



**McAuley School of Nursing  
Graduate & Prelicensure  
Clinical Handbook**

**MEAGN Students  
2021-2022**

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*The McAuley School Graduate Clinical Handbook for Master's Entry Advanced Generalist Nurse students provides the policies and procedures specific to the prelicensure clinical experiences in the graduate program.*

*This handbook should be used in conjunction with the MSON Graduate Handbook and University of Detroit Mercy Graduate Catalog which provides detailed information regarding programs of study, course descriptions, and University Graduate Program policies and procedures.*

## Graduate Nursing Faculty and Staff Directory

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### Other Contact Information

| Department   | Area  | Phone/Contact   |
|--|---|---|
| <a href="#">Bookstore</a>  | Textbooks, some supplies  | 313-993-1030  |
| <a href="#">College of Health Professions Student Academic Support</a> | Academic Support for health profession students                     | 313-993-1599  |
| <a href="#">Disability &amp; Academic Support Services</a>             | Disability Accommodations   | 313-993-1158<br><a href="mailto:bagdadlm@udmercy.edu">bagdadlm@udmercy.edu</a>                                |
| <a href="#">Financial Aid</a>  | Assistance with tuition   | 313-993-1405  |
| <a href="#">Information Technology Services</a>                        | Email, Titan Connect Issues   | 313-993-1500  |
| <a href="#">Instructional Design Studio</a>                            | Blackboard/Knowledge Office 365                                     | 313-578-0580<br><a href="mailto:ids@udmercy.edu">ids@udmercy.edu</a>  |
| <a href="#">Library (Jill Turner)</a>                                  | Research, access to textbooks                                       | 313-494-6903<br><a href="mailto:turnerja1@udmercy.edu">turnerja1@udmercy.edu</a>                              |
| <a href="#">Personal Counseling</a>                                    | Psychological and counseling services                               | Phone: 313-993-1562<br><a href="mailto:personalcounselingwc@udmercy.edu">personalcounselingwc@udmercy.edu</a> |
| <a href="#">Public Safety RAVE Emergency Alert System</a>              | Professional police services<br>Emergency Preparedness              | 313-993-1123<br><a href="mailto:publicsafety@udmercy.edu">publicsafety@udmercy.edu</a>                        |
| <a href="#">Registrar</a>  | <a href="#">Academic Calendar Registration</a>                      | 313-993-3313<br><a href="mailto:registrar@udmercy.edu">registrar@udmercy.edu</a>                              |
| <a href="#">Student Accounting Office</a>                              | Payments  | 313-993-1422  |
| <a href="#">Student Success Center</a> (3 <sup>rd</sup> floor-library) | Tutoring, Testing (make up, alternate site)<br>Learning Communities | 313-993-1143  |
| <a href="#">Titans Together</a>  | Resources for campus safety & wellness<br>COVID-19 policies         | <a href="#">Gate Screening FAQ's</a>  |
| <a href="#">University Ministry</a>                                    | Spiritual meaning<br><a href="#">Multifaith calendar</a>            | 313-993-1560<br><a href="mailto:ministry@udmercy.edu">ministry@udmercy.edu</a>                                |
| <a href="#">Wellness Center</a>  | Health issues, immunizations, counseling                            | 313-993-1185  |
| <a href="#">Writing Center</a>   | Help with writing papers  | 313-993-1022<br><a href="mailto:spirescc@udmercy.edu">spirescc@udmercy.edu</a>                                |

## Guidelines for Clinical Conduct

As the graduate nursing programs offer new clinical challenges, the developing professional bears the responsibility of representing the profession to patients, the public, and other members of the health care team. The following guidelines should be observed in representing the nursing profession:

Consistently demonstrate your concern for the welfare of the patient. Be thoughtful and professional when obtaining the history and performing the physical exam. Treat patients with respect and dignity, both in your interactions with them, and in your patient-related discussions with other professionals. Demonstrate your concern not only for the medical problem but for the total patient.

When working with a health care team or clinical agency, consistently demonstrate your understanding of working with and as part of a team. All interactions should demonstrate a professional approach with respect and dignity for all team members. Students who become intimately involved with projects that support agency goals and initiatives should treat all interactions with utmost confidence.

Conscientiously respect the rights of your colleagues. Characterize all of your professional encounters with cooperation and consideration. Strive to assume an appropriate and equitable share of patient care duties or other appropriate clinical activities.

Approach your responsibilities with dedication. Be truthful in all professional communications. When meeting multiple demands, establish patient-centered priorities to guide you in completion of such work.

At all times, graduate nursing students will uphold the Code of Ethics for Nurses (ANA). <http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthics.aspx>

Students may be subject to sanctions within their program for failure to observe the practicum guidelines. See policy on professional and ethical conduct.

All data gathered about the patient and his/her illness, including all items within a patient's medical history is privileged information.

1. Students should not discuss or present a patient's records in a manner or situation that would violate the confidential nature of that record (HIPAA).
2. Charts or contents, e.g., lab reports, etc., are not to be removed from the hospital or clinical setting (HIPAA).

## Professional and Ethical Conduct Policy

The Graduate Nursing Program has established standards for determining the professional and ethical conduct of students. All students enrolled in this program are expected to adhere to a standard of behavior consistent with the high standards of their profession. Compliance with all institutional rules and regulations, city, state and federal law is expected.

**Concern for the welfare of patients** (real or mock) as evidenced by: thoughtful and professional attitude in obtaining history and physical examination or other activities related to clinical. Avoidance of offensive language, offensive gestures, inappropriate remarks, or remarks with sexual overtones; treatment of patients and colleagues with respect and dignity both in their presence and in discussions with peers; manifestation of concern for the total patient and/or total health care team.

**Concern for the rights of others** shown by: dealing with class peers, professional and staff personnel, and with all other members of the health team in a considerate manner and with a spirit of cooperation; acting with an egalitarian spirit towards all persons encountered in a classroom setting or a professional capacity regardless of race, religion, gender, sexual orientation or disability; assuming an appropriate and equitable share of duties among peers.

**Responsibility to duty**, which involves: effectively undertaking duties with alacrity and persevering until complete, or notifying responsible persons of problems; punctual attendance at rounds, conferences and other clinical duties, or offering appropriate explanation when unable to be present; notifying course instructor and supervising preceptors of absence or inability to carry out duties; seeing patients regularly and assuming responsibility for their care with appropriate supervision; identifying emergencies and responding appropriately; insuring that he/she can be located when on duty by faculty or staff personnel.

**Trustworthiness**, that is: being truthful and intellectually honest in communication with others; acceptance of responsibility for meeting multiple demands by establishing proper priorities and by completing work; discerning accurately when supervision or advice is needed before acting; maintaining confidentiality of information concerning patients, health care systems.

**Professional demeanor**, which means: neat and clean appearance in attire that is acceptable as professional to the patient population; maintaining equilibrium under pressures of fatigue, professional stress, or personal problems; avoidance of the effects of alcohol or of drugs while on duty or while attending class.

## Examples of Professional and Ethical Conduct Violations

It is not possible to enumerate all forms of inappropriate behavior that would raise serious questions concerning a student's status as a health professional in training. The following, however, are examples of behavior that would constitute a violation of professional standards:

- Harassment, harm, abuse, damage, or theft to or of any person or property including copying of copy written materials and software on the University of Detroit Mercy grounds or property owned by any hospital/clinic, affiliated institution/organization, or individual to which the student may be assigned
- Entering or using the University of Detroit Mercy or affiliated hospital/clinic facilities without authorization or disrupting teaching, research, administrative, or student functions of the University
- Falsifying clinical hours, clinical records, or clinical experiences
- Conviction of a felony
- Participating in academic or clinical endeavors of the University of Detroit Mercy or its affiliated institutions while under the influence of alcohol, a controlled substance, or illicit drugs. Unlawful use, possession, or distribution of illegal drugs and alcohol
- Placing a patient in needless jeopardy or unethical disclosure of privileged Information
- Behavior or grooming which elicits a lack of respect and confidence from a patient, faculty, and colleagues
- Abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients, or visitors to the University of Detroit Mercy and/or its affiliated institutions
- Violation of any other established rules and regulations of the University of Detroit Mercy, hospital, or any affiliated institution (as used in the above example). The University of Detroit Mercy premises and property shall include the premises and property of any affiliated institution where University of Detroit Mercy students pursue activities for academic credit

## Professional Disciplinary Sanctions

Students who fail to meet the standards specified in the graduate nursing program's policy on attendance, professional decorum, clinical conduct or professional ethics are subject to sanctions including, but are not limited to, warning, reprimand, probation and dismissal. The Academic Progression Committee (APC) is the recommending body for graduate nursing student misconduct for those receiving a dismissal. The Office of the Associate Dean of the McAuley School of Nursing will adjudicate all matters involving dismissal for professional misconduct.

**Warning:** A warning is a written letter to a student for misconduct that is found to be an isolated, promptly correctable, incident and does not violate specific Program, University policy or jurisdictional law. A warning may be issued by any faculty member, adjunct or instructor, or any representative of the University of Detroit Mercy. Warnings are reported to the Associate Dean for informational purposes. Temporary entry is made into the student record and made permanent if further action is required. Warning letter(s) is/are removed upon successful completion of education.

**Reprimand:** A reprimand is a written letter to a student for misconduct that is found to be more serious than the above, but is still felt to be isolated, promptly correctable, and does not violate specific Program, University policy or jurisdictional law. Reprimand may be issued by any faculty member through the Associate Dean. Reprimands are reported to the Dean of the College of Health Professions for informational purposes. A copy is placed in the student's record.

**Probation:** In a more serious breach of professional standards, a student may be placed on disciplinary probation. Provisions included in probation will be decided by the office of the Associate Dean. Such provisions may include a requirement that the student obtain medical (including psychiatric) consultation and treatment or other requirements that will remedy the misconduct and prevent its recurrence. The duration and condition of any probation will be determined on an individual basis by the Office of the Associate Dean. Students may be allowed to continue classes while on probation, but may not be allowed to continue patient care or other activities in a clinical rotation. Repeated professional probation can result in dismissal as described below.

**Dismissal:** Dismissal is a permanent separation from the program. Dismissal may be recommended by the APC and forwarded to the office of the Associate Dean for academic reasons. Dismissal may be imposed with or without the right to reapply for admission to University of Detroit Mercy at a later date. A student may be immediately dismissed for a serious breach of professional conduct.

**Consultation:** When medical or psychiatric consultation is required or recommended, all parties will respect patient/provider confidentiality. However, documentation or enrollment and/or completion may be required as a condition for reinstatement.

## Policies Related to Clinical Participation

### Clinical Hours

The clinical hours for each practicum course are the minimum required for each student. In order to pass the course, competencies for that clinical must be met. For students unable to achieve competencies during the assigned clinical hours, additional learning activities and remediation will be assigned.

### Clinical Assignments

Students are assigned to a variety of clinical areas and instructors which may include on campus and virtual clinical experiences. A clinical instructor will be identified at each site as the person responsible for student supervision. It is the students' responsibility to provide the clinical instructor with contact information. Students must complete all agency orientation requirements.

### Clinical Participation Requirements

The ability to participate in clinical rotations requires that students meet several conditions. First, they must meet and continue to meet the technical standards for the baccalaureate program. In addition, all students must successfully complete a criminal background check, which includes a urine drug screen. Students must have evidence of CPR certification and meet all health requirements related to preventable disease.

### Technical Standards for Nursing

A candidate for the College of Health Professions must have the abilities and skills in six categories: observation, communication, motor, intellectual, stamina, and behavioral/social. Reasonable accommodation for persons with documented disabilities will be considered on an individual basis, but a candidate must be able to perform in an independent manner.

[https://healthprofessions.udmercy.edu/\\_files/pdf/Health\\_Record\\_Form.pdf](https://healthprofessions.udmercy.edu/_files/pdf/Health_Record_Form.pdf)

### Social Media

Students in clinical agencies are expected to follow all clinical agency policies regarding the use of technology. This includes all tools, computers, online platforms or software. Students are expected to adhere to the social media principles established by the American Nurses Association, which can be found at <https://www.nursingworld.org/social/>.

### Photographs/Videos

No pictures or videos of any kind will be taken in the clinical area or on a campus clinical experience (i.e. skills lab/simulation lab).

### Agency computers

Cannot be used for any personal business.

#### Electronic devices (cell phones, tablets, etc.)

Are not allowed within any clinical facility; this includes community clinical sites. If the clinical instructor finds a student with an electronic device during clinical hours the student may face a penalty up to and including dismissal (see Professional Conduct section).

#### Identifiable Information

Students should never post or discuss any information about patients, families or clinical agencies on social media platforms, or verbally convey such information outside clinical course or classroom.

#### CPR/Basic Life Support Requirements

Prior to the start of clinical rotations, all students are required to present evidence of current certification, through the American Heart Association (AHA), for cardiopulmonary resuscitation (CPR). The certification must be AHA Healthcare Professional “BLS Provider” level. CPR certification needs to be current for the entire year in which the student is in clinical rotation. AHA Healthcare Professional “BLS Provider” level certification either on campus or through another provider is at the expense of the student.

[https://cpr.heart.org/AHA/ECC/CPRAndECC/Training/UCM\\_473167\\_Training.jsp](https://cpr.heart.org/AHA/ECC/CPRAndECC/Training/UCM_473167_Training.jsp)

<https://cpr.heart.org/en/courses/basic-life-support-course-options>

#### Latex Policy

Latex allergy and sensitivity is a concern for health care professionals. University of Detroit Mercy, College of Health Professions (CHP) is unable to provide a latex-free environment to learners in either the clinical practice laboratories on campus or clinical placement sites off campus. Applicants who have a known latex allergy or sensitivity are encouraged to consult their personal health care provider prior to entering a health care profession.

Latex products are common in the medical environment. The College of Health Professions has an open clinic design. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl/nitrile gloves may still be exposed to latex residue on the equipment, models or manikins. No additional accommodations for latex allergy are available.

Latex allergy and sensitivity are conditions that require accommodation under the Americans with Disabilities Act. Students must make an appointment with the Director of University Academic Services/Disability Support Services each term via e-mail or phone (313.578.0310).

The Disability Support Services office notifies the course faculty of record of necessary disability accommodations. Due to the potential for a medical emergency, and in the event that a student discloses the latex sensitivity/allergy to a CHP instructor prior to contact with Disability Support Services, the CHP instructor must remove the student from the setting/situation and immediately refer the student to Disability Support Services.

[http://healthprofessions.udmercy.edu/\\_files/pdf/Latex\\_Policy.pdf](http://healthprofessions.udmercy.edu/_files/pdf/Latex_Policy.pdf)

### Liability Insurance

All students, including registered nurse students, are covered by professional liability insurance through University of Detroit Mercy while they are enrolled in clinical nursing courses. The student nurse is covered by University of Detroit Mercy malpractice insurance only in clinical practicums that are a part of the educational program of the MSON.

## Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 mandates Federal privacy protection for individually identifiable health information. Standards have been set for health care providers (who transmit health care transactions electronically). While in clinical practice, most of the health care providers you will come in contact with will be under the HIPAA guidelines and requirements. In your studies, and during your clinical practice, you need to be aware of these requirements, and additionally, the health care provider will often train you on their HIPAA policies and practices.

Some of the pertinent requirements of HIPAA are:

- Notifying patients about their privacy rights and how their information is used
- Adopting and implementing privacy procedures for the practice or hospital
- Training employees so that they understand the policies
- Designating an individual as a Privacy Officer, who is responsible for seeing that the privacy procedures are followed
- Securing patient records containing individually identifiable health information so that they are not readily available to those that do not need them

While participating in clinical practice, you will be expected to comply with HIPAA requirements, and conduct yourself in the following manner during your clinical practicum:

- Use safeguards to prevent the use or disclosure of Protected Health Information (PHI ) other than for your direct performance of services
- Notify your supervisor or faculty member of any use or disclosure of PHI that is contrary to your service and its purposes
- Ensure that fellow students do the same
- Cooperate and abide by with the training, policies and procedures
- The graduate programs utilize only those clinical training sites which comply with HIPAA standards and reserves the right to limit or curtail a student's clinical opportunities in the event that proof of program annual mandatory training is not completed in ACEMAPP.

## Requirements for Clinical Participation

### Alliance for Clinical Education and Placement Program (ACEMAPP)

[ACEMAPP](#) (Alliance for Clinical Education Matching and Placement Program) is a secure, online, clinical rotation matching, student on-boarding, and document storage solution for clinical sites, schools and consortia. ACEMAPP is a system to certify educational and healthcare institutions that students have completed certain requirements prior to the start of their clinical placement. This is a web-based online learning system and provides the vehicle for centralized record keeping of the HIPPA, OSHA, and Blood Borne Pathogens requirements that all the health systems in Southeast Michigan require. ACEMAPP System is also a centralized record keeping system for the student's demographic information and student's immunization, CPR, and TB results.

Students will be required to register and pay for the ACEMAPP System once a year. Students will receive an email from ACEMAPP which will enable the student to register, upload required documents and complete the mandatory exams. Students will complete all ACEMAPP requirements prior to clinical site approval/attendance and maintain current compliance while in clinical courses, mandatory exams are completed annually. Dates for completion will be announced each fall and failure to complete these mandatory requirements prior to the designated date by which students have been notified will result in the administrative withdrawal from the course by the Office of the Associate Dean or the Dean's appointed delegate.

All students with mandatory requirements that expire during a semester must upload updated documents to ACEMAPP before the expiration of the mandatory requirement. Failure to do so will result in immediate removal from the current nursing clinical course. This will be considered the one (1) absence for the clinical course and if a student has another absence in the clinical course, they may be administratively withdrawn from the clinical nursing courses by the Office of the Dean or the Dean's appointed delegate. The student will be required to make up the clinical hours missed per the clinical absence policy.

### Clinical Requirements Compliance Policy

#### **Purpose**

Detroit Mercy's prelicensure nursing programs require student nurses to participate in clinical rotations with hospitals and other healthcare facilities to meet academic requirements. The facilities with which Detroit Mercy is affiliated for that purpose have specific requirements that must be met before a clinical group or cohort of nursing students can participate at their clinical sites. The handbook sets forth the requirements which include but are not limited to immunizations, assessments, drug testing, background checks, and any other site-specific documentation (clinical requirements). Detroit Mercy must give prior notice before the start of a clinical rotation and submit clinical requirements in a timely fashion to allow for processing of badges, computer access set up, etc. If any student in a clinical group does not meet the required deadline due dates, it prevents the entire clinical group from being appropriately

processed. Additionally, the Clinic will not accept a clinical group until ALL students are compliant with their clinical requirements.

### **Full Compliance**

For a student to be considered in full compliance, all clinical requirements, with the exception of the flu vaccine (flu vaccine policy explained below), must be valid throughout the entire academic year. None of the clinical requirements, such as CPR, TB, and TDAP, can expire during the upcoming semester in which the student will be attending clinical.

### **Due Dates**

Summer: March 31st

Fall: July 1st

Winter: December 1st

Flu vaccine: October 15th

### **Requirements Not Met**

If clinical requirements are not met by the due date as stated above, students are subject to:  
Fines

- Initial: \$250.00
- Every seven days thereafter: \$100.00

Suspension from clinical orientation and/or participation

- Noncompliant for Flu Vaccine after Nov 1
- Noncompliant for other documentation

The compliance officer is responsible for monitoring submission of appropriate documentation from all students. This individual will be in contact through Detroit Mercy email with individual students who fail to submit appropriate documentation.

Detroit Mercy is closed between Christmas Eve and New Year's Day; therefore, the compliance officer will not be checking compliance with clinical requirements during this time. The every-seven-day \$100.00 fines will be suspended during this time. If the student is still delinquent upon return from break, a \$100.00 fine will be added for every seven days as stated above.

### **Student Health Policy Related to Vaccine and Other Preventable Disease**

On the basis of documented nosocomial transmission, health care personnel (HCP) are considered to be at significant risk for acquiring or transmitting influenza, hepatitis B, measles, mumps and rubella, varicella, and COVID-19. All of these diseases are vaccine preventable. The MSON requires all incoming students to demonstrate immunity to or vaccination for these diseases.

**The MSON and our clinical partners reserve the right to withdraw a student who does not demonstrate compliance with vaccine and other health requirements. Students with a documented allergy or adverse event are responsible for providing the appropriate**

**documentation to the clinical agency for review. The clinical agency may or may not allow the student to participate in clinical activities at their site. In the event a student fails to submit proper documentation by the specified date, a registration hold may be placed on the account or the student may be withdrawn from the clinical course and not allowed to progress.**

The following summarizes the health requirements related to vaccine-preventable disease and nosocomial infection.

### **Measles, Mumps, Rubella and Varicella**

The MSON requires that each student ensure that they are immune to the usual childhood illnesses; particularly measles (rubeola), mumps and rubella as well as varicella.

### **Medication Calculation Competency**

Students must demonstrate medication calculation competency as they progress through the nursing curriculum.

- Medication exams will be administered during each level of the MEAGN Program in clinically associated courses:
  - Level 2 NUR 5137
  - Level 3 NUR 5236
  - Level 4 NUR 5436/5438
  - Level 5 NUR 5536
- Students must achieve a 90% or higher score to demonstrate competency
- Students shall have three (3) opportunities to demonstrate competency. All three exam opportunities will take place the first three weeks of class
- Failure to take an exam counts as an attempt
- When a 90% is not achieved, students must show evidence of remediation prior to next scheduled exam
- Students must meet required competency to pass medications in the clinical setting each semester.
- Students unable to demonstrate medication safety calculation competency fail the clinical course and will be withdrawn from clinical and corresponding lecture course effective the date of the third failure of the exam.

### **Tetanus and Diphtheria**

Healthcare workers under 65 who have direct patient contact in hospitals or clinics must get a dose of Tdap. There is no minimum interval for tetanus. All adult health care providers should get a booster dose of Td every 10 years.

### **Hepatitis B**

The MSON's policy on Hepatitis B is consistent with the current CDC guidelines. All students have at least begun the Hepatitis B vaccination prior to the beginning of the program. Post vaccination testing for antibody to Hepatitis B surface antigen (Anti-HBs) response is required,

and should be done 1-2 months following the last dose. If the student has documentation that he or she received the Hepatitis B vaccine in the past, but did not have post vaccination testing for the presence of anti-HBs response, that student does not need to show proof of immunity. In the event that a student chooses not to obtain the Hepatitis B vaccination and proof of immunity, a signed declination must be received prior to the beginning of training. Students who are known to be Hepatitis B Virus-infected are subject to the CDC guidelines for the management of Hepatitis B-Virus infected health-care providers and students  
[http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6103a1.htm?s\\_cid=rr6103a1\\_e](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6103a1.htm?s_cid=rr6103a1_e)

### **Tuberculosis Status**

Students must have documentation of current TB status, and will be annually required to update this screening. More frequent screening may be required by some clinical sites where exposure is more likely. Students may be required to obtain X-ray examinations every three years if medically indicated.

### **Influenza**

As of January 2007, the Joint Commission on Accreditation of Healthcare Organizations issued a standard for accredited organizations requiring influenza vaccine for their staff, volunteers, and licensed independent practitioners who have patient contact. All students must receive annual influenza vaccine by October 31<sup>st</sup> of each year.

### **COVID- 19**

Effective August 16, 2021, all students attending the University of Detroit Mercy must be fully vaccinated for COVID-19 to attend on campus classes and events. The [Titans Together vaccination FAQ's](#) details the vaccination policy and provides information on how to submit proof of vaccination.

There is a process for vaccine exemptions, the application of which can be found [here](#). Individuals granted an exemption to the vaccination requirement are required to follow [CDC](#) and [State of Michigan guidelines](#) for unvaccinated individuals and may have limited access to clinical sites.

Fully vaccinated individuals must follow the University's current safety measures and precautions, as outlined on the [Titans Together Guide](#) while on Detroit Mercy campuses. Students in nursing programs are also obligated to adhere to vaccination, testing, masking, distancing, infection control, and all relevant COVID-19 policies set by the agencies in which they complete clinical learning.

### **OSHA**

The Program and the University observe and enforce all applicable OSHA standards for blood borne pathogens. The UDM College of Health Professions requires annual education regarding these pathogens and the risks of exposure. The Program utilizes only those clinical training sites which comply with OSHA standards for availability of

protective equipment against exposure; the University reserves the right to limit or curtail a student's clinical opportunities in the event that proof of completion of the annual education on blood borne pathogens is not available and required records of students health are not submitted and/or maintained. The ACEMAPP system provides the web based educational program for OSHA standards and blood borne pathogens.

### **BLS Requirements**

Prior to the start of clinical rotations, all students are required to present evidence of current certification for BLS Provider Course from The American Heart Association. The certification card must indicate you completed the BLS Provider Course. BLS certification must remain current while the student is in clinical rotations during their program. Certification either on campus or through another provider is at the expense of the student.

### **Health Insurance**

It is required that all students carry health insurance coverage for the duration of the program experience. Students assume responsibility for their own medical care. In their capacity as students, students cannot access employee health care services free of charge at program clinical sites. Limited services are available through the Student Health Service (<https://www.udmercy.edu/life/health/index.php>). Students are responsible for any health care costs, even those that arise from clinical or laboratory assignments. The university assumes no responsibility for a student's medical care.

### **Criminal Background Check Policy – College of Health Professions**

Michigan Public Act 303 of 2002 requires that any individual who regularly provides direct services to patients or residents of nursing homes, county medical care facilities, hospital long-term care units, homes for the aged and adult foster care homes must submit to a criminal background check in order to obtain and maintain clinical privileges. Additionally, many clinical sites affiliated with the University for educational purposes have adopted this requirement. The clinical programs of University of Detroit Mercy's College of Health Professions (CHP) require students to participate in the care of patients in various health care settings. Students in the clinical programs are, therefore, subject to this legislation. A student's past criminal history may affect his/her admission to a program, limit or disallow the number of suitable practice placement sites and/or affect ability to obtain licensure as a registered health care provider.

The student has a continual obligation to report any criminal conviction that may impact upon the student's continued ability to participate in the clinical program to the Compliance Officer of the College of Health Professions within 30 days of its occurrence. Failure to do so, or to comply with any other aspect of this policy, will result in immediate dismissal from the program.

### **Drug Screening Policy – College of Health Professions**

The purpose of this policy is to provide a safe working and learning environment for patients, students, clinical and institutional staff and property in the clinical programs of University of

Detroit Mercy's College of Health Professions (CHP). Healthcare accreditation organizations mandate that hospitals and other health care agencies require students who participate in the care of patients be subject to the same standards as their employees. Accordingly, submitting a negative urine drug screen is a condition for participation in the clinical component of the graduate nursing program. The policy and procedure for the criminal background check and urine drug screen are available on the program web site and can be accessed online. Students are responsible for reading the instructions for the criminal background check and urine drug screen at <https://healthprofessions.udmercy.edu/about/pph.php>

## Professional Decorum

The graduate nursing student is a representative of the nursing profession McAuley School of Nursing and University of Detroit Mercy. The maintenance of a professional appearance and demeanor facilitates the acceptance of the profession and the individual by patients and other health professionals.

It is expected that students will assume responsibility for observing the following guidelines on professional attire and demeanor. While attending classes on the University of Detroit Mercy campus, students may express their personal choice in dress. Choices should be tasteful and neat.

While participating in any clinically associated activity on or off the University of Detroit Mercy campus, students should present a professional appearance. The program identification/name tag **MUST** be worn while on campus as well as at any clinical or practicum site. The hospital or institution may issue an identification badge that must also be worn at all times while on those sites.

### **Dress and Appearance**

Nursing students serve as role models of the professional nurse. Deviations from accepted professional norms in appearance and behavior are detrimental to maintaining the professional standards that are expected by patients, clients and colleagues. Faculty working in specific clinical sites will notify students of any special agency guidelines related to uniforms or professional dress. If a student's appearance and dress deviates from this written policy, the student may be sent home from clinical and this will constitute a clinical absence.

### **Equipment Required for Clinical Practicum**

- Watch with second hand
- Bandage scissors/trauma sheers
- Double bell stethoscope (any brand)
- Pen with permanent black ink
- Pen light
- Pocket calculator (cannot be a phone or watch)
- White, full-length (mid-thigh to knee-length), long sleeved lab coat
- Official McAuley School of Nursing Student patch, purchased at the Detroit Mercy Bookstore, stitched to the left breast pocket of the uniform
- Official Detroit Mercy name badge

## **MSON Uniform Code for Simulation, Lab, and Clinical Areas**

### Clothing

- White scrub top and royal blue scrub pants. The white top may have pockets at the waist line.
- The uniform must be clean and wrinkle-free.
- It should not be formfitting nor revealing.
- White T-shirts are not acceptable in place of the scrub tops, but can be worn underneath.
- Garments worn under the uniform may not have visible logos, colors, or patterns.
- When it is necessary to wear a sweater, it should be white or navy blue. It should be removed when performing care.

### Socks/Shoes

- Crew cut or knee length white socks and white closed heel and closed toe shoes.
- Athletic shoes are acceptable if they are completely white.

### Identification

- Official Detroit Mercy student identification badge
- University of Detroit Mercy patch
  - Scrub top: 1" above the left breast area if no pocket exists or at the top portion of the left breast pocket.
  - Lab coat: 1" above the left breast area if no pocket exists or at the top portion of the left breast pocket.

### Hair/Nails

- Hair must be off the shoulder and neck, neat, and in a conservative, professional style of a natural hair color, with no adornments.
- Head bands if worn will be either solid white, royal or navy blue, or congruent with hair color. No lace. Hijabs can be any solid color.
- Neatly-trimmed facial hair is acceptable.
- Nails should be clean and trimmed to no more than 1/4" long without adornment or polish of any color, including clear. Artificial nails are not allowed.

### Appearance

- Jewelry is limited to a wristwatch, wedding band, and one pair of small post earrings in ear lobe.
- A student may not present for a clinical lab or a clinical practicum with any other body piercings, tongue rings, or tattoos that are visible (even through clothing) at any time.

## **MSON Uniform Code for Clinical sites where the MSON uniform is not required or allowed**

- Examples: Community and Psychiatric Clinical Courses
- Clothing: Business Attire
- Black colored knee length skirts or slacks with a waistline; secured at the waistline with a belt if needed (no low-rise, baggy or form-fitting garments, jeans or yoga pants).
- Blue Detroit Mercy Polo Top with Detroit Mercy logo on left side of the chest. Top will be ordered from designated vendor (in some settings).
- Blouse, button up shirt or polo top, solid color at some clinical sites.

#### Not Acceptable

- Off the shoulder or spaghetti strapped tops
- Sheer tops
- Bare shoulders, cleavage, or torso/midriff exposed
- Revealing undergarments that can be seen

#### Socks/Shoes

- Closed heel and closed toe brown or black shoes
- Heels should not exceed two (2) inches.
- Crew or knee length socks or hose.

#### Identification

- Official University of Detroit Mercy student identification badge

#### Appearance

- Jewelry is limited to a wristwatch, wedding band, and one pair of small post earrings in ear lobe.
- A student may not present for a clinical lab or a clinical practicum with any other body piercings, tongue rings, or tattoos that are visible (even through clothing) at any time.

#### **Clinical, Simulation and Lab Absence**

1. Each nursing clinical course has a prescribed number of contact hours. It is expected that students will complete all nursing clinical course hours to achieve minimum competencies as outlined in the corresponding clinical evaluation tool. These hours may be expanded to allow students to achieve minimum competencies if it is determined these would benefit the student. Certification to the Michigan Board Nursing (MBON) for the NCLEX requires the MSON to verify that students have met the prescribed hours.
2. Absences can prevent students from meeting course objectives and jeopardize their success in the course. The following criteria apply to clinical absences:
3. Nursing clinical absences are not acceptable except under extenuating circumstances. Student athletes must communicate their game/meet schedule to the Assistant Dean of Academic Operations in advance of registration.
4. Students with religious observances must communicate these with the clinical instructor at the beginning of the semester.
5. Students must notify the clinical instructor at least one (1) hour prior to the start time of the course of an impending absence.
6. Students who miss more than one (1) day of clinical of any clinical nursing course, may be administratively withdrawn from the clinical course
7. Students who miss a day of clinical must make up all hours. Failure to do so will result in a failing grade for the clinical course. Clinical instructors document and report all student absences to [clinical\\_absence@udmercy.edu](mailto:clinical_absence@udmercy.edu). The absence will be placed on the clinical evaluation tool. Students who show a pattern of repeated absences across several clinical courses will be required to meet with MSON administration to determine status in the MSON. If a student is sent home by the instructor, for any reason, it will count as a clinical absence.

**Clinical Incidents**

Any injury or illness incurred during clinical time requires completion of the affiliated agency documentation and must be reported to Clinical Instructor and Clinical Education Coordinator. Any resultant medical cost is the responsibility of the student.

**Cancellation of Clinical Classes**

The official cancellation of clinical occurs with University communication.

**Campus Closure Policies**

Detroit <https://www.udmercy.edu/life/public-safety/closing.php>

Grand Rapids AQ C.A.R.E.S. at <https://appadvice.com/app/aq-c-a-r-e-s/1437562172>

Students are encouraged to sign up for Emergency & Safety Alerts:

Detroit RAVE at <https://www.udmercy.edu/life/public-safety/rave.php>

Grand Rapids AQ C.A.R.E.S. at <https://appadvice.com/app/aq-c-a-r-e-s/1437562172>

**Break/Lunch Periods During Clinical Courses**

For every 8-hour shift, nursing students will take a 45-minute break. It is recommended that students take this in the form of one 15-minute break and one 30-minute lunch break or a 45-minute lunch break. Thirty minutes of the break is not counted towards clinical time.

For every 12-hour shift, nursing students will take a one (1) hour break. It is recommended that students take two (2) 15 minute breaks (am and pm) and one (1) 30-minute lunch break or one (1) 15-minute break (am or pm) and a 45-minute lunch break. Thirty minutes of the break is not counted towards clinical time. Breaks may be adjusted to times that correspond to the needs of the unit/environment.

**Length of Time Between Working and Clinical Courses**

If students hold a job concurrently while enrolled in the MSON, at least six (6) hours between work and clinical is needed to minimize fatigue and improve patient safety. Failure to follow this policy will result in immediate dismissal from the clinical site as a marked absence and possible failure in the course or dismissal from the program.