

**Metropolitan State University of Denver**

**College of Professional Studies**

**Department of Nursing**



**METROPOLITAN  
STATE UNIVERSITY<sup>SM</sup>  
OF DENVER**

**Student Policy Guide – Specialty Courses**

**Spring 2018**

**Changes to the student handbook can be made at any time. The department will make an effort to minimize changes however, when changes are made, students will be notified through their MSU Denver student e-mail.**

## **TABLE OF CONTENTS**

	<b>Page</b>
<b>WELCOME</b> .....	5
 <b>HISTORY</b>	
The University .....	5
The Department of Nursing.....	5
National Accreditation.....	6
 <b>NURSING MAJOR STUDENT HANDBOOK</b>	
Purpose .....	7
Content.....	7
 <b>SECTION I – Nursing Program</b>	
Mission .....	8
Philosophy .....	8
Curriculum Framework.....	10
Student Learning Outcomes .....	13
 <b>SECTION II – University Policies</b>	
Equal Opportunity and Americans with Disabilities Act.....	15
Reasonable Accommodation .....	16
Sexual Harassment .....	16
Family Educational Rights and Privacy Act (FERPA) .....	16
Incomplete.....	17
Grade Appeal .....	17
Religious Holidays .....	17
Academic Dishonesty.....	18
Inclement Weather Closures .....	19

# TABLE OF CONTENTS

Page

## SECTION III – Nursing Department Policies

Nursing Major Course Syllabi.....	20
Clinical Practice.....	20
Criminal Background Checks and Drug Screening Requirements .....	20
Communication .....	21
Minimum Functional Abilities for Admission, Progression and Completion of the Nursing Program .....	22
Observation.....	22
Communication .....	22
Motor .....	22
Intellectual, Conceptual, Integrative, and Quantitative Abilities.....	23
Behavioral and Social Attributes.....	23
Grading Policies.....	24
Performance Improvement Plan.....	25
Complaint Policy Procedure.....	27
Professional Behaviors .....	28
Unprofessional Behaviors .....	29
Drug/Alcohol Policy.....	30
Student Employment .....	30
Transportation.....	30

## SECTION IV – Classroom Policies

Classroom Expectations .....	31
Written Assignments .....	31
Examinations .....	32
Recording Devices.....	32
Use of Computers in the Classroom.....	32

## SECTION V – Laboratory Policies

Lab Expectations .....	33
Lab Responsibilities .....	33

## SECTION VI – Clinical Policies

Clinical Expectations.....	33
Clinical Attendance .....	34
Clinical Absence Policy .....	35
Inclement Weather Closure .....	35
Clinical Responsibilities .....	36
HIPAA Regulations.....	36
List of Procedures Students Cannot Perform in the Clinical Setting .....	37

Professional Appearance .....	38
Safe Practice Responsibilities .....	39
Unsafe Practice .....	39
Release of Information Requirements.....	39
<b>SECTION VII – Student Acknowledgement.....</b>	<b>40</b>

## **WELCOME**

The Administration, Faculty and Staff welcome you to the Department of Nursing and congratulate you on your acceptance into the nursing Specialty Courses.

This Student Policy Guide presents the policies, procedures and general information intended to assist you as you are enrolled as a student in the nursing program. As a student in the MSU Denver nursing program, you are responsible for all information in the Metropolitan State University of Denver's (MSU Denver) Catalog, the MSU Denver Student Handbook, this Department of Nursing Student Policy Handbook and all Department of Nursing Course Syllabi in printed or on-line versions. Failure to read and understand the policies and procedures contained in these documents and other appropriate documents and/or failure to contact an Academic Advisor does not relieve the student of this responsibility.

## **HISTORY**

### **The University**

Metropolitan State College, established by the Colorado State Legislature in 1965 as a baccalaureate degree granting institution, was renamed Metropolitan State College of Denver (Metro State) in 1990. As of June 7, 2002, Metropolitan State College of Denver has been governed by the Metropolitan State College of Denver Board of Trustees appointed by the Governor of Colorado. Authorized by Colorado's legislature, Metropolitan State College of Denver was renamed Metropolitan State University of Denver (MSU Denver) on July 1, 2012.

### **The Department of Nursing**

In 1967 the nursing program began as an associate degree program within the Department of Nursing and Allied Health. The Department implemented a baccalaureate registered nurse completion option (BRNCO) in 1973, transferring the associate degree program to Community College of Denver in 1974. The BRNCO provides baccalaureate nursing education to Registered Nurses (RNs) with an associate's degree or a diploma in nursing under the Colorado Nursing Articulation Model.

In 2004, the Department of Nursing implemented the Accelerated Nursing Option (ANO). The ANO provides baccalaureate nursing education to students with a previous non-nursing baccalaureate degree.

The Department of Nursing implemented a Traditional Nursing Option (TNO) in spring 2014 to offer baccalaureate nursing education for students.

Nursing education at MSU Denver has been offered within the Department of Nursing and Allied Health, the Department of Nursing and Health Care Management, and the Department of Health Professions. Since July 1, 2002, the Department of Nursing has been a department separate from the other health profession programs at MSU Denver.

## **National Accreditation**

The Baccalaureate Registered Nurse Completion Option (BRNCO) received initial accreditation from the National League for Nursing in 1976. On-going national accreditation has remained in place through the National League for Nursing Accrediting Commission (NLNAC) recognized as a national accrediting agency by the U.S. Department of Education. NLNAC granted accreditation to the Accelerated Nursing Program (ANO) at its inception in 2004.

The MSU Denver Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly the National League of Nursing Accrediting Commission (NLNAC). In July 2013, the Board of Commissioners granted continuing accreditation to the MSU Denver baccalaureate nursing program for eight years. The next scheduled evaluation visit will be in spring 2021. The ACEN may be contacted at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; by telephone at 404-975-5000; or via the Internet at [www.acenursing.org](http://www.acenursing.org).

# **NURSING MAJOR STUDENT HANDBOOK**

## **Purpose**

The purpose of this handbook is to provide information for the student about the guidelines, policies and procedures of the Nursing Program at Metropolitan State University of Denver. It is imperative that you read and understand the content of this handbook. You are also required to sign and date the acknowledgement of receipt form on the last page of the handbook. Please make an appointment with your academic advisor for further interpretation of the content and/or to clarify concerns or questions.

## **Content**

The guide is divided into seven sections plus appendices:

1. Nursing Program Mission, Philosophy, Student Learning Outcomes and Curriculum Framework
2. University Policies
3. Nursing Department Policies
4. Classroom Policies
5. Laboratory Policies
6. Clinical Policies
7. Student Acknowledgement

## SECTION I

### NURSING PROGRAM MISSION, PHILOSOPHY, LEARNING OUTCOMES and CURRICULUM FRAMEWORK

#### Metropolitan State University of Denver Department of Nursing

##### MISSION

The mission of the Department of Nursing is to provide a high quality, accessible, enriching education to students pursuing a baccalaureate degree in nursing. Our learning community cultivates graduates who are prepared with the knowledge, skills and competencies to advance professional nursing practice in a diverse, global and technological society. The Department of Nursing is committed to academic excellence, collaborative community involvement and promotion of scholarly achievement. The mission of the Department of Nursing is congruent with the missions of Metropolitan State University of Denver and the College of Professional Studies.

##### PHILOSOPHY OF NURSING EDUCATION

The nursing faculty believe that nursing education is a dynamic, intellectual process that prepares students for professional nursing practice in a changing healthcare delivery system. Baccalaureate nursing education incorporates knowledge from the natural sciences, social sciences and nursing. The goal of the nursing program is to prepare a generalist professional nurse to practice in current and future healthcare delivery systems.

The nursing faculty believe in promoting educational mobility by offering the following nursing educational options: the Baccalaureate Registered Nurse Completion Option (BRNCO), the Accelerated Nursing Option (ANO), and the Traditional Nursing Option (TNO). The Essentials of Baccalaureate Education for Professional Nursing Practice published by The American Association of Colleges Nursing, and the Quality and Safety Education for Nurses (QSEN) competencies are used as foundational documents for curriculum development.

The nursing faculty plan and implement a nursing education program using the four concepts of the nursing paradigm (Patient, Nursing, Health and Environment). The following statements describe the beliefs of the nursing faculty about these concepts:

**Patient** - Individuals, families, groups, communities or populations who are the recipients of nursing care. Patients are diverse and complex with unique characteristics and health needs. Patients may function in independent, interdependent or dependent roles and may seek or receive nursing care related to disease prevention, health promotion, or health maintenance as well as illness and end of life care (AACN, 2008).

**Nursing** - An interactive process involving the provision of care to patients by nurses. Nursing is a professional discipline that integrates both theory and clinical practice. Nursing is both an art and a science. The science of nursing is based upon an evolving body of knowledge that is derived from evidence-based practice. The art of nursing is evidenced by nursing care that is ethical, person-centered, compassionate and caring (Chinn & Kramer, 2004).

**Health** - A dynamic state defined by the patient at any given point in time. Health is influenced by a constantly changing environment. Health encompasses the physical, psychosocial, cultural and spiritual dimensions of the patient.

**Environment** - The external and internal physiological, psychological, sociocultural and spiritual factors affecting patients. Patients are in constant interaction with the environment. Professional nurses consider the impact of the local, regional, national and global environment when nursing care is delivered.

### **Educational Philosophy**

The educational philosophy of the Department of Nursing is focused on learner-centered educational experiences. Faculty are facilitators and mentors for students in the learning process. Faculty recognize that students have diverse learning styles. Faculty use a variety of instructional strategies in a dynamic teaching-learning process that engages students in learning. Students are active participants in the learning process. Nursing faculty incorporate interactive learning experiences throughout the curriculum that promote student critical thinking and clinical reasoning skills.

Principles of Adult Learning Theory are incorporated throughout the curriculum. A characteristic of Adult Learning Theory is self-directed learning (Merriam, 2001). This principle is incorporated throughout the nursing educational program. Faculty believe that as adult learners, students are responsible for their learning with guidance from the faculty. Instructional strategies are structured according to this principle, so that beginning courses include more introductory material and lecture formats which progress to courses which apply previous learning to new and diverse situations.

Students are valued for prior life and learning experiences. As examples, ANO students hold a prior baccalaureate degree and are frequently asked to contribute information from previous learning when pertinent to the discussion. BRNCO students are awarded 30 credits for prior learning in their completed associate degree or diploma nursing program.

### **Baccalaureate Generalist Graduate**

The nursing faculty support the assumptions identified by the American Association of Colleges of Nursing (2008) that the baccalaureate generalist graduate is prepared to:

- practice from a holistic, caring framework;
- practice from an evidence base;

- promote safe, quality patient care;
- use clinical/critical reasoning to address simple to complex situations;
- assume accountability for one's own and delegated nursing care;
- practice in a variety of healthcare settings;
- care for patients across the health-illness continuum;
- care for patients across the lifespan;
- care for diverse populations;
- engage in care of self in order to care for others; and
- engage in continuous professional development.

## **CURRICULUM FRAMEWORK**

The curriculum is organized to support student learning throughout the nursing program. Course content is sequenced from simple to complex with a progressive focus on the individual, families, groups, communities and populations. Beginning courses in the curriculum provide foundational theory for application in clinical practice settings.

The curriculum framework provides direction for course content and learning activities to meet the program student learning outcomes. The curriculum is organized so that five major concepts are interwoven and progressively developed across the nursing educational program. The five concepts are: Communication, Critical Thinking and Clinical Reasoning, Patient Safety, Leadership and Management, and Professionalism and Professional Values.

**Communication** – The process of exchanging information between individuals using a common language, symbols or behavior. Communication occurs in several forms, including verbal, written and non-verbal. Effective communication is characterized by active listening, accurate interpretation and appropriate responses. Therapeutic communication is the hallmark of communication between the patient and the nurse.

**Critical Thinking and Clinical Reasoning** – Professional nurses must possess excellent critical thinking and clinical reasoning skills in providing quality healthcare to patients. The American Association of Colleges in Nursing defines critical thinking as: All or part of the process of questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity. Critical thinking underlies independent and interdependent decision making (AACN, 2008, p. 36).

Clinical reasoning is “the cognitive process that uses both inductive and deductive cognitive skills to simultaneously gather and evaluate assessment data” (Simmons, Lanuza, Fonteyn, & Hicks, 2003, p. 701). Clinical reasoning requires the ability to discern the relevance of evidence to a particular clinical situation. Clinical reasoning often occurs within situations involving the individual, family, community and the nurse. (Benner, Hughes, Sutphen, 2008).

**Patient Safety** – Professional nurses play a critical role to provide for patient safety. The Quality and Safety Education for Nurses project (QSEN) developed six competencies to address the challenge of preparing future nurses with the knowledge, skills and attitudes (KSA) necessary to continuously improve quality and safety for patients ([www.qsen.org](http://www.qsen.org)).

The six QSEN competencies are: patient centered care, team work and collaboration, evidence based practice, quality improvement, informatics, and safety (www.qsen.org). The baccalaureate nursing graduate implements safety principles and works with others on the healthcare team to create a safe environment for care delivery (AACN, 2008).

**Leadership and Management** - Organizational and systems leadership and management skills are critical to promoting high quality patient care. According to AACN (2008, p. 13), “leadership skills are needed that emphasize ethical and critical decision making, initiating and maintaining effective working relationships, using mutually respectful communication and collaboration within interprofessional teams, care coordination, delegation, and developing conflict resolution strategies. Basic nursing leadership includes an awareness of complex systems, and the impact of power, politics, policy and regulatory guidelines on these systems.”

The baccalaureate generalist nurse manages care transitions, is an active participant on the interprofessional team and develops working skills in delegation, prioritization and oversight of care (AACN, 2008).

**Professionalism and Professional Values** - Professionalism is defined as “both having a unique or special knowledge and the self-imposed obligation to serve the community” (Bryan-Brown & Dracup, 2003, p. 394). Professionalism involves accountability for one’s self and nursing practice, including continuous professional engagement and lifelong learning. Baccalaureate education includes the development of professional values and value based behavior (AACN, 2008).

## References

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**Metropolitan State University of Denver**  
**Department of Nursing**  
**Mid-Program Student Learning Outcomes**

At the end of the second semester of the nursing program the student will be able to:

**Communication:**

Demonstrate effective therapeutic communication skills when providing nursing care to patients (individuals and families).

**Critical thinking and clinical reasoning:**

Interpret current evidence.

**Patient safety:**

Examine how the QSEN competencies can be used in the delivery of nursing care.

**Leadership and management:**

Interpret the impact of power, politics, policy and regulatory guidelines on the health of patients (individuals and families).

**Professionalism and professional values:**

Examine personal development of professional values and value based behavior.

**Metropolitan State University of Denver**  
**Department of Nursing**  
**End of Program Student Learning Outcomes**

At the end of the final semester the graduate will be able to:

**Communication:**

Examine the effectiveness of therapeutic communication skills when providing nursing care to patients (individuals, families, groups, communities and populations).

**Critical thinking and clinical reasoning:**

Appraise current evidence and compare it with institutional policy.

**Patient safety:**

Integrate the QSEN competencies into the delivery of nursing care.

**Leadership and management:**

Analyze the impact of power, politics, policy and regulatory guidelines on the health of patients (individuals, families, groups, communities and populations).

**Professionalism and professional values:**

Evaluate personal development of professional values and value based behavior.

## **SECTION II**

### **UNIVERSITY POLICIES**

**NOTE: Students are responsible for all policies and procedures contained in the Metropolitan State University of Denver Student Handbook and University Catalog.**

#### **Equal Opportunity and Americans with Disabilities Act**

MSU Denver is an equal opportunity employer; applications from minorities and women are particularly invited. MSU Denver does not discriminate on the basis of race, color, creed, national origin, sex, age, sexual orientation, gender identity and expressions or disability in admissions or access to, or treatment or employment in, its educational programs or activities.

Inquiries concerning the University grievance procedures may be directed to the designated MSU Denver officials:

Inquiries concerning Title VI and Title IX may be referred to: MSU Denver Office of Equal Opportunity, Campus Box 63, P.O. Box 173362, Denver, CO 80217-3362, (303) 615-2060.

Inquiries concerning the Americans with Disabilities Act (ADA) or 504 may be referred to Amanda Berry, Benefits Manager, MSU Denver, Campus Box 67, P.O. Box 173362, Denver, CO 80217-3362, 303-605-5321; Mr. Steve Monaco, Student ADA Coordinator, 303-556-2525; Mr. Greg Sullivan, Director Access Center, MSU Denver, Campus Box 56, P.O. Box 173361, Denver, CO 80217-3361, 303-615-0200.

Otherwise, all inquiries may be referred to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Denver, CO 80204, (303) 844-3723.

## **Reasonable Accommodation**

Metropolitan State University of Denver is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance, attendance, or grades in class and are requesting accommodations, then you must first register with the Access Center, located in the Plaza Building, Suite 122, 303-615-0200.

The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Accommodations will not be granted prior to receipt of your faculty notification letter from the Access Center. Please note that accommodations are never provided retroactively (i.e., prior to the receipt of your faculty notification letter.) Once course faculty is in receipt of your official Access Center faculty accommodation letter, the faculty would be happy to meet with you to discuss your accommodations. All discussions will remain confidential. Further information is available by visiting the Access center website [www.msudenver.edu/access](http://www.msudenver.edu/access).

## **Sexual Harassment**

The University prohibits any person, including employees, invitees and students, from making unwelcome sexual advances, or requests for sexual favors, or any other unwelcome verbal or physical conduct of a sexual nature where such advances, requests or conduct have the purpose or effect of: (1) unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or educational environment; or (2) when it is obvious or implied that submission to such conduct is a condition of an individual's employment or academic evaluation or will be used for the basis of any employment or academic decision (all such conduct is described in this policy as "Sexual Harassment").

The University does not tolerate Sexual Harassment in any form. No employee, invitee, or student should be subjected to unsolicited and unwelcome sexual overtures or behavior. No employee, invitee or student should be led to believe that any employment or academic opportunity or benefit will in any way depend on his or her cooperation with sexual demands or submission to an offensive sexual environment.

## **Family Educational Rights and Privacy Act (FERPA)**

Metropolitan State University of Denver maintains educational records for each student who has enrolled at the University. A copy of the University's policy on student educational records may be obtained from the Office of the Registrar, Student Success Building, Suite 160. Under the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC 1232g, and the implementing regulations published at 34 CFR part 99.

## **Incomplete**

Policies related to course incompletes can be found in the current university catalog.

## **Grade Appeal**

Students in the Department of Nursing who believe a course grade has been incorrectly awarded may appeal that grade according to the Grade Appeal Policy specified in the Metropolitan State University of Denver Student Handbook.

## **Religious Holidays**

The Department of Nursing follows the University policy regarding class attendance on religious holidays:

University Policy - Class Attendance on Religious Holidays:

1. Students who, because of their sincerely held religious beliefs, are unable to attend classes, take examinations, participate in graded activities, or submit graded assignments on a particular day shall, without penalty, be excused from such classes and be given a meaningful opportunity to make up such examinations and graded activities or assignments provided that advance written notice that the student will be absent for religious reasons is given to faculty members during the first two weeks of the semester.
2. Nothing in the above policy shall require MSU Denver faculty members to reschedule classes, repeat lectures or other graded activities, or provide un-graded individualized instruction solely for the benefit of students who, for religious reasons, are unable to attend regularly scheduled classes or activities. However, presentations, critiques, conferences, and similar activities involving individual students shall be scheduled to avoid conflicts with such students' religious observances or holidays, provided that reasonable advance notice of scheduling conflicts is given to faculty members.
3. Because classroom attendance and participation is an important aspect of learning, MSU Denver students should not register for courses if regularly scheduled classes or activities routinely conflict with their religious observances of holidays (e.g., conflicts resulting in weekly absences for an entire semester).
4. Any MSU Denver student who believes that an MSU Denver faculty member has violated this policy is entitled to seek relief under section V of the MSU Denver Equal Opportunity Grievance Procedure.

Clinical shifts are regularly scheduled on weekends and may be scheduled on holidays. Attendance is mandatory for students.

## Academic Dishonesty

In a practice discipline such as nursing where the public trust is central, academic dishonesty is a serious offense. Dishonesty of any kind at the University diminishes the quality of the scholarship and learning experience for everyone on campus. The Department of Nursing faculty affirms the University stance on dishonesty, cheating, plagiarism, or any other related behavior, as stated in the Metropolitan State University of Denver Student Handbook. An act of academic dishonesty may lead to penalties such as a reduction in grade, probation, suspension, or expulsion.

The faculty affirms the University's stance on dishonesty, cheating, plagiarism, etc., as stated in the MSU Denver Student Handbook. The following information is published on the MSU Denver Dean of Students web site:

Academic dishonesty is a serious offense because it diminishes the quality of scholarship and the learning experience for everyone on campus. An act of academic dishonesty may lead to such penalties as reduction of grade, probation, suspension, or expulsion.

<b>Cheating</b>	<ul style="list-style-type: none"> <li>• Use of any unauthorized assistance in taking quizzes, tests, or examinations</li> <li>• Dependence upon the aid or sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments</li> <li>• Acquisition, without permission, of tests or other academic material belonging to a member of the University faculty, staff or other student</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Unauthorized collaboration on an assignment (e.g., project or homework) without permission from the instructor</li> </ul>
<b>Fabrication</b>	<ul style="list-style-type: none"> <li>• Intentional or unauthorized falsification or invention of any information, data or citation in an academic exercise</li> </ul>
<b>Facilitation of Academic Dishonesty</b>	<ul style="list-style-type: none"> <li>• Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty</li> </ul>
<b>Multiple Submissions</b> (e.g., submitting one paper to more than one class)	<ul style="list-style-type: none"> <li>• Submission of written work assigned for one course to a second course without having received prior permission from both professors</li> </ul>

<b>Plagiarism</b>	<ul style="list-style-type: none"> <li>• Use by paraphrase or direct quotations, of the published or unpublished work of another without full and clear acknowledgment</li> <li>• Unacknowledged use of materials prepared by another person or agency that may or may not be engaged in the selling of term papers or other academic material</li> </ul>
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Procedures and Possible Sanctions (Include but are not limited to the following:)

**Procedures**

- The instructor makes initial judgment
- The instructor reports the incident in writing within twenty working days to the student, department chair and Student Conduct in the Dean of Students Office.

**Sanctions**

- Student Conduct has the discretion to consult with the faculty member or Academic Affairs to determine if institutional sanctions should be invoked, such as suspension, expulsion, probation, verbal reprimand, or other sanctions as appropriate
- A permanent "F" grade for the course may be assigned by the instructor that is not subject to the University's "Last Grade Stands" policy, unless altered pursuant to the MSU Denver's grade appeal procedures
- The instructor also reserves the right to assign an appropriate grade for a specific assignment or the course as a whole

<http://www.msudenver.edu/deanofstudents/studentconduct/academicintegrity/academicdishonesty>

**Inclement Weather Closures**

Decisions to close the campus for the day and evening are made prior to 5:30 a.m. and decisions to close the campus for the evening block starting at 4:00 p.m. will be made prior to 2:00 p.m. The Campus Emergency Closure Line is 1-877-556-3637. This line accesses an updated 24-hour recorded message. The cancellation of classes or closure of the Auraria Campus is announced over local radio and TV stations.

Closure of the campus does not correlate directly with cancellation of clinical experiences. Decisions regarding clinical experiences, while guided by the decision of the campus officials, are made collaboratively with clinical faculty, course faculty, the Department Chair and facility representatives when appropriate, and depend on location, timing and concerns about student, faculty and patient safety. A student who makes an individual decision not to attend clinical due to inclement weather must follow all notification and make-up procedures.

## **SECTION III**

### **NURSING DEPARTMENT POLICIES**

#### **Nursing Major Course Syllabi**

Each nursing syllabus is considered the student-teacher agreement for that specific course. The course objectives are your guide for achieving in the course. The faculty will carefully explain the requirements of each course during the first week of the course. If you have questions or need clarification, please make an appointment with the course faculty member early in the semester.

Evaluation measures (grading) may vary from course to course or semester to semester. Please be sure you understand the evaluation policy. Students are responsible for information presented in class. If it is necessary to miss a class, arrangements should be made with another student to get the information. It is expected that you will advise your instructor in advance of any expected absence.

#### **Clinical Practice**

Clinical experiences are offered in a variety of agencies. Student clinical placements in the agencies are assigned according to available resources. Students do not have the option to refuse an assigned placement. It is the student's responsibility to have transportation to all agencies. In order to remain in the clinical rotation, all Health and Safety Requirements must be met according to the instructions and due date established by the Clinical Placement Manager or the student must withdraw from the course.

#### **Criminal Background Checks and Drug Screening Requirements**

Clinical facilities require background checks and drug screening of students coming to their facilities. The Department of Nursing provides information on background checks and drug screening for incoming students. Background checks and drug screenings are completed at the students' expense. Occasionally, facilities require additional background checks or drug screening later in the program. Students must also bear the expense for any additional screening required. A list of disqualifying offenses can be found on the Department of Nursing website at <http://www.msudenver.edu/nursing/programinformation/>. Background checks and drug screens must be completed by the deadline identified by the Department of Nursing to begin/progress in the nursing program. Applicants must successfully pass a criminal background check and drug screen prior to admission. The drug screen will test for controlled substances, including marijuana and marijuana derivatives. Re-testing is not allowed.

Completion of the MSU Denver Department of Nursing background check and drug screen does not guarantee clinical placements throughout the nursing program. Clinical facilities may have additional requirements regarding background checks and drug screens, including but not limited to the following:

- completing facility specific background checks and drug screens throughout the nursing program. In these cases, satisfactory completion of the background check and drug screen is determined by the clinical facility.
- providing a copy of the background check and drug screen completed for admission to the MSU Denver nursing program to one or more clinical facilities throughout the nursing program, including uploading a copy of the background check and/or drug screen into an electronic database such as myClinicalExchange.
- possible denial of a student placement by a facility based on meeting facility-specific disqualifying offenses found in the background check and drug screen.

The nursing program will make every reasonable effort to place a student; however, the nursing program does not guarantee alternative clinical placements in situations where the student has been denied placement by a facility.

### **Communication**

Electronic communication is an official means of communication for the University. According to the MSU Denver Electronic Communication policy:

University use of electronic communication: Email and personal portal announcements are an official means of communication to students, faculty and staff within MSU Denver. The email address assigned to each student, faculty and staff member, as recorded in the Banner System, will be the official email address of record for communications with students, faculty and staff. Students, faculty and staff will be deemed to have read emails sent to that address.

Expectations regarding use of portal announcements and email: Students, faculty and staff are expected to check personal portal announcements and their official MSU Denver email address inbox on a frequent and consistent basis in order to stay current with University communications. Students, faculty and staff have the responsibility to recognize that certain communications may be time-critical.

The Department of Nursing expectation is that students check their MSU Denver email address inbox on a daily basis.

## **Minimum Functional Abilities for Admission, Progression and Completion of the Nursing Program**

The Metropolitan State University of Denver Department of Nursing has identified essential functions of performance that are required to provide safe patient care, with or without reasonable accommodation. The following essential functions have been adopted by the Metropolitan State University of Denver nursing program for admission, progression, and graduation of all nursing students:

### **Observation**

The student must be able to observe lectures, laboratory demonstrations and practice situations in nursing. She/he must be able to observe health assessments and interventions, diagnostic specimens and digital and waveform readings to determine a client's condition. Observation necessitates the functional use of vision, hearing, touch and smell as well as adequate motor capability to conduct assessment activities. Examples in which observational skills are essential include detecting changes in skin color or condition and drawing up the correct quantity of a medication into a syringe.

### **Communication**

A student must be able to communicate effectively with patients, faculty, peers, and all members of the health care team. A student must be able to communicate in English both verbally and in written form with faculty and peers. He/she must communicate with patients to ascertain information regarding history, mood and activity, and to perceive nonverbal communications. Speech, hearing, reading, writing and computer literacy are required forms of communication. Students must be able to teach, explain, direct and counsel patients. Students must be able to effectively communicate with other members of the health care team.

### **Motor**

A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities and sense of smell to carry out nursing procedures. He/she must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers. A student should be able to do basic laboratory tests (e.g., glucometer) and perform patient care procedures (e.g. tracheostomy care, urinary catheterization, and use of pulse oximetry). He/she must be able to execute motor movements reasonably required to provide routine and emergency care and treatment to patients. Examples of emergency treatment reasonably required of nurses are cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, and opening of obstructed airways.

### **Intellectual, Conceptual, Integrative, and Quantitative Abilities**

The student must be able to solve problems involving measurement, calculation, reasoning, memory, analysis and synthesis. He/she must be able to synthesize knowledge and integrate the relevant aspects of a client's history, physical findings and diagnostic studies. The student must be able to use this information to develop a nursing diagnosis, establish priorities and monitor treatment plans and modalities. Examples in which cognitive skills are essential include synthesis of client data to identify and execute a plan of nursing care in a timely manner and appropriate revision of the plan of care in a timely manner.

### **Behavioral and Social Attributes**

A student must have the capacity to demonstrate full utilization of her/his intellectual abilities, emotional stability, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of clients. A student must have the capacity to develop mature, sensitive and effective therapeutic relationships with clients, including establishing and maintaining professional boundaries. A student must have the capacity to control impulses and develop empathy. He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress. As a component of nursing education, a student must demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

## **Grading Policies**

### **Methods of Evaluation:**

A minimum grade of C (77.0%) is necessary in all required nursing courses to be eligible to progress. Nursing grades are computed following a scale that is approved by Department of Nursing. All lab components and clinical components for all nursing courses must be passed to pass the course.

### **Department Grading Scale:**

A	93-100
A-	91-92
B+	89-90
B	86-88
B-	83-85
C+	80-82
C	77-79
D	69-76
F	Below 69

Students must achieve 77.0% average on all exams before class projects and papers are computed into the course grade. Students scoring less than the requisite 77.0% on exams will earn a final grade which reflects the grade on exams only. Students scoring 77.0% or above will be credited with the scores earned from all components of the course. All graded and non-graded course requirements must be completed. No re-writes of papers and/or assignments are allowed. Extra credit is not an option.

### **Rounding Policy**

Final course grades are calculated to the first decimal place and rounded to the nearest whole number. As an example 83.5 is rounded to 84%.

Exam scores are calculated to the first decimal place and are not rounded.

### **Academic Jeopardy**

Any student who earns below 77% on any exam or assignment may be at risk for course failure. It is expected that students who earn below 77% will meet with the course instructor to develop a plan for success.

## **Performance Improvement Plan**

### **Purpose**

This policy/procedure will address how feedback/evaluation is utilized to promote student academic and professional growth while enrolled in the MSU Denver Nursing Program. The Department of Nursing strives to educate nurses who demonstrate competence, safety and professional behavior in didactic, laboratory and clinical settings. We believe that feedback /evaluation is essential to strengthen student learning and facilitate progress throughout the program.

Feedback/evaluation is defined as the assessment and review of the student in all areas of performance: classroom, laboratory, clinical and professional behavior. The feedback is intended to serve as a means of notifying the student about areas of concern related to performance. This policy also allows an opportunity for the student to develop a plan for improvement as they progress through the program.

### **Procedure**

When a faculty member identifies an area of concern or unsatisfactory progress the information will be documented on an “Unsatisfactory Progress Notice.” The faculty will meet with the student face to face and discuss the areas for improvement. Together the student and the faculty will develop a learning plan for success. The faculty will provide a signed copy of the completed form to the student and the student’s advisor. A copy will also be placed in the student’s file. In some cases, the form may be forwarded to subsequent course faculty to ensure continuity of expectations.

**Metropolitan State University of Denver  
School of Professional Studies  
Department of Nursing**

**PERFORMANCE IMPROVEMENT PLAN**

**Purpose:** To alert a student who is not meeting course competencies and to provide additional academic advising or agreement for learning as necessary.

Student Name: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

**Substantiating Document/Rationale:** (use additional paper as needed)

**Areas Needing Improvement and Proposed Learning Plan:** (use additional paper as needed)

Faculty: \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_ Week of Semester/Module: \_\_\_\_\_

**To the student: This notice will be removed from all files  
upon successful completion of the program.**

## **Complaint Policy Procedure**

At the Metropolitan State University of Denver Department of Nursing, our goal is to deal openly, fairly and effectively with any complaint about the department. The Department of Nursing seeks to offer an appropriate resolution to anyone who is adversely affected by an action which fails to meet the department's standards. The procedure may be used by students, prospective students, any other organization of individuals outside the university community, and others.

Within the department, students are encouraged to address issues such as grades informally with faculty. If not resolved, the student may use the chain of communication to take the complaint to the Nursing Department Chair. The faculty and/or the Department Chair inform the student that such a process is available to them.

Any concerns or suggestions for improvement should come directly to the office of the Nursing Department Chair. A complaint is a formal allegation against the nursing program. Once the verbal complaint is received, the complainant will be asked to put the complaint in a hardcopy signed letter. If the complaint is not put in writing, it will not be considered a formal complaint. Regardless of where the complaint originates, the Department Chair will be contacted to discuss the complaint. At that point, a determination will be made about how the complaint can best be resolved.

Information about the Metropolitan State University of Denver complaint policy can be found on the University website.

Information about the Metropolitan State University of Denver grade appeal policy can be found (online) in the MSU Denver Student Policy Handbook and Academic Policy.

## Professional Behaviors

Students in the MSU Denver nursing program are representing the profession of nursing and the university. Certain expectations are made upon them when they are involved in any activity related to the program. These activities may occur within the classroom, lab, clinical facilities, the university and the community. Professional behaviors are those aspects of a professional that are not related to discipline-specific skills or knowledge but are none the less important for successful clinical practice.

The following information describes the professional behaviors for students in the nursing program:

### GENERIC ABILITY

#### 1. Commitment to Learning

### DEFINITION

The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.

#### 2. Interpersonal Skills

The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.

#### 3. Communication Skills

The ability to communicate effectively (i.e. speaking, body language, reading, writing, listening) for varied audiences and purposes.

#### 4. Effective Use of Time and Resources

The ability to obtain maximum benefit from a minimum investment of time and resources.

#### 5. Use of Constructive Feedback

The ability to identify sources of feedback and seek out feedback and to effectively use and provide feedback for improving personal interaction.

#### 6. Problem Solving

The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.

#### 7. Professionalism

The ability to exhibit appropriate professional conduct and to represent the profession effectively.

#### 8. Responsibility

The ability to fulfill commitments and to be accountable for actions and outcomes.

- |                                    |   |
|------------------------------------|---|
| 9. Critical thinking               | The ability to question logically, to identify, generate, and evaluate elements of logical argument; to recognize and differentiate fact, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.  |
| 10. Stress Management              | The ability to identify sources of stress and to develop effective coping behaviors.  |
| 11. Respect the opinions of others | Students shall not insult, slur or degrade instructors, other health professionals or students. (This ethics statement does not infringe upon a student's right to raise questions and request clarification but does modify the manner in which the question or clarification is brought forth.) |

### **Unprofessional Behaviors**

One or more of the following actions (or like actions) by a student could be considered grounds for immediate termination by the University and/or termination from the program:

- Behavior that creates a threat to the welfare of the patient/client.
- Behavior that creates a threat to the facility to which the student is assigned.
- Behavior that threatens the continued relationship between the university and the facility.
- Behavior that is discourteous or disrespectful.
- Violation of patient confidentiality.
- Failure to adhere to facility policy and/or procedures.
- Repeated failure to follow instructions.
- Arguing with peers, health care providers, patients, families, faculty and university staff.
- Use of offensive language.
- Refusal to carry out assigned duties.
- Failure to follow attendance procedures.
- Misrepresentation of personal competency level.
- Failure to alter behavior after constructive feedback.

Failure to meet required professional behavior standards.

Horizontal violence, incivility or “bullying” behaviors.

### **Drug/Alcohol Policy**

Please refer to the MSU Denver Student Handbook.

### **Student Employment**

Clinical shifts may be 8 to 12 hours and may include days, evening, and weekends. Clinical shifts are subject to last minute changes. Therefore, students’ personal commitments must remain flexible to accommodate program requirements.

### **Transportation**

Reliable transportation is required by the student for all assigned clinical placement sites.

## **SECTION IV**

### **CLASSROOM POLICIES**

#### **Classroom Expectations**

Students are expected to attend all classes for which they are registered, except in cases of illness or other emergencies. Class attendance policies are explained in individual course syllabi. Announcements, important information and handouts are given during class. Students who miss class are responsible for obtaining this information and material. Class schedules and course orientations will not be altered or rescheduled around a student's personal schedule, work schedule, family/friend events, or planned trips including trips with airfare.

Students are expected to come prepared for class and to maintain professional behavior in the classroom. Arriving late, leaving early, or being disruptive is unprofessional and unacceptable. Pagers or cell phones must be in off or vibrate only mode.

#### **Written Assignments**

Directions, explanations, and guidance regarding the preparation and evaluation of written assignments will be discussed in each course. Written papers will be expected to follow the professional standards of a formal university paper using the APA Style Publication (6<sup>th</sup> edition).

All assignments are due on the date indicated by the faculty unless prior arrangements have been made. A late penalty of 5% of the total assignment points will be assessed for each calendar day. Faculty retain the right to consider emergency, extenuating circumstances. Assignments will not be accepted after one week following the due date unless previous arrangements have been made with the faculty. Assignments will not be accepted after the last day of the course.

An anti-plagiarism software program is a resource that assists in the detection and deterrence of plagiarism by electronic comparison for textual similarity. The Department of Nursing uses the electronic anti-plagiarism software endorsed by the university. This is a tool to help educate students about plagiarism and proper citation techniques and to enhance academic integrity at the University. Students may be required to turn in written assignments both as a Microsoft Word document attachment and a paper copy by the published due date.

Students agree that continued enrollment in any course after the receipt of the course syllabus constitutes permission that all required papers may be submitted to the electronic anti plagiarism software for the detection of plagiarism and that all submitted papers will be retained as source documents in the software reference database and used solely for the purpose of detecting plagiarism of such papers. The faculty affirms the University's stance on dishonesty, cheating, plagiarism, etc., as stated in the MSU Denver Student Handbook. For more information, go to the student handbook located on the university web site.

Directions, explanations, and guidance regarding the preparation and evaluation of written assignments will be discussed in each course. Written papers will be expected to follow the professional standards of a formal university paper using the APA format.

Students who have difficulty with writing skills should seek assistance by appointment at the MSU Denver Writing Center. Students may be referred to the Writing Center as part of a remediation plan.

### **Examinations**

Students are expected to take all exams as scheduled. If the student does not contact the instructor prior to the regularly scheduled exam, points may be deducted for each day the student does not contact the theory instructor. If the alternate exam is not taken by the scheduled deadline, student will receive a grade of zero for that exam.

Any student not achieving a grade of C or greater on an exam is expected to make an appointment with the course faculty before the next scheduled examination.

1. The following grade penalties will be utilized when exams are not taken at the scheduled time:
  - The first exam not taken at the scheduled class time will result in a reduction of the exam grade by 4 percent.
  - Subsequent exams not taken at the scheduled class time will result in a reduction of the exam grade by 10 percent.
2. If an alternate exam is not taken by the time determined by the course faculty, the student will receive a zero for that exam.

### **Recording Devices**

Nursing faculty may give permission for students to record classroom/lab sessions based on the following policy. Classroom and lab materials are the property of the faculty and MSU Denver and are protected by federal copyright. These materials may not be published or quoted without the express consent of the faculty and without giving proper identification and credit to the faculty. Students who wish to record classroom/lab sessions may do so with faculty permission. These recordings may be used only by the student for the purpose of enhancing their individual study (understanding) of the material presented in class.

### **Use of Computers in the Classroom**

Students may use laptop computers or other electronic devices such as iPads in the classroom for learning purposes, such as taking notes or researching relevant course information on the internet. Any use of technology that distracts from the learning environment may be prohibited. Examples of activities that may restrict the use of laptops include messaging, game playing and surfing the Internet during class time.

## **SECTION V**

### **LABORATORY POLICIES**

#### **Lab Expectations**

Lab attendance is mandatory. Student work schedules, child care arrangements and transportation issues cannot be considered in determining lab assignments.

Nursing lab attendance is required in preparation for clinical attendance. Students must attend, participate and satisfactorily complete lab objectives. Students must refer to each course syllabi for specific additional lab expectations and/ or requirements. Arriving late, leaving early or being disruptive is unprofessional and may result in a course grade reduction. Failure to achieve lab objectives will result in course failure. Lab and simulation schedules and orientations will not be altered or rescheduled around a student's personal schedule, work schedule, family/friend events, or planned trips including trips with airfare.

#### **Lab Responsibilities**

Lab activities consist of viewing demonstration of technical skills, discussing the skill and clarifying questions. Each individual student is expected to practice each skill until proficiency is gained as specified for each skill. Students will participate in group discussion to problem solve and adapt procedures to various patient situations.

Each student must demonstrate selected psychomotor/technical skills satisfactorily to the instructor in the lab at the scheduled time before these skills are performed in the clinical setting. Evaluation of proficiency of lab skills will be done for selected procedures in accordance with the course syllabus. Satisfactory performance is determined by the nursing instructor. Failure to achieve satisfactory performance will prevent the student from participating in the clinical component and from continuing in the course.

Students are responsible for helping keep the lab in order and for returning equipment to appropriate storage areas when the lab is completed.

## **SECTION VI**

### **CLINICAL POLICIES**

#### **Clinical Expectations**

All clinical placements are arranged and confirmed by the Clinical Placement Manager. Student assignments will include day, evening, night, and weekend assignments as well as 8 and 12 hour shifts. Student clinical assignments may change at any time for reasons including individual student learning needs, administrative reasons or clinical facility availability. Students are responsible for providing their own transportation to the clinical facility. Students do not have the option to refuse an assigned placement. Clinical schedules and orientations will not be

altered or rescheduled around a student's personal schedule, work schedule, family/friend events, or planned trips including trips with airfare.

Current student contact information including, but not limited to, full name, social security number, date of birth, address and telephone number may be required by the clinical facilities, in order to facilitate access to patient data records. Every effort will be made to maintain and assure student privacy, per the facility requirements.

### **Clinical Attendance**

Clinical attendance is mandatory to achieve the objectives of each nursing course. Failure to meet the minimum number of required clinical hours in each course may result in a clinical unsatisfactory grade and failure of the course. In the unlikely event that a student must miss a clinical experience due to an emergency, a make-up experience will be required.

In cases of clinical absences, the student must call the assigned unit at your clinical facility at least one hour prior to the beginning of the assigned shift. Record the name of the person to whom you speak. Students must also contact their preceptor and clinical lab coordinator. Failure to contact appropriate nursing personnel regarding absence or tardiness may be grounds for failure of the course.

Arrival to clinical on time is an expected student and professional behavior. Tardiness is considered an unprofessional behavior. A pattern of tardiness may be grounds for failure of a course.

Students will not be able to attend clinical placements unless they have:

1. Completed the process as identified by the Department of Nursing to provide all immunization records which meet the MSU Denver nursing program and clinical facility requirements, and are kept current. Deadlines to complete the process must be met or the student will forfeit a placement in the course.
2. Current CPR certification in Basic Life Support for Health Care Providers. Must be the American Heart Association Healthcare Provider Course.
3. Met the clinical facility requirements regarding Federal OSHA and HIPAA standards, which includes annual testing on the standards and achieving the required score.
4. Completion of any facility requirements. Example: Giving electronic consent and uploading facility documents in My Clinical Exchange (mCE) or submitting documents to the Clinical Manager by the deadline given by the Clinical Manager.
5. Completion of criminal background check and evaluation for disqualifying factors, according to the MSU Denver Department of Nursing Policy. A list of disqualifying factors can be found on the Department of Nursing web page.
6. Proof of current health insurance coverage.

7. Proof of professional liability insurance.
8. Prepared for the clinical assignment.

**Failure to complete these requirements will result in students not being assigned to a clinical placement, being removed from a clinical placement and/or mandatory absence from clinical and may jeopardize the course grade.**

### **Clinical Absence Policy**

Clinical attendance is mandatory for all clinical experiences to achieve course objectives. In the event a student misses clinical time due to an *excused* absence, the student must make up all missed clinical hours.

**Excused absence** – In the event of verifiable illness or emergency, notify the clinical lab coordinator /instructor, **and** agency preceptor (if applicable) prior to the scheduled clinical. If an alternative clinical placement is offered as an option, the student will be flexible in completing all necessary alternative assignment times or assignments within the designated time frame. A student may not independently arrange an alternative assignment with a clinical agency. Only the Department of Nursing determines with the clinical agency whether an alternative assignment is feasible.

**Unexcused absence** - Any missed clinical learning experience for a reason other than a verifiable illness or emergency, or lack of timely notification for an excused absence to the clinical scholar/instructor **and** agency preceptor (if applicable) is considered an unexcused absence. Alternative assignments will not be provided for “no-shows” or when prior notification was not student-initiated, therefore resulting in a failing grade for the clinical rotation. In the event of an unexcused absence from clinical, a clinical failure may be warranted, resulting in course failure. Unexcused absences are subject to review by the nursing faculty.

### **Inclement Weather Closure**

Closure of the campus does not correlate directly with cancellation of clinical experiences. Decisions regarding clinical experiences, while guided by the decision of the campus officials, are made collaboratively with clinical faculty, course faculty, the Department Chair and facility representatives when appropriate, and depend on location, timing and concerns about student, faculty and patient safety. A student who makes an individual decision not to attend clinical due to inclement weather must follow all notification and make-up procedures.

## **Clinical Responsibilities**

Arrive on the unit at least 15 minutes prior to the beginning of the shift. Do not arrive late to the clinical setting. Arriving late is considered unprofessional behavior. Receive report and make initial assessment of the patient. Provide care at the appropriate educational level and within nursing scope of practice. Be prepared to participate in nursing care planning conferences and to communicate changing patient needs and/or pertinent facts, observations and nursing care given to your reference nurse and complete your charting. Refer to the course clinical evaluation tool for specific course requirements.

Other expectations:

- Each student is to become familiar with policies and procedures of the clinical facility, which are available on each nursing unit.
- Students are responsible for informing the instructors of individual learning needs.
- When post conference is scheduled, students are responsible for being on time and participating in the planned activities.
- Students are expected to provide safe patient care in the clinical setting.
- Students must practice within the nursing scope of practice. Students may not practice skills from other health care or related occupations. Students must adhere to the guidelines of their clinical course expectations.

## **HIPAA Regulations**

Patient confidentiality must be respected at all times. No portion of the patient record may leave the facility. This includes but is not limited to any type of patient print out, summary, or lab report. Obliterating or cutting off identifying information is not adequate. Photographing or photocopying patient information is prohibited. Students may not photograph any part of the patient health record. All patient information gathered by students must comply with HIPAA Regulations at all times. Student papers must not contain any patient identifiers, i.e. names or initials, etc. **Any violation of HIPAA regulations may result in a clinical failure.**

## List of Procedures Students CANNOT Perform in the Clinical Setting

1. Witness any consent forms.
2. Perform any task that requires certification or advanced “instruction” (i.e., arterial blood gas (ABG) puncture, chemotherapy, remove PICC lines, telemetry, glucose monitoring-check with nurse managers, etc.).
3. Take physician orders, verbal or phone. Transcribe chart orders.
4. Initiate invasive monitoring, regulate epidural analgesia, solely monitor patient following conscious sedation.
5. Witness or sign out controlled substances in any medication delivery systems.
6. End of shift controlled substance count (if applicable). May not have narcotic keys in their possession (if applicable).
7. Verify blood administration and/or witness blood administration forms.
8. Perform any invasive procedure on each other (i.e., injections, catheterization, IV starts) in any setting.
9. Any policy and/or procedure that the facility or faculty restricts students from performing.
10. Any skill/procedure that has not been taught in the nursing learning lab.
11. Any skill/procedure that the student is not prepared to perform.
12. Any task outside RN scope of practice.

Per SCL Health Policy:

Students in the ED will have P-tube access as a tech only.

As a student, despite their RN status, they will not have narcotic access.

Dual signoff will be required for medication administration.

## Professional Appearance

- A. Uniforms must be clean, wrinkle-free and of a proper fit. The uniform fit must allow freedom of movement. Students must wear appropriate undergarments.
- B. An MSU Denver photo ID badge will be visible and worn at all times at the clinical facilities.
- C. Shoes must be leather or vinyl and cannot be canvas. Clogs may be worn, and must be closed toe with no holes/vents. Sport shoes with multi-color accents are not allowed. Shoes and laces must be clean, not scuffed or dirty.
- D. All hair should be clean and groomed. Hair must be a natural color. Shoulder length or longer hair will be worn up or pulled back. Hair will not obstruct student's vision. This applies to both male and female students. Mustaches and beards will be clean and neatly trimmed. Neck and chest hair must be trimmed below the neck of a crew neck T shirt or the collar of a button down shirt.
- F. A watch with a second hand, a calculator, a pair of bandage scissors, a stethoscope with a bell and diaphragm and pen with black ink are required.
- G. Nails will be neatly manicured and free of nail polish. Nails will not interfere with the provision of patient care.
- H. Artificial nails are not allowed in the clinical setting.
- I. No hoop, dangling or large earrings, bracelets or necklaces will be worn in the clinical facilities. Plain band rings may be worn. The wearing of other rings will depend on appropriateness to the clinical area and discretion of the clinical instructor. No other body jewelry may be worn while in the clinical facility.
- J. Tattoos must be covered while in the clinical setting.
- K. Maternity uniforms must be made out of the same fabric and similar style as the current student uniform.
- M. Good hygiene is imperative. Any personal hygiene habits that are offensive to patients/clients, such as breath and body odors, must be controlled while in the clinical areas.
- N. Perfumes, colognes or animal hair may be offensive or harmful to some patients and should be avoided in the clinical area.
- O. Tobacco odors and secondhand smoke are offensive and physiologically dangerous to some patients and are unacceptable in the clinical area.
- P. No gum chewing is permitted when working with patients, or during labs.

## **Safe Practice Responsibilities**

Students must practice with appropriate knowledge, skills and ability to provide safe nursing care.

To protect both the client and the student, the following guidelines for safe clinical practice have been established:

Only those activities discussed in class and/or practiced in lab may be performed. Remember, it is your responsibility to know your level of ability in performing each skill. Regardless of the number of times you have performed a skill, you must check with your instructor prior to performing the skill by yourself without supervision.

Supervision is required unless otherwise directed by the instructor.

Interventions/interactions are limited to assigned patients unless directed otherwise by the instructor.

The student will prepare for patient care including procedures by consulting appropriate references before-hand.

The student has the responsibility to consult with the instructor if there is any uncertainty regarding safe practice.

All policies and procedures established by the clinical site must be adhered to.

## **Unsafe Practice**

Unsafe practice includes noncompliance with the guidelines for safe practice as described above. It also includes, but is not limited to, the failure to implement safe care as evidenced by lack of knowledge, use of poor judgment, omissions of procedures/treatments/medications, and commission of errors.

If the faculty has reasonable cause to believe that a student is unable to practice with reasonable skill and safety to patients, the faculty may remove the student from the clinical area. Examples include but are not limited to alcohol, controlled substances, marijuana and marijuana derivatives, prescription medications or a medical restriction. The faculty may require the student to complete a psychological or physical examination or drug screen by an appropriate care provider at the student's expense. The results of this examination can be utilized in determining the appropriate action to be taken by the faculty regarding the students' continuation in the program.

To protect the health and safety of patients as well as students, a return to work permit without restrictions from the student's care provider may be required prior to returning to the classroom or clinical area as deemed necessary by the faculty.

## **Release of Information Requirements**

Often students request a reference for employment and/or data about their academic progress for loans, scholarships, insurance, etc. A signed release of information must be in your student file before we can comply with any request.

## SECTION VII

### STUDENT ACKNOWLEDGEMENT

My signature below acknowledges that I am aware that I can access a copy of the Metropolitan State University of Denver, Department of Nursing Student Policy Guide – Specialty Courses on the MSU Denver Department of Nursing website. I have completed a program orientation in which the handbook was reviewed and discussed. I elect to abide by the policies in the Department of Nursing Student Policy Guide in pursuit of my goal to become a graduate of the MSU Denver nursing program. I understand that changes to the student handbook can be made at any time. The department will make an effort to minimize changes; however, when changes are made, students will be notified through their MSU Denver student email.

I am aware that this Student Policy Guide doesn't cover every policy. I will avail myself of the MSU Denver Catalog, Student Handbook and other publications. I indicate my willingness to adhere to these policies and statements by my signature.

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Print Name

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Student Signature

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Date