McAuley School of Nursing
Graduate & Prelicensure
Clinical Handbook

MEAGN Students
2022-2023

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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

Administration

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Other Contact Information

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

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 American Nurses Association Code of Ethics for Nurses.

Students may be subject to sanctions within their program for failure to observe the practicum guidelines. See policy on Professional and Ethical Conduct.

PROFESSIONAL AND ETHICAL CONDUCT

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; ensuring 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.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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 of 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.

More Information about HIPAA can be found at the following:
https://aspe.hhs.gov/reports/health-insurance-portability-accountability-act-1996
https://www.hipaajournal.com/what-happens-nurse-violates-hipaa/

POLICIES RELATED TO CLINICAL LEARNING

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 Competencies

In order to pass a clinical course, competencies for that clinical must be met as outlined in the syllabus and clinical evaluation tool. For students unable to achieve competencies during the assigned clinical hours, additional learning activities and remediation will be assigned.

Clinical Hours

Clinical hours are reported to our accrediting body and are required of all students. Each nursing clinical course has a prescribed number of contact hours and each students is expected that to complete all nursing clinical course hours. Certification to the Michigan Board of Nursing (MBON) for the NCLEX requires the MSON to verify that students have met the prescribed hours.

Latex Allergy

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 health care provider prior to entering a health care profession.

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, 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

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.

REQUIREMENTS FOR CLINICAL PARTICIPATION

Compliance

Detroit Mercy's undergraduate nursing program requires student nurses to participate in clinical rotations with hospitals and other healthcare facilities in order 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 one student or clinical faculty 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.

Compliance Policy for Students

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.

Semester Due Dates

- Summer: all clinical requirements must be submitted by March 31st
- Fall: all clinical requirements must be submitted by July 1st
- Winter: all clinical requirements must be submitted by December 1st
- Flu vaccine: must be submitted by October 15th

Delinquency Consequence

If clinical requirements are not met by the deadline date as stated above each semester, students are subject to one or more fines:

- After Semester deadline: $250.00 fine Summer (March 31), Fall (July 1), Winter (Dec. 1)
- After Flu Vaccine October 15 deadline: $250.00
- Every seven days delinquent thereafter: $100.00
- Noncompliant Flu Vaccine after Nov 1: clinical participation suspended for term in progress

Noncompliant for other documentation: clinical orientation and participation suspended

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.

Alliance for Clinical Education and Placement Program (ACEMAPP)

ACEMAPP is a secure, online, clinical rotation matching, student onboarding, 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 HIPAA, OSHA, and Blood Borne Pathogens requirements that the health systems 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 ACEMAPP membership once a year. All students are required to continually update the ACEMAPP program on changes in their health status (including medications) which may impact vigilance, alertness, or patient safety.

An email will be sent to students via their Detroit Mercy email account which will enable a student to register and complete the mandatory exams.

Incoming prelicensure nursing students entering their first semester of the nursing curriculum will upload mandatory requirements that are outlined in the Detroit Mercy/MSON Student Clinical Checklist to the ACEMAPP website. Students who are not compliant will be administratively withdrawn from clinical courses by the Office of the 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 will 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 with the one (1) absence per the clinical absence policy.

CPR/Basic Life Support Requirements

Prior to the start of clinical rotations, all students are required to present evidence of current certification for cardiopulmonary resuscitation (CPR), Healthcare Provider Course. The certification card must indicate you completed the Healthcare Provider Course. If the American Red Cross issues the

card; it must indicate you completed the CPR for the Professional Rescuer. CPR certification must be current for the entire year in which the student is on clinical rotation.

CPR courses are available through several agencies, including the American Red Cross and The American Heart Association. In addition, some local hospitals may permit students to enroll in the CPR classes offered through their staff development departments. Certification either on campus or through another provider is at the expense of the student.

Criminal Background Checks

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 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.

Students must report past arrests during the background check, whether convicted or under charge. Once enrolled, students are required to report events (within 48 hours) to the Compliance Officer that might impact their ability to obtain a Michigan RN license. Students may be suspended if the events have implications for patient safety or their ability to continue to deliver professional nursing care. Failure to notify the Compliance Officer will result in disciplinary action up to and including dismissal, regardless if convicted or not.

Drug Screening

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 undergraduate nursing program.

Students are responsible for reading the instructions for the criminal background check and urine drug screen.

Vaccine and Other Preventable Disease - Student Health

Health care personnel (HCP) are at significant risk for acquiring or transmitting influenza, hepatitis B, measles, mumps, rubella, and varicella, all of which 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 of or the student may be withdrawn from the clinical course and not allowed to progress.

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.

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 adults must get a booster dose of Td every 10 years.

Hepatitis B
http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6103a1.htm?s_cid=rr6103a1_e
MSON 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. If the 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.

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 (3) 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 15th of each year.

COVID- 19

Students attending the University of Detroit Mercy must adhere to the COVID-19 polices to attend on campus classes and events as at Titans Together Guide. The Titans Together vaccination FAQ's details the current 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.

Occupational Safety and Health Administration (OSHA)

The Program and the University observe and enforce all applicable OSHA standards for blood borne pathogens. Detroit Mercy 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 if proof of completion of the annual education on blood borne pathogens is not available, and required records of students' heath is not submitted and/or maintained. The ACEMAPP system provides the web-based educational program for OSHA standards and blood borne pathogens.

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. 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.

PROFESSIONAL DECORUM

The nursing student is a representative of the nursing profession 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 guidelines on professional attire and demeanor.

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 and Standards for Appearance

Equipment Required for Clinical Practicum

- Watch with second hand preferred
- Bandage scissors
- Double bell stethoscope (any brand)
- Pen with permanent black ink
- Pen light
- Pocket calculator
- White, full-length (mid-thigh to knee-length), long sleeved lab coat
- Official McAuley School of Nursing Student patch, purchased at the Grand Rapids MSON Office or Detroit Mercy Bookstore
- Official Detroit Mercy name badge

Standards for Appearance

- Maintain personal hygiene (clean skin, oral care).
- Jewelry limited to a wristwatch, wedding band, and one pair of small post earrings in ear lobe.
- Visible body piercings, tongue rings, or tattoos should not be visible, even through clothing.
- Chewing gum is not allowed.
- Cologne, perfumes, and scented lotions are not to be worn.
- Hooded tops or sweatshirts are not permitted.

MSON Uniform Code for Laboratory, Simulation and Clinical Areas

Clothing

- White scrub top and royal blue scrub pants. The white top may have pockets at the waist.
- 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.
- Navy or White zip up fleece jackets with University of Detroit Mercy patch above the left chest are permitted.
- Scrub pants must be of length to prevent dragging on floor.

Socks/Shoes

- Socks must be worn in clinical setting.
- 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 on scrub top or lab coat
    - 1" above the left breast area if no pocket exists or
    - Top portion of the left breast pocket
- Other name badge or identification as required by the clinical site.

Hair/Nails

- Hair must be off the shoulder and neck, neat, and in a conservative, professional style of a non-extreme 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.

<u>MSON Uniform Code for Community and Psychiatric Settings</u>

For sites where the MSON uniform is not required or allowed. Includes the Identification, Hair/Nails, Appearance policies above.

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.

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, black, or white athletic shoes must be worn with crew or knee length socks or hose.
- Heels should not exceed two (2) inches.

Tardiness and Promptness

It is expected that students will arrive to clinical on time and prepared for the day. Anything beyond the established starting time set down by the clinical instructor is considered tardy. Clinical instructors have the discretion to consider the impact of severe weather conditions or unusual traffic situations when implementing this policy. Students are also encouraged to take driving conditions into consideration when planning their commute, to ensure on-time arrival. A pattern of tardiness is reflected under the professionalism objective and can result in course failure. Students must notify the clinical instructor at least one (1) hour prior to the start time of the course of an impending absence.

Clinical and Lab Absence

Clinical based learning experiences are defined as any activity designed for students to meet course objectives. These experiences include but are not limited to laboratory sessions, clinical rotations, virtual assignments, simulations, and practicum. Attendance and engagement in scheduled Health Assessment and Skills Courses to support learning is a student responsibility critical to successful course completion. Participation in the clinical setting is the opportunity for the student to develop practice competencies and expertise that are essential to professional development. The student must be able to meet clinical course objectives. Absences from clinical based learning experiences undermine student ability to attain the necessary skills to meet course objectives, master course content, and ultimately pass the course.

MSON is responsible and accountable for ensuring each student meets the required curricular elements in the program plan of study, to include all clinical hours, approved by the Michigan Board of Nursing and Commission on Collegiate Nursing Education (CCNE).

Procedure

Students

- Complete the required number of clinical, laboratory, and/or simulation hours for each rotation.
- Notify clinical, simulation, and laboratory faculty a minimum of one (1) hour prior to the start of the scheduled clinical experience.
- Notification to clinical_absence@udmercy.edu includes the date and time of the message, the date and time of the absence, and the emergency circumstances requiring absence from the clinical experience.
- Make up clinical based experiences and associated hours for a maximum of (1) one absence per clinical rotation
- Must be present for the entire clinical based learning experience to receive credit for the day
- No call no show status is unacceptable. With any instance, a meeting with the Associate Dean or designee will be required to determine progression and retention in the program.
- Athletes must communicate their game/meet schedule to the Assistant Dean of Academic Operations

Faculty

- Report more than 1 absence per clinical per student to the full-time faculty of record.
- All clinical absences will be documented on the student's evaluation form.
- In collaboration with simulation director, plan the clinical experience based on learning/course outcomes comparable to those of the missed experience.

Other Guidelines and Considerations

- No makeups will be offered beyond (1) one absence per clinical rotation.
- Makeup learning opportunities are determined and scheduled by faculty members of record and director of simulation.
- More than one absence may result in an administrative withdrawal from the course. If for any reason a student is absent more than (1) one day, they will be required to discuss progression with the faculty member(s) of record and the Office of the Associate Dean or their designee.
- Progression will be affected until make up hours are completed.
- Students who demonstrate a pattern of repeated absences across several clinical courses will be required to meet with MSON administration to determine status in the MSON

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.

CANCELLATION AND CAMPUS CLOSURE

Cancellation of clinical occurs if the University cancels classes. In the event individual clinical is cancelled, the clinical instructor or designee will establish a means with which to notify students.

Campus Closure Policies

- Detroit Mercy Campus Closures
- Students are encouraged to sign up for Emergency & Safety Alerts: Detroit Mercy's RAVE Alert System

CLINICAL INCIDENTS

Any injury, illness, or incident occurring during clinical time requires completion of the affiliated agency documentation and must be reported to your Clinical Instructor who will also notify the Assistant Dean of Clinical Instruction & Partnerships. Clinical instructors are to complete the New Incident Worksheet

located under the Incident Form tab on the MSON Clinical Faculty Blackboard site and forward to the Assistant Dean of Clinical Instruction and Partnerships. Any resultant medical cost is the responsibility of the student.

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.

SOCIAL MEDIA AND ELECTRONIC DEVICES – MSON

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/.
All MSON students should keep the following in mind:

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.