



MOUNT ST. JOSEPH
UNIVERSITY

Doctor of Nursing Practice

**STUDENT
HANDBOOK**

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NOTICE:

The Department of Nursing reserves the right to revise the course descriptions and course sequence to ensure learners are prepared for advanced roles in nursing and health care. The information about course descriptions and course sequence in this handbook is intended for informational use only. It is subject to change at any time.

WELCOME AND GENERAL INFORMATION



MOUNT ST. JOSEPH
UNIVERSITY

Letter from Faculty and Staff

To Our Doctor of Nursing Practice Students:

Welcome to the Doctor of Nursing Practice program at Mount St. Joseph University!

The Faculty and Staff of the Department of Nursing have prepared this *STUDENT HANDBOOK* as a guide to assist you through the successful completion of your program of studies. We encourage you to become thoroughly familiar with the contents of the Doctor of Nursing Practice Program *STUDENT HANDBOOK*. The Assistant Dean of the Department of Nursing, the DNP Program Director, faculty members, and our staff are available to explain any policies, procedures or regulations in the *STUDENT HANDBOOK* and how they may apply to you.

From time to time it is necessary to introduce new policies and revisions to the present policies and procedures operative in the School of Health Sciences, Department of Nursing. This handbook, as well as any new policies and revisions will be posted on the DNP hub on Blackboard.

You are about to begin your graduate studies in nursing at Mount St. Joseph University during one of the most challenging and important times in nursing's history. We trust you will enjoy your program of study. We especially encourage you to interact with faculty and your fellow students, as together we continue to create the culture of caring, compassion, quality and competence for the practice of nursing in the world community.

The alumni of our nursing programs assume prominent roles in nursing and health care such as case managers, nurse practitioners, health care administrators, nursing educators and researchers in community settings, acute and long term care facilities, and in schools of nursing in the United States and throughout the world. We look forward to you joining the ranks of our over two thousand distinguished nursing alumni!

Our very best wishes for success in your educational endeavors.

Faculty and Staff
Department of Nursing



MOUNT ST. JOSEPH
UNIVERSITY

Early Beginnings/Preparing for the Future

In 1920, the College of Mount St. Joseph (moved to Mount St. Joseph University on July 1, 2014) became the first Catholic college for women in the State of Ohio to offer baccalaureate degrees. Contrary to the tradition of the day, which encouraged only men to receive a College education, the mission of the college served women by providing them with the opportunity for a college education so their contributions to the community and to society could also be recognized and applauded.

Consistent with this mission, in 1926 the Mount initiated a Bachelor of Science degree to graduates of diploma nursing programs, the third such program in the State of Ohio. This program was initiated in collaboration with the Good Samaritan Hospital School of Nursing, another Sisters of Charity of Cincinnati sponsored institution. In the late 1930's the collegiate program was further refined and offered registered nurses the Bachelor of Science in Nursing Education (BSNE) degree, in keeping with the national trend in higher education in nursing throughout the United States at that time.

In 1949, in further response to the call of the community and the nursing profession, the Mount initiated one of the first Bachelor of Science in Nursing programs (BSN) for students seeking their first nursing degree. While most nursing programs at the time were heavily directed toward preparing graduates for roles in traditional acute care settings, the Mount, keeping in mind its commitment to the community, added a community health component. The emphasis on community health remains the cornerstone of the curriculum to this day.

The 1970's saw the beginning of evening classes and a track for RN students which incorporated their previous nursing experience. In 1987, the Mount implemented the Weekend College Nursing Track in response to the growing numbers of registered nurses seeking the Bachelor of Science in Nursing Degree. The Mount was the first in the Midwest to offer RN-BSN education exclusively in the weekend time frame.

PREPARING FOR THE FUTURE

1994 marked the creation of the Nursing Honor Society at the Mount. The Mount is proud of current nursing students and alumni who have graduated and entered the health care arena as caring practitioners, competent providers, and visionary leaders. The Honor Society has a mechanism to formally recognize their superior achievement, leadership, and creativity. The Mount's chapter expanded in 1996 when it joined with the Honor Society at Xavier University to apply for Sigma Theta Tau International membership. Omicron Omicron Chapter at Large received its charter as an honorary nursing organization on April 26, 1998. In April 2017, Good Samaritan College joined the Omicron Omicron Chapter at Large.

In 1996, the Mount developed a community program to recognize leaders in nursing. The Leadership in Nursing Awards Program was initiated as the first awards program in the Tristate area of Ohio, Kentucky and Indiana designed to recognize significant achievements of distinguished leaders in nursing administration, nursing education, nursing research and lifetime achievement in nursing. In 2000, a new award, the Alumni Nurse Leader, was added to honor a Mount nursing graduate who has a history of exemplary leadership in the

nursing profession. Awards are presented each year following an extensive nomination and selection process and proceeds from the event generate scholarships to promote leadership in nursing students.

The 2001 – 2002 academic year marked the 75th anniversary of the Nursing Program at the Mount. Numerous events were held to celebrate our history and the contributions of our nursing alumni.

The Nursing Department went through an organizational restructuring in 2002 involving three health related programs. Nursing joined Athletic Training and Physical Therapy to create an expanded Department of Health Sciences which was soon changed to Division of Health Sciences.

In 2004, the Department of Nursing began its first graduate program with the Master of Nursing Program. This program is now called MSN-MAGELIN (Master's Graduate Entry-Level into Nursing) and awards the MSN degree. This is an innovative pre-licensure program for individuals with bachelor's degree in disciplines other than nursing, who are interested in pursuing a nursing career.

The Department of Nursing responded to the growing need for more graduate programs in the Tri-state area and in 2012 implemented a post-licensure Master of Science in Nursing program with two tracks: education and health care administration. In 2013 the Department added a third track: the Clinical Nurse Leader. The Department also implemented a Doctor of Nursing Practice program in 2012 with two tracks: health care administration and advanced practice. This DNP program evolved into a new, single track: Health Systems Leadership, and the DNP program was granted full accreditation by the Commission on Collegiate Nursing Education (CCNE) in 2015.

In 2014, the College of Mount St Joseph made an exciting change to convert to a University due to the growing number of graduate programs. The Division of Health Sciences became the School of Health Sciences. The Departments of Athletic Training, Physical Therapy and Nursing remained within the new School. In 2018, the School of Health Sciences added the Physician Assistant (PA) Department; the first graduate PA program in Southwest Ohio.

In 2015, 2016 and again in 2018, the Department of Nursing was awarded a total of over \$480,000 to offer the Nurse Faculty Loan Program (NFLP), funded by the Health Resources and Services Administration (HRSA). The NFLP covers the cost of tuition, fees, and other reasonable education costs for eligible students. Up to 85% of the loan can be forgiven for those who complete the degree program and teach full time in an accredited school of nursing. The Mount has a rich history of providing innovative, high-quality nursing education. The NFLP will allow the Mount to expand the MSN and DNP programs and support students who want to educate nurses.

The School of Health Sciences faces the uncertainty of dramatic changes in education, health care, and technology. The Department of Nursing will confront these challenges with the same spirit and confidence that has been demonstrated since the program's inception in 1926.

Accreditation and Approvals

Mount St. Joseph University is authorized to offer nursing degrees at the baccalaureate, masters and doctorate levels by the Ohio Department of Higher Education (ODHE) and the Higher Learning Commission (HLC).

The BSN and MSN MAGELIN programs at Mount St. Joseph University are approved by the Ohio Board of Nursing.

The BSN, MSN and DNP programs are accredited by the Commission on Collegiate Nursing Education. The achievement of accreditation of a nursing program indicates to the general public and the educational community that a nursing program has clear and appropriate educational mission and goals and is providing the conditions under which its mission and goals can be fulfilled. Questions or comments can be directly forwarded to:

Commission on Collegiate Nursing Education
655 K Street, NW, Suite 750
Washington, DC 20001
P: (202) 887-6791
F: (202) 887-8476
Website: www.ccneaccreditation.org

The Caring Moment

“The most important medicine is tender love and care”
--Mother Teresa

In the fall of 1994, the Senior BSN class designated “the caring moment” as their class theme. The class embraced Dr. Jean Watson’s nursing theory “Human Science and Human Care” as guiding their nursing practice. Student and faculty enthusiasm for the caring theory grew. One student wrote a poem (see below) about the importance of caring and the Chairperson of the Department of Nursing designed a lapel pin to symbolize the essential nature of caring in the high-tech, often fragmented health care delivery system today. In the spring of 1995, the Senior BSN students were presented with a “Caring Moment” lapel pin and a tradition was born. This lapel pin has the words “the caring moment – MSJ nursing” wrapped around a center stone. The color of the stone symbolizes the centrality of the mission of the Mount and the specific degree that the graduate earned. BSN and MSN MAGLEIN graduates receive a lapel pin with a sapphire blue center stone, MSN students receive a pin with a gold colored stone and DNP graduates receive a caring moment pin with a clear crystal stone. The simple phrase is to remind Mount graduates that a caring compassionate attitude is as important, perhaps even more so, than any skill learned while in school.

CHANGE NOTICE

The Department of Nursing, School of Health Sciences reserves the right to make changes in policies, procedures and regulations subsequent to the publication of this STUDENT HANDBOOK. Notice of changes, revisions, or any additions to the DNP STUDENT HANDBOOK will be posted on the DNP Hub located in Blackboard. Students will receive an automatically generated email to their MSJ email account notifying students of the change/update/addition.

DESCRIPTION OF THE DEPARTMENT OF NURSING

Mission

The Department of Nursing's mission is to prepare women and men as professional nurses who integrate the liberal arts and sciences with the knowledge and skills essential for patient centered nursing practice. Graduates are caring, ethical health care providers who support the dignity of others and promote holistic, evidence-based practice in a variety of settings.

Philosophy

Nursing education is an interactive and applied learning experience among faculty, students and colleagues of other disciplines in partnership with clients in need of nursing and healthcare. Faculty, staff, and students in the Department of Nursing share responsibility for creating a learning environment where mutual respect, accountability, leadership and self-direction are nurtured. Effective learning in nursing occurs when intellectual debate and inquiry are encouraged, and varied learning styles, values, and experiences are acknowledged and respected. The educational foundation for nursing practice is the synthesis, integration and application of information gleaned from: theories and research; liberal arts and sciences, technology; religious studies; and the life experiences of culturally and socio-economically diverse peoples.

Developing partnerships and empowering clients to assume responsibility for making decisions that promote their optimum health is essential. We believe every person is a unique creation of God, holistic in being, and possesses self-direction in the pursuit of individual, family, and community goals.

As educators and practitioners of nursing, we believe nursing is the art and science of caring which should be universally accessible, and practiced in partnership with clients and colleagues from other disciplines. Nursing's professional and social accountability is exercised through a commitment to evidence-based practice, the principles of planned change, quality improvement, life long learning, cultural sensitivity, and participation in professional, social, and political arenas.

Organizing Framework

The organizing framework of the Department of Nursing illustrates the systematic and incremental placement of selected concepts designed to provide effective learning opportunities for students as they integrate, synthesize and apply information gleaned from theories and research, liberal arts and sciences, technology, and religious studies.

The framework supports the Department's Mission and Philosophy. Preparation of graduates from the pre-licensure programs, and from the post-licensure RN-BSN program is built on the liberal arts and sciences. The levels of primary health care, specifically, health promotion, illness intervention and health management serve as the means to organize content in order to facilitate interactive and applied learning experiences for students. The increasing width of the bands of the developmental levels illustrate the progressive learning experiences of students as they assimilate an increasing complex body of information and experiences in their achievement of selected competencies, course, and program outcomes.

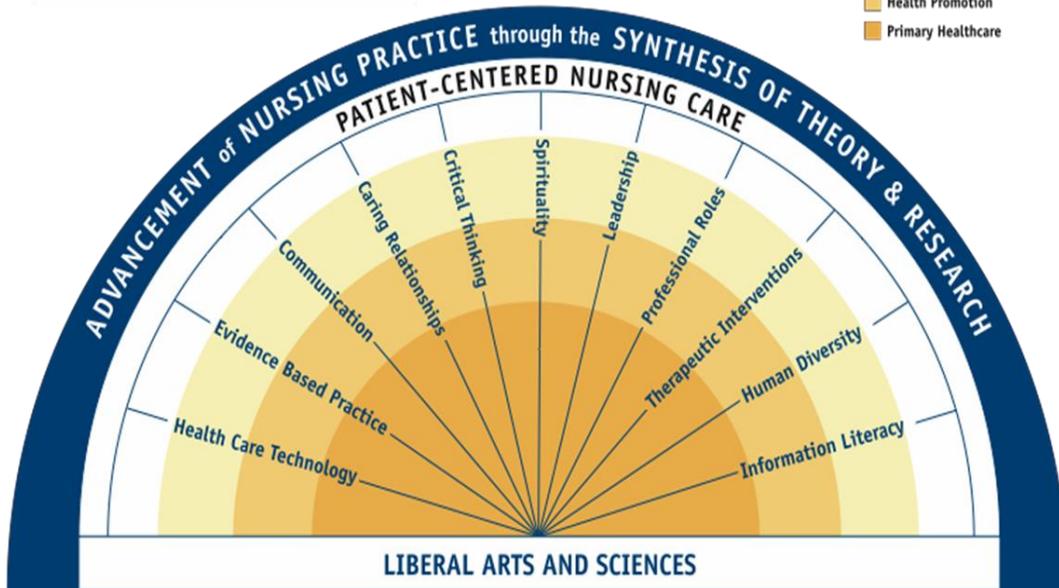
Transecting the four developmental levels are eleven progressive concepts which are integrated throughout the students' learning experiences. These broad concepts are health care technology, evidence-based practice, communication, caring relationships, critical thinking, spirituality, leadership, professional role, therapeutic interventions, human diversity, and information literacy. Integrated concurrently with these progressive concepts are concepts and competencies acquired through learning experiences appropriate for

students at a variety of education and practice levels. This affirms the Mission of the University and its commitment to provide a learning environment and process that fosters liberal education with a career orientation for all students with varying levels of preparation, experiences, and education.

The outward directional thrusts of eleven progressive concepts lead to patient-centered nursing practice. Preparation of graduates from the Master of Science in Nursing programs as specialists in education, health care administration and clinical leadership contributes to the synthesis of theory and research and the advancement of nursing practice. Preparation of graduates from the DNP programs as expert nurse clinicians and administrators contributes to diverse leadership at the highest clinical and executive levels. The presence of a continuous feedback loop illustrates the holistic, interactive relationship between faculty, students and colleagues of other disciplines in partnership with clients in need of nursing and healthcare.

Organizing Framework for Effective Learning in the Department of Nursing

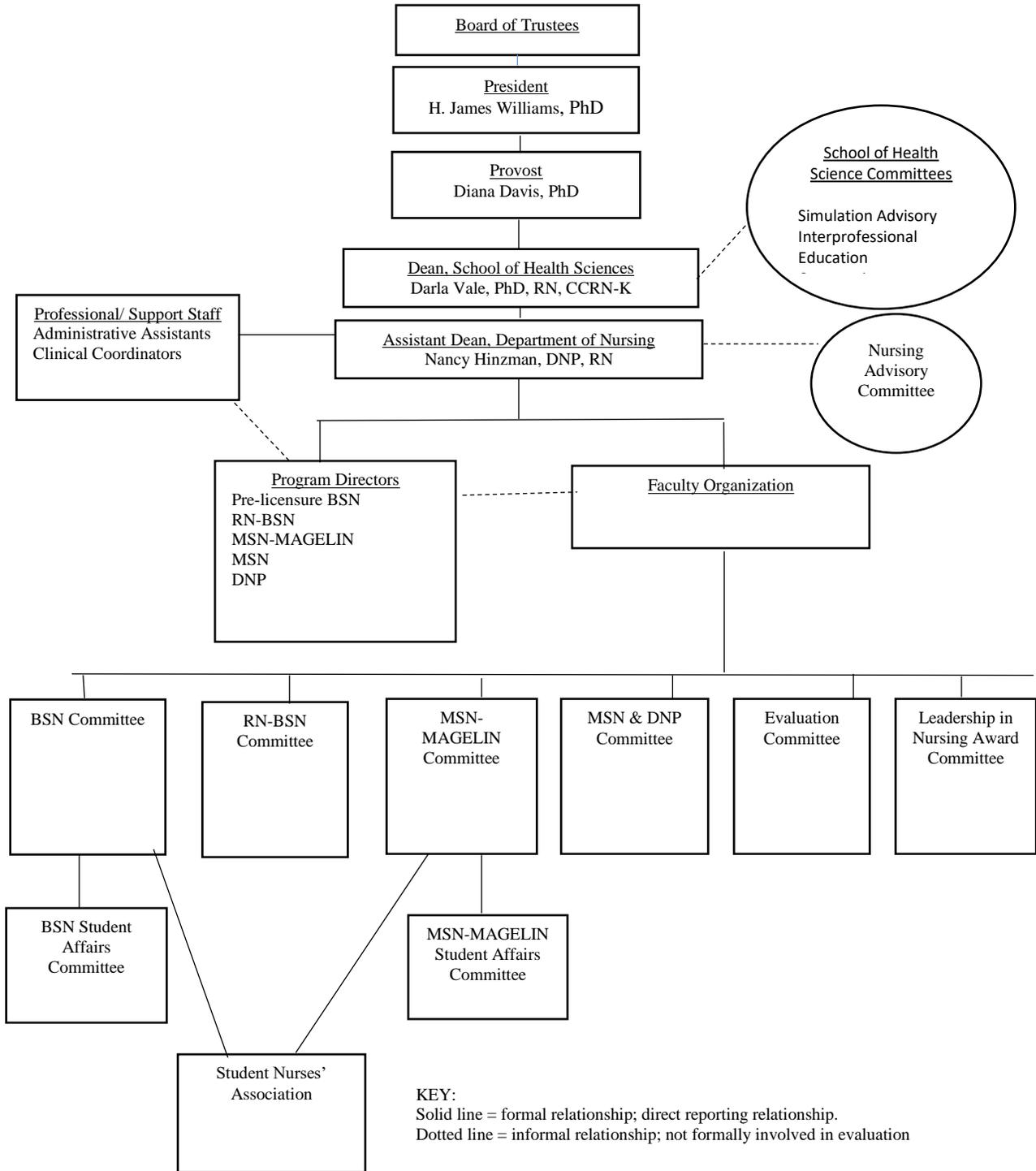
- Health Management
- Illness Intervention
- Health Promotion
- Primary Healthcare





MOUNT ST. JOSEPH UNIVERSITY

Department of Nursing Organizational Structure



DESCRIPTION OF THE DOCTOR OF NURSING PRACTICE PROGRAM

Program Description

The Doctor of Nursing Practice (DNP) Program provides the terminal academic preparation for patient-focused advanced nursing practice. The Post-Master's DNP is designed to prepare nurses for leadership positions where they can create transformative change to improve the health and health care outcomes of individuals, families, groups, and populations. The program focuses on development of advanced competencies for the complex health care environment using evidence-based practice to meet the demands impacting quality patient care delivery, patient outcomes, and system management. Graduates will be prepared to lead at the highest level of advanced nursing practice.

Program Outcomes

The graduate of the DNP program will be able to:

1. Practice at the highest level of nursing by integrating evidence-based practice, nursing theory, and leadership to improve health care outcomes.
2. Implement changes based on evaluation of complex health systems, health policy, and nursing science in response to social, political, economic, and ethical issues.
3. Evaluate the impact of change on complex health systems including individuals and populations.
4. Utilize information systems and technology to transform health care delivery and nursing practice.
5. Engage in interprofessional collaboration for the advancement of individual and population health outcomes.
6. Incorporate ethical beliefs and values to provide a framework for advanced nursing practice.

PROGRAM OF STUDY

**Doctor of Nursing Practice
Health Systems Leadership**

YEAR 1		
Fall Semester 1	Spring Semester 2	Year 1 Total
NUR 800 (3) Theoretical & Philosophical Perspectives for EBP NUR 801 (3) Biostatistics for EBP 6 credit hours	NUR 802 (3) Evidence-Based Practice NUR 803 (3) Building Collaborative Relationships 6 credit hours	12 Credit Hours
YEAR 2		
Fall Semester 3	Spring Semester 4	Year 2 Total
NUR 812 (3) Epidemiology and Population Health (20 practicum hours) NUR 805 (3) Transforming Health Care through Technology (20 practicum hours) 6 credit hours 40 Practicum Hours	NUR 804 (3) Global Health Care Policy (20 practicum hours) NUR 823 (3) Nursing Practicum I (120 practicum hours) 6 credit hours 140 Practicum Hours	12 Credit Hours 180 Practicum Hours
YEAR 3		
Fall Semester 5	Spring Semester 6	
NUR 821 (3) Strategic Management and Financial Controls of Healthcare Organizations (20 practicum hours) NUR 824 (3) Nursing Practicum II (120 practicum hours) 6 credit hours 140 Practicum Hours	NUR 832 (6) DNP Project (80 practicum hours) 6 credit hours 80 Practicum hours	12 Credit Hours 220 Practicum Hours
Total Credit Hours		36
Total Practicum Hours		400

The Doctor of Nursing Practice Program at Mount St. Joseph University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

**Doctor of Nursing Practice
Health Systems Leadership with NFLP Academic Educator Courses**

YEAR 1		
Fall Semester 1	Spring Semester 2	Summer Semester 3
NUR 800 (3) Theoretical & Philosophical Perspective for EBP NUR 801 (3) Biostatistics for EBP 6 credit hours	NUR 802 (3) Evidence-based Practice NUR 803 (3) Building Collaborative Relationships 6 Credit Hours	NUR 720 (3) Teaching & Learning Theories and Strategies NUR 721 (3) Curriculum Development in Nursing Education 6 credit hours
YEAR 2		
Fall Semester 4	Spring Semester 5	Summer Semester 6
NUR 812 (3) Epidemiology and Population Health (20 practicum hours) NUR 805 (3) Transforming Health Care through Technology (20 practicum hours) 6 credit hours	NUR 804 (3) Global Health Care Policy (20 practicum hours) NUR 823 (3) Nursing Practicum I (120 practicum hours) 6 Credit Hours	NUR 722 (3) Evaluation in Nursing Education (10 practicum hours) NUR 723 (3) Nursing Education Practicum (100 practicum hours) 6 credit hours
YEAR 3		
Fall Semester 7	Spring Semester 8	
NUR 821 (3) Strategic Management and Financial Controls of Healthcare Organizations (20 practicum hours) NUR 824 (3) Nursing Practicum II (120 practicum hours) 6 credit hours	NUR 832 (6) DNP Project (80 practicum hours) 6 credit hours	
Total Credit Hours		48
Total Practicum Hours		510

The Doctor of Nursing Practice Program at Mount St. Joseph University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791

Course Descriptions

NUR 800 Theoretical and Philosophical Perspectives for Evidence-Based Practice

This course is designed to facilitate student exploration of the development of nursing knowledge and theory as a foundation for evidenced based practice. Historical events and philosophical theories relevant to the development of nursing are analyzed. Ethical, biophysical, psychosocial, and organizational theory development in nursing and related disciplines is explored. Students will synthesize theoretical and philosophical knowledge to create a conceptual model for evidence based nursing practice.

NUR 801 Biostatistics for Evidence-Based Practice

This course focuses on the application of statistical concepts in the analysis of research for evidenced based practice. Descriptive and inferential statistical tests are reviewed. Analysis of variance, regression, correlation and multivariate tests are emphasized. Concepts related to the application of statistical procedures for the appraisal of evidence are emphasized. Tests used in meta-analysis are also discussed. Common statistical software are explored to enhance the appraisal of evidence.

NUR 802 Evidence-Based Practice

This course emphasizes the critical appraisal and application of evidence to implement change and improve outcomes in practice. Evidence-based practice models will be explored including identification of a clinical issue, formulation of a researchable question, and performing an efficient search for sound evidence. Methodologies for the identification of practice problems and the evaluation and application of scientific evidence to practice issues will be proposed. Students will evaluate outcomes in a selected practice setting and develop a change project based on this outcome analysis.

NUR 803 Building Collaborative Relationships in Advanced Practice Nursing

This course focuses on applying the skills needed to participate in and lead interprofessional teams in today's complex health care environment. Integration of advanced communication techniques, leadership skills, health care economics, and organizational issues are considered when evaluating health care practices. Negotiation, collaboration, interprofessional team development, and change are concepts central to this course presented in the context of leading care in complex healthcare delivery systems.

NUR 804 Global Health Care Policy

This course examines health promotion needs of various patients and vulnerable populations. Cultural and ethnic identity, socio-economic conditions, emotional and spiritual needs and values of patients and populations locally, nationally, and globally are examined. Health care policy is evaluated for efficiency, effectiveness, and equity related to health disparities, culture, ethics, globalization, access, economics, and social justice. Students will evaluate health care policy to improve the health of individuals and populations.

NUR 805 Transforming Healthcare through Technology

This course examines the use of information management systems to improve the safety, quality, cost-effectiveness, and coordination of health care. Students explore information systems technology used in today's health care organizations for quality improvement. The student is introduced to broad areas of information technology: use of patient care and other technologies to deliver and enhance care; communication technologies to integrate and coordinate care; data management to analyze and improve outcomes of care; and health information management for evidence-based care and health education. Students also examine information systems and patient care technologies in terms of ethics, legalities, regulatory issues, patient outcomes, cost, and ease of use. Consumer health information sources are evaluated for accuracy, timeliness, and appropriateness.

NUR 812 Epidemiology and Population Health

This course provides an overview of global health through analysis of biostatistical data and application of the epidemiologic concepts related to populations at risk. The history of diseases, levels of prevention, cultural and socioeconomical determinants of health, host-agent-environment relationships and epidemiological research are explored in terms of promoting global health. Students will examine evidence-based strategies to promote health in the most vulnerable populations. The leadership role of the nurse in clinical prevention, improvement of population health, and elimination of health disparities of vulnerable populations is emphasized.

NUR 821 Strategic Management and Financial Controls of Complex Healthcare Organizations

This course explores strategic management and financial controls of healthcare organizations. Various concepts of strategic management are examined. Concepts include formulation, implementation and strategy control of a strategic plan. Financial controls such as principles of finance and budgeting and trends in financial resource control in healthcare organizations are also explored.

NUR 823 Nursing Practicum I

In this course, the student will synthesize and expand on the knowledge learned from DNP course work by collaborating with experts in complex healthcare organizations. The practicum provides experiences to construct and integrate knowledge for advanced nursing practice at a high level of complexity. The experiences provide the context in which the final DNP product is completed. Individual practicum agreements guide the student's experiences.

NUR 824 Nursing Practicum II

This course is a continuation of NUR 823. The student will synthesize and expand on the knowledge learned from DNP course work by collaborating with experts in complex healthcare organizations. The practicum provides experiences to construct and integrate knowledge for advanced nursing practice at a high level of complexity. The experiences provide the context in which the final DNP product is completed. Individual practicum agreements guide the student's experiences.

NUR 832 DNP project

This course focuses on the refinement, implementation, evaluation, and presentation of the scholarly DNP project designed to improve practice or patient outcomes. Students work collaboratively with committee members to conclude their course of study.

ACADEMIC POLICIES AND REQUIREMENTS

Admission Criteria

To be admitted to the DNP program, applicants must have the following:

1. A completed Graduate Admission Application (www.msj.edu/apply)
2. A Master of Science Degree from a CCNE or ACEN accredited college or university that holds regional accreditation
3. A minimum overall graduate GPA of 3.0/4.0 scale
4. "C" or higher in an undergraduate or graduate statistics course
5. Two years of clinical nursing experience to matriculate
6. Active US state RN license with no restrictions
7. TOEFL score as required by the University (if needed)
8. Names and contact information of two professional references
9. Submit a one-to-two page typewritten essay with reasons for seeking the Doctor of Nursing Practice Degree including a statement of your professional goals
10. Submit a professional resume
11. Interview with program director or designee

In order to ensure that students do not repeat content, the DNP Program Director reviews transcripts and syllabi of courses completed at other universities. Required courses, in order to be counted towards the degree, must have been taken within the last five years, must have been taught at the DNP level, and must meet the DNP Essentials in scope.

Grading Scale

The following grading scale applies in the Doctor of Nursing Practice Program:

A = 90 – 100

B = 80 – 89

C = 75 – 79

F = Below 75

Progression Policy

In order to progress in the DNP program in the Department of Nursing, the student must:

1. Inquire about, and submit health records as requested if the organization selected for a practicum experience requires health information.
2. Adhere to the Statement of Professionalism as specified in the *DNP Student Handbook*.
3. Maintain a current unrestricted RN license in your state of practice as a RN and in the state of capstone/practicum experiences as required.
4. Maintain a cumulative GPA of 3.0 or higher throughout the program. If the cumulative GPA falls below a 3.0 the student will be placed on “academic probation”. A student’s cumulative GPA must be at least a 3.0 after completion of 6 semester hours to be removed from academic probation.

Academic Probation

Students are placed on academic probation if the cumulative GPA falls below 3.0/4.0. Once on probation students will have up to six semester hours to achieve a GPA of at least 3.0 to be removed from probation. A graduate student on academic probation will be returned to good standing when at least a 3.0 cumulative GPA is achieved if completed within the 6 semester hours. A student who fails to achieve the 3.0/4.0 scale after completing the six semester hours will be dismissed from the program. A student cannot be placed on probationary status more than once. If a student successfully removes him/herself from probationary status and subsequently has a cumulative GPA that falls below a 3.0 on the 4.0 scale, that student will be dismissed from the program.

Academic Grade Appeal

A student who wishes to file a grade appeal must follow the academic grade appeal process as stated in the current *Mount St. Joseph University Graduate Catalog*.

Criteria for Academic Dismissal

The student will be dismissed from the DNP program for any of the following:

- Cumulative grade point average below 3.0 in a graduate program for two semesters.
- The student earns an “F” in one or more courses.
- The student does not adhere to the Statement of Professionalism as specified in the handbook.

Leave of Absence

Students should complete a Leave of Absence form (Appendix C) for any term in which they do not intend to enroll with the intent to return to Mount St. Joseph University for program completion. Forms should be completed and submitted to the MSN Program Director in a timely manner. If the student is on leave for less than 1 year, the student will automatically be readmitted to the MSN program under the current handbook which may require additional course work. If the student’s leave of absence is greater than 1 year, the student will need approval by the MSN Program Director for re-admittance. Students who do not register for two or more years will need to reapply to Mount St. Joseph University.

Course Withdrawal Policy

Students should refer to the Course Withdrawal Policy as stated in the *Mount St. Joseph University Graduate Catalog and Semester Policies*.

University Policy on Transfer of Graduate Credits

Graduate credits earned at another regionally accredited institution may be accepted in transfer under the following conditions and limitations:

1. An official transcript from a regionally accredited institution must be submitted directly from the college or university attended to Mount St. Joseph University, Graduate Admission Office, 5701 Delhi Road, Cincinnati, Ohio 45233. Once enrolled in graduate programs at the Mount, courses earned at other institutions must be submitted directly from the college or university attended to Mount St. Joseph University, Office of the Registrar, 5701 Delhi Road, Cincinnati, Ohio 45233.
2. A maximum of three classes or nine semester hours of graduate course work related to the student's major may be accepted as elective or required credit, as determined by the graduate program director or designee at the time of admission. A minimum of a "B" grade is required for each transfer course.
3. No correspondence courses will be accepted.
4. Graduate credits over five years old will be accepted at the discretion of the respective department Assistant Dean.
5. Grades for credits transferred from another college are not included in the calculation of the student's cumulative grade point average at the Mount.
6. Students should consult with their graduate program director or Assistant Dean for other limitations on transfer credit which may apply in their program.

Registration

Course schedules and registration information are available on the Mount's Web site. Dates, times and procedures for Web registration are published in each semester's or term's *Semester Policies and Procedures*, or on the Mount's Web site at www.msj.edu

Professional Writing Format

The acceptable professional writing format utilized by the Department of Nursing is the *Publication Manual of the American Psychological Association (6th ed.)* (2010).

Institutional Review Board

No human research may be initiated or conducted without the written approval or determination of exemption by the Institutional Review Board at Mount St. Joseph University. In addition, each proposal must be reviewed and approved by the Institutional Review Board at the organization where the research is being conducted.

Exit Survey

Graduating students will complete an exit survey during their last week of classes as a form of feedback to the program for evaluating student satisfaction and the student's perception of achieving program outcomes. (Appendix A)

Graduation Requirements

In order to graduate from the DNP program, the following criteria must be met:

- Have an earned cumulative GPA of 3.0/4.0 or higher
- Completed the DNP Program within 5 years of starting the program
- Minimum of 75% of credits must be earned at Mount St. Joseph University
- Completion and presentation of DNP Project
- Completion of 1000 practicum hours which may include hours earned in post BSN degree and certification programs and the DNP program. A minimum of 400 practicum hours are required in the DNP program at Mount St. Joseph University.
- Completion of a graduation application which demonstrates completion of DNP courses.

RESPONSIBILITIES OF DNP STUDENTS

Academic Honesty – Shared Trust of Students and Faculty

The School of Health Sciences, Department of Nursing values intellectual and moral integrity. Faculty and students have the responsibility of behaving honestly in whatever ways and by whatever means they use and share information.

Honesty is a characteristic trait that underlies how we communicate in written, spoken, artistic, scientific, symbolic, and cybernetic ways.

Violations of academic honesty includes cheating on tests, plagiarism, falsification of records of assignments, or unprofessional/unethical conduct which brings disrepute or disgrace upon the student, the Nursing Program, or the nursing profession.

Academic dishonesty will not be tolerated by the Department of Nursing. The current *Mount St. Joseph University Graduate Catalog* defines in detail the Academic Honesty Policy including the procedures for Restitution and Discipline. It is the students' responsibility to be aware of these standards and conduct themselves accordingly.

Academic Recycled Assignment Policy

Recycled assignments are defined as a written assignment that is a similar version of work previously submitted in another course at Mount St. Joseph University or any other institution. As part of Mount St. Joseph University's policy on Academic Honesty, it is expected that learners will not submit the same written assignment without revising and enhancing the topics in the assignment.

The University understands that work within specific disciplines such as health sciences and nursing is interrelated. The University expects students to revise and build upon the content of an assignment as they progress through the DNP program of study. It is not acceptable under any circumstances to submit the same written assignment to a different course. The learner is to demonstrate new learning and understanding of the topics and objectives in the current course.

Submitting a similar version of work previously submitted in another course will result in a failing grade for that assignment.

Please note that instructors use anti-plagiarism tools such as Turnitin to determine the originality of each student's written assignments. These tools allow instructors to compare each student's assignments with a variety of sources available through internal databases and the Internet. Instructors will use their professional judgment to determine whether an inappropriate amount of recycled content has been included in an assignment.

For more information, please refer to the Mount St. Joseph University's policy on Academic Honesty in the Graduate Catalog.

Department of Nursing Policy on Visitors in Class

Students are not permitted to bring children, family members, or other guests to class or to the clinical/community settings. This poses a liability to the University as well as a distraction to other students and the course faculty.

Department of Nursing Policy on Diversity

Students are to show respect for the interest, preferences, and opinions of others (clients, students, faculty, staff, etc.) There will be zero tolerance for displays of prejudice, discrimination, or hostility based on differences such as race, gender, sexual orientation, national origin, religion, disability, age, or health status. Any student who violates this policy will be referred to the Vice President of Academic Affairs/Vice President of Student Affairs.

Blended/Online Attendance Policy

The DNP program is offered in a blended format that includes a combination of face-to-face and online class meetings. Specific attendance requirements apply to each format.

Face-to-Face Attendance Policy

Due to the limited number of face-to-face class meetings, attendance is mandatory. The instructor understands that at times learners become ill or have personal or family emergencies that preclude them from attending class. If an emergency arises where you are unable to attend class, please notify the instructor prior to the class meeting. Additionally, you are responsible for obtaining the information/notes/handouts from a classmate. If the absence is considered unexcused, the learner's grade will be dropped by one letter grade. If a second face-to-face class is missed, the learner will be withdrawn from the course if it is prior to the drop date, or assigned a failing grade in the class if the withdrawal date has passed. If a learner is 30 minutes or more late or leaves before the class is dismissed their course grade will be lowered by 3%.

Online Attendance Policy

Learners taking blended courses are expected to attend each online week of the course. Online attendance is defined as participating in an academic activity in the online classroom. Academic activities are defined as posting in a graded discussion forum, submitting a written assignment, quiz, or exam, and submitting a journal activity related to a course assignment as defined in the course syllabus.

Postings not related to graded discussion forums or written assignments and journal entries not related to course assignments may be disqualified for attendance purposes. For example, postings to

the General Course Questions, Student Introductions and Small Talk and Conversation Forums do not qualify for attendance purposes.

Each online week begins on a Tuesday at 12:00am and concludes on the following Monday at 11:59pm. A learner is recorded either absent or present each day based on participation in an academic activity. All recorded time stamps for assignment submissions, quiz/exam submissions, discussion board posts, journal entries and attendance records will reflect Eastern Time Zone.

Learners who do not attend at least once in any seven consecutive day period will be issued an attendance warning. Learners who do not attend at least once in any 14 consecutive day period will be dropped from the course. Please refer to drop policy when not meeting attendance requirements.

Technology Requirements

Access and understanding of technology is essential for blended learning courses. Students must have access to a reliable computer and Internet connection on regular basis. Please ensure your computer meets the following system and technology requirements for the online component of the program. The following minimum system configuration and software are required:

- Platforms: Mac OS X 10.2 or higher or Windows 2000, NT, XP or higher;
- Hardware: 256 MB RAM, CD-ROM, and 1 GB free disk space;
- Productivity Software: Microsoft Word, PowerPoint, Excel, and Adobe Acrobat;
- Web Browser: Firefox 3.0 or higher, Internet Explorer 8.0 or higher, Safari 4.0 or higher, Chrome;
- Networking: 56k dialup modem, DSL, or cable modem;
- Email: Outlook, Outlook Express, Mac Mail, Eudora, Entourage, or Yahoo/Hotmail/Google mail;
- Newest version of Java

Licensure

All students must hold an active US state registered nursing license with no restrictions. Students who elect to complete practicum hour requirements in another state must be licensed to practice as a registered nurse in that state. It is the student's responsibility to obtain and maintain licensure and certification. The Department of Nursing will verify licensure through the state board of nursing. It is the student's responsibility to notify the Department of Nursing of any restrictions that are placed on any license during the program. This may result in dismissal.

Guidelines for Requesting Letters of Reference and Completion of Scholarship Applications

The Department of Nursing at Mount St. Joseph University has a responsibility to prepare appropriate letters of reference and other documents for nursing students and graduates of the Department of Nursing.

In order to assure that requests for letters of reference, completion of scholarship applications and other official documents are completed in a timely manner and in keeping with professional standards and in a timely manner, the following guidelines are to be followed.

1. Requests for letters of reference and completion of applications for scholarships must be submitted in writing 15 working days before the date they are due to the requesting agency. Requests will be accepted by FAX and e-mail, but not by telephone. Letters of request must clearly state the purpose for the request.
2. It is the student's/graduate's responsibility to submit full details with his/her written request. These details include the following:
 - Full name, title and credentials of the designated person receiving the letter/application;
 - Full and correct name of the agency/organization;
 - Complete address including city, state and zip code;
3. No requests will be fulfilled until complete information is provided. The Department of Nursing assumes no responsibility in securing the required information as described in #2 above. Failure to provide complete information may result in unfulfilled requests.
4. Copies of applications and notifications of scholarships and awards are requested for historical purposes.

GUIDELINES FOR PRACTICUM EXPERIENCES

Clinical Agency Policy

DNP students are expected to adhere to the policies, procedures and health requirements of each agency used for a learning experience. Students are responsible for identifying specific needed clinical requirements of each agency they interact with as students during practicum experiences and demonstrating compliance with the requirements by submitting documentation as required to the Department of Nursing's DNP Program Director prior to any practicum experience. Failure to comply with clinical agency specific requirements may result in dismissal from the program.

Student Conduct in Practicum Setting

Students should adhere to the Statement of Professionalism as stated in the handbook. Failure to comply with this statement may result in dismissal from the program. Also, a student will be removed from the clinical setting by a faculty member or preceptor if his/her behavior indicates the student may not be capable of providing safe care, or if the student fails to comply with agency specific requirements.

Dress Code Policy in the Practicum Setting

Students are expected to follow the clinical agency's dress code policy. Professional attire and name badge with Mount St. Joseph University logo should be worn at all times while in the practicum setting.

Policies and Procedures for Maintaining Security in the Use of the Official Photo Identification Badge of the Department of Nursing

Policy

All nursing students enrolled in practicum courses are required to wear the official Mount St. Joseph University Photo Identification Badge when participating in practicum activities off campus. Forgery and unauthorized possession or misuse of the Official Photo Identification Badge (OPIB), Mount St. Joseph University, is a serious infraction of University and Department policies which may result in dismissal from the Department of Nursing.

The Photo Identification Badge is available only through MSJU campus police. The following policies govern the use of the Badge:

1. Only faculty and currently enrolled nursing students are permitted to wear the official Photo Identification Badge when they are performing in the role of faculty and students of Mount St. Joseph University.
2. No student will be permitted in the practicum setting without the official Photo Identification Badge.
3. For security purposes, this Badge must be worn at all times in the practicum setting while functioning as a student of the Department of Nursing, Mount St. Joseph University.
4. OPIBs, which are lost or stolen, must be reported to the Administrative Assistant, Department of Nursing, within twenty-four hours.
5. The OPIB is the property of the Department of Nursing, Mount St. Joseph University and must be returned upon leaving the DNP Program. Failure to return this badge may result in the withholding of student grades.

Procedure

1. The Department of Campus Police will process the name badge prior to the initial course.
2. Students are to return their OPIB to the Administrative Assistant, Department of Nursing, immediately after completion of their last course.
3. A replacement fee of \$5.00 will be charged for all lost or stolen badges.

DNP PRATICA AND PROJECT

DNP Practicum Hours

Given the “practice” focus of the DNP degree, it is critical that students engage in rich and varied activities throughout the program. Doing so will assure knowledge and experience to practice at the highest level of nursing. According to the American Association of Colleges of Nursing (AACN), students need a total of 1000 practice hours in order to graduate from the DNP program. These hours are earned in the student’s masters and doctoral program, however *a minimum of 400 hours are required to be earned in the DNP program*. Because students arrive with a different number of practice hours from their master’s degrees, the number of hours needed in the DNP program will vary from student to student. It is the student’s responsibility to complete, describe, document, and monitor these hours as they move through the program, as required in the Practicum Hours log. Students will be oriented as to how this documentation and monitoring is done when the first course

which includes practicum hours is taken. This documentation will be periodically reviewed and approved by course faculty to assess progress.

The activities that count towards practice hours are those that demonstrate that the student has met the Essentials of Doctoral Education for Advanced Nursing Practice (AACN, *DNP Essentials*, 2006), as well as the outcomes for Mount St. Joseph University's DNP program.

The AACN's Essentials of Doctoral Education include:

- I. Scientific Underpinnings for Practice
- II. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
- III. Clinical Scholarship and Analytical Methods for Evidence-Based Practice.
- IV. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
- V. Healthcare Policy for Advocacy in Health Care
- VI. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
- VII. Clinical Prevention and Population Health for Improving The Nation's Health
- VIII. Advanced Nursing Practice

DNP Project

The DNP project is a culminating assignment that requires synthesis and application of content learned in the program of study. This final project should be of sufficient rigor and must be recognized as doctoral level work. The DNP project will be planned and developed in collaboration with a committee of at least one faculty member and one outside member who is a content expert. The committee should be configured so that it lends strength to the project and allows for a productive working relationship between all involved.

This project is completed over three courses, NUR 823, 824, and NUR 832. Using scholarly inquiry, examination of the evidence, and development of a project design within the context of a theoretical framework, students identify and solve a clinically focused problem. Students are required to draw on all of their coursework, delve extensively into the literature, and become immersed into the organization while completing this project.

Students will present their project orally to peers, faculty members, and guests prior to the expected graduation date. Students may have the opportunity to disseminate information contained within and/or results of their capstone projects at professional meetings and events. The assigned faculty

member for each capstone project will provide assistance in identifying opportunities for dissemination of knowledge gained from the DNP project experience.

Any DNP project that involves the use of human subjects requires approval from Mount St. Joseph University Institutional Review Board (IRB). Approval may also be required from the IRB at the organization where the project is being conducted.

PROFESSIONAL ROLE DEVELOPMENT

Statement of Professionalism

To be a professional requires a commitment to those values shared by the profession. For nursing, those values include an orientation to the service of others based on nursing's body of knowledge and the Nurses' Code of Ethics. The autonomy to practice nursing and control nursing practice is supported by nursing's body of knowledge. The authority to practice is derived from the Nurse Practice Acts legislated in each state. Professional nurses must take responsibility for protecting autonomy and for maintaining authority through active participation in the organizations of the profession.

As professional practitioners of nursing, nurses are responsible and accountable for providing quality and competent nursing care to clients and families in a variety of community settings according to the ANA Standards of Clinical Nursing Practice and other defined standards of practice. Professional practice of nursing requires sensitivity to the special characteristics, values and health care needs of multi-cultural and diverse groups. The nurse-client relationship is built through credibility, trust and confidentiality.

There is a responsibility to establish collegial and interprofessional relationships with fellow professionals. Responsibility and accountability are also demonstrated through one's commitment to continuing education as a lifelong process. Ongoing learning is necessary to maintain competency and currency in an ever-changing world. In addition, a professional demonstrates personal integrity through appearance, behaviors, communication, dependability, punctuality and a respect for both self and others.

The faculty members in the DNP Program are committed to the values of professionalism in nursing and actively facilitate the students' understanding, development and appreciation of these values. Nursing faculty members prepare students to be professional nursing leaders. DNP students are responsible for self-growth, self-learning, conduct and appearance that reflects well upon Mount St. Joseph University. Students will be held accountable for their behavior in these areas. As members of the Mount St. Joseph University community, it is the students' responsibility to support the Mission and Philosophy of the Department of Nursing and to practice within that framework.

Post Licensure Committee

- A. Purpose
 1. Oversee the development, implementation and evaluation of the RN-BSN, RN-MSN bridge, MSN and DNP nursing curricula.
 2. Formulate and revise policies that affect students in the RN-BSN, MSN and DNP programs and RN-MSN bridge and make recommendations to the Faculty Organization committee.

3. Serve as a channel of communication between the students and the Department of Nursing in matters related to the RN-BSN, MSN and DNP programs and RN-MSN bridge.

B. Functions

1. Evaluate recommendations for course revisions and new courses to ensure congruence of the nursing curriculum components with the program Philosophy and Outcomes as well as state and accreditation guidelines.
2. Collaborate with the Evaluation Committee to identify and recommend needed changes in the curriculum and policies of the graduate nursing program.
3. Recommend changes in the model program to the Faculty Organization.
4. Communicate incremental changes in courses within the nursing curriculum based on assessment data to the Faculty Organization.
5. Evaluate and recommend new policies and revisions of existing student policies to the Faculty Organization.
6. Communicate rights, responsibilities and policies regarding the programs to students. This will be facilitated through the RN-BSN, MSN and DNP Student Handbooks.

C. Membership

1. Faculty appointed by the Assistant Dean and the MSN and DNP Program Directors.
2. The Department of Nursing values student input and contributions in a variety of matters related to the program and curriculum. A variety of methods are used throughout the year to obtain student input, including but not limited to student course evaluations, termination data, end of program surveys, etc.

D. Voting

1. Faculty and the MSN and DNP Program Directors have equal voting privileges.

Sigma

Sigma International is a nursing honor society for nurses and nursing students. The organization is committed to support knowledge and high professional standards within the nursing profession. Membership to Mount St. Joseph University's chapter, Omicron Omicron, is by invitation to graduate nursing students who demonstrate excellence in scholarship, leadership, professionalism, and character. Invitation to membership occurs in the Spring semester.

DEPARTMENT OF NURSING AWARDS FOR MSN STUDENTS

Awards

Annually, the Department of Nursing offers awards for graduating DNP students. Please see each awards' purpose and criteria in the appendices.



**MOUNT ST. JOSEPH
UNIVERSITY**

Doctor of Nursing Practice

**STUDENT
HANDBOOK
APPENDICES**

APPENDICES

Appendix A: DNP End of Program Survey

**Doctor of Nursing Practice
End of Program Survey**

Your feedback is valuable to us. Please assist us in enhancing the DNP program for future students.

Feedback on the Program Outcomes	1	2	3	4	5
	Not at all	Limited amount	Some-what	A lot	Quite a lot
To what extent has this DNP program prepared you to:					
Practice at the highest level of nursing by integrating evidence-based practice, nursing theory, and leadership to improve health care outcomes.					
Implement changes based on evaluation of complex health systems, health policy, and nursing science in response to social, political, economic, and ethical issues.					
Evaluate the impact of change on complex health systems including individuals and populations.					
Utilize information systems and technology to transform health care delivery and nursing practice.					
Engage in interprofessional collaboration for the advancement of individual and population health outcomes.					
Incorporate ethical beliefs and values to provide a framework for advanced nursing practice.					

2. What were the most positive aspects of this program?

3. What suggestions do you have for program improvement?

4. After graduation, do you anticipate a change in jobs or place of employment? If yes, please explain.

5. Have you had any work related to your DNP project accepted for presentation or publication? If so, please clarify.

6. Other comments:

Appendix B: Leave of Absence Form

Mount St. Joseph University
Department of Nursing, DNP Program
Leave of Absence Form

DATE: _____

NAME: _____

PROGRAM START DATE: _____

CURRENT PROJECTED GRADUATION DATE: _____

START DATE OF LEAVE: _____

INTENDED RETURN DATE: _____

REASON FOR LEAVE: _____

If the student is on leave for less than 1 year the student will automatically be readmitted to the DNP program under the current handbook which may require additional course work. If the student's leave of absence is greater than 1 year the student will need approval by the DNP Program Director for re-admittance. After two years of leave, the student will need to reapply to Mount St. Joseph University.

STUDENT SIGNATURE DATE

DNP PROGRAM DIRECTOR SIGNATURE DATE

Appendix C: Doctor of Nursing Practice Student Award: Elaine McGuire Award

PURPOSE: The Doctor of Nursing Practice Award is given to a graduating DNP student who has a distinguished academic record and who exemplifies the spirit of professional nursing, making significant contributions to the improvement of patient outcomes.

CRITERIA:

- A. Distinguished academic record
 - 1. Minimum grade point average of 3.5.
 - 2. Expected completion of DNP level coursework during the semester in which the award is given.
 - 3. Imminent completion of DNP project relevant to area of expertise.

- B. Exemplifies the spirit of professional nursing
 - 1. Incorporate legal and ethical considerations
 - 2. Integrates personal accountability into practice
 - 3. Engaged in advanced level of practice and leadership
 - 4. Commitment to life-long learning

- C. Work to improve patient outcomes
 - 1. Construct an appropriate evidence-based response to a problem
 - 2. Collaborates with colleagues
 - 3. Communicate critical elements to participants and colleagues in a timely manner using appropriate technology.

- D. Demonstrates strong commitment to Catholic tradition and Christian values
 - 1. Safeguards the dignity and uniqueness of individuals
 - 2. Develops caring relationships with diverse populations
 - 3. Promotes action which supports social justice

SELECTION PROCESS:

- 1. The DNP Program Director will submit to nursing faculty the names of academically eligible students in February.
- 2. Students and faculty may nominate students by writing letters of support. The nominations and letters will be submitted to the DNP Program Director by the end of February.
- 3. Eligible students who are nominated will receive an email from the DNP Program Director requesting submission of a 200-300 word essay describing how they meet the award criteria. The essays are to be sent to the DNP Program Director.
- 4. Nominations and supportive data are to be compiled by the DNP Program Director who will construct a ballot to be distributed to appropriate nursing faculty by March 9 and make available supportive information for faculty review. Selection of the award recipient will require an absolute majority of votes of fulltime, pro-rata, and adjunct nursing faculty involved in the DNP Program.
- 5. Ordinarily one award per cohort will be presented; however, this practice may be modified at the discretion of the DNP Program faculty and Program Director.

RECIPIENT RECOGNITION:

1. The award will be presented to the recipient at the Nursing Convocation ceremony occurring prior to Commencement. At this event, the recipient will present an acceptance response.
2. The recipient's name will be engraved on a plaque located in the hallway of the Department of Nursing and also identified in the University Commencement Program.

HISTORICAL BACKGROUND:

This award was established in 2015 by the Department of Nursing and named in honor of Dr. Elaine McGuire.