



# DEPAUL UNIVERSITY

## COLLEGE OF SCIENCE AND HEALTH

*School of Nursing*

### **Externship Student Handbook**

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The Director and Associate Directors of the DePaul University School 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 School 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 Director of the De Paul University School of Nursing.

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## **Mission of the Depaul University School of Nursing**

The Mission of the School 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 School of Nursing 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 School of Nursing**

Nursing is a learned profession with a distinct science and art. Students learn the practice of nursing through research and the study of diverse human and environmental patterns of health behavior as they affect individuals, families, and communities. Students incorporate scientific knowledge and the nursing process in their delivery of safe, ethical and quality care with deep regard for the differences along the dimensions of race/ethnicity, gender, class, sexuality, religion, heritage and language.

The focus of the faculty of the School of Nursing is the education and preparation of students for leadership roles in healthcare. Education is centered on providing care for persons and communities in both health and illness while conducting scientific research to generate knowledge that strengthens these endeavors. Critical thinking is emphasized, along with an insightful examination of society, thus affording students the opportunity to apply the science and art of nursing to promote and maintain health while upholding human dignity for the betterment of the community and society.

In keeping with the Vincentian values of DePaul University, students treat all human beings equally and with respect, and by doing so, are acting in the interest of the common good. The School of Nursing faculty is committed to education that will provide the foundation for a professional career as a caregiver, educator, leader, servant and scholar.

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.

## **Mentorship and Evaluation of Student**

A faculty member from the School of Nursing will be assigned as the primary mentor for students while they are participating in the externship program at The Facility. This mentor will act as a liaison to coordinate the educational experience for the student and will be the primary communicator on behalf of the Facility. Appropriate School and Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current practical learning and educational experiences offered to students. Students will be required to regularly meet with and maintain communication with their mentors.

## **Code of Student Responsibility**

While engaged in a learning experience on DePaul University's campus, externship students are expected to abide by all applicable policies set forth in DePaul University's Code of Student Responsibility: <http://www.depaul.edu/university-catalog/academic-handbooks/code-of-student-responsibility/general-information/pages/default.aspx>.

## **Cause for Removal from Externship Experience**

DePaul University may immediately remove any student participating in a practical learning or externship educational experience from DePaul University's premises for behavior that DePaul University deems to be an immediate threat to the health or welfare of its staff members, other students, visitors, or operations. In such events, DePaul University shall notify the externship student's school in writing of its actions and the reasons for its actions as soon as practical. If DePaul University desires to remove a student for any other reason, it shall notify the externship student's school in writing of the reasons for the removal and shall consult with the externship student's school before removing the student.

## **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, 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. An instructor may choose to file an academic integrity violation with the Facility (DePaul University) and the School. 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.

## Health Requirements

As a student nurse you should be aware of the need to protect yourself and the health of those you provide care for by maintaining updated health records. DePaul University and the School of Nursing have a specific set of Health Requirements for students, faculty, and externship participants. Before the specified start date of the externship, you must provide an attestation to the School of Nursing confirming your compliance with the Health Requirements. These requirements include:

Requirement	Timeline
Background Check	Current (within 1 year)
Drug Screen	Current (within 1 year)
Measles, Mumps, and Rubella (MMR) Titer	No expiration for titers
Varicella (Chicken Pox) Titer	No expiration for titers
Hepatitis B Titer	No expiration for titers
Tuberculosis Screening	Current (within 1 year)
Tetanus, Diphtheria, and Pertussis (Tdap) Immunization	Current (within 10 years)
Influenza Vaccination	Current season
CPR Certification	Current (within 2 years)
Proof of Health Insurance	Current

## Unprotected Exposures

In the event of any unprotected exposure to blood or body fluids, the student is to follow the procedures of the DePaul University School of Nursing Bloodborne Pathogens Exposure Control Plan: <http://csh.depaul.edu/departments/nursing/student-resources/Pages/Bloodborne-Pathogens-Exposure-Control-Plan.aspx>

## Student Injury and Incident Policy

If a student is injured (or involved in an untoward incident) at DePaul University while conducting learning or training activities, the student must notify the instructor or faculty member in charge of the activity immediately. The instructor or faculty member in charge must call 911 if the injury is serious. The instructor or faculty member is to notify DePaul Public Safety and follow university policy for all injuries.

All student injuries (or untoward incident) require that DePaul Public Safety be notified, that a public safety report is filed, and the DePaul Environmental Health and Safety Incident Report form (DEHSIR), which can be found here: <http://offices.depaul.edu/environmental-health-and-safety/forms/Pages/incident-report.aspx>, is completed. All must be completed within 1 business day of the incident. The incident must also be reported to the School of Nursing Safety Officer or the SON Safety Officer designee as soon as possible but no later than 1 business day after the incident. When reporting to the SON safety officer, the student is to include a copy of the completed DEHSIR. If a student reports an incident in which the harm to the student is not physical but rather psychological or emotional, faculty should notify the Director of

the School of Nursing who will direct the student to appropriate DePaul University resources.

Once the student has been seen by a health care professional for the injury (or untoward incident) and completed all reporting processes required by DePaul University, the student should contact his or her health care provider for any further treatment or health care follow-up that is needed. The student may wish to contact the DOS officer if the student has any concerns or questions.

## **Confidentiality**

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.

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. The student should adhere to the School of Nursing Social Media policy regarding maintenance of confidentiality and protection of privacy as it relates to communication via social media.

Sensitive or confidential information communicated by clients, advisors, mentors, or faculty to students may not be repeated to anyone outside of the direct care team. Care should be taken when in the corridors, lounge, classroom, dining rooms, or other public areas, so that conversations are not overheard.

## **Release and Publication of Written Material**

The externship student, the externship student's school, and DePaul University acknowledge that any person involved in the externship, or any on-campus persons accompanying the student during any duration of their externship must obtain express written approval of DePaul University and the externship student's school prior to releasing or publishing any materials relating to the practical learning and externship process. Students are responsible for the behaviors of their guests. A host assumes responsibility for their guests' compliance with all university policies and procedures. No student, guest, faculty, or staff member will release or publish any materials derived for, from or about the externship without prior written approval. If the student or any other persons related to the externship do not obtain express written approval prior to publishing any materials, the student will be considered in violation of DePaul's Student Code of Responsibility and disciplinary action will be taken.

## **School of Nursing Use of Social Media Policy**

The School of Nursing (SON) acknowledges the growing use of social media by faculty, staff, and students as well as the increasing use of social media for educational purposes. Regardless of the social media platform, the intent of this policy is to protect sensitive and confidential information and the reputations of all persons involved with the SON. Students, staff, and faculty should be thoughtful about how they present themselves as members of the DePaul University SON community and be aware that posted

information may be public for anyone to see, may be posted or forwarded by others, and may remain available for public viewing for many years.

The SON follows DePaul University's Social Media Guidelines, which can be accessed here: <http://www.depaul.edu/Pages/social-media-guidelines.aspx>, and recommends that all faculty, staff, and students be aware of these guidelines. In addition, when communicating via email, voicemail, or a social networking site, students, staff, and faculty will adhere to HIPAA and FERPA guidelines at all times and refrain from the reference or representation of confidential or sensitive student information through print, audio, or photographic media. They will refrain from stating or posting any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person within the SON or setting or agencies associated with the SON.

No student, staff, or faculty member will photograph or videotape any other person for person or social media use without express written permission of the person.

## Appendix A: Externship Handbook Agreement

I \_\_\_\_\_, have thoroughly read and will comply with the policies included the DePaul University School of Nursing Externship Handbook. I understand that failure to comply with the policies included in the Externship Handbook may result in termination of my externship.

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Externship Student Signature

\_\_\_\_\_  
Date