

DePaul University Department Of Nursing Student Handbook

The Chairperson and program officers of the DePaul University Department of Nursing reserve the right to change the information, regulation, requirements and procedures in this handbook. It is the personal responsibility of each student to acquire knowledge of all pertinent regulations set forth in this Nursing Student Handbook. The Department of Nursing reserves the right to require the withdrawal of any student, at any time, who fails to give satisfactory evidence of academic ability, earnestness of purpose, or active cooperation in all requirements. The only official interpretation or modifications of academic regulations are those made in writing by the Chairperson of the De Paul University Department of Nursing.

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MISSION OF THE DEPAUL UNIVERSITY DEPARTMENT OF NURSING

The Mission of the Department of Nursing is the preservation, enrichment and transmission of nursing science as a discipline and its application to promote the health and well-being of individuals, families and communities. The faculty pursues this mission through excellence in teaching as the primary focus of scholarship and research that has the potential to enhance nursing knowledge, scientific inquiry, teaching and health. The Department maintains a commitment to serving persons with diverse talents, qualities, interests and socioeconomic backgrounds in its education programs and professional practice. It seeks to provide accelerated, inquiry-based education that anticipates the rapid pace of change in health promotion and illness care.

PHILOSOPHY OF THE DEPAUL UNIVERSITY DEPARTMENT OF NURSING

The faculty of the Department of Nursing believes that the unitary human being integral with the environment is the focus of professional nursing practice. The person and the environment are irreducible, pan-dimensional energy fields identified by pattern and organization and manifesting characteristics that are specific to the whole and that cannot be predicted from knowledge of the parts. Sentience and the capacity for abstraction, imagery, language, and thought characterize the human being.

Health and wellness are continuously evolving manifestations of human-environment energy field interaction. Illness is a manifestation of insufficient energy to sustain life, achieve peace and harmony or field meaning in lived experiences. Illness may occur at any point along the health and wellness continuum. Individuals, families, and communities seek wellness across their lifespan as one manifestation of health behavior.

Nursing is a learned profession with a distinct science and an art. The nurse studies diverse human and environmental patterns of health behavior as they reveal ongoing manifestations of health, wellness, and illness for individuals, families, and communities. The nurse uses this knowledge to make judgments about how best to support wellness in health and illness, and to apply the nursing arts to promote and maintain health and human dignity for the betterment of the community and society.

Learning also is a manifestation of human-environment energy field interaction revealing patterns of critical thinking, feeling, communicating, valuing, and being. Professional nursing education focuses on building the capacity for critical thinking, compassionate communication, and the development and testing of therapeutic nursing interventions in service to society. Emerging from a paradigm of simultaneity, concepts that are central to professional nursing education are diversity, harmony, mutuality, motion, rhythmicity, continuity, valuing, and vision.

A professional level of nursing practice is best achieved through master's degree education in nursing and requires appropriate licensure through examination (NCLEX-RN). Advanced practice nursing education integrates specialization into the master's degree curriculum or at the post-master's level providing eligibility for professional certification as a nurse

anesthetist; clinical specialist in community, acute or long-term care areas; nurse practitioner in primary care; or nursing scholarship in practice or the academy. The master's degree provides the foundation for doctoral education in nursing science.

Accreditation

The Undergraduate and Graduate Nursing Programs at DePaul University have been continuously accredited since 1978. The Commission on Collegiate Nursing Education (CCNE) currently accredits both the bachelor's and the master's degree Program.

The Council on Accreditation on Nurse Anesthesia Education Programs provides accreditation for the Nurse Anesthesia Program in affiliation with the Evanston-Northwestern School of Anesthesia. The generic Nursing Masters Degree Program is approved by the State of Illinois Department of Regulation and Licensing.

PROGRAMS

Undergraduate Programs

The Department of Nursing currently offers a Bachelor of Science Degree for registered nurses in traditional credit or competency-based formats.*

Bachelor of Science (BS) Degree Completion Traditional Credit Program (For Registered Nurses)

Program Summary: Designed for registered nurses who want a Bachelor's degree, this curriculum gives students advanced science and nursing education along with basic preparation for continued nursing practice.

Bachelor of Science (BS) Degree Completion Competency-Based Program (for Registered Nurses)

For Program Details, see the DePaul School of New Learning.

*If you have completed a Bachelor's degree in any field other than nursing, please look at our Masters Entry program designed especially for the college graduate who wants to become a registered nurse.

Undergraduate Program Goals and Objectives

The purposes of the undergraduate nursing program are to:

1. Prepare registered nurses for professional practice and leadership roles in health promotion and illness care, collaboration with others to meet present and future health needs of society, community service to vulnerable populations in the Vincentian tradition.

2. Provide a liberal education that fosters a broad personal and professional perspective as a basis for growth and lifelong learning.
3. Provide a foundation for graduate study in nursing and the health sciences.

Masters Entry to Nursing Practice Program (Generalist Nursing) (MS Degree) For Non-Nurses

Program Summary: Designed for the college graduate who wants to become a registered nurse, the Master's Entry to Nursing Practice Program provides the foundation for generalist nursing practice and eligibility for the RN licensure examination (NCLEX-RN).

Preparation and evaluation for licensure examination is integrated throughout the curriculum via the ATI Exams. A passing score is required for progression and graduation, increasing the likelihood that students will pass their state boards the first time.

Program Goals and Objectives

The purposes of the graduate generic program in nursing are to prepare qualified individuals for:

1. Licensure by examination (NCLEX-RN) required for entry into professional nursing practice.
2. Advanced professional practice and leadership in health promotion and illness care,
3. Collaboration and scholarship with others to meet present and future health needs of society,
4. Community service for vulnerable populations in the Vincentian tradition.
5. Continuing academic and clinical education at the post-graduate and doctoral levels.

The graduate of the program will:

Analyze nursing concepts, theories, and research to design, implement, and evaluate individually-centered, family-centered and community-based models of professional nursing.

Develop a personal philosophy of professional nursing in the context of extant philosophies, nursing's history and its evolution as a discipline.

Enhance the diversity and harmony of each unitary human being in mutual process

with the environment.

Contribute to excellence in patient care and advances in nursing knowledge across the lifespan through advanced health assessment, evidence-based professional practice, systematic inquiry, planned innovation, and dissemination of information to consumer and professional audiences.

Assume a leadership role within the health team and the profession for safe, effective and affordable health care with individuals, families, & communities.

Demonstrate autonomy, integrity and social justice in professional nursing practice.

Analyze professional codes and standards as a basis for professional nursing practice and service to a multicultural society.

Use an analytical framework to evaluate information systems and technology in health care.

Advanced Practice Programs (MS Degree)

Adult Nurse Practitioner (ANP)

Program Summary: This program option provides knowledge and skills necessary for entry into Adult Nurse Practitioner roles in primary care practice. Specific clinical requirements apply to each practicum totaling a minimum of 600 supervised clinical hours. Graduates are eligible to take certification exams provided by the American Nurses Credentialing Center (ANCC) for the Adult Nurse Practitioner.

Program Goals and Objectives

The purposes of the graduate programs in advanced practice nursing are to prepare registered nurses for:

Professional recognition as an advanced practice nurse in one of the following areas:

Primary care practice or clinical management of specific populations in diverse settings,

Administration of patient care services in diverse settings, or

Teaching in schools of nursing and independent scholarship as the foundation for doctoral education in nursing.

2. Collaboration and scholarship with others to meet present and future health needs of society.

3. Community service for vulnerable populations in the Vincentian tradition.

4. Continuing academic and clinical education at the post-graduate and doctoral levels.

**Advanced Practice (MS Degree)
Family Nurse Practitioner (FNP)**

Program Summary: This program option provides knowledge and skills necessary for entry into Family Nurse Practitioner roles in primary care practice. Specific clinical requirements apply to each practicum totaling a minimum of 600 supervised clinical hours. Graduates are eligible to take certification exams provided by the American Nurses Credentialing Center (ANCC) for the Family Nurse Practitioner. The program of studies may be subject to change without prior notice based on Regulatory or Professional Nursing requirements for licensure, accreditation, or certification eligibility.

Program Goals and Objectives

The purposes of the graduate programs in advanced practice nursing are to prepare registered nurses for:

1. Professional recognition as an advanced practice nurse in one of the following areas:
 - a. Primary care practice or clinical management of specific populations in diverse settings,
 - b. Administration of patient care services in diverse settings, or
 - c. Teaching in schools of nursing and independent scholarship as the foundation for doctoral education in nursing.
2. Collaboration and scholarship with others to meet present and future health need of society,
3. Community service for vulnerable populations in the Vincentian tradition.
4. Continuing academic and clinical education at the post-graduate and doctoral levels.

**Advanced Practice (MS Degree)
Nurse Anesthesia (CRNA)**

Program Summary: Our primary purpose is to prepare the registered professional nurse as an independent practitioner in Nurse Anesthesia. Students are encouraged to assume increasing responsibility for self-directed study and professional growth. The curriculum combines relevant sciences with learning experiences in the clinical area. The program is designed for full-time students with an average commitment of 56 hours per week of classroom instruction, clinical experience, and individual study in the last two years. Program is in affiliation with NorthShore University Health System School of Nurse Anesthesia

Program Goals and Objectives

The purposes of the graduate programs in advanced practice nursing are to prepare registered nurses for:

Professional recognition as an advanced practice nurse in one of the following areas:

Primary care practice or clinical management of specific populations in diverse settings,
Administration of patient care services in diverse settings, or
Teaching in schools of nursing and independent scholarship as the foundation for doctoral education in nursing.

2. Collaboration and scholarship with others to meet present and future health needs of society,
3. Community service for vulnerable populations in the Vincentian tradition.
4. Continuing academic and clinical education at the post-graduate and doctoral levels.

Graduates of the Advanced Practice (MS Degree) programs- FNP, ANP, CRNA, and -will:

1. Demonstrate the advanced knowledge and skills that comprise a foundation for nurse practitioner practice with newborns, infants, toddlers, pre-schoolers, school-aged children, adolescents, adults, and geriatrics.
2. Synthesize knowledge from nursing and the basic science that support the advanced practice of nursing.
3. Develop the ability to work independently, accepting responsibility and accountability for one's own advanced practice as a nurse practitioner.
4. Assume a leadership role in influencing the direction of health care at the local and national level.
5. Incorporate a philosophy of social caring based on respect for the whole person embodied in professional practice and service activities within a multicultural society.
6. Embody a commitment to self-directed life-long learning and continuing personal and professional development.

7. Demonstrate responsibility to society by establishing an advanced nursing practice that is based upon professional standards as well as ethical and moral principles.

Certificate Programs

The Department of Nursing offers one post-baccalaureate certificate program (Case Management), and post-Masters certificate programs in the following:

Adult Nurse Practitioner

Family Nurse Practitioner

Certified Registered Nurse Anesthetist

Admissions Policies

1. Students must meet all admissions requirements of the University as outlined in the current Bulletin.
2. The Department of Nursing is committed to the principles of non-discrimination and equal opportunity for all persons. Students are evaluated and admitted to the program without regard to race, color, religion, gender, sexual orientation, age, or national origin.
3. The Department of Nursing is committed to providing equal access for all students with disabilities. Eligibility for services and accommodations is determined by the Office for Students with Disabilities and/or the Plus Office. Students with disabilities who wish to receive services and accommodations at DePaul University must have their disability on record with either one or both of the above offices.
4. Applications are evaluated and students are selected for admission by the Admission, Progression, and Retention Committee for potential to successfully complete program objectives.
5. Registered Nurse students seeking a bachelor's degree completion must have a college GPA of 3.0 or higher.
6. Graduate entry nursing students must have an undergraduate GPA of 3.0 or higher and a combined GRE of 1000 with a 4.0 writing score for admission to the program. The GRE is waived if the undergraduate GPA is 3.2 or higher.
7. The student is responsible for meeting all conditions of admission and for notifying the department once all conditions have been fully met.

Procedure for Admission

1. Students may apply at anytime; however, applications for fall entry **MUST** be complete no later than March 1st. Applications for spring **MUST** be complete no later than August 1st.
2. Application materials are available on-line at the University web site. All forms, recommendations, test scores, transcripts, personal essays, and fees are required to complete the application process. Incomplete applications may result in delayed or denied admission for the current term. It is the student's responsibility to insure that all parts of the applications are submitted in a timely fashion.
3. Admission of transfer students requires completion of a formal transcript evaluation of all post secondary schools attended. Students must supply official transcripts. If a student wishes to transfer nursing courses from another college or university, the student must supply an official course description and course syllabus for each nursing course taken. Final papers or other student work that may aid in the determination are helpful but optional.
4. Completed applications are reviewed by the Department of Nursing and the College of Liberal Arts and Sciences as they are received. Applicants are notified of their acceptance or non-acceptance by the Admission Department. Qualified students will be admitted on a space available basis.

Grading Scale for MENP and graduate nursing programs, with exception of Certified Registered Nurse Anesthetist Program, which maintains own grading scale.

95-100	A
92-94	A-
89-91	B+
85-88	B
82-84	B-
80-81	C+
76-79	C
73-75	C-
70-72	D+
65-69	D

Retention Policies

1. To be retained in the nursing program, students must maintain a cumulative grade point average of 3.0 in all academic work at the University.
2. Graduate students must maintain a cumulative grade point average of at least 3.0 in all academic work at the University.
3. Students must earn a grade of B- or better to receive graduate credit for any 300 level courses.
4. Graduate students who receive LESS than a B- in any nursing course are placed on probation for a minimum of one quarter.
5. Clinical courses may not be re-taken to raise an unsatisfactory grade.
6. Graduate students who receive more than one grade below a B- in any required nursing course or less than a C in any one required course will be dismissed from the program.
7. If a student fails to achieve the above criteria, that student is NOT eligible to continue in the program and will be dismissed.
8. Students who drop below the required cumulative GPA will be placed on probationary status. Students who have less than the required GPA for two quarters will be dismissed from the program.
9. In accordance with the nursing licensing regulations, students found to be convicted of serious crimes (felonies, substance abuse) will be reviewed by the Admissions, Progression, and Retention Committee and may be suspended or dismissed from the program.
10. The Department of Nursing expects a respectful environment conducive to teaching and learning from all students, faculty, and staff. Inappropriate conduct is any action that interferes with the creation and maintenance of an effective learning environment. Students are expected to display civility in all aspects of their educational experience at DePaul University.
11. Appropriate student conduct includes but is not limited to: being punctual for all classes; displaying courtesy; maintaining professional standards and safe practice in the clinical areas; maintaining academic integrity, avoiding leaving the classroom/clinical area other than during designated breaks and only with the permission of the responsible faculty member; fostering a positive learning environment by respecting the ideas and opinions of others; not talking during class or engaging in activities that distract the attention of others including keeping cell phones and pagers set on silent mode; respecting others including not making

sarcastic or disrespectful remarks, using foul language or swearing; not threatening others; and remaining emotionally calm without inappropriate outbursts.

12. Students displaying inappropriate conduct may be asked to leave the classroom, clinical area, or meeting. Inappropriate conduct will be documented with a written copy of the incident being placed in the student's file. Such incidents of inappropriate conduct will then be reported to the Chairperson of the Department, with copies sent to the Director of the Program, and the Admissions, Progression, and Retention Committee. Additional sanctions for inappropriate conduct may be imposed including dismissal from the nursing program. (For additional information, please see both the University Student Handbook-available on line, as well as the "Student Misconduct Process" outlined below.)

Progression Policies

1. All students must meet with their faculty advisor and attend an orientation session BEFORE beginning the nursing program of studies.
2. All students must have an official program of studies for the current academic year developed in consultation with a faculty advisor.
3. A student may not register for any course that has a prerequisite if that student has an incomplete in the prerequisite course.
4. Students may not attend classes in a course for which enrollment is blocked. No credit will be awarded for assignments completed when not officially enrolled in a course. This includes assignments previously completed and turned-in for courses taken in the past.
5. Students must meet with their faculty advisor in the spring of each year to plan registration for the next academic year. Advisors are not generally available during the months of July and August.
6. All required health records, evidence of CPR certification, criminal background checks, licensure, personal health insurance, and professional liability insurance must be kept on file in the department. It is each individual student's responsibility to keep all of their records up-to-date. Drug screens are required for clinical placements. See Clinical Guidelines.
7. Students who are out of the nursing program or who interrupt the clinical sequence of courses for one or more quarters (up to one full year of absence) will need to submit a written request for resuming coursework to the Admissions, Progression, and Retention Committee. It is the student's responsibility to send a copy of such request to the Department Chairperson, the student's faculty advisor, the Director of the Program, and the Director of Clinical Site Placements. This written request should demonstrate the resolution of the extenuating circumstances contributing to the

original need to leave the DePaul Nursing Program. This request for reinstatement must be made no less than 6 weeks prior to resuming the nursing course sequence. Students will be notified in writing regarding the decision concerning their re-entry to the program. Individual assessment of current knowledge and clinical skills will be made prior to placement of the student in the appropriate level within the nursing program. Students who become “out of sequence students” due to dismissal, withdrawal, or military/medical/family leave of absence will be placed into a clinical rotation upon re-entry based upon space available and CANNOT be guaranteed placement in the next available clinical course needed. “Out of sequence students” CANNOT displace in-sequence students from a clinical spot.

8. Students who have taken a leave of absence from the program for greater than 12 calendar months must re-apply to the university. If accepted, they will then be considered with all other qualified applicants applying for admission to the nursing program.
9. A student who withdraws from a core nursing course while in good standing, cannot progress in the sequenced nursing curriculum until that course has been successfully completed. In courses that contain both a clinical practicum and a didactic theory portion, both course segments must be completed simultaneously. Exceptions may be identified and defined by the Admissions, Progressions and Retention Committee (APR) in consultation with both the Department Chair and the course faculty.
10. A student who withdraws from a core nursing course who is ‘not in good standing’ (with a second “C” or lower), will be referred to the Admissions, Progressions, and Retention Committee (AP&R). The AP&R will meet to review the student’s past and current performance and to elicit recommendations from the course faculty. A representative of the AP&R committee may then meet with the course faculty and/or the Department Chair and student to counsel the student and to establish a clinical warning contract. Such students may not progress in the sequenced nursing curriculum until the withdrawal has been successfully completed. In courses that contain both a clinical practicum and a didactic theory portion, both course segments must be completed simultaneously.
11. A student may withdraw from a core nursing course ‘not in good standing’ (with a second “C” or lower) only once during their program of study. A second such withdrawal will result in dismissal from the program.
12. All out of sequence students will be placed in clinical on a space/faculty available basis. Priority will be given to students who are out of sequence for military service, severe illness, or family leave rather than for failure or withdrawal ‘not in good standing’.
13. A student who has a grade of B- (82% or less) at mid-quarter may be placed on contract by the course director and/or clinical instructor.

The student must satisfactorily fulfill all course and contract requirements by the end of the quarter of contract initiation in order to progress in the program.

Admission, Progression and Retention (APR) Committee

Enforcement of Retention Policies

The Department of Nursing has designated the Admissions, Progression and Retention (APR) Committee as the administrative body responsible for enforcing the Retention Policies listed in the Department of Nursing Student Handbook. Please consult those policies directly for more specific information. The procedures of the Admission, Progression and Retention (APR) Committee regarding Retention Policies shall be as follows:

1. Instructors shall notify the APR Committee within one week of the end of the quarter in which a student will be receiving a final grade in any course for the quarter that might impact the student's ability to continue in the Department of Nursing Program in which the student is enrolled. If an instructor is unsure whether the student's final grade will impact the student's ability to continue in the Department of Nursing program in which the student is enrolled, the instructor should consult with the APR Committee.
2. If the Retention Policies indicate that the academic action taken is: a) inability to receive credit for a course, b) probation, c) suspension from the Program, or d) dismissal from the Program, the APR Committee shall notify the student in writing of the academic action. If the trigger for the academic action is academic performance, the APR Committee will notify the student in writing no later than two weeks after the end of the quarter in which the student received a final grade in any course(s) that has resulted in the academic action. If the trigger for the academic action is the conviction of a serious crime, the APR Committee will notify the student within two weeks of receiving notice of the conviction. If the trigger for the academic action is a decision by the Department Chairperson upholding claims that the student has exhibited unsafe behavior in the clinical setting or has acted in a manner deemed student misconduct (See policies for each in the Student Handbook), notification of the student by the APR Committee will occur no later than two weeks after the Chairperson has communicated the decision to the student.
3. If a student wishes to appeal an academic action that the APR Committee has taken pursuant to the Retention Policies, the student must follow the Procedure for Appealing Grades and/or Decisions Made by the Department of Nursing Admission, Progression and Retention Committee in the Student Handbook.

Grievance Procedure

The Department of Nursing adheres to the guidelines and procedures of the DePaul University Graduate Student Handbook in matters dealing with:

- Student rights
- Student responsibilities
- Policies regarding grade challenges
- Procedures for filing a grade challenge
- Disciplinary procedures and other related matters covered in the handbook
- The exception is the Department of Nursing requires filing of a grievance prior to the commencement of the next academic quarter

The Admission Progression and Retention Committee (APR) receives requests for consideration of exceptions related to academic program requirements and procedures related to the APR committee. The APR does not handle grade challenges. Students wishing to challenge a grade are directed to the DePaul University Graduate Student Handbook and follow the steps outlined there. The steps are summarized below.

Grade Challenge

- The student must make an appointment to meet with the clinical or course instructor and the course director.
- If not resolved, the student meets with the Director of the MENP Program or Nurse Practitioner Program which ever is appropriate.
- If not resolved the student meets with the Chair of the Nursing Department and must send all documentation regarding the grievance prior to the meeting.
- If not resolved, then a formal appeal is filed with the Dean of Students and appropriate documentation for a formal appeal must be sent. Refer to Graduate Student Handbook for details.
- Link :
<http://sr.depaul.edu/catalog/catalogfiles/Current/Graduate%20Student%20Handbook/pg26.html>

Appeals related to academic requirements

Candidates in the Masters Entry to Nursing Program and Nurse Practitioner Programs who wish to make an appeal related to academic requirements must first consult the Admission, Progression and Retention Committee. If the issue is not resolved the candidate may then discuss the matter with the Chair of the Nursing Department.

If the request is denied at the departmental level, then a formal appeal can be filed through the Office of the Dean of Students. The formal appeal consists of a cover sheet, a written statement with a rationale for the requested change to program or process and any supporting documentation.

Appeals related to academic process

Candidates in the Masters Entry to Nursing Program and Nurse Practitioner Programs who want to request an exception to academic processes should contact the Admission, Progression and Retention Committee. If the request is denied the student may then meet with the Chair of the Nursing Department. If the request is denied at the departmental level, then a formal appeal can be filed through the Office of the Dean of Students. The formal appeal consists of a cover sheet, a written statement with a rationale for the requested change to program or process and any supporting documentation.

Academic Integrity Policy

Violations of academic integrity in any form are detrimental to the values of DePaul, to the students' own development as responsible members of society and to the pursuit of knowledge and the transmission of ideas. Violations of academic integrity include but are not limited to: cheating, plagiarism, fabrications, falsification or sabotage of research data, falsification of clinical data, destruction or misuse of the university's academic resources, academic misconduct, and complicity. If an instructor finds that a student has violated the Academic Integrity Policy, the appropriate initial sanction is at the instructor's discretion. Actions taken by the instructor do not preclude the college or the university from taking further action, including dismissal from the university. Conduct that is punishable under the Academic Integrity Policy could result in criminal or civil prosecution.

Academic Integrity Policy Extension for Clinical and Service Settings

DePaul University is committed to education that engages its students, faculty and staff in work within Chicago's institutions and communities. As DePaul representatives to our partner institutions and community organizations, we ask that you take seriously your responsibilities to these institutions during service and clinical experiences and internships. The community and its institutions are extensions of the DePaul classroom. The University's Academic Integrity Policy and Code of Responsibility apply to professional interactions as well.

Student Advising/Program of Study

1. A faculty advisor will be assigned to each student upon acceptance to the program. The faculty advisor will assist in developing an appropriate program of studies according to the student's preferences and abilities, and anticipated course availability.
2. Classes are scheduled so that a full-time student can complete the typical program of studies in the designated time frame. Part-time students or students taking courses out-of-sequence, may experience delay in obtaining necessary courses for timely progression in the program.
3. The student is responsible for setting-up an appointment with the designated advisor to develop an individualized program of studies.
4. The student is responsible for obtaining a copy of the program of studies worked out during the faculty-student advising session.
5. The student is responsible for enrolling in classes in the sequence identified in the program of studies. Should circumstances interrupt or delay registering for the designated classes, students must notify the department administrative assistant, and their faculty advisor for modification of the planned program of studies. The Admissions, Progression, and Retention Committee, the Program Director, and the Director of Student Clinical Site Placements will be notified by the faculty advisor of the proposed interruption.
6. The student is responsible for meeting all prerequisites to courses for which the student is registering.
7. The student is responsible for scheduling periodic student-advisor, and student-instructor conferences.
8. The student may not register for any clinical course until all conditions of admission, undergraduate nursing prerequisites, and liberal arts and science requirements are completed. Students who are not in compliance will be withdrawn from the course(s) for which they are currently registered. Students will be denied progression in the program up to and including being denied graduation until all requirements are met.

Clinical Guidelines

Students are required to:

1. Attend ALL scheduled learning activities including orientation, lectures, exams, seminars, laboratories, observations, clinical practica, evaluation conferences, and other comparable activities. If any scheduled learning activities are missed, the student will need to make-up these learning activities or withdraw from the course.

The decision regarding the make-up of learning activities or consequent withdrawal from a course will reside with the course director and/or clinical instructor as specified in the course syllabus and as practical to the missed activity and class/clinical setting. Any absence may result in a lower grade. Absences of more than 15% of the total course hours may result in failure of the course.

2. Arrive on time, prepared for all scheduled learning activities. This includes but is not limited to: appropriate dress, knowledge of medications, development of an appropriate plan of care, completion of all written and motor tests on skills that are necessary to a particular clinical rotation/setting. Refer to Dress Code Policy.
3. Preparation for advanced practice nursing clinical experiences includes core knowledge in advanced pathophysiology and pharmacology, and core competence in advanced health assessment and health promotion for the specific population and setting. See current NOPF Domains and Competencies. (NOPF, 1997)
4. Students deemed unprepared or tardy may be asked to leave the clinical setting, receiving an “Unexcused” absence for the day. An “Unexcused” absence in clinical may result in failure of the course.
5. Attend all clinical experiences in order to successfully complete the course. In the rare event of absence or tardiness, the student must notify the instructor or preceptor PRIOR to the beginning of the clinical experience OR before the day of absence. The student may be required to make-up missed clinical time and/or assignments. Failure to notify an instructor or preceptor of absence or tardiness is grounds for dismissal from the program.
6. Purchase a watch with a second hand or digital second reading capability, a stethoscope with both a diaphragm and bell (dual head), a penlight, bandage scissors, student uniform(s) and lab coat with DePaul Nursing patches, name pin/badge, black ball point ink pen.
7. Provide own transportation to clinical sites and pay for own parking as needed. Students are not allowed to transport clients or client families at any time.
8. Know and follow individual clinical agency policies and procedures. This information is available through each individual agency.
9. Full-time students are expected to direct their major energy to their program of study. Thus the Department of Nursing recommends that students limit their outside employment to 16 hours per week during periods when classes are in session. Previous experience demonstrates that students who work in excess of this recommendation endanger their scholastic standing and place themselves “at risk” for academic failure. Neither the university nor the Department of Nursing has or assumes responsibilities for the nursing care of patients rendered by the student

working as a nursing assistant since the student is employed by the nursing service and during such employment is not under the supervision of DePaul University.

10. Students are NOT to be assigned to the same clinical units in a hospital where they are concurrently employed.
11. The student uniform, nor any part of it, is not to be worn in or around the student's place of employment.

Unsafe Clinical Performance

A student is responsible for implementation of safe patient care during the supervised clinical practicum. Any student whose pattern of behavior demonstrates unsafe clinical practice or endangers a patient, colleague, or self in the clinical area will be suspended immediately from the clinical experience. The faculty of record will meet with the student to discuss how the unsafe behavior came about and potential complications from said behavior. If appropriate, an incident report will be filed. Unsafe behavior can result in student remediation, failure of the course, and/or dismissal from the program. Documentation describing the behavior will be placed in the student file with the Chairperson of the Department, Program Director, and Admissions, Progression and Retention Committee being notified.

Unsafe practice patterns include but are not limited to:

Violating HIPAA requirements

Violating OSHA requirements

Performing a procedure outside the domain of nursing

Performing a procedure in which he/she has not been prepared

Failing to use universal precautions

Administering treatments/medications in any form via any route without consent and/or supervision from the clinical instructor.

Advising patients about or referring patients to treatments, agencies, medications, without first discussing such with the clinical instructor.

Asking a staff nurse to supervise any procedure without consent of the clinical instructor.

Inability to correctly calculate math/medication problems

Knowingly exposing patients, colleagues, and others to actual or potential life threatening communicable diseases.

Stealing drugs, supplies, or belongings from an agency or patient.

Informing patients about their diagnosis, treatment, and/or prognosis without authorization to do so.

Removing copies of patient care material from healthcare agencies.

Removal of patient identification

Failure to adhere to DePaul Nursing and/or clinical agency policies.

Charting that is not reflective of care given.

Lying about care given or neglecting to give appropriate care.

Performance not in compliance with stated student expectations as outlined in lecture or course syllabi.

Student Dress Code

1. The student is to be well groomed at all times presenting a professional image. The rationale behind this and the following requirements comes from the belief that it is the client who is the focus of the nurse-client relationship.
2. Hair must be kept off the face and above the collar or pulled back and secured. Natural hair tones only. Sideburns, moustaches, and beards must be neatly trimmed. Make-up, if worn, must be minimal and conservative. Personal care products may only be lightly scented. Other fragrances are not to be worn.
3. Nails may not extend beyond the tip of the finger. NO artificial nails or nail polish is permissible.
4. The ONLY acceptable accessories are: One single or pair of stud earrings-one on each lobe; one plain ring/ring set on one finger; NO other body jewelry or accessories is acceptable. Note: in some clinical areas all jewelry must be removed.
5. Tattoos are to be covered.
6. The navy nursing uniform for men and women is: a scrub shirt and scrub pants by Dickies. Department name pins must be worn with the uniform when in the clinical setting. Department patches must be attached to the left uniform and lab coat sleeves. Uniforms are to be clean and wrinkle free. Underwear must be worn. White or neutral hosiery or white socks must be worn. No bare feet. A plain white under-shirt or navy Dickies cardigan may be worn in cooler weather.

7. Shoes are to be plain white (no colored design/logo) with white laces, closed toe, low heel, clean and in good repair. No high-tops or sandals.
8. When not giving direct patient care, but engaged in learning activities at an agency or clinical site, students must wear their white lab coat with DePaul Nursing patch, their department name pin, and professional dress consisting of a shirt, sweater, and/or blouse with pants or a skirt, closed toe shoes in good repair with a low heel and in neutral color, with neutral hosiery or socks.
9. Inappropriate clothing would include: sweatshirts; sweat pants; tight or sleeveless tops; shirts with lettering, pictures or hoods; stirrup pants; leggings; Capri pants; shorts; blue jeans; tight or revealing clothing; visibly worn, torn, or faded clothing; midriff tops; low necklines; open-backed clothing; cleavage or underwear showing; or flip-flops.
10. These guidelines are subject to modification by the clinical instructor, based on the instructor's judgment, individual student religious or cultural practices, the sensibilities of the population, and the dress code of the particular clinical unit/agency or event where the student is in attendance or practicing.
11. Students in the Public Health and Psychiatric Nursing rotations may receive additional guidelines from their clinical instructors.

Graduation

DePaul University confers the Bachelor of Science degree and the Master's of Science degree with a major in nursing or a major in advanced practice nursing. All requirements of the University, College, and Department must be met as outlined in the current Bulletin.

Upon successful completion of graduation requirements, generic students are eligible to make application to take the National Council of Licensing Examination (NCLEX). (See Legal Limitations below.)

Licensure by the IDFAPR will require a separate complete background check with fingerprinting prior to being given permission to sit for NCLEX. If criminal activity is noted, such activity MAY BE grounds for the student to not be given permission to take the NCLEX exam.

Students are held responsible for degree requirements as outlined in the University Bulletin in effect at time of admission.

Students are responsible for changes reflecting new program requirements if the department gives sufficient notice. Part-time students and students who do not enroll in classes for one or more quarters will be required to follow new program requirements.

The student is responsible for completing the application for degree conferral and commencement by the deadline posted in the academic calendar.

Undergraduate students must successfully complete a minimum of 192 quarter hours with a cumulative grade point average of 2.5 to receive a Bachelor of Science Degree with a major in Nursing.

Undergraduate students must fulfill the residential requirement, 56 quarter hours of upper division credit (300 numbered courses or above) and the Liberal Studies Requirements in effect at the time of admission to receive a Bachelor of Science degree with a major in nursing.

Pre-licensure students are required to achieve a passing score on all comprehensive examinations (ATI Exams) in nursing in order to graduate with a Master of Science degree with a major in nursing. Students will only have a total of three (3) attempts to pass any individual proctored ATI exam. Failure to pass any individual ATI exam on the third attempt will result in the student being removed from the program.

Graduate degree-seeking students must complete a minimum of 48 quarter hours of graduate credit to receive the Master of Science degree.

Legal Limitations for Licensure

Completion of the nursing education program does not guarantee eligibility to write the NCLEX. The Illinois Department of Professional Regulation Board of Nursing may refuse to issue a license for one or more causes stated in that section of the Nursing Practice Act.

In the State of Illinois, students will be required to be fingerprinted and have a criminal background check completed by the state police and/or the FBI as part of the application process to take the NCLEX.

Requirements will vary from state to state for those students wishing to take the NCLEX outside Illinois.

Confidentiality

Access to Student Records

1. A student may have access to his/her personal student record upon request. Confidentiality is maintained with all student files. Release of information is granted upon written request by the student.
2. No specific or detailed information concerning specific medical diagnoses will be provided to faculty outside the department, administrators, or even parents, without the expressed written permission of the individual in each case. This position with

respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974. Health officials and other institutional officers must remember that all confidential medical/health care information is protected by statutes and that any unauthorized disclosure may create legal liability.

Patient/Client Privacy

1. The student is expected to adhere to the American Nurses Association Code for Nurses and act in accordance with the Patient's Bill of Rights.
2. Confidentiality is the protection of a client's privacy through careful use of oral and written communications. The client's right to privacy is safeguarded by judicious protection of confidential information.
3. A client's chart is a legal document. Information from the client and chart is confidential and cannot be disclosed to those not caring for the client. All entries must be accurate and legible. No part of the client's Medical record can leave the hospital.
4. Information communicated by clients to students may not be repeated except to nursing faculty, who has the prerogative to advise the student to share the information with the appropriate staff. Care should be taken when in the corridors, lounge, classroom, dining rooms, or other public areas, so that conversations are not overheard.
5. An individual can withhold any information about himself/herself that he/she desires. Nursing students must be especially careful regarding the invasion of the client's privacy.
6. Students should use only the initials of the client when filling out history forms, care plans, and any other documents which are a part of their educational experience.

Clinical Guidelines

Master Entry to Nursing Practice will:

1. NOT serve as witnesses of operating and diagnostic permits, wills, or other legal documents.
2. NOT take verbal orders or telephone orders from a physician.
3. NOT sign off blood products, or administer chemotherapeutic agents. Students may NOT administer IV push medications nor work with central lines, unless directly supervised by their clinical instructor.
4. Use his/her legal signature in charting. The initials NS are to follow the legal signature.
5. Be knowledgeable about the legal implications of giving narcotics and act accordingly.

6. Comply with additional requirements of the clinical setting including but not limited to drug screening.
7. Bring reference books and materials to the clinical setting as needed to provide safe

Unprotected Exposures

Following an exposure incident to blood and/or body fluids, a confidential medical follow-up is instituted by the Clinical Institution. The measures implemented are in accordance with the current recommendations by the CDC.

An exposure incident is defined as a specific eye, mouth, or other mucous membrane, non-intact skin or parenteral contact with blood or potentially infectious materials that result from the performance of the student's duties in the clinical rotation.

Procedure:

1. Wash the injured or exposed area with soap and water. If eyes, nose or mouth involved, use water only.
2. Immediately report the incident to the clinical instructor. The instructor will report the incident to the Chairperson of the Department of Nursing and to the Emergency Room at the clinical institution.
3. The student will then report to the Emergency Room at the clinical institution for treatment.
4. The student will supply the clinical institution with necessary information about the source of exposure.
5. The student will return to the Emergency Room at the clinical institution for follow-up and treatment as indicated.
6. The student is responsible for all costs incurred as a result of the unprotected exposure.

Unsafe Student in the Clinical Setting

Unsafe practice is defined as behavior that has the potential to cause serious harm to a patient. Examples of unsafe clinical behavior in clinical practice include, but are not limited to:

1. Willful or intentional physical or emotional harm to a patient
2. Providing patient care in a harmful manner or exhibiting careless or negligent behavior in the process of providing care to a patient

3. Refusing to assume the assigned care of a patient, or failing to inform the Instructor of the manner of inability to care for a patient
4. Falsifying patient records or fabricating patient experiences
5. Failure to report an error in assessment, treatment, or medication or failure to report an unusual occurrence or an adverse reaction
6. Failure to comply with DePaul's Drug Free Campus policy

If, in the clinical instructor's clinical judgment, a student is unsafe to continue in the clinical practicum, the clinical instructor will take the following steps:

1. Dismiss the student for the remainder of the clinical day. The instructor will follow institutional guidelines as appropriate.
2. Contact the course director and the Chairperson of the Nursing Department
3. Submit a written report of the incident to the Chairperson's office within one working day. The chairperson's office will contact the Registrar to put a hold on the student's grade; the student will not be allowed to withdraw from the course at this time. The clinical instructor will schedule a meeting with the student within 24 hours of the incident or as soon as is practical, and prepare a written report that describes the incident that resulted in the student's dismissal from clinical. The student will be given a copy of the report at this time.
4. The clinical instructor will advise the student that he or she will not be able to return to clinical until the meeting with the Chairperson takes place.
5. Within 3 working days, or as soon as is practical, a meeting will be held. In attendance at the meeting will be the clinical instructor, the student, the course director and the department chair. The student may have his or her advisor present at the meeting. The course director and the chairperson will make a decision regarding the student's continuation in the program. This meeting will determine whether the student will be administratively withdrawn with a grade of F or is allowed to return to complete the clinical. The clinical instructor initiating the meeting is not involved in the decision regarding the student's progression in the program. A decision is made at the meeting and communicated to the student.
6. The documentation related to unsafe clinical practice will be kept in a secured file within the departmental offices.
7. The Admissions and Progressions Committee reviews any administrative withdrawal resulting in an F. The Admissions and Progressions Committee will determine if the student is dismissed from the program or may return in an appropriate quarter per the

procedures of the Admissions and Progressions Committee. The student may elect to initiate an appeal process per procedures in the student handbook.

Student Clinical Prerequisite Requirements

It is mandatory that all students (MENP, BS completion, and NP) have all of their clinical requirements completed and a copy in their **Student Immunization Tracker** through **Magnus Health Portal** by **August 1st for Fall Quarter** and **December 1st for Winter Quarter** admissions. It is the responsibility of the student to insure that all clinical requirements are kept current. Students must submit copies of renewed coverage, updated lab results, and renewed skills **PRIOR** to the anniversary of the expiration date. Non-compliance with clinical requirements will result in the student's withdrawal from their courses and subsequent delay in their program of study.

The student must submit **COPIES** (NOT ORIGINALS) of the following:

1. A complete physical examination signed by a licensed primary care provider (MD, DO, NP, PA).
2. A Non-Reactive TWO-STEP Tuberculin Skin Test:
This test requires that you receive two separate Mantoux skin tests at least one week apart AND no longer than 3 weeks apart. This test must be **renewed YEARLY** with a single step TB skin test. If previously positive, a student must submit a chest x-ray and/or TB symptom assessment statement that verifies the student is free from Tuberculosis signed by a licensed primary care provider (see above).
3. Titers for Rubeola, Mumps, Rubella, Varicella, and Hepatitis B. A **TITER is MANDATORY** to document immunity. (Note: Vaccination or history of the disease is necessary to develop immunity). The titer **MUST** contain the titer value as well as the reference norm. The required titers are as follows:
 - Rubeola IgG
 - Mumps IgG
 - Rubella IgG
 - Varicella IgG
 - Hepatitis B surface antibody (quantitative).If the hepatitis B immunization series has not been completed prior to beginning clinical attendance, it is the student's responsibility to supply documentation of the vaccine dates and the date when the final Hepatitis B surface antigen/antibody (quantitative) will be drawn. It is also the student's responsibility to place this final documentation into their personal file as soon as it becomes available. If a titer does not demonstrate immunity, further vaccination is necessary. Follow-up titer required for Rubeola, Mumps, Rubella, and Hepatitis B. No follow-up titer is required for Varicella. Students must sign a waiver if no immunity with follow-up titer.
4. Tetnus-Diphtheria Booster: Must be within the last 10 years.

5. Standard Precautions/Universal Precautions Training: Incoming MENP students will receive this as part of their initial coursework. BSN completion and NP student must provide evidence of training and **must have this training renewed annually**.
6. **Current CPR Certification:** Exact month/day/year **MUST** be recorded on card. American Heart Association Healthcare Provider (BLS)-Must be **RENEWED EVERY 2 YEARS**. (Note: AHA BLS certification is the **ONLY** CPR certification acceptable.)
7. Professional Liability Insurance: Each **MENP and BSN completion** student must obtain their own **student nursing professional liability insurance** policy against claims arising from real or alleged errors or omissions. Their policy must have minimal limits of coverage of \$1,000,000 PER claim and \$5,000,000 aggregate. This insurance must be **renewed annually**. Each **NP student must obtain their own Student Nurse Practitioner professional liability insurance** policy against claims arising from real or alleged errors or omissions. Their policy must have minimal limits of coverage of \$1,000,000 PER claim and \$5,000,000 aggregate. This insurance must be renewed annually.
8. BSN-Completion/NP Students: All BSN completion/NP students must keep on file a copy of their current Illinois nursing license. Their Illinois nursing license must be kept current for their duration of their program of study. All BSN completion/NP students must keep on file a copy of annual OSHA training on Blood borne Pathogens and TB, along with a copy of annual HIPPA training.
9. Evidence of Current Health Insurance: All nursing students must submit proof of health insurance yearly. The health insurance photocopy of membership card or the paper it is written on, should show the dates of coverage or the date the copy is placed in the student's file.
10. Criminal Background Check: Nursing students must submit to a criminal background check by www.certifiedbackground.com prior to their initial clinical experience. Criminal background checks must be completed by August 1st for Fall Quarter or December 1st for Winter Quarter and will remain in effect unless: a.) a clinical agency determines it necessary to require more frequent or more detailed background checks, b) OR a nursing student interrupts his/her program of study for one quarter or longer. In the above cases, it is mandatory for the student to have another criminal background check performed.

The Department of Nursing may not be able to place students in a clinical setting if there are positive findings on the criminal background check. As a result, a student will not be able to complete the requirements of the program.

11. Drug Screening: Nursing students are required to have a ten-panel drug screen as required by clinical institutions. The test may be obtained from any health care agency, or from www.certifiedbackground.com through Quest Diagnostics Lab.

The drug test MUST follow a “Chain-of-custody” procedure. The student should sign a release to have the results sent to Department of Nursing Coordinator of Clinical Systems.

The Department of Nursing may not be able to place students in a clinical setting if there are positive findings on the drug screening. As a result, a student will not be able to complete the requirements of the program.

12. NCLEX-RN Criminal Background Checks

The Illinois Department of Financial Aid and Professional Regulation requires that graduating MENP students submit to fingerprinting processing from the Illinois Department of State Police or its designated agent.

Documentation of ALL clinical requirements MUST BE SUBMITTED to the Certified Background- Magnus Health Portal- Student Immunization Tracker by August 1st for Fall Quarter and December 1st for Winter Quarter. Only copies should be submitted. Students are responsible for keeping their originals in a file for their own reference or for verification as requested. Students upload/email, fax or mail in their immunization and other records. Send all requirements to:

**Magnus Health Portal
www.magnushealthportal.com**

Student Clinical Requirements-Additional Information

Measles, Mumps, Rubella Titers:

Documentation of Immunity must be in the form of titer lab results or a statement from your healthcare provider that documents the titer results. Titer results must contain the titer values as well as the reference norm.

If the titer results you submit to Magnus Health Portal do not demonstrate immunity to Rubeola and/or rubella and/or mumps, you must have a booster series of two MMR immunizations.

Submit to Magnus Health Portal a record showing that you received the immunizations and the dates.

Return to your healthcare provider and have another titer drawn.

If the second titer results do not demonstrate immunity, then you need to sign a waiver that states you understand the risk associated with continuing in the nursing program, that the school is not liable and that you want to continue in your studies, knowing the risk. Once you have documented your immunity or signed a waiver, you will not need to furnish any further documentation.

Varicella (Chickenpox):

Documentation of immunity must be in the form of titer lab results or a statement from your health care provider that documents the titer results. Titer results must contain the titer value as well as the reference norm. If the titer results you submit to Magnus Health

Portal do not demonstrate immunity, you must have a Varicella vaccination and submit documentation that you had the immunization.

DO NOT HAVE ANOTHER TITER AFTER YOU RECEIVE THE IMMUNIZATION.

Once you have documented your immunity or signed a waiver you will not need to furnish any further documentation.

Tetanus Booster:

Documentation of a tetanus booster within the last 10 years.

Documentation can be in the form of a signed immunization card or statement from you healthcare provider or health department that documents the date the Tetanus Booster or TdaP were administered.

Tuberculin (TB) Skin Test:

Initially, a two-step tuberculin test is required of all nursing students. You may obtain the two-step TB test from your health care provider or from a public health department. Dates and results of the test are a mandatory part of the documentation to begin nursing courses.

The second TB skin test must be given no more than 3 weeks following the first one. The second TB skin test must be read in 48-72 hours. This two-step TB skin test will thus require a total of 4 office appointments.

If you have had a TB skin test that reacted positively, you will need to provide documentation from your health care provider that you have had a chest x-ray that is negative for active tuberculosis, OR if you have had a negative TB chest x-ray, you can provide a TB symptom assessment statement from your healthcare provider that verifies you are free of tuberculosis.

Cardiopulmonary Resuscitation (CPR) Certification:

CPR certification can be obtained at your local hospital, or from many local fire stations. If you take a CPR class, it **MUST** be for the American Heart Association Basic Life Support and it must cover infant through adult ages.

CPR certification offered by the American Heart Association-BLS is good for two years.

Drug Use and Testing:

In accordance with De Paul University policies, the Department of Nursing will impose disciplinary sanctions upon any student found to be in violation of laws or policies relating to the unlawful possession, use, or distribution of drugs or alcohol. Nursing students may be required to have a ten-panel drug screen based on clinical affiliates' requirements. Release forms must be signed to have the results sent to the Department Manager, De Paul Nursing.

If a student's drug test is positive, secondary or confirmatory testing will be performed and the student will be expected to cooperate with interviews and follow-up procedures to ascertain and endeavor to confirm whether there was an explanation for the

positive test result that did not involve illegal conduct, e.g., ingestion of lawful drugs, food, or beverages that could cause positive results.

If the positive test is confirmed and no sufficiently credible explanation of relevant lawful conduct is forthcoming, clinical placement in a clinical course and successful completion of the program will be jeopardized due to failure to qualify for placement and/or successful completion of the program. Students with confirmed positive tests and/or no sufficiently credible explanation of relevant lawful conduct will be advised that the De Paul University Department of Nursing cannot place them in a clinical setting. As a result, a student would not be able to complete the requirements of the program.

APPENDIX

DEPAUL
UNIVERSITY

Department of Nursing



Student Faculty Contract

Name:

Date:

I have been placed on a warning contract for the following reason(s):

The following decisions have been made and have been discussed with me:

Failure to meet the above will result in the following action:

Progress Summary:

Faculty Signature

Date

Student Signature

Date

Faculty Signature

Date

Student Signature

Date

CC: Student, Faculty, Student File, APR Committee Chair, Clinical Coordinator, Department Chair

DEPAUL UNIVERSITY

Department of Nursing



Professional Development Guidelines

Preparation for the professional practice of nursing requires more than the acquisition and application of knowledge. Therefore, in addition to the academic criteria listed in the progression and retention policies in the nursing student handbook and the university student handbook, the student must demonstrate:

1. Appropriate and respectful interpersonal relations and communication with clients, peers, faculty and other health care personnel.
2. Responsible fulfillment of class and practicum obligations, including timely, safe provision of nursing care in the practicum setting based on sufficient knowledge; and
3. Honesty and integrity in all academic and professional matters.

These expectations are minimally essential to professional nursing practice and should be met in both classroom and clinical settings however individual instructors may stipulate other rules for professional behavior as appropriate to the course and as outlined in the syllabus. The following are examples of behavior that may hinder maximum professional growth and competence as a professional nurse and are specifically discouraged:

Tardiness is defined as arriving 5 minutes after clinical or lab has been started by the instructor. Tardiness in the clinical setting can place a client or peer in an unsafe situation. You must speak in person (face to face, phone) to your clinical instructor if you are going to be tardy or absent in either lab or clinical. Calling the school or facility, leaving a message, or sending e-mail is not acceptable. Two tardies may result in course failure.

Absences are also very serious and difficult to make up. Because of this, one clinical/lab absence will result in a student faculty contract. Clinical instructors will work with the team leader to determine the method of making up missed clinical experiences. Additional absences from clinical may result in failure to meet clinical outcomes and a failing grade. Make-up for clinical or lab sessions must be approved by the lead teacher or designee.

Late work is a reflection of poor organizational habits as well as being unprepared for classroom or clinical learning. All late work must be negotiated well in advance of the assignment due date. Simply informing the instructor that you intend to be late with an assignment is not acceptable. Any late work not

negotiated with in advance with the instructor or any two instances of late work in a course will result in a student faculty contract.

Disrespectful behavior is defined as inappropriate verbal or non-verbal behavior that is offensive, argumentative, ill-informed, or lacking in sensitivity to the dignity of any individual. Disrespectful behavior in the clinical setting creates a non-therapeutic and unsafe environment. In the academic setting, it creates a hostile environment and is a violation of academic integrity. Because of its serious consequences and potential threat to client safety, one instance of disrespectful behavior will result in a student faculty contract.

Dishonesty as a violation of professional ethics and standards is defined as the intentional falsification or omission of information that has the potential to mislead, harm, or take unfair advantage. Dishonesty may take many forms including plagiarism, documentation of inaccurate or unverified patient data, and failure to report unethical or unsafe professional practice. Dishonesty is most serious and can result in failure, suspension, or dismissal.

A **student faculty contract** specifies the exact professional behavior that is in need of development and the specific sanction that will be applied with the current or subsequent violations of professional guidelines. A pattern of tardiness, absences, late work, or disrespectful behavior may be considered unprofessional and result in **dismissal from the program**. Other less severe sanctions may include class or clinical suspension with compulsory makeup assignments, grade reduction, or special assignments involving library research and scholarly analysis of the problem behavior or missed material.