SAINT LOUIS UNIVERSITY

Trudy Busch Valentine School of Nursing

Student Handbook
2024-2025
Accelerated MSN Nursing Program

http://nursing.slu.edu

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Introduction

This handbook has been designed to assist you by centralizing important information, policies, and guidelines relevant while you are a student in the Accelerated Masters of Science in Nursing Program at Saint Louis University. You are urged to read this handbook and keep it while a nursing student at Saint Louis University. You are responsible for the information which is published herein. A copy of this handbook is available at: Accelerated Master's of Science in Nursing : SLU.

This student handbook includes information specific to the Accelerated Master's of Science in Nursing Program. Information regarding Saint Louis University policies may be found in the Academic Catalog on the Saint Louis University Office of the Registrar Website **Office of the University Registrar: SLU.** General Saint Louis University policies apply to all students attending Saint Louis University unless superseded by policies of the School of Nursing.

Accreditation

Saint Louis University School of Nursing is fully accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. SLU has been continuously accredited since 1916.

The baccalaureate degree in nursing/master's degree in nursing/ and Doctor of Nursing Practice at Saint Louis University is accredited by the Commission on Collegiate Nursing Education (AACN NCHE). The School of Nursing is fully approved by the Missouri State Board of Nursing.

Before 2005, Saint Louis University School of Nursing was accredited by the National League for Nursing Accrediting Commission from 1928 through 2006.

Approval Body: Undergraduate and Prelicensure Program Committee.
Revised and Accepted: 5/2017

Mission Statement

The mission of the School of Nursing is education of "the whole person"—mind, body, heart and spirit, within a dynamic, diverse and technological society. The School of Nursing, an integral unit of Saint Louis University, seeks to fulfill its mission of education and leadership in the development of nursing as a discipline and profession through teaching, research, practice, and service in ways consistent with the Catholic, Jesuit values of the University. The School of Nursing acts responsibly by setting priorities and exercising stewardship to assure the best use of its resources.

The School, through the teaching component of the mission, prepares students at baccalaureate, master's, post-master's, and doctoral levels for professional nursing practice and interprofessional collaboration to care for the whole person, the "*cura personalis*". The School creates a student-centered environment that recognizes and actively addresses the diverse learning needs of students and an academic climate that promotes intellectual inquiry among faculty and students.

The School, through the research component of the mission, advances the active engagement of faculty and the involvement of students in the innovative scholarly process of discovery, dissemination, and translation of knowledge both on campus and with distance education. The School promotes interprofessional collaboration in the conduct of research to maintain or improve health.

The School, through the service/practice component of the mission, promotes quality health care of individuals, families and communities to alleviate ignorance, poverty, injustice and hunger; extend compassionate care to the ill and needy; and to maintain and improve the quality of life for all persons. Saint Louis University School of Nursing faculty, staff, students, and graduates provide this holistic care by working with people in diverse environments to maintain or improve health.

Approval body: General Faculty Assembly (GFA)
Approved: May 2008
Reviewed and revised: November 18, 2013
Reviewed and revised: January 2018
Reviewed and revised February 14, 2022

Statement of Philosophy

The School of Nursing, as an integral component of Saint Louis University, upholds the Judeo-Christian philosophy and mission of the University to pursue truth for the greater Glory of God and for the service of humanity. The faculty of the School of Nursing believes that all persons are created by God and possess intrinsic worth and dignity. We believe the very origin of nursing lies in the fundamental capacity to care for those in need. Recognition of *cura personalis* requires that acceptance, compassion and respect characterize relationships among faculty, staff, administrators, and students in the School, and relationships with individuals, families, and communities and other health care professionals in nursing practice settings. The School of Nursing provides a collegial environment of academic freedom in which students develop knowledge, insight, values, accountability, and professional competence.

Study of the liberal arts provides an essential foundation for the development of an educated person. Such an education assists students to develop greater knowledge of self, of God, of other people, and of the world in which they live. Attributes, such as intellectual insights, collaboration, communication, logical and analytical skills, and the exercise of independent judgment, are acquired through study of the humanities and the biological, physical, behavioral, and social sciences. This foundation also facilitates the study and practice of professional nursing.

Nursing as a profession and as a discipline is concerned with the promotion and maintenance of health, prevention of illness, care and rehabilitation of sick and disabled persons, and compassionate care of the dying. As a discipline developing its own science, nursing continues to expand its body of knowledge and to identify its articulations with the theories and practices of other relevant disciplines.

Nursing education is a collaborative endeavor of faculty and students in which each contributes and shares talents to enhance learning. Faculty members, having achieved expertise, facilitate each student's search for knowledge and self-actualization. Given students' individual abilities, interests, and career goals and changing societal needs, the faculty provides a range of educational programs and uses a variety of teaching methods. All educational experiences are designed to help students develop as critically reflective and socially responsible people who are capable of making informed, prudent ethical decisions. The faculty encourages student self assessment and evaluation, thereby preparing graduates for continuing personal and professional development. The faculty believes that continuing education is an integral component of nursing education and offers continuing education programs as a community service.

Initial preparation for professional nursing practice at Saint Louis University is organized around explicit concepts that structure the nursing content in the curriculum; such structure facilitates learning. Upon completion of the baccalaureate generalist program, the graduate possesses the theoretical base in nursing and related disciplines and the skills – both interpersonal and technological – required for practice. The graduate demonstrates the ability to integrate knowledge with skills and to collaborate with individuals, families, communities and other health care professionals in nursing practice settings. The graduate is prepared to begin a career in the practice of nursing in a variety of health care settings with individuals of diverse cultural backgrounds and ages. Education at the baccalaureate level prepares graduates for advanced study in nursing.

Master's education provides for attaining advanced knowledge and the ability to apply nursing theories in practice and for developing clinical leadership skills. Upon completion of the master's generalist program, the graduate is prepared with the ability to provide leadership for nursing care at the microsystem level. Nurse practitioner education at the master's level provides for the mastery of a methodology for advanced practice to address patient needs within a population focus. Graduates of the master's program contribute to the development of nursing through their practice, leadership, scholarly activities, and involvement in professional associations. Education at the master's level prepares graduates for doctoral-level study in nursing.

Doctoral education provides leadership for the continuing development of nursing as a discipline and a profession. The Doctor of Nursing Practice (DNP) prepares nurses for advanced practice with the specialized knowledge and skills needed to diagnose and manage health and illness and improve the quality of health care in all practice settings using evidence and outcome-based methodologies. DNP graduates demonstrate clinical expertise and promote high quality patient-

centered care with an emphasis on interprofessional collaboration within the healthcare delivery system.

The Doctor of Philosophy in Nursing (PhD) fosters commitment to knowledge generation and expanding the science of the discipline. As stewards of the profession, graduates apply methods of knowledge discovery to advance nursing scholarship and practice. The study of nursing as a scientific discipline is complemented by advanced study in related disciplines to address complex healthcare issues.

Approval Body: General Faculty Assembly (GFA)
Approved: May 2010
Revised and approved: November 18, 2013
Reviewed and approved by Administrative Council: October 16, 2017

Diversity, Equity, and Inclusion Statement

The Trudy Busch Valentine School of Nursing (TBVSON) is committed to fostering a community where all faculty, staff, and students are respected, accepted, and valued. We strive to constantly advance diversity, equity, and inclusion and support efforts to embrace the unique attributes of every person. We are determined to provide excellence through recruiting and retaining a diverse workforce and student body by creating a climate that is respectful and

supportive of everyone's success. For further information, Diversity, Equity, and Inclusion Resources : SLU

Conceptual Framework for Prelicensure/Baccalaureate

Cura Personalis

Cura Personalis is a Latin phrase that translates as **"care for the entire person**." The expression is a hallmark of Ignatian spirituality and describes the Jesuit ideal of encouraging the fullest possible development of all people.

Nurses provide this holistic care by working with people and environments to maintain or improve health.

Person: Recipients of nursing care are integrated bio/psycho/sociocultural/spiritual beings in constant interaction with the environment. This includes individuals, families, groups, and communities. The person is an adaptive system who interacts with the environment to maintain integrity in those physiological, psychological, spiritual and sociocultural dimensions. Adaptation is a positive process which allows the individual to meet basic needs, maximize function, and progress toward self-actualization.

> The *physiological dimension* includes processes involved in nutrition/metabolism, activity/exercise, elimination, sleep/rest, sensory/perception, and sexuality/reproduction. The *psychological dimension* relates to cognitive, emotional and developmental processes, self-perception and self-concept, coping and stress tolerance, and learning and decision-making. The spiritual dimension involves values and beliefs regarding the meaning and purpose of life and the individual's relationship to a higher being. The *sociocultural dimension* refers to the broader community, cultural, and other groups, the family, health care and other organizations, and support systems for the person. Learned patterns of behavior, cultural values, norms, customs, roles and relationships with others, and health/illness practices are included in this dimension.

Environment: All external factors that surround or interact with the person. These factors influence development and behavior and stimulate the person to make adaptive responses. It may include individuals, families, groups, communities, physical surroundings, settings, milieu, and influences from the social, financial, and political arenas.

Health: A dynamic state of being that fluctuates along a continuum from high level wellness to death. These fluctuations occur in response to changes in the person and/or in the external environment. The person strives to achieve maximal physiological, psychological, sociocultural, and spiritual integrity.

Nursing: A science and an art concerned with assisting individuals who have actual or potential health-related difficulties in adaptation. The goal of nursing is to assist the person toward maximal physiological, psychological, sociocultural, and spiritual integrity.

Nursing as a discipline includes content and processes related to the role of nurse as designer and provider of care, manager/coordinator of care, educator, politician, consultant, counselor, and researcher. Core concepts for nursing are communication, collaboration, curiosity, competence, care, and cure.

Professional values are the foundation for practice; they guide interactions with patients and families, professional colleagues, and the public. Nurses, guided by their values, demonstrate ethical behaviors in providing safe, compassionate health care. The core professional values are: altruism, autonomy, human dignity, integrity and social justice.

Approval Body: Undergraduate and Prelicensure Program Committee
Approved: 2/19/1999
Reviewed and Approved: 10/21/2003
Revised and Approved: 05/14/2013

Revised and Approved 05/14/2013

Student Learning Outcomes

The graduate of Saint Louis University's Accelerated Master's of Science in Nursing Program is an advanced generalist who is able to:

1. Relate to people as unique individuals possessing worth, dignity, and potential for self-actualization.
2. Synthesize theoretical and empirical knowledge from the humanities and natural, social, behavioral and nursing sciences to provide safe, effective nursing care.
3. Establish relationships based on understanding of self and others and of interpersonal and group dynamics.
4. Use the nursing process to design, coordinate, implement and evaluate the care given to individuals across the lifespan, families, groups, communities and populations with particular emphasis on health promotion and the assessment and reduction of risk.
5. Use knowledge of political and regulatory process, evidenced based practice and sociocultural diversity to advocate for high quality health care for individuals, families and communities.
6. Synthesize systems data, information and evidence based and theoretical knowledge to reduce risk, improve safety, and achieve optimal client adaptation and outcomes.
7. Utilize appropriate information and health care technologies to improve health care outcomes.
8. Serve as a leader and partner in the interprofessional health care team.
9. Manage human and fiscal nursing team resources.
10. Use appropriate teaching/learning principles and strategies as well as current information, materials and technologies to facilitate learning of clients, groups and other health care professionals.
11. Provide leadership in the application of the professional code of ethics and professional standards of practice to nursing clinical practice.
12. Demonstrate personal and professional responsibility, accountability and self-direction in nursing practice and life-long learning.

Approved by Baccalaureate Program Committee: September 23, 2009
Approved by Master Program Committee: September 28, 2009
Reviewed, updated, and approved by AMSN committee: September 29, 2014
Reviewed, updated, and approved by AMSN committee: August 27, 2024

The Health Professions Covenant

As a health care professional dedicated to enhancing the well-being of individuals and communities, I am committed to achieving and sustaining the highest level of professional competence, to fulfilling my responsibilities with compassion for patients' suffering, and to helping patients make their own informed choices about health care whenever possible. Recognizing that effective health promotion, disease prevention, and curative and long-term care

are products of the combined efforts of teams of health professionals, I pledge collaboration with all of my colleagues similarly committed to meeting health care needs of individuals and their communities. Further, I will work within my profession to encourage the placement of the patient's and the public's interests above the self-interests of my individual profession.

Academic Advising and Mentoring

The faculty of the School of Nursing believes that the Integrated Advising System with faculty mentoring, and professional academic advising are integral components of the educational experience. All students in the AMSN program are assigned to a faculty mentor and the program coordinator as an advisor on entry to the nursing program who will work with them during their entire academic career.

The faculty mentor will be an active participant in the students' professional decision-making process, exploration of career goals, program choices and curriculum planning, and recommend courses of study and experiences that would be advantages for the student post-graduation. The professional academic advisor will aid students with developmental transitions, plan and approve course registration for students, clarify the program/curriculum requirements, monitor the students' academic progress and refer students to resources for academic and support services on campus. Students should reach out to their faculty mentor each semester.

Accelerated MSN Program Curriculum

TABLE 1	Prerequisite
Fall (Year 1) ● NURS 4600 Pharmacology in Nursing Practice (3) ● NURS 5115 Advanced Health Assessment (3) ● NURS 5170-09 Advanced Pathophysiology (3) ● NURS 5035 Foundations in Nursing Care (3) ● NURS 5145-09 Nursing Strategies for Health Promotion (3)	
Spring (Year 1) ● NURS 5010 Nursing Strategies in Physiological Health Alterations (6) ● NURS 5015 Nursing Strategies in Psychosocial Health Alterations (4) ● NURS 5205 Evidence-based Practice for the Advanced Generalist Nurse (3) ● HCE 5500 Ethics in Nursing and Health Care (on-line) (2)	NURS5010, 5015,5205: Completion of Fall 1 courses in the AMSN program HCE 5500: No prerequisite
Summer (11 weeks) ● NURS 5601 Clinical Studies I (4) ● NURS 5602 Clinical Studies II (3) ● NURS 5020 Health Care Systems and Policy (3)	NURS 5601: Completion of Fall 1 and Spring 1 courses. NURS 5602: Completion of Clinical Studies I NURS 5020: No prerequisite

Fall (Year 2) • NURS 5603 Clinical Studies III (4) • NURS 5604 Advanced Clinical Studies (4) • NURS 5025 Informatics and Quality Improvement (3) • NURS 5080-09 Advanced Pharmacology (3)	NURS 5603: Completion of Clinical Studies I and II NURS 5604: Completion of Clinical Studies I, II,III NURS 5025: Completion of NURS 5020
Spring (Year 2) • NURS 5605: Practicum in Clinical Leadership and IPE team seminars (5) • NURS 5606: Clinical Nursing Leadership for Advanced Generalists (3) • NURS 5607 Nursing synthesis (1) • NURS 5608 Physiologic Adaptations of the Complex Client (2)	NURS 5605, 5606, & 5607: Completion of NURS 5601, 5602, 5603, 5604
Total 65 credit hours	

Academic Integrity

Saint Louis University is a community of learning in which integrity and mutual trust are vital. Since the mission of the University is "the pursuit of truth for the greater glory of God and for the service of humanity," acts of integrity are essential to its very reason for existence. They also dignify and strengthen the activities of teaching, research, health care, and community service that are its primary mission.

Since the University seeks to prepare students and instructors for lives of integrity and occupations of trust, it regards academic integrity as a matter of serious import. Academic integrity is the foundation of the academic assessment process, which in turn sustains the ability of the University to certify to the outside world the skills and attainments of its graduates. Academic integrity allows those who practice it to contribute to a just and equitable learning environment that cultivates moral character and self-respect.

This policy is grounded in a respect for each faculty member's initial evaluation of an alleged academic integrity incident, for a student's right to confidential, equitable, and timely adjudication of alleged incidents, and for the shared conviction of our college/school deans and associate deans that a university-wide academic integrity policy and process best promotes equitable and consistent application.
Students are expected to adhere to the standards of academic integrity as defined in this policy and as guided by the faculty and staff supporting their educational endeavors, thus contributing to an environment in which academic integrity is respected.

The Academic Integrity Policy detailed below sets out principles implicit in the University's ethos but that call for explicit formulation to guide its practice.

The policy includes the Scope, Definitions, Responsibilities of Members of the Community, Reporting and Adjudication Procedures for Allegations of Violations of Academic Integrity, Sanctions, and Historical Context. Full policy is available via LINK.

This policy was: Endorsed by CADD: 5/22/2024 Approved by the Provost: 5/22/2024

The School of Nursing Standards on Professional and Ethical Conduct

The University is a community of learning whose effectiveness requires an environment of mutual trust and integrity. As members of this community, students share with faculty and administrators the responsibility to maintain this environment of academic integrity. Nursing students are expected to have high standards of integrity in academic and in clinical settings. Integrity reflects the respect one holds for oneself and others. It is manifested through a student's behavior in class and in the clinical setting.

Saint Louis University School of Nursing has established standards for determining the professional and ethical conduct of students. All students enrolled in the School of Nursing are expected to adhere to a standard of behavior that is consistent with the high standards of their profession. Compliance with all institutional rules and regulations, city, state, and federal laws is required. For additional information on professional integrity, please refer to the American Nurses Association Code of Ethics.

Not all forms of inappropriate behavior that would raise serious questions concerning a student's status as a health professional can be listed. However, students are expected to display respect, trust, and integrity in the classroom and clinical area through the following examples:

I. Professional Demeanor. Students are expected to:

- Maintain a neat and clean appearance in attire that is acceptable as professional to the patient population and in keeping with the uniform/dress policy (see the Uniform Policy)
- Maintain equilibrium under pressure of fatigue, professional stress, or personal problems.
- Avoid the effects of alcohol, narcotics, intoxicants, hallucinogens, or illegal substances.
- Demonstrate respect for the expertise and responsibility of faculty both in the classroom and clinical areas.
- Attend class and clinical. School should be the top priority. Requirements for job shall not cause a student miss class, lab, or clinical.
- Refrain from damage to, the abuse of, or theft of any person or any property owned by the University, or any hospital/clinic or other affiliated organization.

- No possession of a firearm, weapon, explosives, or other dangerous objects or substances on university property or at healthcare agencies (see University policy and healthcare agency policies).

II. Concerns for the welfare of patients. Students are expected to:

- Perform all aspects of nursing care with a thoughtful, and professional attitude.
- Refrain from making inappropriate remarks and remarks with sexual overtones.
- Treat patients with respect and dignity both in their presence and in discussions with peers.
- Display concern for the total patient.

III. Concerns for the rights of others. Students are expected to:

- Deal with class peers, professional and staff personnel, faculty, and all other members of the health care team in a considerate, respectful manner and with a spirit of cooperation.
- Avoid offensive language or gestures, physical and/or verbal violence, threats, or intimidation.
- Treat all persons encountered in a classroom setting or a professional capacity with respect regardless of race, religion, gender, sexual orientation, or disability.
- Maintain confidentiality of information regarding patients, classmates, and faculty.
- "A Nurse's Guide to the Use of Social Media
  - DESCRIPTION: This brochure is designed to help new and experienced nurses understand how social media can be properly used in the profession without breaking patient privacy and confidentiality laws. It outlines:
  - Potential consequences for violating patient confidentiality by using various scenarios and situations
  - Uncovers common myths and misunderstandings about social media
  - Provides tips for how nurses can use social media appropriately while avoiding disclosing confidential patient information"
    (NCSBN, August, 2018. A Nurse'sGuide to the Use of Social Media)

IV. Responsibility to duty. Students are expected to:

- Perform duties to the best of one's ability and persevere until duties are complete or notifying responsible persons of problems.
- Be punctual in attendance at class, clinical, conferences, and other clinical duties or offer appropriate explanations when unable to be present.
- Notify instructor and supervising preceptors prior to absence or inability to carry out duties
- Assume responsibility for patient care with appropriate supervision.
- Identify emergencies and respond appropriately.
- Ensure that they can be located by faculty or staff personnel when on duty.
- Be physically, mentally and emotionally fit to perform assigned clinical or laboratory duties unimpaired by fatigue, illness or effects of medications or other substances (as determined by the student's clinical or lab instructor/preceptor)

IV. Trustworthiness. Students are expected to:

- Maintain honesty in written and verbal documentation on health/patient records, course work and other documents.
- Complete assignments and tests without solicitation, receipt, or provision of any unauthorized assistance.
- Accurately and honestly report clinical hours for all nursing courses.

Should violations occur, sanctions may include a range of responses depending on the violation's severity. These could include a written warning, referral to the appropriate Administrator within the School of Nursing (SON) or University to review the alleged violation, or immediate removal from the classroom or clinical site. Significant and/or continued violations may result in administrative withdrawal from the class or the school.

Approval Body: Undergraduate and Prelicensure Program Committee
Approved: 2/4/2009; Revised and Approved: Spring 2015 and 2016

Procedure

Any alleged or suspected violation of academic or professional integrity will be reported by the instructor to the course coordinator/coordinator of the option and the Associate Dean. Steps of procedure are as follows:

Preliminary Investigation

1. An investigation (discussion) will occur between student and instructor. If the issue is not resolved, then the following steps will be taken.
2. A complaint of the alleged student violation will be submitted in writing to the option coordinator by the instructor. This should occur as close in time to the incident as reasonably possible.
3. A subsequent investigation (discussion) will occur between student, instructor and coordinator/or another faculty. A copy of the written complaint and of this policy statement will be given to the student. On the basis of the preliminary investigation, the coordinator will decide whether there is reasonable cause to believe that a violation of academic or professional integrity has occurred. If there is reasonable cause to believe a violation has occurred, and a resolution cannot be agreed upon by the instructor, coordinator and student, then a formal hearing shall be scheduled. If there is not reasonable cause to believe a violation has occurred, then the complaint will be dismissed. The Associate Dean will be informed of the outcome of this investigation.

Formal Hearing

1. Notice of the alleged violation and date of the hearing will be given in writing by the coordinator to the student.

2. The Hearing shall be held before the Admissions, Progression and Graduation Committee (APG) of the School of Nursing.
    a. The student, the faculty, and the (APG) Committee have the right to present witnesses and to ask questions of witnesses at the hearing.
    b. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the committee at the chairperson's discretion.
    c. After the hearing, the committee shall determine by majority vote whether it believes the student has violated the policy. The committee's determination shall be made based on whether it is more likely that the accused student committed the violation.
    d. A letter shall be sent by the chairperson of the APG Committee to the student, complainant and the option coordinator of findings of fact and making a recommendation to the director as to whether a violation has been committed and, if so, the appropriate sanction.
    e. The Chairperson of the APG committee's decision shall be sent in writing to the student and complainant with a copy to the committee.
    f. Sanctions shall include:
        i. Repeating the assignment – which could affect the grade
        ii. Repeating the course
        iii. Probation
        iv. Suspension
        v. Dismissal from the school
    g. In accordance with the University-wide statement of Student Rights and Responsibilities, in the Code of Student Conduct, the disciplinary sanction of dismissal must be recorded on the student's permanent academic record.
    h. The student may appeal the decision of the committee to the Dean of the School of Nursing by written letter filed within two weeks after the committee's decision. The Dean of the School of Nursing's decision shall be put in writing to the student, faculty, option coordinator and committee within two weeks.

Approval Body: Undergraduate and Prelicensure Program Committee and Master's Program Committee, Approved: May 5, 2005

Academic Records

The student's official academic record is maintained as the transcript in the University Registrars' Office. Clinical evaluation documents are housed in the School of Nursing Building.

Use of Records within the School of Nursing

1. Within the School of Nursing, faculty members with a legitimate educational interest have access to student records through the Associate Dean, Undergraduate and Pre-Licensure Education.

2. References directed to the school will be answered by form letter giving only the facts of public knowledge, which are defined as facts of attendance, dates of attendance, and the date of graduation if a degree was conferred or is anticipated to be conferred soon.
3. The students' names, dates of attendance, degrees, honors conferred, and other information are considered public information and thus, may be confirmed upon request.
4. If a student wishes any academic or personal information released outside the School of Nursing, he/she must complete the appropriate form, which can be obtained from the Saint Louis University Registrar's office. If a comprehensive letter of reference regarding the student's professional abilities is requested, the student should request such from a faculty member with this knowledge. Copies of such reference letters will remain the property of that faculty member and will not be added to the student's academic record.
5. Records of student course grades are retained by faculty for at least three years; final examination papers and clinical evaluations are retained for at least six months after the end of a course.

Class and Clinical Practice Attendance

Students are expected to attend all classes, laboratory and clinical sessions. Students enrolled in clinical nursing courses are notified by the instructors at the beginning of each course of the procedure to follow in the case of an absence. Unauthorized absence is a serious matter and must be resolved to the satisfaction of the instructor before a final grade will be issued.

Examinations are to be taken and assignments are to be submitted as scheduled. Students are expected to adhere to guidelines per syllabus.

When a student is absent because of an authorized student activity, the absence may be excused by the instructor, provided the faculty member directing such student activity secures prior approval from the Dean of the School of Nursing's office and so informs the student.
For instances of excused absence, make-up examinations, or late assignments; the responsibility for making special arrangements remains with the student.

Students are responsible for their own transportation to assigned areas for clinical experiences. For some of these experiences, access to an automobile is necessary. Assignment to experiences cannot be made to accommodate transportation requests. Clinical experiences may take place any day of the week, any shift, based on the learning experience, agency and faculty availability.

Student Performance

Students are evaluated in nursing courses according to the specific behavioral objectives of each course. These are discussed with students at the beginning of the course and each student is given online access to the objectives. The student must demonstrate attainment of these behaviors in order to successfully complete the course. The clinical instructor discusses the evaluation with the

student during and at the end of each nursing course. Students and faculty sign the clinical evaluation after it is discussed.

Directives for Scientific Writing in the School of Nursing

The faculty of the School of Nursing believe that as baccalaureate graduates of Saint Louis University, students should be able to write in an organized, coherent and effective manner. Grammar and spelling should be correct. Proper credit should be given to the appropriate sources. Credit should be given for direct quotations and paraphrasing the findings of others. The format suggested in the Publication Manual of the American Psychological Association (current edition) has been approved by the faculty and is to be used for assigned papers in all nursing courses.

- The Graduate Writing Center is located in Verhaegen Hall, Room #210, 314-977-3231 ● Online Writing Center information can be found at the following site:
  - Graduate Writing Resources: SLU

Communication

Catalog

Information regarding University policies and programs may be found in the Saint Louis University Academic Catalog. The catalog may be found on the Saint Louis University Office of the Registrar website: https://catalog.slu.edu/

E-mail

Students are responsible for checking their SLU e-mail, including SLU Blackboard, regularly for messages from their instructors, advisors, or others in the School of Nursing for information related to specific courses or School of Nursing activities and events.

School of Nursing Scholarships and Loans

Saint Louis University makes every effort to assist students with financial aspects of their education.

The University's Office of Student Financial Services is your most important resource for financial assistance. The "Getting Started" packet is mailed to all admitted and re-enrolling students. It contains information about the various scholarships, grants and loan programs along with a FAFSA (Free Application for Federal Student Aid.) If you have been admitted or are a continuing student and have not yet completed the FAFSA, please call and request one from the Financial Office (314) 977-2350 or 800-325-6666. The FAFSA should be submitted as early as possible. SLU's filing priority deadline is February 1.

Our FAFSA school code is 002506.

The School of Nursing administers several scholarships and loans primarily for currently enrolled nursing students. See the following link for additional information: Nursing Scholarships: SLU

Consider checking the local public libraries' reference section for information on scholarships, loans, and fellowships for college students. The Office of Student Financial Services also has lists of work-study job opportunities for those students who qualify for the Federal Work Study Program. Ask a Financial Aid counselor if you qualify. Should you have questions, feel free to call the Office of Marketing and Recruitment at (314) 977-8995.

Registration

The AMSN administrative assistant will bulk register you for your 5 main semesters. Year 1.5 (summer) and year 2 registration begins in the middle of spring of your first year.

If you decelerate, you must meet with the program coordinator. Following these appointments, the program coordinator will release the student to self-register on-line through BANNER Self-Service (Registration). Detailed directions for on-line registration are available in the Schedule of Classes, helpdesk@slu.edu (977-4000) or the Office of the Registrar at 977-2269 (Registrar@slu.edu).

REGISTRATIONS ARE SUBJECT TO ADMINISTRATIVE CHANGE TO ENSURE THAT ALL STUDENTS ARE PLACED IN COURSES THEY NEED AND COURSES AND CLINICAL GROUPS ARE BALANCED ACCORDING TO FACULTY AVAILABILITY AND CLINICAL AGENCY REQUIREMENTS.

Withdrawal or Leave of Absence from Saint Louis University

If needed, contact your advisor, faculty mentor, and/ or option coordinator to determine which option would be best for you, given your situation. See the following link for information about the process and things to consider when making this decision: Forms: SLU

Failure to Register

Students who fail to register for courses for two consecutive semesters must reapply to the School of Nursing to reactivate their records. Such students must meet the curriculum requirements in force at readmission.

Late Registration for Nursing Courses

Students are expected to be present for the first scheduled class in nursing courses in order to receive full benefit of the course orientation. Students are not allowed to report late for these courses without the prior permission of the Associate Dean and the course coordinator.

Students may be administratively withdrawn from courses with clinical components if, in the opinion of the course coordinator and the Associate Dean, they have insufficient information to progress in the course without considerable individual orientation.

Adding a Course

Students may add a course through BANNER Self-Service any time during pre-registration through the first two weeks of the semester. When adding a general education course after the first class has met, students should seek approval from the course instructor.

Dropping a Course

Students may drop a course through Banner at any time during the posted dates designated by the University. These dates are posted on the Registrar's website. In general, the deadline for a sixteen-week course occurs at week 10. You will receive a prompt that dropping a course may change your anticipated date of graduation. It is highly suggested that you personally notify your advisor to make appropriate curriculum plan changes when you drop any course.

Students will be unable to drop a course beyond the posted dates.

AMSN students should discuss dropping courses with their option coordinator. Drop dates are found: Academic Calendar Dates.

Courses taken on a Pass-Fail Basis

Courses taken with a Pass/Fail grading option cannot be used to fulfill curriculum and upper division requirements. Courses taken on a pass/fail option are not calculated into the grade point average. The AMSN program does not currently offer courses with Pass/Fail options (this only occurred during Spring 2020 as part of COVID needs).

Courses taken for Audit

Courses taken for Audit cannot be used to fulfill curriculum requirements and are not calculated into the grade point average. Students intending to take a course for Audit should meet with the course coordinator to seek approval and clarify the expectations for participation in the course.

Course Extension

To receive additional time to complete courses students must:

1. Submit completed Petition for Course Completion Extension (Student Form #2) and
2. Receive approval by the instructor.

Students must complete the course work by the approved deadline, which cannot be longer than one year after the course's final grades were due.
Two exceptions are:

1. Incompletes in prerequisite courses must be completed and graded prior to the first meeting for which the course is a prerequisite.
2. Incomplete courses for a graduating student must be completed and graded 30 calendar days after the conferral date.

An Incomplete Course will be awarded a grade of "F", by the Office of the University Registrar, if the course is not completed by the approved deadline.

Matriculation for the AMSN student to Advanced Nursing Practice Programs at Saint Louis University School of Nursing (Post-Master's Nurse Practitioner Certificate and DNP)

As an AMSN student, you have completed a 3.0 credit hour Advanced Health Assessment Course (NURS 5115). This course meets the Masters Essentials for accreditation for MSN education but does not meet the requirements for an advanced practice nurse. Therefore, in order to matriculate to the Advanced Practice Programs at TBVSON, you will need to take a 2-credit hour Advanced Health Assessment course that contains essential content to prepare you for your role as a nurse practitioner.

The following courses will be credited toward your matriculation: Advanced Pathophysiology, Advanced Pharmacology and Health Promotion (updated August 2017). A grade of B or greater is needed in these courses for them to be accepted into the NP programs at TBVSON.

ID Cards/ Badges

The Health Sciences Center policy requires all students to display photo identification at all times. This policy will be rigorously enforced for all persons entering the buildings east of Grand. Students will have a University photo ID that can be adapted for regular wear by using a plastic holder. Public safety will challenge any and all individuals in the complex who do not display one of the acceptable forms of identification. The ID cards will be necessary to gain access to the School of Nursing after 4:00 pm weekdays and all day on weekends. In addition, students may be required to display their University photo ID during nursing examinations and other activities.

Parking

Student parking facilities are provided at both campuses. Parking is on a first-come, first-serve basis for a fee payable each semester. Public safety personnel are available to escort students to their cars. When traveling between the Frost and Health Sciences Center Campuses, the Billiken shuttle service may be used. Billiken shuttle schedules are available at Parking. Students are advised not to use street parking.

SLU Ride Program

Don't walk alone at night. Call 977-RIDE. A van escort, golf cart escort, or walking escort will be provided for those individuals traveling from one area of campus to another. The mode of transportation provided will be based on designation and availability.

Campus Activities and Projects

National Student Nurses Association

Students are urged to become members of the National Nursing Student Association, which is part of the State Association. The School of Nursing does have a constituent organization. Students will be made familiar with the Student Association when they begin the nursing sequence. Officers' names and addresses are posted on the bulletin board. Information about applications may be obtained from these officers. A schedule of meetings will be posted on the student bulletin board on the ground floor of the School of Nursing.

Sigma, Global Nursing Excellence / Delta Lambda At Large

The Delta Lambda At Large Chapter of Sigma, Global Nursing Excellence, the honor society for nursing, was established at Saint Louis University in 1980. The chapter currently includes members inducted from Saint Louis University, Webster University, and community nursing leaders.

The mission of Sigma is developing nurse leaders anywhere to improve healthcare everywhere. Sigma Organizational Fact Sheet.

Students who have achieved superior scholastic achievement and meet the criteria below will be invited to join the honor society. Induction into Sigma Theta Tau is usually held in spring, close to commencement.

Membership Criteria:

Undergraduate Students

Complete ½ of nursing curriculum
Achieve academic excellence with GPA of 3.0 or higher
Rank in the upper 35 percentile of the graduating class Meet
the expectation of academic integrity

Graduate Students

Year 2 AMSN students only
Achieve academic excellence with GPA of 3.5 or higher Meet
the expectation of academic integrity

Nurse Leaders
Legally recognized to practice nursing in the United States
Have a minimum of baccalaureate degree or the equivalent in any field Demonstrate achievement in nursing

Reviewed and revised: 7/9/2024

Student Representatives on Faculty Committees

1. Are expected to attend all meetings or find an alternative to attend.
2. Are responsible for getting suggestions and comments from the student body in order to represent student thinking.
3. Must report back to their respective classmates either in a class meeting or through written communication. This report may be sent to each student individually or posted where students meet for class or posted via e-mail.

Procedure for Selection

All students are informed via e-mail of committee vacancies and the dates of various meetings. A student who is interested and whose schedule permits may submit an expression of interest to the Associate Dean for Pre-licensure and Undergraduate Education or the Committee chairperson.

Student Opinions

Students are encouraged to actively participate in activities which affect their educational program in nursing by volunteering for faculty committee membership, attending faculty committee meetings as observers, and informing their student representatives of their suggestions and/or opinions. The philosophy of the School of Nursing states: “Nursing education is a collaborative endeavor of faculty and students in which each contributes and shares talents to enhance learning.”

In keeping with this belief about education, students have both the right and responsibility to discuss and explore issues affecting this education and to express their opinions. Therefore, students are encouraged to interact, in this spirit, with faculty and administration both formally through committees and classroom discussion and informal discussion. Student opinions and suggestions are valuable for curriculum and course revisions and, as such, are sincerely welcomed by faculty.

Examinations

Computer Requirements for School of Nursing: Essential Information

All students in the School of Nursing are required to have a computer and certain accessories for secure testing. Students can have a Windows device or a Mac device, but it should meet the minimum specifications outlined below. **Specifications may change over time so students should have a device that they are able to use for the duration of their education.** Chromebooks are not supported. iPads can be used for some activities, but a computer is required for most testing purposes. The Trudy Busch Valentine School of Nursing uses ExamSoft, Canvas and ATI for testing purposes. All devices must meet the minimum system requirements of **both ExamSoft and ATI** products. Information regarding minimum system requirements can be found on each product website. The links are below. In addition to the product minimum system requirements all devices should have the following:

- All device operating systems require administrator-level rights/permissions.
- All devices require a working USB port. Newer devices may require an adapter.
- All devices must have a supported updated internet browser installed. Supported browsers: Chrome, Firefox, Microsoft Edge, Safari. Must have Chrome for remote testing.
- All devices require an Ethernet port (PC/Mac) or an Ethernet adapter appropriate for the device.
- An Ethernet cable is required for all devices.

Minimum System Requirements for Examplify (ExamSoft). Please note that the device should meet the requirements for ExamID and ExamMonitor in addition to the general minimum system requirements.

Technical Requirements for ATI. Devices must meet the requirements for Proctored Assessments and Remote Proctoring and the general minimum system requirements.

If minimum systems requirements are not met, students may borrow a laptop from the Medical Library. It is the student's responsibility to check out the device the day before the exam and return it to the Medical Library after taking the exam.

Examination Policies

1. Examinations will be administered at the scheduled dates, times (Central Time), and location as indicated on the course calendar. It is expected that students will uphold the principles of academic integrity while taking exams. These are NOT open book or group exams.

2. STUDENTS MUST TAKE ALL EXAMS AT THE SCHEDULED TIME. If a student is unable to take the test at the scheduled time, the student must notify the course coordinator PRIOR to the exam.

3. If the student cannot take the exam at the scheduled time, it is the student's responsibility to contact the faculty within 48 hours to reschedule the exam. An unexcused absence will result in a 10% point deduction. The course coordinator reserves the right to administer an alternate format of the exam for a makeup. Students who are ill and present a valid healthcare practitioner's statement attesting to that illness, may reschedule the exam without penalty.

a Five (5) points will be deducted from the student's grade for each of the following infractions:

i Failure to provide proper prior notification.

ii Failure to reschedule exam within 48 hours.

iii Failure to take a rescheduled exam at the appointed time.

iv Failure to provide a valid health care statement attesting to illness, if applicable.

4. Students using accommodations from the Center for Accessibility and Disability Resources (CADR) must notify the instructor of their accommodation prior to the exam date. These will be handled on an individual basis. Accommodations for extended time will be built into ExamSoft, ATI and Canvas as approved.

5. Cell phones, smart watches, and electronic devices must be turned off and not on your person.

ExamSoft Policy:

Examinations will be administered using ExamSoft, Canvas or ATI. For exams using Examsoft the exams will be available to download approximately 24 hours before the scheduled exam time. It is the student's responsibility to download the exam at least 60 minutes prior to the scheduled exam time. Failure to download the exam (to your computer or iPad) during the allotted download window may result in a 5%

reduction on the exam score earned. The exception to this is if a technology error results in the inability to download an exam. In this case, the student must contact the course coordinator by email no later than 30 minutes before the scheduled exam time identifying the error. The ExamSoft student support line should be contacted in the event of technology issues. Failure to inform the course coordinator of a technology issue 30 minutes prior to the exam may result in a 0% on the exam.

It is the student's responsibility to begin the exam with a working, fully charged computer. If, for some unexpected reason that is not possible (e.g. computer is stolen morning of exam), it is the student's responsibility to contact the course coordinator by email no later than 30 minutes before the scheduled exam time. Cases will be handled on an individual basis.

If your course will be utilizing online proctoring with ExamID and ExamMonitor through ExamSoft, you will be expected to make sure that your computer (PC or Mac) meets all the minimum system requirements for proctoring. Prior to taking your first exam with proctoring enabled you will be expected to take a mock exam using ExamID and ExamMonitor. If you are unable to get ExamID and ExamMonitor to work on your device, you must notify your instructor and consult ExamSoft technical support for a resolution.

If the student accesses the exam at any time other than during a scheduled testing period, the student will receive an automatic 0% on the exam. Additionally, accessing the exam at a time other than scheduled is considered a violation of academic integrity and the academic integrity policy will be followed.

Approved: Undergraduate and Pre-Licensure Committee 8/17/23

Medication Calculation Competency (MCC) Policy

The faculty at Saint Louis University School of Nursing (SLUSON) believes that the generalist nurse must be able to demonstrate the ability to calculate medication doses. This is consistent with the SLUSON end-of-program objectives, as well as our commitment to promoting and maintaining safe patient care. Therefore, the pre-licensure student must demonstrate proficiency in medication calculation before beginning clinical courses each semester. The student will be given three opportunities to achieve competency. This ensures that the student is able to safely pass medications for the semester. Medication Calculation Competency certification is a prerequisite for clinical courses. This policy does not preclude specialty areas' medication calculation testing.

The content of the MCC test is approved by the Undergraduate and Pre-licensure Program Committee (UPPC). Any changes to the test plan or the testing procedure must be approved in advance by the UPPC. There are multiple versions of the MCC test; each version tests the same concepts.

Approved: Undergraduate and Pre-Licensure Committee 8/19/13

Procedure

1. Medication calculation is taught in NURS5035. Prior to beginning the required clinical experience in that course, the student must achieve 100% on the medication calculation exam. Students will have the opportunity to take the test up to 3 times to achieve the required 100%.
2. After successfully completing NURS 5035, students will be required to demonstrate medication calculation competence in each subsequent semester in which they are enrolled in the School of Nursing. The procedure for this will be as follows:
    a. During the 1st week of class each semester, program level faculty will arrange a day and time for the administration of the medication calculation exam.
    b. Students will need to achieve 100% on the medication calculation exam in order to participate in patient care in any course that semester.
    c. If 100% is not achieved on the first attempt, a subsequent attempt will be allowed outside of class time during the first week of the semester.
        i. SON faculty member(s) will be assigned to oversee retesting and remediation.
        ii. Students are highly encouraged to use online med calc education resources for their own remediation.
    d. After 2 unsuccessful attempts, the student must participate in a remediation plan. After proof the student has completed the remediation plan, the 3rd and final attempt will be allowed outside of class time during the 2nd week of the semester.
        i. Students may attend scheduled clinicals, but not pass medications until the 3rd attempt is passed with 100%.
    e. Students who do not achieve 100% after three attempts will be unable to pass medications and therefore will be unable to fulfill clinical course objectives. Students who are unsuccessful after 3 attempts may be dropped from clinical courses in which they are registered.

Approval Body: Undergraduate and Pre-Licensure Program Committee, Approved: 8/19/18

Clinical Requirements

Competencies and Performance Standards Essential for Nursing Practice

A nursing student must possess certain physical and mental attributes in order to provide safe and effective client care. The following competencies have been identified as essential to practice safely, with or without reasonable accommodations.

Competencies and Performance Standards	*Examples (not all-inclusive)*
Physical competence: Gross and fine motor skills, strength, mobility, and endurance sufficient to provide safe and effective nursing care.	Maneuver within confined spaces, move quickly, move and position clients, operate large and small equipment, lift objects up to 50 lbs., work the entire 8-12 hr. shift.
Sensory perception: Hearing, vision and tactile function sufficient to assess and monitor health status and provide a safe environment.	Hear alarms, hear blood pressure and heart sounds, observe client responses, read monitors and charts, feel body surface characteristics and pulses.
Critical and analytical thinking: Critical and analytical thinking abilities sufficient for sound clinical judgment.	Identify cause-effect, synthesize knowledge, transfer knowledge, process information, prioritize, problem solve, plan, implement and evaluate nursing care.
Emotional stability: Emotional stability sufficient to maintain accountability and responsibility in a high stress environment.	Adjust positively to stress/changing environment, keep attention focused, deal with the unexpected, provide emotional support.
Interpersonal skills: Interpersonal skills/abilities sufficient to interact positively with others.	Establish rapport with clients and colleagues, respect differences, negotiate conflicts.
Communication skills: Communication abilities sufficient for interacting with others in verbal and written form.	Sharing information, teaching, explaining procedures, documenting, giving reports.

The Uniform Policy

Some forms of dress or body adornment, while acceptable in social settings, interfere with developing an effective nurse-patient relationship. The following guidelines were established to assist in developing a professional appearance and to insure the safety of both the patient and the student.

Guidelines for Uniforms and Equipment for Clinical Courses

Students are to dress in a professional manner whenever they are in a clinical agency, with patients, in the skills lab, or in the simulation lab. Uniforms/scrubs are not to be worn outside of lab or clinical experiences.

With the diversity of clinical agencies used by students for clinical experiences, acceptable uniforms may vary. Students should always follow instructions given by clinical instructors during orientation. Students may be dismissed from clinicals, lab, or simulations if the instructor deems attire is inappropriate.

General Guidelines

1. All clothing must fit properly, be clean, pressed, and modest. Appropriate underwear must be worn. Underwear cannot be visible.
2. Navy blue scrubs are to be worn when caring for patients and when attending lab and simulations.
    a. Navy blue scrub tops with the Saint Louis University School of Nursing logo embroidered must be purchased from Saint Louis University Barnes & Noble bookstore.
    b. Long-sleeve t-shirts may be worn under the scrubs if they are solid white, gray, black, brown or navy.
    c. Navy blue scrub pants must be purchased from Saint Louis University Barnes & Noble bookstore.
    d. Appropriate shoes must be worn with navy blue scrubs. The shoes will be closed toe, no mesh, neutral color (no neon), white, gray, black, brown or navy.
3. A white lab jacket with the Saint Louis University School of Nursing logo embroidered on it is to be worn over street clothes when going to health care areas to collect data, during observational experiences, and when identified as necessary by faculty. This lab jacket must be purchased from Saint Louis University Barnes & Noble bookstore.
4. Hairstyles should be clean and well groomed. Hairstyles should be simple, with hair secured away from the face. Hair color should be of a natural hue.
5. Facial hair should be neatly trimmed and may not interfere with the proper fit of personal protective equipment (PPE). Agency policies will be respected.

6. Jewelry:
    a. Wearing expensive jewelry is not recommended.
    b. Jewelry is to be limited to a wedding band or a ring with a flat setting.
    c. Only one pair of small button-type earrings worn in the earlobes is permitted.
    d. Necklaces and chains may be worn inside shirts.
    e. Bracelets should not be worn.
7. Nails:
    a. Nails must be kept clean, neat, well-manicured, and of reasonable length.

   b. Artificial nails may not be worn.
   c. Nail polish is not permitted.
8. Required equipment:
   a. Waterproof watch with a second hand or a digital second display.
   b. Stethoscope
   c. Bandage scissors
   d. Penlight
   e. Goggles/Safety glasses
   f. Basic calculators with basic functions of add, subtract, multiply, and divide ONLY. A calculator with more advanced function is not allowed.
   g. Nursing bags may be purchased from the bookstore.
   h. Sphygmomanometer (BP cuff) adult size
9. The Saint Louis University ID badge must be worn while in uniform. It is strongly encouraged that the student wears this ID badge whenever on campus.
10. No visible body piercings or tattoos are permitted.

Approval Body: Undergraduate and Prelicensure Program Committee
Approved: 12/14/2006
Revised and Approved: 1/17/2008; 1/20/2010; 1/15/2015

CastleBranch

Castlebranch is the online clinical and healthcare requirement tracking system used by the School of Nursing. Students are required to set up an account in Castlebranch and upload the appropriate documentation and required forms prior to starting clinical rotations. Castlebranch accounts will be reviewed by School of Nursing faculty or staff prior to each clinical rotation and students will be ineligible for clinical experiences if their accounts are not in compliance.

Immunization and Screening Requirements

All immunization items should be uploaded to your CastleBranch Account. Please note that you may need to submit items separately to Student Health with SLU as they do not have access to your CastleBranch account. If you are accepted as a JR Entry from the TBSN program to the ABSN program, we will also be able to transfer your CastleBranch account for you.

1. Diphtheria, Tetanus and Pertussis Documentation of a primary series of diphtheria, tetanus and pertussis toxoid(DTaP), one (1) TDaP, then Td booster every ten years.
2. Measles, Mumps and Rubella Documentation of 2 immunizations (at least 4 weeks apart) OR positive surface antibody titers (IgG).
3. Varicella (Chicken Pox) Documentation of 2 immunizations(at least 4 weeks apart) OR positive surface antibody titer (IgG) for varicella.
4. Hepatitis B Evidence of three Hepatitis B vaccinations AND a positive surface antibody titer (IgG). If titer is negative, repeat the series of 3 immunizations then repeat titer 1-2 months after re-immunization of the third vaccine.

5. Tuberculin Test Documentation of a negative QuantiFERON Gold test within 12 months of beginning clinicals. A positive QuantiFERON Gold test, a previous positive TB skin or positive T-SPOT test requires a separate physician statement documenting treatment and/or absence of active/infectious tuberculosis. Additional testing may be required based on clinical facility requirements during clinical placements.
6. Influenza Annual influenza immunization is required in the fall semester for all students who are in or will be participating in clinical studies during the flu season (October through May).
7. Policies related to COVID-19:
    a. Please refer to the University website for University COVID-19 information.
        i. SLU COVID-19 Safeguards

Reviewed and updated: June 2020; July 2021, April 2024

CPR Requirement

All students are required to be certified by the American Heart Association at the Basic Life Support for Healthcare Providers level for infants, children and adults and to maintain the certification throughout their clinical courses. Certification must be completed prior to the 1st day of the first clinical of the semester or registration will be canceled. Late registration fees will be incurred. This will be tracked through your Castle Branch Account.

In case of emergency (ICE) contact

It is required by SON to maintain an ICE contact on each student. This document will be housed with the student handbook acknowledgment in your CastleBranch account and is to be updated each year as a new handbook is released. A limited number of administrators have access to your CastleBranch data. If there is an emergency or if there has been a prolonged and unexplained absence from SLUSON, this information will be used to ensure your safety.

Evidence of Health Insurance

Each year, the School of Nursing must obtain evidence of health insurance from each student prior to that student's assignment at a facility. This will be tracked through your Castle Branch Account.

Background Check and Drug Screen

In order to promote a safe healthcare environment and meet program's standards and requirements of the University, School of Nursing and clinical affiliates, pre-licensure students are required to have a background check and drug screen prior to any clinical experience. The clinical agency maintains the right to deny a student access to nursing practice if a background check or drug screen is positive. In such cases, the inability to place a student in a clinical agency would prevent the student from completing the program. Costs of the background check and drug screen are borne by the student. The student must sign a statement allowing the School of Nursing to release background check and drug screen results at the request of the institution as a requirement of clinical placement. All information will be maintained in strict confidence by the School of

Nursing. The background check and drug screening will be done through the student's Castlebranch account. *Reviewed: August 2017; July 2021*

Drug Screening Policy

The School of Nursing is committed to maintaining a safe, healthful, and efficient learning environment, which enhances the welfare of our employees, students, patients, and visitors. We therefore strictly prohibit the use of illegal substances by our students. This concurs with the University's Drug and Alcohol abuse prevention policies that govern the actions of both its students and employees.
While Saint Louis University does not require drug testing of their students, an increasing number of our clinical affiliates do as a matter of individual institutional policy.

Therefore, in accord with the university's position on drug abuse and as a direct result of certain individual institutional policies of our clinical affiliates, any School of Nursing students whose curriculum and clinical placement mandates, such are required to undergo drug screening prior to being assigned to their clinical rotations.

Initial drug screening will be completed via the student's CastleBranch account. Students will be responsible for any charges related to the drug screen. If the screening test results are not conclusive, then the student's specimen sample must be sent to another facility for additional testing (i.e. confirmatory laboratory testing).

The confirmatory test may result in the student being contacted by an independent physician, Medical Review Officer (MRO), who has been charged with interpreting test results. This would be the appropriate time for the student to produce documentation of current prescription medication that could influence the test results. This contact will not occur in all cases but students should be aware it is a possibility and should be ready to supply additional information if requested at that time. Students are not required to disclose information related to prescribed medicine to the School of Nursing faculty or staff.

A single negative drug screen does not preclude the requirement of additional screens at future clinical placements. The need for additional drug screens will be based on clinical affiliate requirements. Any student removed from a clinical affiliation based on the results of a drug screen will be subject to the process outlined in this policy.

The current procedure for School of Nursing students needing to obtain a drug screen is as follows:

1. Students will obtain initial drug screening through their Castlebranch account. All drug testing results must be submitted prior to the first clinical experience.
2. Students who are subject to repeat drug screens will fill out an authorization form at the program level for the release of student information. This will include the release of their name and school to student health for drug screening and the release of screen results if required by clinical affiliates. For repeat drug screens, students must go to the Student Health

Services at Marchetti Towers (East) with their SLU picture identification badge. Screening tests will be performed on site.

3. Students fill out required student health paperwork and provide a urine sample on site for testing. If confirmatory testing is not required (i.e. the sample is clearly negative in the screening procedure), a negative report will be sent to a confidential fax located in the School of Nursing for all nursing students. Subsequently the report will be sent to the appropriate option coordinator. No further action is required.
4. If confirmatory laboratory testing is required (i.e. the test site requires additional clarification), the sample is sent to an independent laboratory. This will require 48 to 72 hours to obtain the results and may require that the student be contacted for additional information by the MRO charged with interpreting the confirmatory test. This may require students to produce documentation of prescription medication that could influence the test results. **The student must respond to the MRO in a timely manner (within 5 days of the MRO's inquiry) or the test will be reported as positive.** The lab confirmatory test will have an additional charge. If this confirmatory test is reported to the school as negative, no further action is required.
5. If the lab confirmatory test is positive, the Associate Dean will receive a copy of the report. Student Health will then directly refer the student to Counseling Services for an evaluation and a treatment plan will be outlined. Implementation and follow through on the treatment plan are required, including signing all requested consent forms and releases. Failure to fully comply with the treatment plan will be reported to the student's Associate Dean. **Any student with a positive drug screen will be subject to a delay in clinical placement and face the potential for ultimate dismissal from the program.**
6. Upon receiving the results of the counseling evaluation and treatment plan, the Associate Dean will decide if a student may continue in the program. Students judged eligible to continue in the program will be required to submit to another drug test. This test must be negative or the student is subject to immediate dismissal from the program. Any student that has tested positive for illegal drugs may be subject to a random drug screen at any time during the remainder of their academic career at Saint Louis University.
7. Any student dismissed as a result of this policy has a right to appeal. The appeal will follow the guidelines and procedures outlined in this handbook.
8. For additional information on the drug screening policy, please contact the faculty member who coordinates field experiences (Carolyn.Layloff@slu.edu).

Reviewed: May 2005; May 2018; May 2019

Documentation and Enforcement

Pre-licensure students must document compliance with these health care requirements prior to enrolling in the first nursing course. Failure to do so will result in the administrative cancellation of student's registration in the nursing courses. Late registration fees will also be incurred.

Health Care and Student Services

Center for Accessibility and Disability Resources (CADR)

Full information on SLU's policy can be found utilizing the following links:
Center for Accessibility and Disability Resources : SLU

Students who wish to request academic accommodations **must** contact CADR to discuss accommodation requests and eligibility requirements. Once successfully registered, the student also **must** notify the course instructor that they wish to access accommodations in the course.

You are responsible for discussing your accommodations with your instructors so that they are able to accommodate your specific needs in that class. You are not required to disclose the nature of your accessibility or disability need, only your approved accommodations. If you hope to use your approved accommodations for a class, it is best to discuss your needs with your professor at the beginning of the semester and regularly communicate about any adjustments that may need to be made.

Confidentiality will be observed in all inquiries. Once approved, information about a student's eligibility for academic accommodations will be shared with course instructors by email from CADR and within the instructor's official course roster. Students who do not have a documented accessibility or disability needs but who think they may have one also are encouraged to contact CADR:

Busch Student Center, Suite 331
accessiblity_disability@slu.edu 314-9773484

Health Services

The Student Health Services for the University are located on the ground floor of Marchetti Towers East, 3518 Laclede. The telephone number is (314) 977-2323.

Change in Health Status

If a student is/ or becomes pregnant, injured or ill prior to or while enrolled in a clinical course, a letter must be obtained from the physician regarding any limitation of activity. This information will aid in planning and appropriate scheduling. The assigned clinical instructor will be responsible for discussing with the student the various risks involved (i.e. exposure to radiation and measles.)

Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) and other Infectious Diseases:

Consistent with the School of Nursing philosophy that all persons have dignity and worth, School of Nursing faculty will include individuals who have AIDS, HIV, or other infectious diseases in their consideration of patients/clients for learning assignments, which are consistent with specific course objectives. In turn, School of Nursing students will accept learning assignments with patients/clients who have AIDS, HIV, and other infectious diseases unless such assignment would not be compatible with the student's health condition, e.g., pregnancy, immunosuppressant. Similarly, in their University roles, faculty members, students, and staff members will not discriminate against persons who are known to have or are suspected of having AIDS, HIV, or other infectious diseases.

Prior to the first learning experience with a patient/client in each course, the faculty member will ascertain that each student has the knowledge necessary to practice infection control management, as required for assignments related to general or specific patient care.

Report of an Injury or Illness

If an injury should occur during a student's clinical shift, the student MUST report it to the clinical instructor who will assist the student in completing an incident report at the agency (if required) and School of Nursing (The SON Business manager). This must be completed within 48 hours of the incident. If medical care is necessary for either injury or illness, it must be arranged through the student's individual medical insurance plan. Students maintain the right to seek medical treatment from the provider of their choice, but any expenses incurred will be borne SOLELY by the student. The School of Nursing cannot be responsible for the cost of any medical or health provider care.

"A student may be unable to participate fully in a clinical activity due to illness, injury or pregnancy. Documentation from their health care provider that states it is safe to return to clinical practice must be submitted to the clinical instructor and course coordinator prior to their return to clinical practice."

Policies/ Procedures in the Clarke Skills Lab

Signing out Equipment from the Clarke Skills Lab

Equipment is available to check-out for student use while they are enrolled in Saint Louis University School of Nursing using the following procedure:

1. Faculty/Students must request to check-out equipment.
2. Faculty/Students will obtain equipment directly from a lab staff member.
3. A "check-out" form will be completed by the person responsible for the equipment. This must include the person's name, e-mail address, phone number, and expected date to return the item.
4. The lab staff will keep a current record of checked-out equipment.
5. Equipment must be returned in a timely fashion preferably within 48 hours.

6. Equipment must be returned directly to a lab staff member. It may NOT just be placed on a counter in the lab.
7. Faculty/Students will be responsible for replacing or paying for any checked-out equipment that is damaged or lost. Failure to do so will result in grades being held until the situation is resolved.

Blood and Body Fluid Precautions

1. No student will be allowed to practice or perform any invasive procedure in the Clarke Skills lab without a faculty member present.
2. Non-latex gloves are available at all times for use during practice, demonstration, and check-off procedures for skills and physical assessment.
3. Students are taught proper use of gowns, masks, goggles, and gloves to prevent exposure to blood and body substances.
4. Students practice dressing and other skills on manikins with simulated wounds.
5. CPR manikins or any item used for ventilation is cleaned and disinfected after use. Disposable masks or plastic barriers are used when practicing CPR. One-way valves are used in masks and replaced after use.
6. NEEDLE USE AND DISPOSAL: Contaminated needles or sharps are not bent, broken, or sheared. They are not recapped or removed before placing them in the sharps disposal container. If this is not feasible, students should use a mechanical device or the one-handed OSHA approved "scoop" method for recapping.
7. When performing invasive procedures on a human subject, students must wear gloves. After completion of a procedure, sharps are placed in appropriate containers. Any article containing blood, i.e. alcohol wipes, cotton balls, test strips, are disposed of by placing the item in one gloved hand, pulling the glove over the item and placing the entire contents into the second gloved hand. The second glove is pulled over the first glove, enclosing all contents. This package is then disposed of in a plastic lined trash container.
8. Disposal of contaminated materials is carried out according to OSHA standards and Saint Louis University Health Science Center policies for hazardous waste.
9. Any non-disposable equipment subject to contamination will be cleansed and disinfected using one part bleach to nine parts water, and/or an alternatively approved solution, for ten minutes.
10. All students must view the video "What Healthcare Personnel Need to Know" prior to beginning clinical experiences.

Procedure for Reporting Student Exposure to Blood-Borne Pathogens (For Campus-Based Students)

Exposure requires completing an **Authorization for Examination or Treatment form with Concentra** and a **Report of Injury form** from SLU Risk Management and the Business Office in the School of Nursing.

- The Authorization for Examination or Treatment form can be completed by the faculty member and must be presented to the Concentra representatives.

- The Report of Injury form must be sent to the Business Manager who in turn will send the form to Risk Management.

The forms can be obtained from the School of Nursing Business Office during normal business hours (8:00 a.m. – 5:00 p.m.), from the back of this SON STUDENT HANDBOOK, from the

School of Nursing Faculty and Staff Manual (SON portal), or the UPPC universe site. Procedure:

1) Students who sustain an injury or exposure should report to their clinical leader, the director/manager of the clinical site, and supervising SLU faculty, to notify them of injury/needle stick as soon as possible. School of Medicine MD-seeking students should ensure the Office of Student Affairs is notified.

2) The Medical Adverse Incident Reporting Form should be completed within 48 hours of the incident and email to riskmgmt@slu.edu https://www.slu.edu/facilities/risk-management-insurance/nonemployeeinjuryform.pdf

3) Students should first follow protocol of the clinical location for initial laboratory workup, source testing, treatment, and/or imaging.

4) If clinical site does not have an affiliated Emergency Department (ED) or Employee Health, student should go through SSM-Saint Louis University Hospital (SLUH) ED. If clinical site is out of state or not within reasonable distance to SLUH, student should go to nearest ED and follow their protocol for blood borne pathogen exposure and/or traumatic injury work up including but not limited to imaging recommendations.

5) Nonclinical/research students should report to SLUH ED. If clinical research is being done in a different state or beyond a reasonable distance to SLUH, students should proceed to nearest ED and guidelines followed according to their protocol for blood borne pathogen exposure and/or traumatic injury work up including but not limited to imaging recommendations.

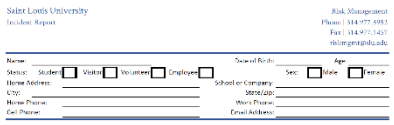
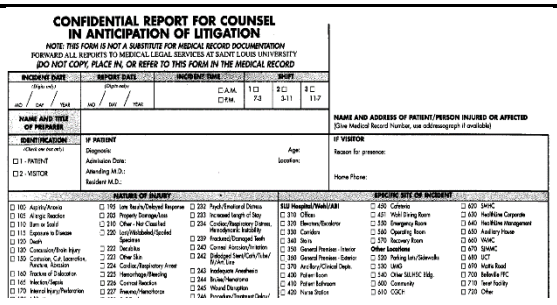
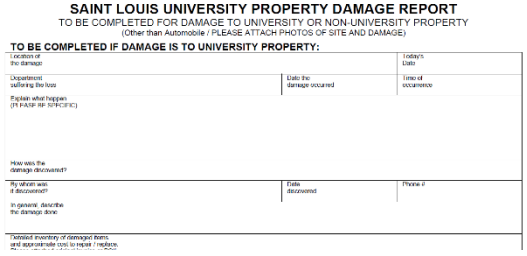
6) If a traumatic injury or exposure occurs and assistance is not sought immediately following injury, the student can come to Student Health Center (SHC) for work up if not in immediate urgent distress. Student will be assessed by Registered Nurse (RN) to first determine emergent need and will make recommendations based on this assessment (ED vs SHC)

7) All follow up laboratory work and imaging can be managed through SHC and recommendations from the initial evaluating site will be followed if available, if not, standard protocol will be followed.

8) Students and source patients are required to obtain their own transportation to the testing/treatment site, if emergency transportation is not required. Students may utilize DPS for transportation if the incident occurred on Saint Louis University campus and treatment is sought at SLUH or SHC.

9) Any student medical expenses incurred related to the incident will be the responsibility of the student and/or the student's health insurance plan. Expense assistance may be available at the discretion of the individual department or school.

Reviewed by Administrative Council 8/19/13; 8/18/15; 8/19/22; 9/12/22, 5/8/23

Summary of Incidents and forms	
Blood-Borne Pathogen exposures and Injury Report Any injury involving a third party except a patient. This form should be used if a student is injured providing patient care (non-blood borne pathogen injuries). This form is at the end of this handbook, or in SON Faculty Portal. Completed by Student/Faculty and returned to Business Manager: https://www.slu.edu/facilities/risk-management-insurance/nonemployeeinjuryform.pdf Call Public Safety (7-3000) immediately. If the injured party is a student, they can be seen at Student Health or their own personal physician. Any other injured party should be advised to seek care as directed by their own insurance coverage.	 Saint Louis University Incident Report Risk Management
Confidential Report for Counsel in Anticipation of Litigation- Any injury to a patient when care was provided by our faculty or students. This form is available on SON Faculty Portal. Completed by Faculty and returned to Business Manager.	 CONFIDENTIAL REPORT FOR COUNSEL IN ANTICIPATION OF LITIGATION NOTE: THIS FORM IS NOT A SUBSTITUTE FOR MEDICAL RECORD DOCUMENTATION FORWARD ALL REPORTS TO MEDICAL LEGAL SERVICES AT SAINT LOUIS UNIVERSITY DO NOT COPY, PLACE IN, OR REFER TO THIS FORM IN THE MEDICAL RECORD
Property/Damage Report- Damage caused to University or non-University (third party) property. This form is available on SON Faculty Portal. Completed by Faculty and returned to Business Manager.	 SAINT LOUIS UNIVERSITY PROPERTY DAMAGE REPORT TO BE COMPLETED FOR DAMAGE TO UNIVERSITY OR NON-UNIVERSITY PROPERTY (Other than Automobile / PLEASE ATTACH PHOTOS OF SITE AND DAMAGE) TO BE COMPLETED IF DAMAGE IS TO UNIVERSITY PROPERTY:

After completing, please send to the financial coordinator/business manager for channeling to the appropriate office.	Approval Body: Business Office. Approved 4/97 Revised: 10/00 Review: 09/04; Reviewed and revised 08/09, 08/15, 08/22, 05/23

Grading Policies

The following grading scale applies to all courses in the nursing major:

A	93-100	4.0
A-	91-92	3.7
B+	89-90	3.3
B	85-88	3.0
B-	83-84	2.7
C+	80-82	2.3
C	77-79	2.0
C-	75-76	1.7
D	70-74	1.0
F	69 and below	0.0

Progression Policies

A grade of C- or better is required for all prerequisite, required and Interprofessional Education (IPE) courses. A grade of C or better is required in nursing courses to complete the degree.

Required courses (including IPE) may be repeated only one time whether repetition is due to withdrawal or academic failure. For courses that have both theory and clinical components, 80% of the grade is earned from testing, 20% of the grade is earned from clinical assignments unless otherwise noted in the syllabus. The percentage of clinical points earned will be added to the student's grade only if a 77% test average is attained.

In addition, students must satisfactorily fulfill clinical objectives and/or laboratory objectives to satisfactorily complete nursing courses with a clinical component.

Progression from one course to another is contingent upon successful completion of each prerequisite course.

Probationary Status

Academic Probation

Students in the traditional option must maintain a cumulative grade point average of 2.5. A student who fails to meet the required grade point average may be granted probationary status to provide the opportunity to:

1. Improve scholastically.
2. Show evidence of the capacity to successfully complete the AMSN program.

While on academic probation, the APG committee may restrict the number of credit hours and the kinds of courses that may be taken. The kinds of courses that may be taken while on probation may also be restricted. The sanction of probationary status is invoked for a period of at least one full time semester and not more than two full time semesters. The Associate Dean will give students on academic probation written notification of their status in the nursing program. Probationary letters remain in the student's academic file.

Performance Improvement Plans (PIP)

All students at the School of Nursing must demonstrate professional behavior considered acceptable for both study and a career in nursing. Students are subject to performance improvement plans under the following conditions:

1. Failure to demonstrate consistently the personal and professional attributes considered by the faculty as necessary for continuance in the nursing program.
2. Failure to demonstrate consistent improvement in clinical performance as specified in the course objectives.
3. Earning a final rating of "needs improvement" in any clinical course objective.

Students who are placed on a performance improvement plan will receive a written contract which details the behaviors that must be demonstrated to meet the terms of plan. PIP will remain in the student's academic file until graduation. Students who are placed on performance improvement plans during, or at the end of, one clinical course have up to 6 weeks to meet the terms of the plan. The 6 weeks may necessitate the plan continuing into the duration of the subsequent clinical course to meet the terms of the agreement. Failure to meet the terms by midterms as specified time in the contract in that subsequent clinical course will result in a clinical failure for that course.

Clinical Failure

Clinical failure is based on the behavior of the student in the clinical area in relation to the course objectives including professional behavior. Reasons for clinical failure include but are not limited to the following:

1. Earning a final rating of unsatisfactory in any clinical course objective.
2. Consistently coming to the clinical setting unprepared.
3. Repeated tardiness or unexcused absence on the clinical day.
4. Acts of dishonesty.
5. Providing unsafe care.

Dismissal

Students are subject to dismissal from the School of Nursing for academic or professional reasons under any of the following conditions:

1. Failure to attain a cumulative grade point average of at least 2.50 after two consecutive semesters.
2. Being placed on clinical probation for a second time.
3. Being unsuccessful in two or more required coursesduring the course of study

   "Unsuccessful" is defined as:

   i. A grade of less than C- in any required or (IPE) course.
   ii. A grade less than C in a nursing course (including elective)
   iii. Withdrawing from a required nursing or science course for academic reasons (withdrawing for non-academic reasons must be substantiated by appropriate documentation)
   iv. Any combination of the three.
4. Consistently exhibiting behavior considered unacceptable for both study and a career in nursing.
5. Failure to remove clinical probation status.

Students who are dismissed from the School of Nursing may apply for transfer to another school of the University under the condition that he or she is eligible for special probationary status in the school into which transfer is requested. To be eligible for this status, the student must:

1. Have a grade point average deficit of no more than 20 points.
2. File a "Request for Intra-University Transfer" form and attach a written petition for this status.

Students, who are dismissed from the School of Nursing and wish to appeal their dismissal, must submit a letter requesting review by the Admission, Progression and Graduation Committee within 5 business days of the receipt of the dismissal letter. (See section on "Appealing a Grade, Probation or Dismissal.") Students will have the opportunity to present their cases to the committee.

Decisions of the Admissions, Progression, and Graduation Committee are final and may only be appealed as described in this handbook.

Appeal of an Academic Decision

E.g. Course grade, clinical probation, etc.

A grade may be appealed only if there is evidence of capricious or arbitrary grading, abuse of discretion or lack of due process. An appeal gives the student the opportunity to present evidence that the assigned grade was capricious and/or arbitrary; there was abuse of discretion; or there was a lack of due process.

If a student believes the above is true, the student must:

1. Appeal to the faculty member who assigned the grade.
2. Appeal beyond the faculty member is to be made to the course coordinator. The student meets with the course coordinator with supporting evidence.
3. If a resolution is not obtained, the student contacts the appropriate option coordinator.
4. If a resolution is not obtained, the student contacts the:

- Associate Dean of Undergraduate and Pre-Licensure Education;

5. If resolution is not obtained, the student can appeal to the Admissions, Progression and Graduation Committee (APG). *See below for specific procedures.*

It is the responsibility of the APG committee Chair to communicate the Committee's appeal decision to the student. The option coordinator, faculty mentor/advisor, and the appropriate administrator of the student's program are also informed of the decision and are responsible for follow up.

Appeal of a Program Dismissal

A student has the right to appeal a program dismissal. The appeal process gives the student the opportunity to explain extenuating circumstances or conditions, which adversely affected their behavior or academic performance. The student must present plans for preventing future problems if the requested reinstatement is granted.

The appeal is heard by the School of Nursing AP&G Committee. The Committee makes the decision to grant or deny the student's appeal. It is the responsibility of the Chair of the APG Committee to communicate the Committee's decision to the student. The Option Coordinator of the student's program is also promptly informed of the committee's decision on the student's appeal and is responsible for follow-up with the student.

Admission, Progression, and Graduation Committee Procedures

Following posting of course grades, **the appropriate SON administrator** identifies those students who have not met all curricular and academic requirements as described in the respective program student handbook and/or catalog.

The **appropriate SON administrator** communicates in writing to the student(s) notifying them concerning their status in the School of Nursing. The letter will explain the specific issue and the appeal process (Reference Appendix A). A copy of the letter is sent to the student's mentor and/or advisor and the APG chairperson. The student must acknowledge receipt of the notification in writing.

When a student chooses to appeal, a request must be made in writing to the appropriate APG Committee Chairperson. The request must be made within 5 business days following receipt of written notification communicating the academic issue.

The appeal letter should, at a minimum, include the following:

1. A concise statement of the purpose of the appeal;
2. A description of the relevant circumstances that may have influenced the student's academic performance;
3. The student's plan for future success.

A hearing is scheduled based on the availability of a majority of the committee members. The **administrator** of the student's program will not be a voting member of the hearing committee. If a committee member(s) believes they cannot fairly review the evidence and render a decision, the committee member should recuse himself or herself from the meeting.

The student is provided with a list of the committee members prior to the scheduled appeal. At the student's request, the APG Committee Chairperson will make a substitution of **one** committee member, which may include the APG Committee Chairperson, if the student believes that the committee member may not render an impartial decision.

The student is encouraged to attend the hearing meeting of the APG Committee. If the student is unable to attend the meeting in person, the student may arrange to have a conference phone meeting with the committee. The student is responsible for informing the APG Committee Chairperson whether she/he is attending the meeting in person, meeting via a telephone conference call, or not attending the meeting at all. If the student will be attending the meeting either in person or via a conference call, the Committee Chairperson will discuss the hearing process with the student prior to the hearing.

A student may submit a written request to the APG Committee Chairperson that he/she be accompanied by one person at the hearing. The person may attend the meeting and speak to the petitioner, but is not allowed to address the committee. If the designated person is an attorney, disclosure must be provided. The designated person may not be a student in the same academic program. Recording of the committee hearing is not permitted.

Prior to the APG Committee hearing, the Committee Chairperson will contact the student's faculty mentor and /or advisor and the faculty involved in courses pertinent to the appeal inviting them to

provide germane information regarding the student's appeal. Information from the mentor and faculty must be submitted to the APG Committee Chairperson in writing prior to the hearing.

No later than the day of the hearing, the Committee members are provided with a copy of the student's appeal letter and the completed APG Committee Summary Form (reference Appendix A). The appropriate SON administrator may provide information related to any previous academic issues.

The hearing will proceed as follows:

1. APG Committee Chairperson describes the academic eligibility issue including a review of the applicable policy and pertinent background information.
2. Faculty member(s) may be invited to provide information to the committee.
3. The student joins the hearing and an introduction is made of all those present.
4. The student will make a statement to the committee.
5. The committee members will ask the student questions germane to the issue.
6. The student will make a final statement to the committee, and then be excused from the meeting room.
7. The committee will discuss the issue in a private session and make a majority decision regarding the appeal. *The Committee Chairperson will vote only in case of a split decision.*
8. If the appeal is granted, the committee will list detailed conditions regarding progression.

The mandated conditions listed by the committee will be documented on the confidential Progression Committee Summary Form. This form will be kept in an APG Committee file in the appropriate Associate Dean's office until the student graduates or three years from the date of appeal. Minutes of each meeting will be maintained.

The decision regarding the student's appeal will be communicated to the student by the APG Chairperson via the student's SLU email within 24 hours of the Committee meeting. Within five business days, an official letter will be sent to the student via their SLU email address. If the appeal is granted, the decision will be stated, as appropriate, in the letter. A copy of the letter will be sent to the **appropriate SON administrators** and the appropriate University department(s). A copy of the letter will be placed in the student's file.

If the appeal is denied, the student can file an academic grievance with the Dean of the School of Nursing.

Student Complaints

Students who have grievances with actions, decisions and/or processes at Saint Louis University TBVSON are afforded formal means for registering those complaints and for their complaints to be deliberated and acted upon by governing University officials. Details on specific types of complaints and related complaint policies and procedures can be found on the Office of the Provost Website at https://www.slu.edu/provost/student-complaints.php

Legal Sanctions

Specific acts under which students are subject to sanctions are outlined in detail in the Saint Louis University Student Handbook. See the Office of Student Responsibilities and Community Standards website for a copy of the handbook and additional information about student responsibilities and standards Student Responsibility and Community Standards : SLU

Leaving the Nursing Program

Students transferring to another program in the University or withdrawing from the University should meet with their professional advisor and/or the appropriate Option Coordinator to facilitate a smooth transition. Students may be surveyed on exit regarding their experiences in the nursing program.

Additional Policies and Regulations

Faculty

Students evaluate individual faculty performance each semester. These evaluations contribute to the faculty members' annual performance appraisal. For promotion in rank, students evaluate each instructor, and these evaluations are submitted to the University Committee on Faculty Rank and Tenure.

Course Feedback

Students complete an end-of-term course feedback survey for each nursing course. Clinical agencies, teaching methodology and effectiveness are also evaluated. We utilize a third-party system called eXplorance Blue. More information can be found: Blue Course Evaluations : SLU. Please email questions or issues to courseeval@slu.edu for assistance.

Missouri Nurse Practice Act 335.066

Students must have successfully completed the prescribed course of study as required by the Saint Louis University School of Nursing in order to apply to take the NCLEX-RN for licensure. Application to sit for the exam in Missouri will include fingerprinting and a criminal background check. Students may view the Missouri Nurse Practice Act at the **Board of Nursing**.

Applicants should be aware that completion of the program of study does not guarantee eligibility to take the licensure examination and that the Missouri State Board of Nursing may refuse to issue a nursing license for the following causes:

1. The board may refuse to issue any certificate of registration or authority, permit or license required pursuant to Sections 335.011 to 335.096 for one or any combination of causes stated in subsection 2 of this section. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his rights to file a complaint with the administrative hearing commission as provided by chapter 621 RSMo.

    A. Violation of the drug laws or rules and regulations of this state, any other state, or the federal government.
    B. Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency.

The Missouri State Board of Nursing has adopted the following rule:

An applicant for licensure by examination who answers yes to one or more of the questions on the application which relate to possible grounds for denial of licensure under section 335.066, RSMo, shall submit copies of appropriate documents related to that answer before his/her application will be considered complete. The copies shall be certified if they are records of a court or administrative government agency.

This means that, in addition to the separate notarized statement, the applicant must provide the State Board of Nursing office with supporting documents. This information need not accompany the application but must be provided before a decision can be made regarding eligibility to take the licensure examination.

Examples of court documents related to a conviction, or convictions could be Information Complaint or Indictment Sheets, the Judgment or other documents showing disposition of the case. This can also be referred to as the Order of Probation. The court documents MUST BE CERTIFIED.

Professional Liability

Students at Saint Louis University Health Sciences Center are covered by the voluntary professional liability program begun in 1976. Under this program, Saint Louis University, subject to the provisions and limitations of a Letter of Indemnity, heretofore executed by the University setting forth the terms of the program, will pay "all sums those protected may become legally obligated to pay as compensatory damages because of injury or death to any person arising out of the rendering of or failure to render health care services."

This protection is provided under this agreement to any student performing health services without remuneration, on or off the University premises, upon recommendation of the Dean of the School of Nursing or other designate. In other words, this protection applies under the terms of this agreement only when performing health services under the supervision of a faculty member as part

of specific course requirements in the School of Nursing. The student must be registered for the class to be covered by the liability program.

This protection does not apply to injury or damage resulting from the acts or omissions of a student while intoxicated, under the improper influence of drugs or narcotics, engaged in a criminal act, or willfully or intentionally causing harm.

Upon becoming aware of any alleged incident to which this protection applies, written notice containing detailed information should be forwarded to the Dean of the School of Nursing's Office.

The extent of annual protection provided to students shall be $2,000,000 per occurrence per student with a maximum annual total of $2,000,000 per student. The annual limit of financial liability of Saint Louis University for all claims shall not exceed $6,000,000. A complete copy of the letter of indemnity may be examined in the Dean's office.

Client's Right to Privacy

The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature. An accompanying interpretive statement elaborates:

> The right of privacy is an inalienable right of all persons, and the nurse has a clear obligation to safeguard any confidential information about the client acquired from any source. The nurse-client relationship is built on trust. This relationship could be destroyed and the client's welfare and reputation jeopardized by injudicious disclosure of information provided in confidence. Since the concept of confidentiality has legal as well as ethical implications, an inappropriate breach of confidentiality may also expose the nurse to liability.

Students are expected, without exception, to observe the patient's right to privacy. Students are required to complete the HIPAA training in order to participate in clinical studies. Sharing client information via any means, including electronic media is considered a breach of confidentiality. Failure to comply with this policy will result in serious consequences.

Transportation of Patients

Students are not to transport patients as a part of the educational experience. If a student does transport a patient, the School does not assume responsibility.

Examination of Records by Students

Students desiring to examine unofficial academic records maintained in the School of Nursing shall make a written request to the Associate Dean. The student will then be advised as to the time and place the record can be viewed.

Tobacco Policy

This policy applies to all members of the SLU community, including students, faculty, staff, patients, contractors, and visitors to campus.

For the purpose of this policy, “tobacco” is defined to include, but not be limited to, any lit cigarette, cigar, pipe, bidis, clove cigarette, e-cigarettes, any other smoking product; smokeless or spit tobacco, also known as dip, chew, snuff, or snus in any form; and any other tobacco product or device not approved by the FDA for the strict purpose of tobacco cessation.

The use, distribution, or sale of tobacco, including any smoking device, or carrying any lit smoking instrument, in University owned, leased, or occupied facilities or on University leased, owned, or occupied property, at events on University Properties, or in University-owned, rented or leased vehicles, is prohibited. This includes:

- All campuses,
- Parking facilities and lots (including in personal vehicles);
- SLU buildings located near city/municipality owned sidewalks, within 25 feet of entryways or exits, near air intakes, or near fire/explosion hazards;
- Off-campus housing managed by SLU;
- All university housing managed by SLU; and
- Hotels and other establishments operated by SLU.

For additional information about this policy see: SLU Tobacco Free Policy Overview

Approval Body: President's Coordinating Council (PCC), Approved: May 7, 2015, Effective Date: July 1, 2016

Graduation

Degree Application

Deadlines for applying for a degree on the next graduation date are noted in the University Academic Calendar. Application is made according to the direction of the Registrar’s Office and all candidates must complete a graduate survey as part of the application process. Degree conferral

dates for the University are in March, May, June, July, August, October, and December and commencement ceremonies are held in May and December.

Graduation Requirements

Graduation requirements are as follows:

- Completion of all program requirements. o Cumulative grade point average of 3.0
- 30 of the final 36 credits must be completed through Saint Louis University or an approved Study Abroad program.
- Students must file an application to graduate before the end of the add/drop period of the semester in which graduation is intended.

Graduation with Honors

Students receiving a baccalaureate degree must have completed 60 semester hours in residence at Saint Louis University in order to be eligible to graduate with honors. Graduation honors will be awarded by the University as follows: Cum laude for a grade point average of 3.500-3.699; Magna cum laude for a grade point average of 3.7-3.899; Summa cum laude for a grade point average of 3.900-4.00.

Assessment and Achievement Examinations

Throughout the nursing curriculum students are required to complete surveys and examinations to measure levels of performance related to specific outcomes of the curriculum. Prior to program completion, pre-licensure students must take a comprehensive nursing examination. Students are encouraged to discuss the examination results with their academic mentors in preparation for the licensure examination (NCLEX and CNL). Cost of the examinations is borne by the student.

National Council Licensure Examination (NCLEX)

In 1991, the governing body of the National Council of State Boards of Nursing Delegate Assembly voted to implement computerized adaptive testing (CAT) for the administration of the NCLEX-RN. The examination is assembled interactively as the candidate answers the questions creating an examination tailored to each candidate's skill level. Candidates do not need any computer experience in order to take the CAT examination; all candidates will receive the same training prior to taking the examination. The examination will be administered at designated sites around the state. There is no minimum amount of examination time; however, the successful candidate will answer a predetermined minimum number of 85 questions with a predetermined maximum of 150 throughout a 5-hour testing period. The Associate Dean will provide more specific information when it is time to apply to take the NCLEX examination. Application to sit for the exam in Missouri will include fingerprinting and criminal background checks. Information regarding eligibility to take the examination is found in the Missouri Nurse Practice Act.

If a student plans to take the NCLEX-RN outside Missouri, they are encouraged to consult the Associate Dean for Undergraduate and Pre-licensure Education's Office about specific state application procedures.

Commencement, Cap and Gown Information

General Information for Commencement activities, events and ordering caps and gowns can be found at: https://www.slu.edu/commencement/index.php. A special graduate fair is held in March. At the fair, students may purchase rings and personalized announcements. The Office of Community Relations will provide additional information to the graduates in the spring semester.

School of Nursing Graduate Pins

Graduates are eligible to purchase the School of Nursing pin during the senior year, which is to be worn only after the degree is conferred. Purchase is optional. The selected company will provide information regarding price and purchase in the spring semester. Saint Louis University School of Nursing is not responsible for any transaction including the delivery of the pin.

Handbook Approval
Approval Body: UPPC Program Director/Associate Dean/Option Coordinators
Approved: 01/11/95; 03/26/14; 8/14/19
Reviewed: 09/06; 09/10; 03/26/14; 8/13/19
Revised: 03/26/14; 10/21/15; 01/06/16, 6/22/16; 8/1/17; 8/16/19; 8/11/21

Helpful Names and Contact Information

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Coordinator, Clinical Resources

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Coordinator, Clinical Contracts

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Student Services Associate – Traditional BSN Option & CastleBranch

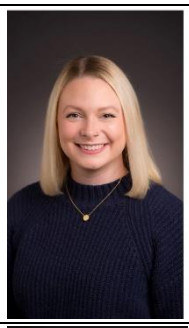
Elizabeth Verslues, Office: 213
Telephone: 314-977-7563, Email: elizabeth.verslues@slu.edu

Student Services Associate – ABSN, AMSN & RN-BSN Options

TBA, Office: 341
Telephone 314-977-8907, Email:

Retention Specialist

Emily Francis, Office: 511
Telephone: 314-977-7565, Email: emily.francis.1@slu.edu



Professional Academic Advisor Advises Students with last name A-Li

Kristin Rascoosin, Office 535
Telephone: 314-977-1983, Email: kristin.rascoosin@slu.edu

Professional Academic Advisor Advises Students with last name Lo-Z

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Telephone: 314-977-8992, Email: Jerrod.Turner@slu.edu

Chief Diversity and Inclusion Officer

Dr. Teri A. Murray, Office: 516
Telephone: 314-977-6658, Email: Teri.Murray@slu.edu

Campus Ministry South Campus

Ms. Nicole Armstrong
Email: Nicole.Armstrong@slu.edu

Center for Accessibility and Disability Resources

Busch Student Center, Suite 331 (20 N. Grand Blvd.)
Email: accessibility_disability@slu.edu
Telephone: 314-977-3484

University Writing Services

University Writing Services
Busch Student Center, Suite 331
Pius XII Memorial Library, Room 320
Trudy Busch Valentine School of Nursing, Suite 114
writing@slu.edu

Dean of Students

Dean of Students Office
Busch Student Center, Suite 356
Email: deanofstudents@slu.edu; Telephone: 314-977-9378

Institutional Equity and Diversity Director

Office of Institutional Equity and Diversity
Justin Lacy, DuBourg Hall, Room 36
Email: Justin.Lewis@slu.edu Telephone: 314-977-3065

Title IX Coordinator

Title IX Information & Resources: Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking

Anna R. Kratky, DuBourg Hall, Room 36

Email: Anna.Kratky@slu.edu Telephone: 314-977-3886

Housing and Res Life

Saint Louis University Housing and Residence Life

DuBourg Hall, Room 157

314-977-2811 or by email at reslife@slu.edu.

University Counseling Center

University Counseling Center

Wuller Hall 2nd floor

Telephone: 314-977-TALK

Student Health Services

Student Health Center

Marchetti Tower East

Telephone: 314-977-2323

Department of Public Safety

Public Safety

Wool Center, Room 114

Telephone: 314-977-3000

Suicide & Crisis Lifeline

Dial 988

School of Nursing Fax Number

Second Floor: 314-977-8949

Saint Louis University

Incident Report

Risk Management
Phone | 314.977.3952 Fax | 314.977.1457
riskmgmt@slu.edu

Name: _____ Date of Birth: _____ Age: _____

Status: Student ☐ Visitor ☐ Volunteer ☐ Employee ☐ Sex: ☐ Male ☐ Female

Home Address: _____ School or Company: _____

City: _____ State/Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email Address: _____

Location of Incident: _____ Campus: ☐ North ☐ South

Time and Date of Incident: _____ Was DPS contacted? ☐ Yes ☐ No

If Applicable - SLU Course Instructor: _____

1. How did the incident occur? (explain in detail)

2. What activity was being done at the time of the incident?

3. Did the incident lead to an injury? Be specific? Was medical treatment needed? ☐ Yes ☐ No

Witness's Information

Name: _____ Daytime Phone:

Address: _____ City/State/Zip

Witness's account of event:

Signature: _____ Position: _____ Date: _____

Report Filer's Information

Name: _____ Daytime Phone: _____

Address: _____ City/State/Zip _____

Report Filer's account of event:

Signature: _____ Position: _____ Date: _____

Do not use this form to report employee injuries.
Email or fax this form to Risk Management within 48 hours of the incident.

SAINT LOUIS UNIVERSITY EMPLOYEE REPORT OF INJURY

TO BE COMPLETED FOR ALL WORK-RELATED INJURIES AND ILLNESSES

*** All Boxes Must be filled in Order to Comply with State Regulations ***

TO BE COMPLETED BY INJURED EMPLOYEE: (Please Print)

Full Name			Today's Date
Home Address			Social Security #
City Sate, Zip			Date of Birth
Home Phone Number	Work Phone number	Sex	Marital Status
What is your current position?			**Date** of Injury
What department do you work for?		**Time** of Injury	Time Work Shift Began
Who is your supervisor?	Supervisor's Title		Supervisor's Phone Number
What job where you performing at the time of the injury?			
Where did the injury take place?			
In your own words, please explain what happened. (PLEASE BE SPECIFIC)			
What specific parts of your body were injured and what is the nature of the injury?			
Have you ever been under a doctor's care for the same or similar injury?			
What machine, tool or object was most closely connected with the injury, if applicable?			
Was this injury caused by someone or something outside the University? (Please explain)			
List the names of anyone witnessing your injury			
Do you have any other employment? (If so, where?)			
To whom did you report the injury?			
When did you report it? (If not immediately, please explain)			
If your injury involved a needle or any sharp instrument enter the type and brand of the device causing the injury.			
Employee Signature		Date Signed	

TO BE COMPLETED BY SUPERVISOR:

Name of medical facility where employee sent		Employee Date of hire	Is the employee Full-time or part-time?
Has the employee returned to work?	Date returned to work	What are the average number of hours the employee works per week?	What is the employee's hourly or weekly wage?
Supervisor Comments, if any			
Supervisor Signature		Date	

Send form to Risk Management - riskmgmt@slu.edu **Revised 07/22**

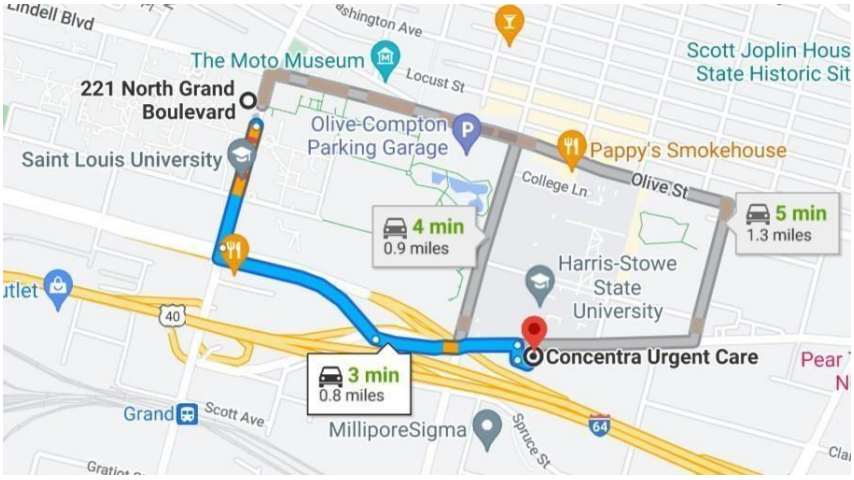
WORKERS' COMPENSATION PROCEDURE INSTRUCTIONS

1. Employees must report work-related injuries to their supervisor immediately.
2. This *Employee Report of Injury* form should be completed by the injured employee together with the supervisor.
3. If medical attention is necessary, authorized treatment options are as follows:
   a. Concentra Urgent Care - Monday through Friday - 8am to 5pm – *see directions below*
   b. SEVERE INJURIES – SSM Health Saint Louis University Hospital Emergency Department
   c. AFTER HOURS – For non-emergency injuries - Concentra Telemedicine www.concentratelemed.com. For emergencies - SSM Health Saint Louis University Hospital Emergency Department.
   d. This ORIGINAL form should **NOT** be left at the Emergency Department.
4. **ALL FOLLOW UP IS THROUGH CONCENTRA URGENT CARE.**
   Employees must report to Concentra Urgent Care on the next business day if initial treatment is done in the Emergency Department.
5. The employee must take a copy of the *Injury Work Status* from Concentra Urgent Care back to the supervisor.
6. The supervisor notes any restrictions on the *Injury Work Status* and places the employee accordingly. The supervisor should notify Risk Management if problems.
7. It is the responsibility of the injured employee to comply with all medical instructions of the authorized treating medical provider/physician.
8. Employees of the University maintain the right to seek medical treatment from the provider of their choice, but any expenses incurred will be borne solely by the employee.
9. If the above procedures are followed, all medical expenses for injuries compensable under the Missouri Workers' Compensation law will be the responsibility of the University.
10. For assistance, contact the Office of Risk Management at 977-3952.

DIRECTIONS

Concentra Urgent Care

1-When traveling on Grand, turn onto I-64 east ramp.
2-Keep left, follow signs for Market Street and merge onto Market Street.
3-Turn right into Concentra Urgent Care's
Parking Lot **(Rev. 07/22)**



Concentra™

(Patient Must Present Photo ID at Time of Service)

Authorization for Examination or Treatment

Patient Name:_____ Social Security Number:_____

Employer: Saint Louis University Employee Health

Date of Birth:_____

Street Address: 3545 Lindell Boulevard

Location Number:_____ Temporary Staffing Agency: _____

Work Related Date of Injury _____

❑ Injury ❑ Illness

Substance Abuse Testing ⋆(check all that apply)

❑ Regulated drug screen ❑ Breath alcohol ❑ Collection only ❑ Hair collect ❑ Non-regulated drug screen ❑ Rapid drug screen

❑ Other_____

Type of Substance Abuse Testing

❑ Preplacement ❑ Reasonable cause ❑ Post-accident ❑ Random ❑ Follow-up Special instructions/comments:

_____

_____

_____

Authorized by: _____ (Please print) Phone: **(** ___**)** _____

Physical Examination

❑ Preplacement ❑ Baseline ❑ Annual ❑ Exit

DOT Physical Examination

❑ Preplacement ❑ Recertification

Special Examination

❑ Asbestos ❑ Respirator ❑ Audiogram ❑ Human Performance Evaluation⋆❑ HAZMAT ❑ Medical Surveillance

❑ Other_____

Billing (check if applicable)

❑ Employee to pay charges

★ Due to the nature of these specific services, only the patient and staff are allowed in the testing/treatment area. Please alert your employee so that they can make arrangements for children or others that might otherwise be accompanying them to the medical center.

Higher Purpose. Greater Good.™

Title:_____

Date: _____

Concentra now offers urgent care services for non-work related illness and injury. We accept many insurance plans.

(Copies of this form are available at www.concentra.com)

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