



VITERBO
UNIVERSITY

GRADUATE PROGRAM IN NURSING

Program Handbook

2014-2016

Welcome to Viterbo University



On behalf of the faculty and staff of the School of Nursing, welcome to Viterbo University. You are embarking on an educational experience which will challenge you to advance your knowledge and skills. Contemporary health care is characterized by unprecedented changes in science and technology, by increasing globalization, and by socioeconomic and environmental imbalances. Advanced education in nursing will provide you with the specialized knowledge needed to address the health challenges of our global society. We are excited to be offering two recent options for students: the post BSN – DNP and the post MSN-DNP. With the inception of these programs the MSN will be gradually phased out for nurse practitioner students.

Our faculty is committed to excellence in teaching and is known for their commitment to student learning. Through both face to face and web-enhanced courses, you will experience high quality, interactive instruction based on current nursing research and practice. You will have the opportunity for clinical practicum options to augment your learning in your chosen role preparation. We believe that graduates of our program are well prepared for demanding roles as professional nurses in advanced roles who will improve the health of the communities they serve.

Thank you for choosing Viterbo University for advancing your professional nursing career. May your journey be a rich adventure leading to both personal and professional development.

Silvana F. Richardson, PhD, RN

Dean, School of Nursing

College of Nursing, Health, and Human Behavior

Graduate Nursing Program Handbook

This handbook does not establish a contractual relationship. Its purpose is to provide students with information regarding programs, requirements, policies, and procedures to qualify for a graduate degree in nursing from Viterbo University. A student follows the curriculum in effect at the time of formal admission as a degree seeking student provided attendance is uninterrupted and a degree is completed within the allotted period of time. This handbook is normally published every two years. When substantive policy or curricular changes are made before a handbook revision, timely notification is made to students. This Handbook is designed to supplement the Viterbo University Graduate Catalog, not replace it. Both documents are essential to fully understand the policies and processes of the graduate program in general and the graduate program in nursing. In addition, the websites associated with the Graduate Program in Nursing are important resources to consult.



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Welcome to Graduate Study at Viterbo's School of Nursing!

The School of Nursing is committed to providing an educational experience for qualified professional nurses who wish to pursue an advanced degree in Nursing. This program attempts to meet the unique needs of the graduate nursing student while assuring fulfillment of the expectations related to higher education. Various educational methodologies appropriate to the adult learner with life and professional experience are incorporated into the curriculum plan and course delivery methods. Attempts have been made to facilitate full-time study while maintaining the demands of family and professional roles.

We wish you the best of enriching experiences as you start graduate school. Welcome to this professional venture!

Mary Ellen Stolder PhD., ANP-BC,
Graduate Nursing Program Director

School of Nursing – General Information

School of Nursing Mission Statement:

The School of Nursing prepares nursing and dietetics students for faithful service and ethical leadership as professionals who will advance high standards of practice.

Vision

The School of Nursing will develop nursing leaders whose competence, caring, and commitment to excellence will

empower individuals and communities to achieve the highest level of health and well-being.

The Goals of the School of Nursing are to:

1. implement a professional nursing curriculum that builds on a strong liberal arts foundation for undergraduate learners and offers specialization, expansion, and/or advancement in nursing practice for graduate and professional learners;
2. implement a professional curriculum in nutrition and dietetics to prepare graduates to provide comprehensive nutrition care in community and medical settings;
3. provide an educational experience that emphasizes active learning in a values based context;
4. create a collegial environment that facilitates the professional development of students and faculty;
5. prepare graduates for professional practice in a dynamic health care environment.

Graduate Nursing Program

Mission

The graduate program prepares nursing leaders who are dedicated to improving the health outcomes of diverse populations through advanced knowledge and skills, ethical leadership, and faithful service within their chosen roles and settings.

- **MSN** (Advanced Clinical Nursing, AGNP, FNP tracks; being phased out)

- **Post BSN to DNP**
(AGNP, FNP tracks)
- **Post MSN to DNP**
 - For current NPs
 - For those wishing NP preparation but who already have a Master's in Nursing

The curriculum will prepare graduates for advanced nursing roles that enhance the standard of practice in a variety of settings. Graduates may function as nurse practitioners or in other advanced professional leadership roles.

The curriculum is a variable credit program requiring core graduate nursing courses, the completion of a capstone project, and the required practicum and didactic courses, currently within a choice of two tracks that prepare graduates for a primary care role and specific population foci (Family Nurse Practitioner, Adult-Gero Nurse Practitioner). The Advanced Clinical Nursing track is no longer accepting students.

The degree can be accomplished in three years (MSN level), four (DNP) years of study, two to four years (post MSN to DNP) with 6-7 credits a semester considered full time. Options to shorten or extend this time period may be possible. Total credits and clinical hours needed for graduation vary according to choice of tracks. Classes are normally scheduled on one day a week if face to face. Clinical practicums require additional time and can be done in the student's own location if possible.

A partially online course format is typically utilized, although some classes are totally online. During the first year of the post BSN to DNP approximately one-half of the class days are online, thus

reducing the number of campus visits necessary. During the remaining years, online schedules will vary depending on the role preparation. Post MSN to DNP student schedules vary depending on if obtaining NP preparation or not.

The curriculum is arranged such that the first year includes core courses that are taken by all post BSN to DNP students, and some post MSN to DNP students. During the second year of curriculum post BSN to DNP students typically begin role specific courses. In the latter half of the second year and/or in the third and fourth year of curriculum, students continue with their role and population focused coursework and complete the clinical practicums and scholarly writing assignments required for their designated track.

Post-MSN Certificates

The post MSN to NP programs are being phased out with the inception of the DNP program. Students are no longer being accepted for certificates.

National Certification

Graduates of the post BSN to DNP or MSN program may be eligible for various certification examinations depending on the role preparation chosen and individual clinical backgrounds. Graduates of the Adult-Gero or Family Nurse Practitioner Track will be prepared to take the ANCC or AANP Adult-Gero or Family Nurse Practitioner exams respectively. Graduates of the Advanced Clinical Nursing track who choose the CNL focus will be eligible for the CNC CNL national certification exam.

Viterbo University School of Nursing – Graduate Nursing Program



In this graphical representation of the curriculum, the broad and multidisciplinary aspects of theory, practice, research, and evidence comprise the outermost circle of the model and serve as the scientific underpinnings of nursing practice. Graduate nursing students are assisted to integrate multiple theories from nursing and other disciplines, to analyze relevant research findings, and to seek and evaluate evidence with which to enhance their knowledge and skills in advanced professional practice.

The next circle delineates the curricular concepts of health, quality, leadership, advocacy, ethics, collaboration, technology, and diversity. These broad concepts flow from the mission and expected graduate outcomes as well as are consistent with the DNP and MSN Essentials documents (AACN, 2006, 2011). Content related to these major concepts is addressed in the core courses and threaded throughout the role and

population-focused coursework that prepares graduates for expanded, specialized, and advanced nursing roles. While specific role preparations are unique, the core curricular components and unified mission and outcomes represent the solidarity of purposes among them. The circular framework implies a systematic and life-long commitment to learning to be proficient and current in the chosen roles and settings.

Expected Outcomes for Graduates

This program will prepare graduates who:

- Practice in an expanded, specialized, and/or advanced nursing role.
- Affirm the dignity of life and human diversity.
- Advocate for quality outcomes for individuals, families, populations, and systems.
- Demonstrate ethical leadership and faithful service in their chosen roles and settings.
- Facilitate translation of research and evidence into practice.
- Utilize technology to impact best practice.

Plans of Study for Specific Tracks/Degrees

(See Plans of Study at www.viterbo.edu/gradnursing)

Entry/Ongoing Requirements and Policies

Attendance and Time Spent in Preparation for Classes

Adult learning principles are utilized throughout the curriculum. Students are expected to be prepared for and actively contribute to classes. Past and current work experiences are utilized and built upon. The graduate program in nursing is designed such that concentrated coursework/clinical is scheduled in daylong formats. Because of this method of scheduling, arriving on time and being present for all of class is critical. Arrangements must be made such that attendance is possible unless exceptional situations prevail. If students are unable to attend classes, the instructor must be contacted and arrangements must be made to meet learning outcomes. This makeup may require additional written work. If prolonged absence is unavoidable, continuation in the course may not be possible.

Outside of class, and during online weeks, students must be able to schedule their time carefully and condition themselves to meet the rigorous demands of the program. The “seat time” for face to face class and online class is a minimum of 750 minutes per credit. A guide for preparation for full-time students (at 6-7 semester based credits) is 18- 21 clock hours a week in addition to campus class/online class time. Taking more credits will increase this time. Students taking courses at the 700-800 levels are advised that these courses are considered higher level courses and will require even more time than the minimum stated above. If courses are taught in an accelerated format (e. g. 10 weeks rather than 15 weeks), weekly time commitments will increase accordingly.

Students are advised that when enrolled in practicum experiences more than one day a week will be necessary to fulfill class and clinical requirements.

Health/Immunization Requirements/CPR/RN License

Upon entry and as necessary throughout the program students must provide verification of the following:

- Diphtheria Tetanus or tDAP Booster within 10 years.
- Measles, Mumps, Rubella (two doses after age one) and/or positive titers.
- Varicella (Chicken Pox)—dates of disease or immunization (providing the results of a titer is required by some agencies, and having this evidence is highly recommended).
- Date and result of last PPD test within the last year. If PPD is positive, the date and result of last chest X-ray is necessary.
- Dates of Hepatitis B vaccine (three doses) and/or evidence of a reactive hepatitis B titer.
- Annual influenza shots are highly recommended.
- Health insurance coverage when in clinical practicum experiences.
- A physical health exam within one year of entry and beginning clinical practicums.

Students must submit immunization history and provide information regarding general health status. Students are asked to verify by signature that they believe themselves to be free of infectious disease or any other health conditions that may interfere with their personal safety or/and ability to provide safe care in advanced nursing roles. Some agencies may require

additional verifications for clinical practicum experiences.

CPR must be current upon entry and throughout the program. With each renewal students must provide a copy of their updated CPR card to the Graduate Nursing Program Administrative Assistant.

RN licensure must be unrestricted and current upon entry and remain so throughout the program. With each renewal students must provide a copy of their license to the Graduate Program Administrative Assistant. Students must have licensure in the state of their Practicums. Separate Minnesota and Wisconsin licenses may be necessary for clinical practicum placement. Iowa and Wisconsin have reciprocity. There is no reciprocity between WI or Iowa with Minnesota.

Procedure for Caregiver/Criminal Background Search

1. Graduate nursing students will be provided with a packet containing the appropriate forms for WI checks. ALL new students must fill out and return the following to the Graduate Nursing Program Administrative Assistant:
 - a. Background Information Disclosure Form
 - b. Wisconsin Criminal History/Caregiver Background Search Form
 - c. Out of State Residence Forms as needed
 - d. Fees
 - e. Permission to release results
2. If a student is currently residing or working outside the State of

Wisconsin or has done so in the past three years, a criminal history and/or other background checks must be done for each state indicated on the Out of State Residence Form. See the Graduate Program in Administrative Assistant for help in obtaining appropriate forms for each state. A Viterbo University self-addressed, stamped envelope and appropriate fees need to accompany all out of state forms.

3. States will return the completed background checks to the Graduate Nursing Program Administrative Assistant. They will be housed in the Graduate Nursing Program files.
4. When a clinical agency requests a copy of the background check:
 - a. the student's authorization for release of information will be noted in the files
 - b. the Graduate Nursing Administrative Assistant will make a copy of the background check forms; and
 - c. the student will be given the copy to take to the requesting agency or it will be sent directly.
5. Reports of positive findings will be evaluated on a case-by-case basis by School of Nursing officials to determine whether a student is eligible to care for clients in contracted clinical placements. An individual whose background check identifies bars to clinical placement may not be allowed to progress in the program.
6. Students who have evidence of a criminal record will be contacted by telephone/ letter/email. A follow-up appointment must be made with the Graduate Nursing Program Director to discuss the implications for progression in the nursing program.

7. **Yearly Background Information Disclosure Forms** must be completed by all students; the full background check is done every fourth year.

Policy and Guidelines Applying to Non-Discrimination on the Basis of Disabilities

The School of Nursing supports the Viterbo University policy and guidelines relating to the non-exclusion of qualified students from University programs solely by reason of disability. To meet the requirements of and to successfully participate in the graduate nursing program at Viterbo University, a student must be able to perform skills that are essential to advanced nursing roles. While Viterbo University will provide reasonable accommodations in course requirements to assist a special needs student to meet course outcomes, there are some essential skills for which there are no known substitutes. The applicant to the graduate nursing program and the student throughout the program must be able to meet the requirements of the role preparation/population foci chosen. Accordingly, these specific requirements may vary somewhat. In general the following attributes/abilities are expected:

1. **Physical Requirements:**

The student must be capable of performing physical care of the client/patient. This includes, but is not limited to, the ability to move and position them, perform visual inspection, differentiate among a full spectrum of colors, differentiate between various sounds, perform tactile assessments, administer medication, and read a variety of gauges and monitors. The student must be able to maintain necessary

skills in cardiopulmonary resuscitation.

2. **Communication:** The student must be able to gather information relating to the client/patient, observe and describe physical and psychological changes, and recognize non-verbal communication. He/she must be able to communicate sensitively and effectively with clients/patients and their families, and relate intellectually and professionally with members of the health care team. Professional writing and professional presentation skills are expected.
3. **Intellectual Abilities:** Critical thinking, clinical reasoning, and problem solving are demanded of all professional nurses. This requires that the student possess abilities in logical thinking, measurement, calculation, reasoning, and analysis.
4. **Behavioral and Social Attributes:** The student must possess emotional health and maturity to participate in the graduate nursing program. He/she must be able to exercise good judgment and to act responsibly and promptly in completing program-related activities. The student must be able to function effectively under stress, adapt to changing environments, demonstrate flexibility, and function in uncertain circumstances while caring for patients/clients. The student must be able to demonstrate qualities of integrity, compassion, and skills in interpersonal relationships.
5. **Evaluation:** The student may be required to take written or practical tests to evaluate his/her abilities to perform required advanced nursing knowledge, attitudes, and skills.
Viterbo School of Nursing

recognizes its responsibility to prepare competent professional nurses and at the same time incorporate persons with disabilities into its program.

Fees/Expenses

University fees are added to cost per credit fees for some courses, especially at the 800 level. In addition, course associated fees are assessed for selected courses in the graduate nursing curriculum.

Scholarships

Limited scholarships are available to continuing third year students (see below). An application process occurs each year in spring for scholarships, and is directed to third year students. The Graduate Program Committee selects the awardees.

- Sister Grace Clare Beznouz Endowed Nursing Scholarship
- Beres Family Endowed NP Scholarship

Academic Support/Policies/Grading

Academic Advisement

An academic advisor is assigned to graduate nursing students after admission to the program according to their chosen track. This advisor assists the student in planning and implementing his/her plan of study throughout the graduate program. The plan of study is determined during the first year of coursework or before. Thereafter an annual review of the plan of study by the student should occur, so that program requirements are met in a timely manner. The Degree Audit function on Vitnet should be consulted

for verification. The Academic Advisor helps with plan of study decisions and advises on course and track-specific options. Usually students are assigned an advisor for the duration of enrollment in the graduate nursing program. In the event a student perceives a need/desire to change advisors, the Director of the Graduate Nursing Program should be consulted.

Evaluation/Grades

Methods of evaluation are published in each course syllabus. Final course grades are determined on the basis of evaluation methods and criteria and are reported on VITNET for student's view, rather than in mailed grade reports. Symbols are used to indicate an instructor's evaluation of the student's work in a course. In the graduate nursing program the grading system is as follows:

A	94-100% (Very good)
AB	92-93%
B	87-91% (Satisfactory)
BC	85-86%
C	80-84% (Less than satisfactory)
CD	78-79% (Unsatisfactory/failing)
D	74-77%
F	Below 74%

Credit for Prior Learning

There is no credit awarded for prior learning offered except for transfer credits that are considered equivalent.

Satisfactory

Progress/Probationary Status

- Graduate students are expected to earn a B or better in all of their courses AND maintain a semester GPA of 3.0 or better.

Didactic Classes (includes theory, seminar, and capstone project credits)

- A student in the graduate nursing program who earns a C in any course, OR goes below a semester GPA of 3.0, will be placed on probationary status and must achieve a grade of B or better in all subsequent courses AND maintain a semester GPA of 3.0 to remain in the program. A learning contract may be initiated as part of the probationary status.
- A student who earns less than a C will be placed on probation and required to **repeat** the course and earn B or better in this and all subsequent classes and maintain a semester GPA of 3.0 to remain in the program.
- Students enrolled in 800 level courses must receive a B or better for each. In the event the student falls below B for any course, he/she will be placed on probation and face remediation consequences up to and including repeating the course and/or dismissal from the program.

Practicum Classes (includes clinical experiences)

- A student receiving a C or less for clinical practicum may be dismissed from the program. If dismissal does not occur, the student will be placed on a clinical remediation contract for the subsequent practicum, must repeat the course with a B or better grade, and must achieve B or better in all remaining practicum courses to remain in the program.

- A student receiving a BC in Practicum may remain in the program, but will be placed on a remediation contract for the subsequent practicum and must achieve B or better in all remaining practicum courses to remain in the program.
- Students on remediation contracts may be required to complete additional clinical hours and/or register for additional clinical credits to achieve course/program outcomes.
- Expectations of a semester-based remediation contract must be fulfilled for progression to the next clinical practicum (or to graduate if that is the case). If the remediation contract is initiated before the end of the semester in which the student is registered, the remediation contract will continue for the following clinical practicum, with updates as indicated.
- The full remediation policy is posted on the Graduate Nursing Practicum course on the Moodle course listing. After being on a remediation contract for one complete semester, grades of B or better must be earned for each subsequent practicum, or the student may be dismissed from the program.

Re-entry

Dismissal for academic reasons (e.g. grades, academic dishonesty) precludes readmission.

Formal Complaint Process

The Graduate Catalog should be followed for formal complaints/grievances. Formal complaints must be written and follow prescribed steps.

Track/Degree Level Change Request

Students are admitted to a specific track and degree level for their specific role preparation/population foci.

Track/degree level changes after admission may not be possible. An application process to change tracks/degree level must be initiated with the Graduate Nursing Program Director. The ability to change tracks/degree level will depend on meeting the admission criteria for the track desired and space available. The plan of study for the track/degree level desired will be followed if the application for track change is accepted.

Portfolio Requirement

Students are introduced to an electronic portfolio process and associated requirements. This portfolio is used for individual student and program assessment purposes. During selected courses certain assignments, postings, and other artifacts are required to be added to the portfolio. At intervals (selected courses, interim, and graduate/end) the portfolio is assessed for various purposes. The student is responsible for maintaining the portfolio as directed during the complete program. **This completed portfolio serves as a comprehensive repository of the student's work towards graduate outcomes and is a graduation expectation for those in both the MSN and DNP degrees.**

Academic Integrity Policies

Viterbo students are expected to adhere to a behavior of academic honesty befitting their enrollment at this ecumenical Catholic University. Students and faculty are responsible for promoting such behavior. The willful violation of these standards will result in actions being taken against students who engage in unethical conduct. The full "Academic Integrity Policy" is available in the Viterbo University Graduate Catalog. Viterbo University expects and requires its

students to maintain high standards of scholarship and conduct. Students are accountable for their own learning and achievement. Plagiarism or other forms of academic dishonesty may lead to a failing course grade, and/or may contribute to a decision of dismissal from the program. It is expected that students work independently, unless instructed to do otherwise.

The School of Nursing Honor Code, which is provided below also is utilized. Students in the graduate nursing program, at the onset of their coursework, will be asked to sign a copy of this code as evidence of their ongoing support of this statement.

School of Nursing Honor Code

I am committed to academic honesty and the five core values of the School of Nursing at Viterbo University, even in the face of adversity.

Core Values

Caring

We recognize and honor the dignity of students and faculty.

We strive to interact with all persons in respectful and compassionate ways.

Integrity

We accept personal accountability for all we say and do.

We strive to base our actions on ethical principles and values that flow from the Franciscan tradition.*

Commitment

We are committed to pursuing excellence in education and learning.

We are committed to advocate for the health of all persons and for advancing the profession of nursing.

We are committed to professional development through scholarly activities.

Collegiality

We recognize and celebrate diversity and contribute our individual talents to our common work as scholars and professionals.

Wisdom

We recognize that reflection and discernment are integral to learning and professional growth and are vital for advancing nursing practice.

To attain these ideals, I embrace this honor system as my way of life (followed by signature).

*Ethical Principles include autonomy, beneficence, nonmaleficence, justice and veracity.

*Values include contemplation, service, hospitality, stewardship, and integrity

Oral, Written, and Technological Communications

Students receive directed feedback and critique on their speaking and writing skills throughout the program. Proper grammar, spelling, usage, and format are expected. It is essential that graduate students demonstrate effective communication skills. Students will utilize and develop various computer skills including word processing, presentation building skills, Internet skills, and the ability to participate in online learning modalities. APA format is required for written work.

Faculty Organization and Student Participation in Governance of the Graduate Nursing Program

The faculty teaching in the graduate nursing program, the Director of the Graduate Nursing Program, and the Dean of the School of Nursing comprise the

Graduate Nursing Program Committee (GPC), which is a standing committee of the School of Nursing. The chair of this committee is the Director of the Graduate Program.

The functions of this committee are to plan, review, and implement the graduate curriculum, implement a systematic plan of evaluation for the graduate program and its components, determine admission status of applicants to the graduate program, plan and implement faculty and program development activities, develop and review policies regarding the graduate program, award scholarships, and review student's scholarly projects. This group meets monthly and as needed.

Focus group sessions, attended by GPC members, and inviting all students at each level are conducted yearly for input into the curriculum, resource issues, including processes, policies, and student-related governance of the graduate nursing program. Alternatively students may provide anonymous or signed feedback in writing. Student input is addressed in GPC meetings for ongoing quality improvement and future planning. In addition, students are invited to provide feedback at any time on an individual or group basis with the Graduate Nursing Program Director who will bring the issues/suggestions to the GPC group.

Capstone Project – MSN Level

Graduate nursing students in the Nurse Advanced Clinical Nursing tracks will conduct a scholarly capstone project as a graduation expectation. This project provides opportunities for students to engage in a scholarly inquiry within a defined area of importance to the advanced nursing role. The typical MSN project is a scholarly integrative review. A Project Advisor will be assigned to work with designated students. Capstone

Project students are required to present their project work via poster presentation and submit copies of the paper for the Library and School of Nursing. See guidelines for project completion on the Capstone Project syllabus located on Moodle course listing. Nurse Practitioner students at the MSN level do a series of assignments designed to fulfill the same outcomes of scholarly inquiry.

DNP Project (for post BSN to DNP and post MSN to DNP students)

DNP students are expected to develop and conduct a culminating project, usually in association with a clinical agency. A Faculty Advisor and Clinical Mentor are facilitators in this process. This effort takes place over four phases of work, over 1 ½ years. DNP Project Guidelines are available on Moodle.

Practicum Advisement

A Practicum Advisor is responsible for facilitating clinical arrangements and the indirect supervision of students in clinical experiences, along with an onsite Preceptor who provides direct supervision, expert role modeling and role expertise. Typically the Preceptor has at minimum the Master's degree. The Preceptor participates in the assessment of the student at the end of the contracted experience, however the Practicum Advisor is responsible for the summative evaluation and final grade. Preceptors and Practicum Advisors will likely change during the semesters of practicum experiences.

Practicum Experiences- MSN Tracks

Students are required to engage in clinical practicum hours specific to their role preparation. See the MSN Practicum

course listing on Moodle for complete information and procedures and policies relevant in planning and carrying out practicum experiences.

Practicum Experiences-post BSN to DNP Level

Pre-certification NP Students are required to engage in direct clinical practicum hours specific to their role and foci preparation. During the Clinical Residency and DNP Project the final year a prescribed combination of direct and indirect hours are allowed. Complete DNP Practicum Guidelines are available on Moodle. A total of 1020 hours are earned with sufficient direct care hours for application to take the national certification exams for the specific role preparation.

Practicum Experiences- post MSN to DNP Level

Students who are already nationally certified as NPs or otherwise qualified for the post MSN DNP program will participate in direct and/or indirect hours to complete their required 480 hours. Specific guidelines for these students are under development and will be made available on Moodle. Pre-certification NP students who are post MSN, will follow the clinical experiences required of the post BSN to DNP students.

Professional Dress/Behavior for Practicum Experiences

Students will wear appropriate attire that distinguishes them as professionals in clinical practice and will conduct themselves accordingly. Often street clothes considered "business casual" will be acceptable. Jeans are not allowed. A white lab coat over professional attire will be necessary for most clinical placements.

A Viterbo University name pin identifying the wearer as a RN and a graduate nursing student is required when participating in ANY clinical /field experience.

Health Insurance Portability and Accountability Act (HIPAA)

Confidentiality and Privacy:

Maintaining confidentiality is an essential part of ethical nursing practice.

Information accessed by students for patient care and for educational purposes is of a private nature and must be protected. Health information must be accessed and handled according to federal HIPAA standards and specific institutional policies.

During every practicum or field experience, all students must follow HIPAA policy as outlined by the agency/institution. Breach of the HIPAA policy could result in disciplinary actions up to and including dismissal from the program, as well as fines and civil penalties. Some guidelines to follow include:

1. Do not give patient/client information to anyone unless there is a legitimate need to know.
2. When there need to discuss protected patient information, pay attention to who may overhear conversations. Look for a private place to speak.
3. Keep written information out of public viewing.
4. Dispose of patient/client information in a confidential manner.
5. **Remove all identifiers** from client information used in reporting cases in conference or in assignments.
6. Follow all agency policies and procedures on protecting the confidentiality of patient/client information.

Records, Notes, and Confidentiality

Graduate nursing students are bound by the usual and expected rules of professional confidentiality and documentation related to their practice as Registered Nurses. Specific agency policies must be followed. When recording on a legal document the Graduate nursing student will sign/scribe his/her name, RN, BSN or MSN (or equivalent as earned), Viterbo Graduate Nursing Student, unless the agency has another policy.

Liability Insurance

At the present time, students are not asked to obtain personal liability insurance. The University carries a liability plan covering students in their approved practicum settings, but only during the specific periods of registration for that course. **Doing Practicum hours outside of this time period is therefore not allowed.** Students are expected to conduct themselves as licensed professional nurses who are advanced learners, and are personally accountable to the extent of their license as Registered Nurses and to the published practicum policies and learning outcomes.

Exposure to Communicable Diseases/Agency Expectations

Students may be asked to complete health/safety/confidentiality/electronic medical record verifications specified by the agency in which they are going to have their Practicum hours. This requirement may include face to face classes/meetings, or online sessions with necessary verification paperwork completed.

In addition each year students are asked to verify their training in HIPAA, standard precautions and protection from blood borne diseases, tuberculosis, and other

safety hazards from the required trainings completed at their place of employment. This verification takes the form of a mandatory survey. The training must have occurred within the preceding two years. Alternatively, students will need to verify this training by alternative means (see Program Director to discuss) if not done at place of employment. Failure to complete the survey or necessary training will bar participation in field or practicum experiences.

The student is responsible for protecting him/herself and all clients by rigorously applying standard precautions in all clinical/field settings.

Students exposed to blood-borne/infectious pathogens in the clinical setting will follow the protocol for that agency regarding evaluation and prophylaxis following significant exposure and will be responsible for expense incurred. If the agency protocol does not cover students, the student will report to the health care facility of choice for evaluation and prophylaxis. Students are accountable to report exposure to the onsite preceptor responsible for the clinical experiences in the agency and the Practicum Advisor, and the DNP Coordinator.

In the event of injury or health complications resulting from and field/Practicum experiences, the student is financially responsible for initial and follow-up care and health insurance is strongly recommended. The University assumes no liability for injuries, illnesses, or new or existing health complications that occur during, or associated with, field/Practicum experiences.

Student Support Services/Resources

(See University Graduate Catalog for additional support services/resources)

The Academic Resource Center

The mission of the Academic Resource Center is to provide service and assistance to students in the development of skills necessary for effective performance in and positive adjustment to the learning environment. Graduate students have in particular received assistance with writing at the ARC.

Library Services

Kim Olson-Kopp is the School of Nursing's librarian partner. Students may communicate with her directly with problems, concerns, or special needs. See the library home page and the Graduate Catalog for more information on the excellent Library Services available.

Online Course Delivery

Moodle is the school's on-line course management software. Students are currently enrolled in courses on Moodle to complete the asynchronous online components of courses. Moodle also serves as a repository for certain guidelines and forms needed during progression in the graduate nursing program. A password will be given to each student. Moodle is accessible off the campus web page.

Online webinar delivery systems may be utilized for synchronous learning activities in selected classes.

Faculty often utilizes Moodle courses to house electronic article/document

resources for students enrolled in didactic courses. These articles are copyright protected and provided to students for their fair use only.

Graduate Student Resource Room

The Graduate Student Resource Room Nursing Center is available on the 4th floor (447) for graduate nursing student use. It has a coded/locked access and students are advised not to share the code with others. Two computers and a printer are available in this room. A refrigerator and microwave is available outside of this room for student and faculty use. Please do not leave food in this refrigerator after your class day and respect the space by cleaning up after yourselves.

Cubbies

Several classrooms and the Graduate Resource Room have lockable cubbies. You may bring a lock for daily use, unless instructed otherwise.

Counseling Services

Services at Viterbo involve short-term counseling to students free of charge. The Counseling Office also acts as a referral resource to community mental health facilities when additional services are needed. Students are invited to contact the counseling office in person or by telephone. Services involve primarily education, one-on-one sessions, and programs on mental health.

Food Service

Campus dining facilities are located in Marian Hall, the Student Union, and adjacent to the Library.

Viterbo University students may eat at the Mayo Health System Cafeteria located 1 block away from the nursing center.

Health Services

Viterbo University has a Health Services Office staffed by a Registered Nurse on a full-time basis. Office hours are available each school day. In addition, the University has the service of a consulting physician. Services through the Health Service office are available to students without a fee.

La Crosse has excellent medical facilities available if needed. The Mayo Clinic Health System- Franciscan Healthcare medical complex is located adjacent to the university. It includes a hospital, an emergency/urgent care department, and clinics. Gundersen Medical Center is located within eight city blocks of the campus, providing similar services.

Security/Safety

Daytime and after hours security can be contacted by dialing 3911 from an on-campus phone. For all life threatening emergencies contact 911 directly. Emergency phones are located at various locations on campus. To help prevent theft, please lock cars and secure personal belongings. If questions/concerns regarding security, please contact Physical Plant personnel.

VitNet

VitNet is the WebAdvisor for students. The student's schedule, transcript, degree audit, financial aid status, billing information, as well as grades and course descriptions can be accessed through this online resource through MY VU.

HelpDesk

Call or email the HelpDesk for computer/technological problems: 608-796-3870 or helpdesk@viterbo.edu.

Miscellaneous Information

Mailboxes

Graduate nursing students have designated mailboxes. The student is responsible to check mailboxes when on campus.

Use of Laptop Computers

Laptop computers/iPads may access campus wireless with appropriate password.

Email

All students have an email account through Viterbo. This e-mail address is used throughout the length of the program. If students prefer to have their email forwarded to a home or work email address, they must input their forwarding information on the Viterbo email system. Students MUST check their email on a regular, daily basis to receive important communications. This includes during semester breaks, vacations, and summer times.

Health Insurance

Personal health insurance is strongly recommended and required by some clinical agencies utilized for practicums. A student policy may be available for purchase. Check in the Business Office for details. Students are not insured by

Viterbo or by the health care agencies in which clinical experiences are conducted.

Printing

A calculated amount of free printing is allowed via the computers in the computer labs, based on how many credits a student is enrolled in. If students exceed this amount in any semester, additional funding will need to be provided to apply to this account through the library.

Personal Copying

Copiers are available in the library and various other locations for personal copying. In a situation of immediate need and for a very limited number of copies, go to NRC Dean's Suite with your request. A \$.10 per page charge may be assessed. This service depends on the availability of the Administrative Assistants to assist.

ATM

An ATM machine is located in the Viterbo Student Union and at Mayo Clinic Health System (outside the cafeteria). There may be a transaction fee.

Class Cancellations/Alternative Arrangements Due to Severe Weather

Classes are rarely cancelled. If classes are cancelled, local radio stations are alerted in a timely manner such that public announcements can be made. Students may access information regarding class cancellations for weather or other reasons in a variety of ways. Because students and faculty come from different locations with varying weather patterns, either may be unable to get to class even though classes

have not been officially cancelled. In the event of hazardous driving conditions, both students and faculty must use individual judgment in attempting to get to campus. Attempts will be made to alert students via email, texts, calling chains, etc. if faculty members are not able to be present at class. If students are not able to come to class, they should contact their instructors as soon as possible.

Occasionally when regionally severe weather warrants and when possible, alternative arrangements such as online class, podcasts, or conference phone hookups may be utilized.

Overnight Accommodations

A variety of accommodations are available in La Crosse, sometimes at a discount for those associated with Viterbo. In the event of the unexpected need to stay overnight; in town faculty and students often are willing to have overnight guests.

Campus accommodation for graduate students may be possible; contact Vickie Unferth, Director of Residence Life (vlunferth@viterbo.edu)

Sigma Theta Tau (Pi Phi Chapter)

Students in the graduate nursing program must have completed $\frac{1}{4}$ of the program of study in order to be considered for membership as graduate students. Candidates are required to achieve a 3.5 GPA on a 4-point scale. The GPA is computed on existing grades, not anticipated grades for the current semester. Typically eligible graduate nursing students are invited to join after their first year of curriculum. Graduates of the program may be considered eligible under the student criteria up to one year following graduation provided they have a minimum GPA of 3.5 and did not make an application while a student. Application procedures occur annually in the early part of the second semester for spring induction.

Directory

Deans, School of Nursing

Silvana F. Richardson
Dean, School of Nursing
Professor, Nursing
B.S.N., Loyola University, Chicago;
M.H.S.N., Governors' State University
Ph.D., Southern Illinois University at
Carbondale

Mary Ellen Stolder, PhD, ANP-BC
Graduate Program Director
B.S., University of Wisconsin-Madison
M.S., University of Wisconsin-Madison
Ph.D., University of Iowa

Selected Support Staff

Bobbi Hundt
Graduate Nursing Program
Administrative Assistant
B.B.A., Viterbo University

Chad E. Gilbeck
Help Desk Service Coordinator
B.S., University of Wisconsin-La Crosse

Amy S. Gleason
Registrar
B.S., M.S.Ed., University of Wisconsin-
La Crosse

Selected Professional Personnel

Jane Eddy
Director, Academic Resource Center
B.S., University of North Carolina; M.S.Ed., University of Wisconsin-
La Crosse

Terry Norman
Financial Aid Office

Kevin Ganther
Director of Student Billing
B.S., University of Wisconsin – La Crosse

Full-time Nursing Faculty

Judy K. Anderson
Professor
B.S.N., Viterbo University
M.S.N., University of Wisconsin-EC
Ph.D., Widener University

Jackie Kuennen
Professor
B.S.N., University of Iowa, M.S., University of Minnesota, Minneapolis, Ed.D., University of Northern Iowa

Colleen Paramesh
Assistant Professor
DNP/NP Coordinator
B.S.N., Kansas Newman College
M.S.N., Frontier School of Midwifery and Family Nursing
DNPc, University of Wisconsin-Milwaukee

Rebecca Perz, MSN, NP-C
Assistant Professor
B.S.N., Viterbo University
M.S.N., Graceland University

Dawn Udenberg, MSN, ANP-BC
Assistant Professor
B.S.N., Bethel University
M.S.N., Viterbo University

Adjunct Faculty

Kathryn Asp, MSN, FNP-BC
Janet Bahr, MSN, ANP-BC
Dorie Beres, PhD, ANP-BC, Professor Emerita
Karen Briggs, MSN, ANP-BC
David Chakoian, MD
Kim Dowat, PhD, CNM
Adam Gregg, Pharm.D. BCPS
Patricia Karpinsky, MSN, FNP-BC
Bonnie Nesbitt, PhD, ANP-BC, Professor Emerita
Sarah Rudie, MSN, FNP-BC
Kathy Schams, DNP, ANP-BC
Mary Simon, MSN, FNP-BC
Toni Wissestad, MSN

Affiliate Faculty

Claudia Swanton, MSN, FNP-BC
Katie Rowan-Koenen, MSN, ANP/FNP-BC

Administrative Offices and Service Areas (Off Campus use 796 prefix)

Academic Vice President	3080
Alumni Office	3072
ADA Coordinator	3194
Book Store	3848
Box Office (Fine Arts Center)	3100
Business Office (Billing)	3850
Copy, Mail and Media Center	3055
Counseling	3808
IT Help Desk	3870
Academic Resource Center	3190
Library	3269
Graduate Program Administrative Assistant	3671
Graduate Nursing Program Director	3625
Physical Plant	3920
President's Office	3001
Registrar	3180
Dean, School of Nursing	3687
Fax, School of Nursing	3668