax in the semester prior to NUR 540. The recommendation is to sign up during NUR 552.

Post-Doctorate Students will need to enroll in NUR 650 to maintain project hours and clinical preceptor information. The activities to be able to log for DNP hours include:

- Planning and designing the project with leaders in the organization (P& D)
- Meeting with organizational leaders (OLM)
- Meeting with DNP Project Committee (PCM)
- Conducting the Intervention (INT)
- Gathering Data Collection for Research Outcomes (DC)
- The initials beside the options are labels in which will be used in Medatrax to track activities.

Hours not included in the activity log include:

- Research hours
- Writing manuscript
- Literature Search for materials
- Independent work to develop the project

Exxat

Salve Regina University is using Exxat STEPS to manage your clinical education. Exxat will help you build your clinical profile and provide a place to upload your required documents. Exxat can also help you find a clinical site that fits. During your experiential learning, the system will coordinate the information and assignments required by your program. All students will be required to set up an account with Exxat as soon as they enroll in the graduate program.

Please follow the steps below to get signed into Exxat and to use your [name@salve.edu](mailto:yourname@salve.edu) to get started.

[Setting Up Your Account on Exxat \(SSO Users\) for Students STEPS](#)

Please also reference the following tutorials as you get started in Exxat:

1. [Exxat Student Orientation \(6:04\)](#)
2. [Managing Required Documents for Students STEPS](#)
3. [Timesheets for Students Exxat STEPS](#)
4. [How to Use the Basic Patient Log for Students STEPS PT](#)
5. [Overview & Adding a Patient Log for Students STEPS](#)
6. [Filling Out the CI Details Form for Students STEPS P](#)

Additional Information for Experiential Learning:

1. Which courses will I need to use Exxat in?

- Exxat will be used in the following courses - with the number of hours expected for your experiential work in parenthesis, 3 credits unless stated:

- NUR 512 - (120* hrs)
- NUR 540 - (130)
- NUR 555 - 6cr (250)
- NUR 565 - 6cr (250)
- MSN Colloquium (24 hours)

2. Will I be graded weekly on my work logged in Exxat?

- Yes! You will log your work each week and your course instructor will provide a **complete or incomplete** for that week.
- No grades will be assigned but completing the log each week is required. If you are unable to complete the log for a given week (example: preceptor unavailability) you will need to contact your success coach in this regard.

3. What exactly do I have to do in Exxat?

- You will need to submit a patient log and/or a timesheet for each experiential learning component.
- This needs to be entered no more than **48 hours** after the direct experiential learning experience to be approved hours.
- Your instructor will review the logs and approve the clinical experience accordingly.
- The clinical preceptor will approve the hours within the supervised experience__
- All required logs and patient information/demographics as well as information such as found below may be required for your specific course. Please consult your syllabus and/or reach out to your success coach if you are unsure of what needs to be completed.
 - Rural /Underserved community
 - Group encounter
 - Demographics of patient
 - Visit information
 - ICD 10 codes
 - Student role
 - CPT If applicable
 - Diagnosis codes
 - Procedure codes
 - Medications prescribed
 - Pt adherence Issues?
 - Patient Summary Clinic Notes

3. What do I need to submit in my course?

- You may be required to complete the following on a weekly basis as an ‘assignment’ within Canvas. This will be graded along with other course work
 - You may need to submit SOAP notes each week based on specific course requirements (*consult syllabus*)
 - You will need to submit a “reflection” paper according to syllabus requirements and uploaded in Canvas

4. What is expected of the instructor?

- Your instructor will be briefed on what they are required to oversee with the experiential learning component, but in brief, they will oversee the following:
 - Check off your submitted timesheets
 - Completion of required data for patient information
 - The Direct Patient Care hours identified and completed
 - The simulation hours identified
 - All Evaluations
 - All Assignments
 - Meet with you and your preceptor twice (mid-term and final) during your course. It is incumbent on you to arrange the time that this meeting will occur

5. Your instructor will not:

- Find your learning experience placement for you
- Remind you to log your information in Exxat
- Function as your preceptor

6. Evaluation

- You will be asked to [complete a mid-term and a final evaluation](#) which will need to be submitted during the appropriate time.

For DNP **Only**:

- NUR 615 (75) Ethical Issues in Advanced Practice Nursing
- NUR 620 (50) Epidemiology & Health Promotion
- NUR 625 (75) Organizational and Systems Leadership in Healthcare
- NUR 633 (50) Business and Legal Aspects of Advanced Practice Nursing
- NUR 645 (50) Research Methods for the DNP
- NUR 670 (75) Quality Improvement, Initiatives & Safety in Advanced Nursing
- NUR 658 (75) Health Policy and Population Health
- NUR 662 (50) Health Care Management and Care Systems

1. What exactly do I have to do in Exxat?

- You will need to submit an experiential log and/or a timesheet for each experiential learning component.
- This needs to be entered no more than 48 hours after the direct experiential learning experience to be approved hours.
- Your instructor will review the logs and approve the clinical experience accordingly.
- The experiential preceptor will approve the hours within the supervised experience.
- All required logs are based per class and have different criteria. The student will enter the date, time spent, and list activities completed within the experience.

2. When you are working with a faculty or preceptor, the DNP student may allocate hours to the following:
 - Planning and designing the project with leaders in the organization (P&D)
 - Meeting with organizational leaders (OLM)
 - Meeting with DNP Project Committee (PCM)
 - Conducting the Intervention (INT)
 - Gathering Data Collection for Research Outcomes (DC)

The activities are designated by placing your initials beside the options within Exxat while logging the hours.

3. What type of activities **do not** satisfy the requirements?
 - Research hours
 - Writing a manuscript
 - A literature Search for materials
 - Independent work to develop the project
4. What do I need to submit in my course?
 - You may be required to complete the following on a weekly basis as an ‘assignment’ within Canvas. This will be graded along with other course work
 - A “reflection” paper according to syllabus requirements and uploaded in Canvas
5. What is expected of the instructor?
 - Your instructor will be briefed on what they are required to oversee with the experiential learning component, but in brief, they will oversee the following:
 - Check off your submitted timesheets
 - Completion of required data for the experiential learning
 - The experiential hours identified and completed
 - All Evaluations
 - All Assignments
 - Meet with you and your preceptor twice (mid-term and final) during your course. It is incumbent on you to arrange the time that this meeting will occur
6. Your instructor will not:
 - Find your learning experience placement for you
 - Remind you to log your information in Exxat
 - Function as your preceptor
7. Evaluation

You will be asked to complete a mid-term and a final evaluation which will need to be submitted during the appropriate time

Nursing Liability Insurance

In connection with the clinical practice component of the nursing program, all students **must** secure professional liability insurance provided by the University prior to their first clinical course. In addition, it is **required** for the student to have personal supplemental liability insurance for the advanced practice nurse student.

Companies who offer these policies include www.proliability.com, www.nso.com and others based on your professional affiliations.

Injuries within Clinical

If there is an injury during a clinical experience, the following steps need to occur.

- 1) Contact the Salve Regina University Clinical Instructor
- 2) The student with the preceptor will complete the Report of Injury or Exposure to Health Threat Form (Appendix F)
- 3) Student will follow up with recommended medical attention including Occupational Health Medical Services approved for the injury
- 4) The completed report needs to be sent to the Clinical Instructor, Graduate Nursing Director and Clinical Coordinator at Salve.
- 5) The Clinical Coordinator will forward the report to the Salve Regina University Business Office.
- 6) All medical services will be submitted through the **student's medical insurance**. If co-pays are required, overages or medical bills, the student pays the fees and submits the medical bills/ receipts to the business office for reimbursement related to the clinical incident.

Program Requirements

Students may be admitted to the Graduate Nursing program for 6 credits on conditional status. If requirements for unconditional admission are not met at this time, then the student cannot progress. Doctor of Nursing Practice students must meet the admission, progression, and graduation requirements of the University Graduate Catalog.

Students are officially accepted into MSN program after the successful completion of the following classes; pathophysiology, advanced health assessment and pharmacology with a GPA of ≥ 3.0 . If the student is at risk for not achieving these requirements, the Graduate Nursing Director should be notified as early as possible.

Transfer of Credits from another institution: No more than 9 transfer credits can be applied to program requirements.

Policy for Readmission

Graduate Nursing students who leave in good academic standing may resume enrollment in the program within two years after taking their first course by enrolling in courses required to complete the degree requirements. If a DNP student is on leave from the program for 3-5 years, the completed coursework will be reviewed on an individualized basis. Completion will be determined by the Chair of the Department of Nursing based on the courses taken, the current information needed for advanced nursing practice, and student experience. Student remediation

may be part of this individualized program. Students who have left the Graduate Nursing program in good academic standing and wish to reenroll in the programs five years or more after taking their first course in the graduate program will have their transcripts reviewed on an individual basis. Readmission to the program may require retaking courses and/or remediation. In addition to the Graduate Nursing policy for readmission, all students must follow the readmission procedures for the Graduate School.

Student Health

It is the responsibility of the student to inform the Graduate Nursing Director, the Chair of the Nursing Department, the Clinical Coordinator, and relevant faculty of any recent or ongoing health issues. Unless otherwise informed, it will be assumed that a student is healthy and fully capable of meeting the challenges of the classroom and experiential learning activities of this program in a manner that is safe for both their patients and themselves.

All students are required to undergo a “fit for duty” evaluation prior to clinical. The student needs to complete a packet and submit to the coordinator to ensure clinical placement. A drug screening is mandatory to enter the clinical setting. See Clinical Requirements in the Graduate Nursing Handbook.

Student Health Insurance

Health insurance is a requirement of all nursing students. Students who do not have coverage have the option of purchasing health insurance through the Salve Regina University Business Office.

Smoking

Salve Regina promotes a smoke-free environment and nursing students are expected to abide by these expectations. Students are not allowed to smoke while representing Salve Regina University, i.e. wearing a student identification badge, lab coat or uniform. Students are not allowed in the clinical arena if there is a smell of smoke on their person.

Students who smoke and wish assistance in quitting may seek assistance through programs offered by Salve Regina Health Services.

Substance Abuse Policy

1. Salve Regina University expects all members of its community to adhere to and abide by all federal, state, and local laws concerning illegal substances and alcohol. Specifically, the University prohibits the unlawful possession, use, or distribution of alcohol or illicit drugs anywhere on University property or within the framework of a University function.
2. Substance abuse is a major concern because it can compromise not only the learning environment but also the care that is provided to patients.
 - a. Health care facilities require that students have drug testing before being placed in their facility for clinical learning experiences.
 - b. Standards require that nursing students must be free of chemical impairment during participation in any aspect of the nursing education program including classroom, laboratory, and clinical settings. This includes travel to and from clinical learning sites.

The Department of Nursing follows the university policy on substance abuse.

3. Students must notify the Chair within five (5) days of any criminal drug arrest, arraignment, and conviction.
4. Failure of a student to comply with the university's policy on substance abuse will result in disciplinary action that could include dismissal, required completion of an appropriate rehabilitation program, and reporting to appropriate officials for prosecution under Rhode Island and United States law where penalties may include fines, imprisonment, or both.

Suspected Chemical Impairment

Definition - A chemically impaired student is a person who, while in the academic or clinical setting, reveals or exhibits signs that s/he has violated University policy and possibly state laws regarding the use of alcohol or drugs and is under the influence of, either separately or in combination: alcohol, over-the-counter medication, prescribed medication, illegal drugs, inhalants, or synthetic "designer" drugs.

Procedure to be followed when a student is suspected of being chemically impaired:

1. The student is taken to a private area. The faculty member describes the sign(s) and/or behavior(s) observed and allows the student to provide an explanation.
2. The student is asked about the use of any substance(s), and if used, what, when, and how much was used and by what route it was taken.
3. If the student refuses to answer or when the signs/behaviors that are observed could be signs of impairment the student is removed from the educational area. The situation may require that the student be transported to or within the health care facility for evaluation and treatment.
4. The student is subject to the Drug Screening Policy and Procedure as outlined below.
5. A written report of observed student behavior is prepared by the involved faculty member and is submitted to the Chair.
6. The Chair will inform other faculty on a "need to know" basis.
7. A copy of the report will be placed in the student's locked, confidential, health files.
8. Within one week a joint meeting will be held with the student, the faculty member who wrote the report, and the Chair. The purpose of the meeting is to review with the student the legal implications, as well as the physical, psychological, and social costs of drug and alcohol use/abuse and the procedural requirements that will be followed.
9. If chemical impairment is the concern, the student must go for a professional evaluation of chemical dependency status with a provider approved by the RI Board of Nurse Registration and Nursing Education. The cost of evaluation and any necessary treatment will be borne by the individual.
10. If the professional evaluation determines that no treatment is required, a report stating this will be submitted to the Chair. The student may then resume their course work.
11. If the provider determines there is a chemical dependency issue, the student will be asked to agree to the plan of action recommended by the provider and to confirm

understanding of both the terms and the academic consequences by signing a treatment contract.

- a. Should the student choose not to agree to the contract, he/she will be dismissed from the program.
- b. Participation in clinical experiences will not be permitted until the provider submits documentation of the completion of the course of treatment and a written assessment of the student's ability to perform safely and effectively in the clinical area. This document should include any restrictions regarding the person's activities (e.g., limiting access to narcotics, schedule for self-help group meetings). Some restrictions may prevent the student from continuing clinical course work.
- c. If a grade must be submitted before the contract is fulfilled a semester grade of "W" (withdrew) will be assigned.
- d. If the provider states that it is safe for the student to return to the nursing program, the student must submit a written request for reinstatement indicating when they would like to return.
- e. Readmission to clinical courses will depend on when space is available.
- f. If at any time another incident of chemical impairment is documented the student will be dismissed from the program.

Drug Screening Policy and Procedures

The purpose of this policy is to provide a safe working and learning environment for patients, students, institutional staff and property in the sites utilized for clinical learning by nursing students. Clinical facilities and organizations are now requiring students who participate in the care of patients is subject to the same standards as their employees. Accordingly, the Department of Nursing requires nursing students to submit urine drug screenings on an annual basis. A negative urine drug screen is a condition for participation in the clinical component of the program.

Graduate Nursing Clinical Experience

Throughout the Graduate Nursing program, there are direct supervised clinical experiences. The clinical experiences provide opportunity for the student to learn the role of the advanced practice nurse with a seasoned provider, apply theory to practice and hone skills, competence, expertise and clinical reasoning. The clinical experiences are required to graduate from the program. The selection of the clinical preceptor experience is based on preceptor credentials, availability, course objectives, and required skills within the program and site appropriateness for the experience. The experience may be within the local area or with some distance. There may be a chance of having a clinical preceptor experience in a neighboring state, if the student holds an unencumbered nursing license within that state.

Steps to Obtaining an Appropriate Clinical Site

The advanced practice nursing student is responsible to find an appropriate clinical site and preceptor for the clinical experience. The student is responsible to identify if a request for payment is required for the clinical preceptor. Salve Regina University does not provide financial

reimbursement for preceptor services. The experience is volunteered. A letter will be generated for the preceptor to provide evidence for recertification.

The site needs to be identified in adequate time to complete the following;

- The Clinical Preceptor Submission of Clinical Placement Form completed and submitted to the Graduate Nursing Director and Clinical Coordinator.
- The preceptor will present a curriculum vitae, license and certification information. The submissions will be assessed for appropriateness as an expert in their specialty and accurate credentials to fulfill the preceptor role.
- The Graduate Nursing Practice Director needs to evaluate the site for clinical appropriateness.
- The clinical coordinator needs to send a contract agreement with a student attestation to ensure the clinical site the student is in compliance with the physical examination, immunizations and criminal background requirements.
- Once the contract and attestation are received with all signatures from the clinical preceptor, Department Chair of Nursing and facility, the student is legally able to start clinical.
- See the MSN Clinical Presentation for all components to complete for application to conduct clinical.

NUR 560 and NUR 565 requires 2-3 clinical sites to fulfill the hours required across the lifespan.

The following information needs to be submitted prior to the contract for clinical preceptorship.

Clinical Preceptor Submission of Clinical Placement Form

Semester/ Year for Clinical:

Student Name:

Student's State(s) of RN Licensure (Copy of License):

Name of Clinical Site(s) secured: (Please be sure the name is the accurate name)

Clinical Site Website:

Type of Practice (Primary care, pedi, GYN, etc.)

Office Manager/ Provider/ Contact Person for Practice:

Preceptor Name:

Preceptor e-mail address:

Number of anticipated hours:

Phone Number:

Fax number:

Address:

Copies and uploaded information:

Active resume/ CV

State Licenses

National Certifications

Clinical Sites and Nursing License

All clinical sites are based on state of licensure of the student. All clinicals are conducted in the state in which the student holds an active, unencumbered nursing license. All active licenses are to be submitted in Medatrax™ and inform the Graduate Nursing Director. Holding multiple state licenses is recommended to increase opportunities for clinical placements.

Clinical Attire

All Salve Regina Graduate Nursing Practice students will be professionally dressed (business casual) as they represent the school in a clinical preceptor position. All students will wear their Student ID as a name badge on their Salve Regina lab coat at all clinical preceptor experiences. The student will introduce themselves as an “Advanced Practice Nursing Student” or “Nurse Practitioner Student” to the patients they are interacting with. The professional attire is required during simulation laboratory time.

The attire includes slacks/ skirts and sturdy shoes. All skirts shall be knee length or longer. All shirts and tops need to prevent any visualization of cleavage or chest hair. The following are not appropriate for attire within the clinical preceptor experience; jeans, corduroys, sweatpants, yoga pants, leggings and shirts with a low-neckline, tank tops, sneakers, flip flops or sandals.

Appropriate piercings include 2 earing holes per ear. **No other piercings are acceptable while in Salve Regina University clinical uniform.** All tattoos shall not be visible to the patient while in clinical preceptor experiences. If tattoos are potentially visible, cover up makeup should be applied for the clinical experience. If the student is dressed inappropriately, the preceptor is to call the Salve Regina faculty or Director, and the student will be dismissed for the day.

Clinical Absence

All students will communicate with their Salve Regina professor and their preceptor if they are not attending the clinical preceptor experience as scheduled. The hours for the experience will be counted only when the student is within the practice working with the preceptor. A signature from the preceptor will be required on the clinical hours log submitted at the end of the semester.

Requirements prior to Clinical Experiences

All students need to have a background check, drug screening and documentation of immunizations **annually**. The student will need to undergo a physical for clearance and fit for duty **annually**. The documents need to be submitted one to two months prior to starting the clinical rotation. If the requirements are not submitted, the clinical will not be initiated.

Graduate Nursing Practice Clinical Experience Required Student Documents

All students will need to provide the following documents required by the Department of Nursing. You will **NOT** be able to begin clinical experiences until the documents are submitted.

- Complete the Certified Background Check~ Castle Branch Annually
- Completed and signed Physical Examination Form Annually
- Completed drug screen~ Castle Branch Annually
- Documentation of PPD testing within the past year and updated annually. If a history of a positive PPD is documented, a negative CXR needs to be provided. Subsequently, a yearly TB assessment by your primary care provider is required with documentation.

- Immunization Record provided with the following requirements;
 - MMR (Measles, Mumps, Rubella) 2 doses of vaccine or positive titers
 - Chicken Pox 2 doses of varicella vaccine or positive titer
 - Tdap- a Tdap within the previous 5 years
 - Hepatitis vaccine- 3 doses of Hepatitis B vaccine and hepatitis B surface Antibody titer is recommended to confirm sero-conversion. If non-reactive, a repeat 3 dose series with repeat titers is required.
- Titer Results: Laboratory Results Reports must be submitted
- CPR card from the American Heart Association BLS for Healthcare Providers (copy front and back with signature)
- Influenza Vaccine documentation
- Malpractice Insurance Documentation
- Registered Nurse Licensures for active licenses within any state
- If all documentation is not up to date, CLINICAL WILL NOT BEGIN!

Vaccination Policy

Salve Regina requires that all members of its community, including students, faculty and staff with physical presence on campus or campus-related activities, obtain a COVID-19 vaccine for the 2021-2022 academic year. Students and employees are asked to submit proof of vaccination. Under current state guidelines, individuals who are vaccinated will be exempted from regular COVID-19 testing requirements. Non-vaccinated individuals will be required to undergo regular testing. Individuals with valid medical or religious may not be able to conduct experiential learning.

Castle Branch

Salve Regina University uses the services of Castle Branch for tracking nursing student background checks and drug tests. When you place your initial order with Castle Branch, you will be prompted to create your secure [myCB account](#).

University Codes for Access are as follows:

- LV14bg – Background Check
- LV14dt – Drug Test - Friday 8am-8pm & Sunday 10am- 6:30pm EST

From within your myCB, you will be able to:

- ✓ View your order results
 - ✓ Upload and store important documents and records
 - ✓ Manage requirements specific to your programs
 - ✓ Place additional orders as needed.
 - ✓ Complete tasks as directed to meet deadlines
- Your myCB Service Desk is available to assist you via phone, chat and email
 - Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST
 - 888-914-7279 or servicedesk.cu@castlebranch.com

Incomplete Clinical Hours within the semester

All clinical courses have a required number of direct supervised patient care hours which must be completed by the end of the course. If the student does not complete all clinical hours within the semester, the following actions are required.

- The clinical course coordinator, preceptor, student, Graduate Nursing Clinical Coordinator and Graduate Nursing Director need to approve the extension of clinical days to complete the required hours of the semester.
- The student will need to apply for an **incomplete** for the course until the hours are completed. The incomplete will be submitted via mySalve forms.
- If the student does not apply for an incomplete with the registrar in adequate time, the student will receive a failure of the course.
- The clinical hours need to be completed before the start of the next semester to progress within the cohort.

Clinical Preceptor

The clinical preceptor is expected to provide a holistic experience for the advanced practice nurse. The preceptor must hold an unencumbered license within the state of practice. The preceptor is required to be an advanced nurse practitioner for at least 1 clinical preceptor rotation. Other providers acceptable to offer a clinical preceptor experience include medical doctors and physician assistants.

Role of the Preceptor as Clinician and Educator

The role of the preceptor is to;

- Orient oneself to the learning objectives of the experience.
- Orient the student to the agencies policy, procedures and mission statements.
- Collaborate with the student for the best clients to enhance educational opportunities.
- Support and supervise clinical reasoning during patient care.
- Collaborate with the student's faculty to evaluate the student's strengths and weaknesses to enhance forward progression through the program.
- Mentor, demonstrate and enhance the student's experience with regards to collaboration with other health care team members from medical assistants to physicians.
- Evaluate and provide supportive guidance within the preceptor experience to improve the student learning objectives.
- Demonstrate attitudes and qualities of a leader within the agency and community to provide culturally and ethically competent health care for a world which is harmonious, merciful, and just.
- Ensures the student adheres and complies with HIPAA training and regulations.

Withdrawing from a Clinical Site

All student placements should be compatible with the student and preceptor. There are extenuating circumstances which may occur during the semester. The extenuating circumstances include a significant life event of the student or preceptor, loss of preceptor, site is not appropriate to complete the requirements of the student, or site is not a safe location for student. If this may

occur, the student will meet with the clinical course coordinator to discuss options. The clinical course coordinator will communicate with the clinical placement coordinator and Director to provide solutions to the student withdrawing from the clinical site.

The potential outcomes may require the student to apply for an incomplete for the course, register for the course in the next semester to continue their clinical experience. There is a potential delay in completion of the program.

Family Nurse Practitioner Certification

An eligible student to sit for a national Family Nurse Certification examination may apply with American Nurses Credentialing Center (ANCC) or American Academy of Nurse Practitioners (AANP). The information required for application includes the following:

- demographic information,
- nursing licensure,
- program information,
- course name, credit hours and year of completion for the pathophysiology, pharmacology, physical assessment, and primary care courses,
- supervised clinical sites and hours, including preceptor's name and credentials,
- final transcript(s), and
- State Board request form.

The AANP Certification website is <https://www.aanpcert.org/certs/process>

The ANCC Certification website is <https://www.nursingworld.org/certification/>

The Salve Regina program is designed for the student to sit for the national examination at the completion of the program requirements. The student has the choice to sit for the examination, when it is convenient for them.

Once you have passed, the practitioner will apply for license with the state. Prior to completing the license and CSR, you need to register with the DEA at https://www.deadiversion.usdoj.gov/online_forms_apps.html

Each state has different requirements. In RI, you will go to RI DOH; <http://health.ri.gov/licenses/detail.php?id=231#>

Effective 01/19/2018 Rhode Island is no longer part of the Nurse Licensure Compact (NLC)

- Apply online, RN or LPN
- Nurse APRN
- Nurse APRN CSR
- Prescription Drug Monitoring Registration

You will need to complete the application, the CSR is the controlled substance request

There are many hoops to get credentialed and it takes time

And, the organization or you will need to apply for provider numbers to bill insurances.

Master's Project and Oral Presentation

The Master's Project is expected through the program to complete a project based on patient care or advanced practice concern from a clinical setting. The student will integrate both clinical and academic elements of the Master of Science in Nursing degree. The assignment is an evidenced based, patient centered project integrating the introduction to the concern, pathophysiology/epidemiology of the disease or description of the critical issue, review of literature, clinical standards of care, management of care, patient education, health promotion, and the evaluation of patient care outcome.

DNP Project

Students within the Doctor of Nursing Practice (DNP) program at Salve Regina University must complete the DNP Project. The Project is a research endeavor and manuscript to demonstrate through a critical and systematic process the AACN Essentials of Doctoral Education for Advanced Nursing Practice.

The DNP Project is integrated throughout the Doctor of Nursing Practice program. The DNP Project is designed to address a practice issue affecting groups of patients, health care organizations, health care systems, professional or educational organizations. Students work with clinics, inpatient units, hospitals, health care systems, or professional organizations to assess, plan, implement, and evaluate an initiative jointly agreed upon by the setting, the student, and the student's advisory committee.

The [DNP Project Handbook](#) is available to delineate key aspects of completing the project.

The establishment of the student's DNP Project Team is a requirement *before* the student engages in the development of the DNP Project. The role of the DNP Project Team is to mentor the student in the development, implementation and evaluation of the project. The team will encourage, support and critique the process of construction to dissemination of the manuscript. The team will cohesively work together to aid the student in developing, critiquing, and evaluating the scholarly process. The DNP Project Team is expected to provide guidance, assist the student to prepare for the defense and compilation of the scholarly manuscript. All members are expected to communicate with each other and attend (in person or via teleconference) the defenses of the Project Proposal and Project Defense.

DNP Project Chair and Committee

The Doctor of Nursing Practice (DNP) student will be provided a Project Chair to oversee and collaborate with on their DNP Project. In addition to the Committee Chair, the student must have two additional terminal degree prepared professionals on his/her committee. One committee member, either the Chair or committee members, needs to hold a Doctor of Nursing Practice (DNP). It is highly recommended that the student discusses the selection of his/her committee with his/her Chair. A third committee member is highly recommended to be an expert in the area of study.

The student may opt to include other members to the committee. These members may be an agency liaison or a community member who has expertise in the issue/problem being addressed. Again, it is highly recommended that any addition of members to the committee be discussed with the Project Chair.

The committee consists of three (3) advisors:

1. Chair - The DNP Project Chair must be a full time Salve Regina University faculty member with an earned doctoral degree (DNP, PhD, EdD, or JD degree).
2. Committee Member #1- An individual who may be faculty at Salve Regina University or an advanced practice nurse within an institution with a terminal degree to serve as a supportive resource.
3. Committee Member #2 – An optional member who may be faculty at Salve Regina University or another institution with a terminal degree in their discipline and has clinical expertise/ expert in the project topic area. The Committee Member #2 may be an agency liaison or a community member who has expertise in the issue/problem being addressed.

Optimum DNP Project Sites

It is important for the student to select a practicum site that will offer him/her the optimum experience by providing access to experiences and individuals to facilitate the student's needed learning experiences. Very often, it is the student's own organization who can enhance and who supports the students learning experience. The student must identify an agency liaison that is not a direct supervisor of the student when the student is in the employee role. The student must submit a Practicum Site Placement Request to his/her Chair for approval prior to beginning any practicum experience. **The student cannot not be compensated for their time monetarily.**

CURRICULUM

Prerequisite Courses

Students must have successfully completed a course in statistics from an accredited university.

MSN Course Requirements 48 Credits

NUR503: Advanced Physiology and Pathophysiology
NUR505: Foundations of the Advanced Practice Nurse
NUR520: Research for Evidence-Based Practice
NUR512: Advanced Health Assessment
NUR511: Global Influences in the Advanced Management of Care
NUR514: Advanced Healthcare Informatics
NUR 535 Pharmacologic Principles for Advanced Practice Nursing
NUR550: Advanced Care Practice I
NUR552: Advanced Care Practice II
NUR540: Application of the Advanced Practice Nurse Role I
NUR536: Advanced Care for the Maternal and Family Unit

NUR538: Advanced Care for the Pediatric Patient
NUR555: Application of the Advanced Practice Nurse Role II
NUR565: Application of the APN Role III

Post Master's Doctor of Nursing Practice Course Requirements

NUR620: Epidemiology
NUR625: Organizational and Systems Leadership in Healthcare
NUR615: Ethical Issues in Advanced Practice Nursing
NUR645: Advanced Nursing Research Methods
NUR633: Business and Legal Aspects of Advanced Practice Nursing
NUR 652: Foundations of Scholarly Work
NUR 658: Health Policy & Population Health
NUR 662: Health Care Management and Care Systems
NUR 665: Biostatistics
NUR 670: Quality Improvement, Initiatives & Safety in Advanced Nursing

BSN-DNP Course Requirements 78 Credits

NUR503: Advanced Physiology and Pathophysiology
NUR505: Foundations of the Advanced Practice Nurse
NUR520: Research for Evidence-Based Practice
NUR512: Advanced Health Assessment
NUR511: Global Influences in the Advanced Management of Care
NUR514: Advanced Healthcare Informatics
NUR 535 Pharmacologic Principles for Advanced Practice Nursing
NUR550: Advanced Care Practice I
NUR552: Advanced Care Practice II
NUR540: Application of the Advanced Practice Nurse Role I
NUR534: Advanced Care for the Maternal and Family Unit
NUR536: Advanced Care for the Pediatric Patient
NUR555: Application of the Advanced Practice Nurse Role II
NUR565: Application of the APN Role III
NUR620: Epidemiology
NUR625: Organizational and Systems Leadership in Healthcare
NUR615: Ethical Issues in Advanced Practice Nursing
NUR645: Advanced Nursing Research Methods
NUR633: Business and Legal Aspects of Advanced Practice Nursing
NUR620: Epidemiology
NUR625: Organizational and Systems Leadership in Healthcare
NUR615: Ethical Issues in Advanced Practice Nursing
NUR645: Advanced Nursing Research Methods
NUR633: Business and Legal Aspects of Advanced Practice Nursing
NUR 652: Foundations of Scholarly Work

NUR 658: Health Policy & Population Health
NUR 662: Health Care Management and Care Systems
NUR 665: Biostatistics
NUR 670: Quality Improvement, Initiatives & Safety in Advanced Nursing

Course Descriptions

NUR 503: Advanced Physiology and Pathophysiology

System-focused content addresses the normal physiologic and pathologic mechanisms of disease that serve as the foundation for advanced clinical assessment, decision-making, and management. Physiologic changes are compared and contrasted over the life span; and developmental physiology, normal etiology, pathogenesis, and clinical manifestations that are commonly found are also addressed.

3 credits.

NUR505: Foundations of the Advanced Practice Nurse

Seminar focusing on leadership concepts and professional values as they apply to the advanced practice nurse in a variety of settings at all levels of prevention. This course provides an integration of science-based theory and concepts with an emphasis on role transition and synthesis. Professional issues, collaboration, scope of practice, and advocacy are emphasized.

3 credits.

NUR 520: Research for Evidence-Based Practice

The study of scientific research as applied to advanced practice nursing. Emphasis is placed on the role of the advanced practice nurse in research formulation and utilization.

3 credits.

NUR512: Advanced Health Assessment

Advanced health assessment and diagnostic reasoning focuses on assessment of health status of individuals and families throughout the lifespan addressing cultural and developmental variations. Diagnostic reasoning is emphasized as the decision making process which differentiates normal from abnormal health states.

Prerequisites: Advanced Physiology and Pathophysiology

3 credits

NUR511: Global Influences in the Advanced Management of Care

Global influences are changing advanced nursing health care practice. The course will explore health care policies, regulations, political and legal influences and ethical aspects to provide quality care. Genetics and genomics are expanding and influencing the management of care. Exploring the impact of these influences of care in relation to the role of the advanced practice nurse today and in the future. *3 credits.*

NUR514: Advanced Healthcare Informatics

This course focuses on application and innovation related to the collection, development, organization, analysis, and dissemination of information and technology in an interdisciplinary health care environment. Students are introduced to the role of the healthcare informaticist,

healthcare information systems and the information system life cycle, the electronic health record (EHR), telemedicine, clinical decision-making tools, and other technology useful for enhancing healthcare delivery and patient safety.

3 credits.

NUR535: Pharmacologic Principles for Advanced Practice Nursing

The study of pharmacologic principles and nursing prescriptive authority for the management of common and complex problems.

Prerequisites: Advanced Physiology and Pathophysiology, Advanced Health Assessment.

3 credits.

NUR550: Advanced Care Practice I

This course concentrates on the role of the advanced practice nurse in the coordination and management of common health conditions for persons across the life span. Focus is on the assessment, diagnosis, clinical management, and education of persons within primary care settings.

3 credits.

NUR552: Advanced Care Practice II

This course focuses on the role of the advanced practice nurse in the coordination and management of complex health conditions and restoration of health for persons across the lifespan. Emphasis is on the assessment, diagnosis, management, and education of persons within primary care settings

3 credits.

NUR540: Application of the Advanced Practice Nurse Role I

This clinical course facilitates implementation of the role of the advanced practice nurse. In consultation with faculty, students select an area of clinical practice and implement advanced clinical decision making in the provision of evidence based nursing care with an emphasis on health and wellness.

Prerequisites: Pharmacologic Principles for Advanced Practice Nursing, Advanced Health Assessment

3 credits; 120 clinical hours.

NUR534: Advanced Care within Maternal and Family Unit

Advanced Care within Maternal and Family Unit will delve into the complex assessment and management of the pregnant female, fetus and family unit. Family dynamics and theoretical assessments will be explored. The diverse care of the maternal-fetal unit will be examined to provide holistic management of care incorporating pharmacological management of health care issues.

3 credits.

NUR536: Advanced Care of the Pediatric Patient

Advanced Care within Pediatrics delves into the complex development, stages and assessments in the management of the pediatric patient. Family dynamics and theoretical assessments will be explored

focusing on the impact to the child. The stages of growth and development impacting advanced practice will be explored. Prescribing and dosing of pharmacological substances will be discussed to understand impact for the holistic management of care to the pediatric patient. Identifying advanced skills of disease promotion and prevention for pediatric population.

3 credits.

NUR555: Application of the Advanced Practice Nurse Role II

This clinical course facilitates implementation of the role of the advanced practice nurse. In consultation with faculty, students select an area of clinical practice and implement advanced clinical decision making in the provision of evidence-based nursing care with an emphasis on common health conditions in primary care settings.

Prerequisites: NUR 540 Application of the Advanced Practice Nurse Role I

6 credits; 240 clinical hours.

NUR565: Application of the APN Role III

Continued focus on the clinical development of the advanced practice nurse. Emphasis is on the implementation of interdisciplinary care for complex health conditions in primary care settings.

Prerequisites: NUR 555 Application of the Advanced Practice Nurse Role II

6 credits; 240 clinical hours.

NUR615: Ethical Issues in Advanced Practice Nursing

This course examines ethical issues in advanced practice nursing. Theoretical underpinnings of ethical decision making are discussed. The responsibilities of the advanced practice nurse as a patient advocate are analyzed.

3 credits.

NUR620: Epidemiology and Health Promotion

Focus on the application of the principles of epidemiology to the planning, implementing, and evaluating of population-based health care services. Emphasis is placed on the use of epidemiological and bio-statistical methods of reasoning to draw inferences about strategies at all levels of prevention.

3 credits.

NUR625: Organizational and Systems Leadership in Healthcare

This course explores critical topics in organizational and systems leadership that emphasize collaboration and communication strategies to move interdisciplinary groups toward common goals and objectives. Students will examine professional relationships within health care systems and identify strategies to positively influence health care quality and ensure patient safety.

3 credits.

NUR633: Business and Legal Aspects of Advanced Practice Nursing

Business and legal aspects relevant to establishing and maintaining an advanced nursing practice are critically analyzed. Aspects such as consulting, contracting, budgeting, profit analysis, billing, and reimbursement practices are discussed.

3 credits.

NUR 645 Advanced Nursing Research Methods for the DNP

Students explore various research techniques and then apply that knowledge to an analysis of existing research and to designing and implementing their own research projects. The course includes preparation of appropriate research questions, a literature review, qualitative and quantitative approaches, research designs, threats to internal and external validity, sampling techniques, data collection methods, and ethical considerations. A basic overview of the application of research methods to program evaluation is provided. Ethical issues are explored in some depth. *3 credits.*

NUR 652 Foundation of Scholarly Work (3 credits)

This course is an introductory course to prepare, develop and disseminate academic writing. Academic writing is different from other forms of writing. Scholarly writing allows for the demonstration of scholarship in a specific domain like nursing. Writing and scholarship impacts advancements in teaching, research, and practice. The course will reinforce composition and writing skills for academic purposes. Students utilize citations and references to assert that work reflects larger body of literature on the topic of interest. Supports written communication of ideas to inform and persuade a reader on the topic. The student will use the approved format to support position and learn how to avoid plagiarism.

NUR 658 Health Policy and Population Health (3 credits)

This course will examine the theoretical foundation and frameworks for examining health policy, health promotion, population health, health equity and the implementation of community-based interventions. Utilization of current U.S. and global data will be examined to improve outcomes. U.S. health policies and the role of APRNs in analyzing and creating health policy will be examined. Additionally, this course provides an evidence-based approach analysis of the healthcare policy making process, the effect of policy on healthcare and broader social policy, the influence of political and economic forces on healthcare policy and the necessity of health service organizations to engage in strategic governmental relations to empower community action.

NUR 662 Health Care Management and Care Systems (3 credits)

This course analyzes how health care is organized, delivered and financed in the United States. This course provides a comprehensive systems thinking approach tracing the economic, cultural, and social contexts to deliver high-quality care. This course will examine the evidence-based practices of distribution and access to medical and other services, the roles of public and private insurance and healthcare benefits, licensure and accreditation, quality, and reimbursement. Investigation on the role of the advance nurse leader and their impact to improve outcomes within the areas of access to healthcare, federal healthcare and legislative programs and trends in healthcare delivery.

NUR 665 BioStatistics (3 credits)

Biostatistics is a course to explore the rigorous transformation of knowledge gathering into measurable data to improve the healthcare outcomes. This course will build upon basic statistics and develop new knowledge to explain and decipher data within healthcare. The application and interpretation of statistical and epidemiological techniques appropriate to health research and science will be implemented. This course will prepare students to think quantitatively, assess data critically and interpret qualitative data. The student will examine principles of statistical inference and the application to the analysis and interpretation for answering practice questions.

NUR 670 Quality Improvement, Initiatives & Safety in Advanced Nursing (3 credits)

This course explores the theoretical foundations and application of quality improvement methods, tools and strategies needed to increase organizational effectiveness. Measurement and accountability in health care delivery systems through the examination and analysis of data, structures, processes, and outcomes will be emphasized. Evidence-based science of quality improvement and interprofessional patient safety across various healthcare settings will be explored while focusing on contemporary issues in healthcare professions. This course will prepare students to lead and practice in organizations that advance high reliability principles, patient safety, inter-professional teamwork, and continuous learning to improve outcomes.

APPENDICES

Appendix A

SALVE REGINA UNIVERSITY

Department of Nursing

Student Request for Letter of Recommendation

Student Name	
Reason for Letter	
Specific Information	
▪ Scholarship	
▪ Employment	
▪ Internship	
▪ Other	
Name, title and address of person (organization) to whom letter should be sent:	
Personal student information that would enhance the faculty member's ability to write a thorough letter of recommendation. (Attach a resume and include here relevant volunteer activities, special interests, employment history, and scholastic achievements).	

APPENDIX B

SALVE REGINA UNIVERSITY
Department of Nursing
GRIEVANCE PROCEDURE FORM

STUDENT NAME:	DATE
STUDENT SIGNATURE:	
FACULTY MEMBER'S NAME:	
STUDENT'S STATEMENT	
FACULTY MEMBER'S STATEMENT	DATE
Faculty Signature	
DEPARTMENT CHAIR'S STATEMENT	DATE

Signature of Department Chair	
NAMES OF FACULTY ASSIGNED TO COMMITTEE	DATE
1.	
2.	
3.	
Committee Chair's Signature	
Committee Members' Signatures:	
CONSENSUS DECISION OF COMMITTEE:	DATE

Additional documentation may be attached as necessary. A copy of the complete report will be placed in student's file

APPENDIX C

<p><u>SALVE REGINA UNIVERSITY</u></p> <p>Department of Nursing</p> <p>Critical Incident Report</p>

CRITICAL INCIDENT REPORT	
Please check <input checked="" type="checkbox"/>	The student, under the direction of faculty, is to complete this form because a critical incident occurred:
1.	Incomplete, inaccurate or incorrect charting
2.	Unprofessional actions during to nurse/patient interactions
3.	Unprofessional behaviors
	Other (please describe):
REPORT OF A NEAR-MISS	
Please check <input checked="" type="checkbox"/>	The student, under the direction of the faculty, is to complete this form because a near-miss occurred:
1.	Student demonstrates an inadequate knowledge base and/or is unable to carry out safe clinical APRN practice.
2.	Poor APRN judgment is exhibited which could lead to danger to patient well-being
3.	Omitting the appropriate methods of assessing a patient to adequately determine a differential diagnosis, diagnosis and plan of care.

	4.	A behavior which raises the concern of the Clinical Instructor or Clinical Staff (Please describe):
	5.	Other (please describe):
<p style="text-align: center;">Consequences of the student's actions shall be determined by the nursing faculty and the policies and procedures of the patient care agency.</p>		

APPENDIX C (cont'd)

Critical Incident Report

This portion of form is to be completed by the student involved in incident.			
Student Name (PRINT)		Date	
Facility and location where occurred:			
Brief statement of the incident:			
Pertinent Medical Diagnosis (es) of patient:			
Results of incident:			
A.	To the wellbeing of the patient:		
B.	What action was taken at the agency by you, your Clinical Instructor, and Agency Staff?		
C.	Potential short/long-term consequences to the patient due to the incident:		
Detailed Explanation of the incident:			
A.	Why did this incident occur?		
B.	How could this have been avoided?		

C. What will you do to prevent this happening to another patient in the future?

Clinical Instructor		Date	
Chair		Date	
Distribution:			
<input type="checkbox"/> Student <input type="checkbox"/> Instructor <input type="checkbox"/> DON Chair <input type="checkbox"/> Student File <input type="checkbox"/> Agency copies as needed			

Appendix D

<u>SALVE REGINA UNIVERSITY</u>	
<i>Department of Nursing</i>	
REPORT OF INJURY OR EXPOSURE TO HEALTH THREAT	

Student's Name		Date of Report	
Course and Section: NUR	Section	Date of Exposure	
Nature of Exposure Please check <input checked="" type="checkbox"/> all that apply	<input type="checkbox"/> Needle stick	<input type="checkbox"/> Burn	<input type="checkbox"/> Human bite or scratch
	<input type="checkbox"/> Instrument puncture	<input type="checkbox"/> Saliva	<input type="checkbox"/> Laceration
	<input type="checkbox"/> Injury from other sharp object		<input type="checkbox"/> Blood splash or spray
	<input type="checkbox"/> Other (name)		
Describe injury or exposure in detail:			
Who at the facility was a witness: Name, title, department			
Who at the facility was notified: Name, title, department			
Was the correct equipment being used properly when incident occurred?			
<input type="checkbox"/> Gloves	<input type="checkbox"/> Mask	<input type="checkbox"/> Eye-ware	<input type="checkbox"/> Gown
<input type="checkbox"/> Other			

Explain:			
Was the individual sent for medical evaluation? Explain where, when, how, and for what purpose:			
Who was notified in Nursing Dept.? When? How?		Was student's family notified? Who? When? How?	
Comments and follow-up plan (if more space is needed us back of page):			
Signature Clinical Instructor		Date	
Received by Department Chair		Date	

Appendix E

SALVE REGINA UNIVERSITY
Department of Nursing
CLINICAL WARNING

Student's Name		Date	
Clinical course: NUR	Section	Site:	
<p>A clinical warning is provided to a student so that he/she will have written guidance as to what must be remediated in their clinical practice, directions for doing that, and a date by which it must be accomplished.</p> <ul style="list-style-type: none">• A student may be placed on clinical warning at any time by the preceptor in conjunction with the Clinical Instructor due to a deficit in knowledge, attitudes, skills, and level of fitness for providing care to human beings.• A student may receive serial clinical warnings within the same semester as needed.• A student on clinical warning must correct all listed deficiencies in order to pass the clinical course.• The student will be given a copy of the clinical warning.• Copies will be placed in the student's file, given to the Chair of the DON, and to the student's Academic Advisor.• When a student successfully remediates the issues listed in the warning, they may be able to pass the course.			
Professional and/or clinical behavioral deficiency			

Stipulations of what student must do to prepare for and/or demonstrate appropriate professional clinical behaviors, with specific measurable outcomes and a deadline date			
I have read and discussed with the Clinical Instructor, and understand the terms of this clinical warning.			
Student's Signature		Date	
Clinical Instructor's Signature		Date	
Received in Nursing Office		Date	

If a clinical faculty member needs to give a clinical warning and does not have access to this form, the warning may be written up covering the above components.

Appendix F

University Information Sheet

Academic Center for Excellence: 401-341-2226 (APA, Writing Center, Tutoring)

<http://www.salve.edu/office-service/academic-center-excellence>

Admissions Manager, Graduate and Professional Studies Laurie Reilly, 401-341-2153

Associate Provost: Dr. Donna Cook, (401) 341-2435

Book Store: <https://www.bkstr.com/salvereginastore> 401-847-9086

Business Office: 401-341-2900 <http://www.salve.edu/financial-aid/apply-aid>

Department of Nursing Clinical Coordinator: LaVerne Lawrimore, 401-341-3271

Director of Operations, Graduate Studies; Tiffany Mcclanaghan, (401) 341-2198

Enrollment Advisor: Monica Ledezma monica.ledezma@salve.edu 401-200-8480

Graduate Nursing Program Director, Student advisor: Dr. Sharon Stager, DNP, APRN, FNP-BC, 401-341-3297

Library: 401-341-2330 <http://library.salve.edu/>

Nursing Department Chair: Dr. Debra A. Cherubini, PhD, RN, 401-341-2211

Nursing Department Office: 401-341-2211

Provost and Vice President for Academic Affairs: Dr. Nancy Schreiber, (401) 341-2222

Register for classes: <https://salve.edu/registration>

Registrar's Office: 401-341-2943 <http://www.salve.edu/office-service/registrar>

Salve Regina University Web Site: <http://www.salve.edu>

Student Success Coach: Andrea Haase andrea.haase@salve.edu 401-227-0257

Technical Support Center (TSC): 401-341-7777, select option 2

Undergraduate/Graduate Course Catalog: <https://salve.edu/academic-catalogs>

Veteran's Benefits: <http://www.salve.edu/registrar/veterans-benefits> Local VA office, call (888) 442-4551 or visit www.gibill.va.gov.

Appendix G

Graduate & Professional Studies Academic Calendar 2021-22

2021 – Fall Semester

September 6	Monday	** Labor Day – No Classes **
September 8	Wednesday	Fall Classes Begin- 15 Week and Session I
September 15	Wednesday	End of Add/Drop Period for 15 Week and Session I Classes
September 17	Tuesday	Constitution Day
October 6	Wednesday	Last Day to Withdraw from Session I Classes
October 11	Monday	** Fall Break – No Classes **
October 12	Tuesday	Classes Resume- Regular Tuesday Classes Meet
October 26	Tuesday	Last Day of Session I Classes
October 29	Friday	Session I Final Grades Due
November 1	Monday	Session II Classes Begin
November 2	Tuesday	** Registration for Spring 2022 opens **
November 8	Monday	End of Add/Drop Period for Session II Classes
November 12	Friday	Last Day to Withdraw from a 15 Week Semester Classes
November 29	Monday	Last Day to Withdraw from Session II Classes
Nov. 24 - Nov.28	Wednesday-Sunday	** Thanksgiving Break – No Classes **
November 29	Monday	Classes Resume
December 18	Saturday	Last Day of 15 Week and Session II Classes
December 19	Sunday	Christmas Break Begins
December 21	Tuesday	Final Grades Due for 15 Week and Session II Classes

2022 – Spring Semester

January 10	Monday	Spring Classes Begin- 15 Week and Session I
January 17	Monday	** Martin Luther King Day – No Classes **
January 18	Tuesday	End of Add/Drop Period for 15 Week and Session I Classes
February 4	Friday	Last Day to Withdraw from Session I Classes
February 21	Monday	** President's Day – No Classes **
February 22	Tuesday	Only Monday Classes Meet – No Tuesday Classes
February 25	Friday	Last Day of Session I Classes
February 28	Monday	Session II Courses Begin
February 28	Monday	Session I Final Grades Due
March 7	Monday	End of Add/Drop Period for Session II Classes
March 12-20	Saturday-Sunday	** Spring Break **
March 21	Monday	Spring Classes Resume –
March 22	Tuesday	**Registration for Fall and Summer 2022 opens**
March 25	Friday	Last Day to Withdraw from a 15 Week Semester Classes
April 1	Friday	Last Day to Withdraw from Session II Classes
April 14-18	Thursday - Monday	** Easter Break**
April 19	Tuesday	Spring Classes Resume
April 30	Saturday	Last Day of Semester – 15 Week and Session II Classes
May 2	Monday	Final Grades for Graduating Students Due
May 3	Tuesday	All Final Grades for 15 Week and Session II Classes Due
May 5	Thursday	University Commencement – Graduate Programs

2022 – Summer Sessions

May 9	Monday	15-Week and Session 1 Begins (7 week)
May 16	Monday	End of Add/Drop Period for 15- Week and Session I (7 Weeks)
May 16	Monday	Session II Begins (10 weeks)
May 23	Monday	End of Add/Drop Period for Session II (10 Weeks)
May 30	Monday	Memorial Day – No Classes
June 3	Friday	Last Day to Withdraw from Session I (7 Weeks)
June 24	Friday	Last Day of Session I (7weeks)
June 27	Monday	Final Grades Due- Session I
July 1	Friday	Last Day to Withdraw from Session II (10 weeks)
July 4	Monday	Independence Day Observed – No Classes
July 5	Tuesday	Session III Begins (7 Weeks)
July 12	Tuesday	End of Add/Drop Period for Session III (7 Weeks)

July 22	Friday	Last Day of Session II (10 weeks)
July 25	Monday	Final Grades Due Session II (10 Weeks)
July 29	Friday	Last Day to Withdraw from 15 Week Semester Classes
August 5	Friday	Last Day to Withdraw from Session III (7 Weeks)
August 22	Monday	Last Day of 15-Week Session and Session III (7 Weeks)
August 25	Thursday	Final Grades Due 15-Week Session and Session III (7 Weeks)

**This handbook is subject to change
If changes occur during the academic calendar year, electronic distribution will occur
8-27-21 SLS**