

# DEPARTMENT OF NURSING

## Undergraduate Student Handbook



**2019-2020**

**ACCREDITED BY:**

Accreditation Commission for Education in Nursing  
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## **SECTION I**

### **INTRODUCTION**

## A. Introduction and Welcome

The Department of Nursing Administration, Faculty, and Staff welcome you to the professional phase of the undergraduate nursing program at Delaware State University! Everyone within the Department of Nursing is excited to work with you to promote a successful learning environment.

Delaware State University's undergraduate nursing degree program features an unusually high degree of face-to-face interaction among instructors and students. Our nursing students work in smart classrooms and simulation labs, getting hands-on experience with electronic medication health records, computerized monitors, and other high-tech tools of the nursing profession.

Above all, the undergraduate nursing degree emphasizes real-world experience and direct community involvement. Students participate in field work at public clinics, schools, assisted-living facilities, and other health care sites. Students will gain the skills, confidence, and communication abilities to excel in the profession of nursing. Graduates of the program will be prepared to take and be successful on the National Council Licensure Examination (NCLEX-RN) to be licensed as a Registered Nurse.

### Welcome to the Delaware State University's Nursing Program

The Accreditation Commission for Education in Nursing (ACEN) is responsible for the specialized accreditation of nursing education programs. The Nursing Program at Delaware State University is fully accredited by ACEN. For further information, contact:

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE  
Suite 850  
Atlanta, GA 30326  
Phone: 404-975-5000

## B. PURPOSE OF THE NURSING STUDENT HANDBOOK

The Faculty of the Department of Nursing is pleased to have you as a student of this department. You have chosen a major in a discipline that is demanding and exacting. For the remainder of the time that you are in the Nursing Program, you will be learning to care for clients who will depend upon you to exercise good judgment and be accountable for your actions at all times. For this reason, this handbook has been prepared for you and is to be used to assist you to adapt to the professional nursing student role. It contains information about regulations that are prerequisites to and requisites for success in the Nursing Program.

This information is to be used as a supplement to the general University Student Handbook.

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The **University Student handbook** is also available online at  
(<https://www.desu.edu/sites/flagship/files/document/21/student-judicial-handbook.pdf>)

The provisions in the **Nursing Student Handbook**  
(<https://cehpp.desu.edu/departments/nursing/nursing-bs>)

do not constitute a contract between a student and the Department of Nursing. The nursing faculty, through appropriate University procedures, reserves the right to revise any provision or policy at any time within the student's term of enrollment, if deemed advisable. Students will receive notice via DSU email of any additions, deletions, or changes in a timely manner, with such revisions also posted on Blackboard, in the Community site: Nursing Learning Resource Center.

## C. HISTORY OF DELAWARE STATE UNIVERSITY

Delaware State University is located in the beautiful capital city of Dover in Delaware. It is a modern 400-acre educational facility boasting a pleasant social environment and challenging academic programs. Delaware State University is a 1890s land-grant Historically Black College and University. Currently, the University has approximately 3,800 students from a variety of cultural, ethnic and international backgrounds. Degrees in various academic disciplines are offered.

Over the years, Delaware State University has developed its 400-acre campus into a complex consisting of a University Plaza, numerous buildings, the newest of which include the Martin Luther King Jr. Student Center, the Wellness & Recreation Center, William C. Jason Library, Luna I. Mishoe Science Center, Bank of America Building, and the Administration Building, which offers a one stop student center for financial aid, registration and admission activities in one area of the building.

Delaware State College became a University in 1993 and has since been able to increase its cadre of faculty with terminal degrees, enhance its focus on teaching and increase its efforts of scholarship and service to the community, state and the nation.

Delaware State University is centrally located on the Delmarva Peninsula, approximately 100 miles or less from Maryland, Virginia, Washington, DC, New Jersey and New York.

Delaware State University is accredited by the Middle States Commission on Higher Education (MSCHE). The baccalaureate degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Delaware Board of Nursing.

The University offers orientation and counseling services for beginning and returning students, financial aid and scholarships, medical benefits and career placement services.

## D. HISTORY OF THE DEPARTMENT OF NURSING

The Nursing Program at Delaware State University was developed in response to a federally funded survey that determined a need in Delaware for more nurses from diverse backgrounds prepared at the baccalaureate degree level. In 1972, the Nursing Program at then-Delaware State College gained approval from the College Faculty Senate, the Delaware State College Board of Trustees, and provisional approval from the Delaware Board of Nursing with full approval in 1973.

The first class of students was admitted to the Nursing Program in January 1975 and the first class graduated in December 1978. In 1987, the Nursing Program received its initial accreditation by the National League for Nursing Accrediting Commission (NLNAC), now known as Accreditation Commission for Education in Nursing (ACEN).

Student organizations within the Department of Nursing include the following:

- Student Nurses' Association
- Nursing Honor Society
- Chi Eta Phi Sorority
- Student Governance

## **SECTION II**

**MISSION AND PHILOSOPHY  
ROLE SPECIFIC GRADUATE COMPETENCIES  
STUDENT LEARNING OUTCOMES  
ORGANIZATIONAL CHART**



## A. DELAWARE STATE UNIVERSITY MISSION AND PHILOSOPHY

### **Mission**

Delaware State University is a public, comprehensive, 1890 land-grant institution that offers access and opportunity to diverse populations from Delaware, the nation, and the world. Building on its heritage as a historically black college, the University purposefully integrates the highest standards of excellence in teaching, research, and service in its baccalaureate, master's and doctoral programs. Its commitment to advance science, technology, liberal arts, and the professions produces capable and productive leaders who contribute to the sustainability and economic development of the global community.

### **Vision Statement**

As one of America's most highly respected Historically Black Colleges and Universities, Delaware State University is renowned for a standard of academic excellence that prepares our graduates to become the first choice of employers in a global market and invigorates the economy and the culture of Delaware and the Mid-Atlantic Region.

### **Core Values**

- Community
- Integrity
- Diversity
- Scholarship
- Outreach

## B. COLLEGE OF HEALTH AND BEHAVIORAL SCIENCES MISSION

The College of Health and Behavioral Sciences (CHBS) provides an interdisciplinary approach to community engagement, education, training, research and behavioral healthcare. Building on the mission of the University, CHBS's mission is to train students to be researchers and health practitioners, who will have the ability to work with diverse populations.

## C. DEPARTMENT OF NURSING MISSION

The mission of the Baccalaureate and master's nursing programs align with the mission and core values of Delaware State University as well as the College of Health & Behavioral Sciences. The Bachelors and Master's level nursing programs provide exceptional educational opportunities for students of diverse backgrounds. The baccalaureate program prepares entry-level nurses to practice competently and safely in a variety of healthcare settings including preparation for future specialization and graduate study. The master's program specializes in preparing graduates to be nursing leaders in their field. From a global perspective, the master's program also fosters principles and practices that provide a framework for diverse relationships in nursing practice, research, and education. Baccalaureate and master's prepared nursing graduates are prepared professionally to provide compassionate and culturally competent evidence-based healthcare to meet the current and future needs of individuals, families, and communities within the state of Delaware, the nation, and

the international environment.

## D. DEPARTMENT OF NURSING PHILOSOPHY

The Department of Nursing's philosophy, at Delaware State University, is congruent with the College of Health and Behavioral Sciences as well as the University's mission statement. The Faculty will provide nursing education while promoting distinguished academic excellence, innovation, and world-class service to the graduate. Faculty are also committed to best practice within a learning environment that fosters mutual commitment, respect, integrity, and accountability among students, faculty, administration, and staff.

The nursing philosophy encompasses the University's core values as they relate to professional nursing education and professional practice. This includes: Excellence in nursing education and practice in the form of scholarship; outreach to others with an appreciation for diversity; an engaging community which fosters skills in the art and science of nursing; and the ability to demonstrate ethical reasoning and integrity which promotes patient advocacy and professionalism in an ever-changing health care environment.

The nursing Faculty believes the nursing program prepares the graduate to provide safe, compassionate, and competent nursing care across the lifespan to individuals, families, and communities in a variety of practice settings. The graduate will integrate evidence-based principles, sound nursing judgments, the sciences, and clinical reasoning skills necessary for entry level practice. Graduate nurses are empowered to become effective nurse leaders with a professional identity to transform healthcare, maintain a spirit of inquiry, and are committed to life-long learning.

## E. ROLE SPECIFIC GRADUATE COMPETENCIES

### **Nursing Judgment**

Make judgements in practice, substantiated with evidence, that synthesize nursing science and knowledge from other disciplines in the provision of safe, quality care and promote the health of patients, family, and community.

### **Professional Identity**

Express one's identity as a nurse through actions that reflect integrity, a commitment to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients, families, and communities, as a willingness to provide leadership in improving care.

### **Spirit of Inquiry**

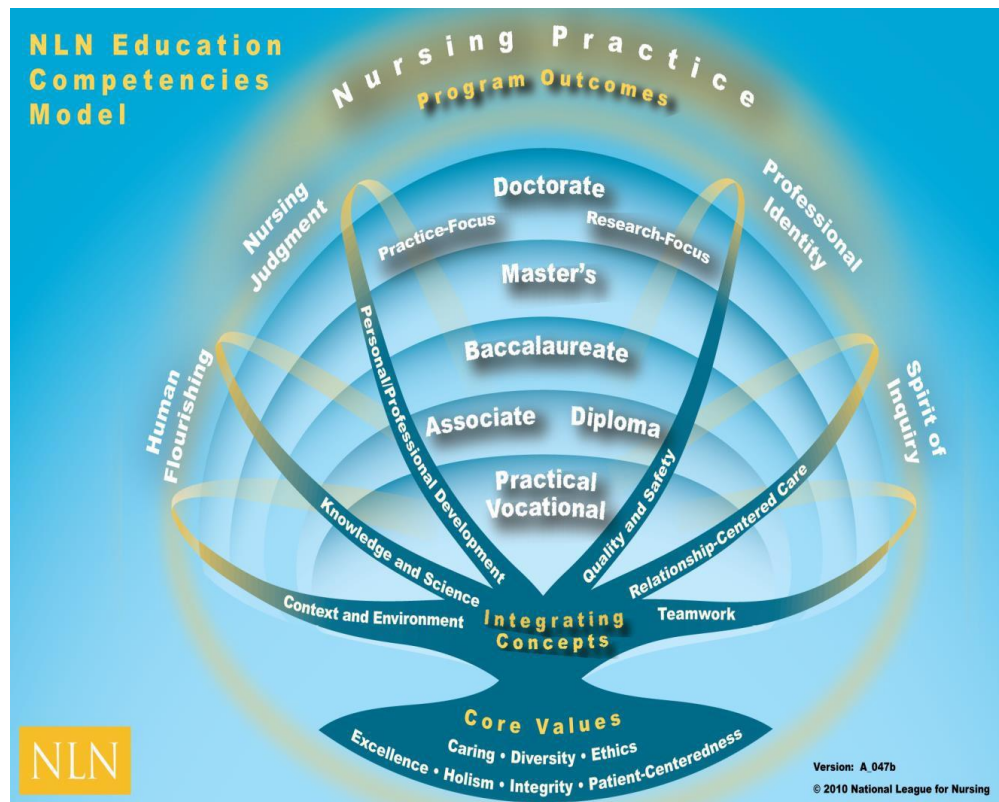
Act as an evolving scholar who contributes to the development of the science of nursing practice by identifying questions in need of study, critiquing published research, and using available evidence as a foundation to propose creative, innovative, or evidence based solutions to clinical practice problems.

### **Human Flourishing**

Incorporate the knowledge and skills learned in didactic and clinical courses to help patients, families, and communities continually progress toward fulfillment of human capacities.

(National League of Nursing, 2010, p. 39)

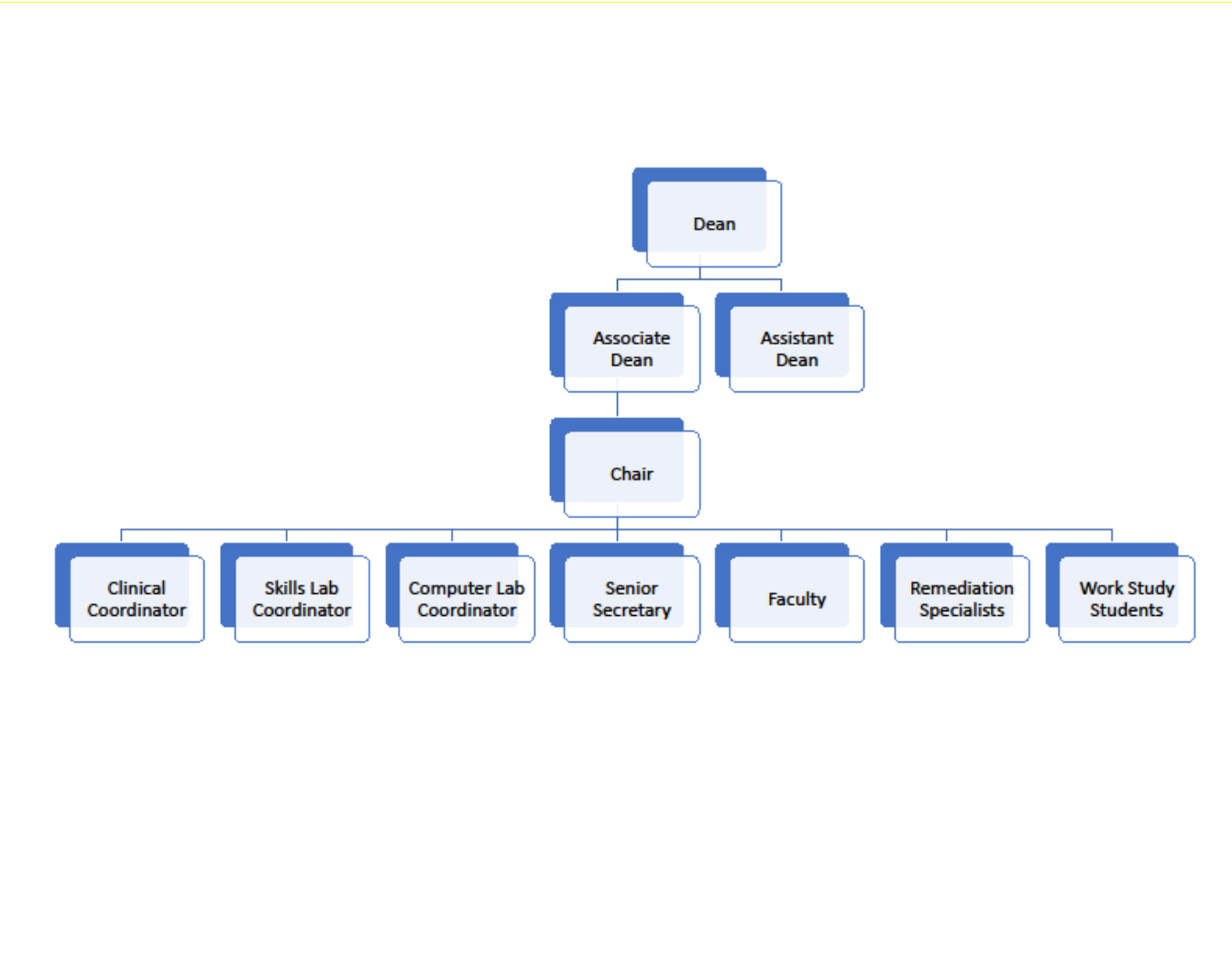
## F. NLN EDUCATION COMPETENCIES MODEL



## G. STUDENT LEARNING OUTCOMES

1. Plan, provide and delegate patient-centered care and coordinated care that promotes safe and high quality outcomes.
2. Engage in interdisciplinary communication effectively and employ patient care technologies, information systems, and communication devices that support safe nursing practice.
3. Synthesize leadership concepts, principles and ethical reasoning in decision making to ensure quality outcomes in providing client care in a variety of settings.
4. Integrate professional standards in the practice of nursing with integrity, caring, accountability, respect, and excellence in nursing practice.
5. Collaborate with clients and healthcare professionals to provide safe, effective and culturally competent nursing care through the integration of knowledge and skills.
6. Synthesize knowledge, skills and professional attitudes through the demonstration of clinical reasoning.

H. DEPARTMENTAL AND COLLEGE ORGANIZATIONAL CHART



## I. Policy for Following the Communication Line of Authority (chain of command)

Students will follow the line of authority when disputes or problems occur and have not reached a mutually agreed upon solution or resolution.

First, the student will approach the person involved and discuss the dispute or problem, with the goal being resolution or a mutually agreed upon plan or solution.

The person involved may be a staff member or student peer or an instructor.

If it is a staff member or student peer, and no resolution or solution has been reached, the student will then make an appointment with his/her advisor to discuss the dispute or problem, again with the goal of reaching a resolution or a mutually agreed upon plan or solution.

If the person involved is the instructor, the student will make an appointment with the instructor to discuss the dispute or problem, with the goal being resolution or a mutually agreed upon plan or solution.

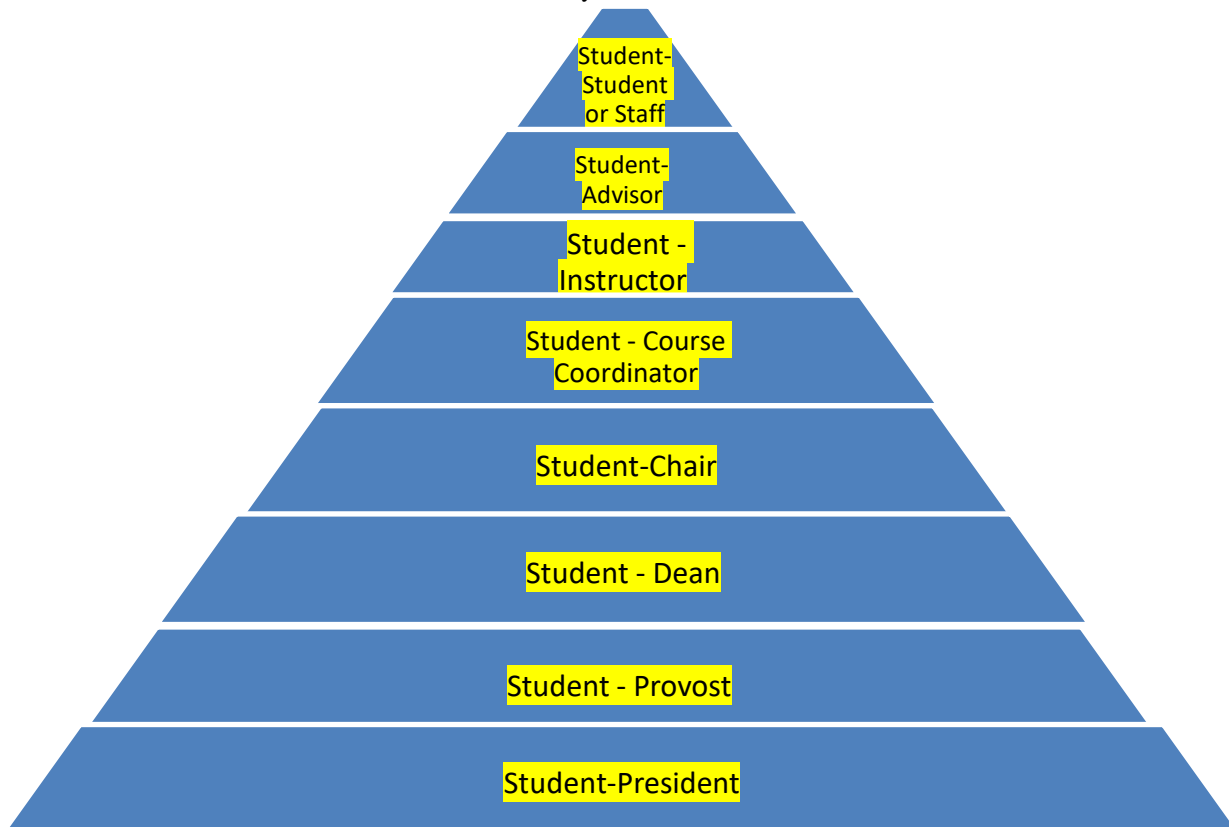
If no resolution or solution is reached by speaking with the advisor or instructor at this step, the student will make an appointment with the Course Coordinator and follow the same communication process.

If the instructor or advisor and the course coordinator are the same individual, the student will next make an appointment with the Chair of the Department.

At this level, the student will discuss the dispute or problem with the Chair, also with the goal being resolution or a mutually agreed upon plan or solution.

If no resolution or solution is reached at this step, the student will make an appointment with the Dean of the College of Health and Behavioral Sciences, with the goal of reaching a resolution or a mutually agreed upon plan or solution.

In rare cases, this communication line of authority may extend to the University Provost and/or the University President.



**SECTION III**  
**CURRICULUM**

**Nursing - Program of Study  
Fall 2015**



Freshman Fall Semester					Freshman Spring Semester				
Course	Course Name	Sem	Cr	Gr	Course	Course Name	Sem	Cr	Gr
NURS-191	University Seminar I	GE	1		NURS-192	University Seminar II	GE	1	
BIOL-207	Anatomy & Physiology I		4		BIOL -208	Anatomy & Physiology II		4	
MTSC-121	College Algebra	GE	3		MTSC-241	Statistics		3	
ENGL-101	English Comp. I	GE	3		ENGL-102	English Comp. II	GE	3	
HIST-xxx	History ♦ ■	GE	3		SCCJ-101	Intro. to Sociology ♦	GE	3	
PSYC- 201	Intro to Psychology	GE	3		****	Arts/Humanities ■ ♦	GE	3	
Total Credits			17		Total Credits			17	
Sophomore Fall Semester					Sophomore Spring Semester				
Course	Course Name	Sem	Cr	Gr	Course	Course Name	Sem	Cr	Gr
KINE-101	Fitness and Wellness	GE	2		GLOB-395	Global Societies	GE	3	
ENGL-200	Speech	GE	3		NURS-204	Pathophysiology	SO	3	
BIOL -221	Fund. of Microbiology	FO	4		ENGL-xxx	Literature ♦ ■	GE	3	
NURS-300 or PSYC 316	Growth and Development Across the Lifespan or Developmental Psych		3		NURS-207	Pharmacology for Nursing	SO	3	
KINE-212	Medical Terminology		3		****	Arts/Humanities ■ ♦	GE	3	
NURS-210 or PHL-101	Clinical Reasoning or Critical Thinking		2 3						
Total Credits			17/ 18		Total Credits			15	
Junior Fall Semester					Junior Spring Semester				
Course	Course Name	Sem	Cr	Gr	Course	Course Name	Sem	Cr	Gr
NURS-307	Intro to Nursing Practice		5		NURS-310	Nursing Research*		3	
NURS-308	Health Assessment		3		NURS-311	Child & Family Nursing		5	
NURS-309	Mental Health Nursing		5		NURS-316	Adult Health Nursing I		5	
					NURS ***	Nursing Elective (NURS314 or 420)		3 or 2	
Total Credits			13		Total Credits			16	
Senior Fall Semester					Senior Spring Semester				
Course	Course Name	Sem	Cr	Gr	Course	Course Name	Sem	Cr	Gr
NURS-400	Adult Health II Nursing		5		NURS-409	Community Health Nursing		5	
NURS-405	Nursing Leadership*		3		NURS-417	Contemporary Issues in Nursing		3	
NURS-408	Maternal Newborn Nursing		5		NURS-419	Transition to Professional Nursing**		5	
Total Credits			13		Total Credits			13	

**Name:** \_\_\_\_\_  
**ID#:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Advisor:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

Satisfies the Multicultural across-the-curriculum Requirement (two courses required)  
 ■ Must take at least one African American course in one of the designated areas  
 \*\*\* Elective to be determined by Department of Nursing  
 \*\* Senior Capstone Credits 1 2 0 - 1 2 2  
 \* Writing Intensive 67-68 Nursing  
 SO – Spring Only 53-59 Gen Ed (GE), Core/Sciences  
 FO – Fall Only



## **IV. ACADEMIC POLICIES**

## A. Criteria for Professional Phase Nursing Courses

1. CastleBranch.com Documentation of the following must be submitted to the Department of Nursing prior to the start of the first clinical course (Junior level nursing courses): **(Students are financially responsible for the following and all documents must be submitted to Castle Branch Background: <https://www.castlebranch.com>.**
  - American Heart Association Health care provider CPR which must include Infant, Child and Adult CPR, Care of the choking victim, and use of the AED. CPR certification must be valid throughout the entire program.
  - **A certified criminal background check** must be submitted annually by the designated due date.
  - Child abuse and elder abuse background checks will be requested for each assigned clinical agency.
  - **Physical examination current** within three months of the first clinical course that includes a statement that you are physically able to meet performance requirements in clinical, which includes but is not limited to strenuous lifting, pushing and standing for long periods of time, walking long distances, no vision or hearing deficits, etc.
  - **Urine drug screen (10 panel)** if the test is positive admission to the program will be denied and your application will be automatically withdrawn. In addition, urine drug screens must be submitted annually or more frequently including random drug testing.
  - **Immunizations – MUST SHOW DOCUMENTATION/PROOF** of the following:
    - MMR 1 and MMR 2 (Measles, Mumps, Rubella)
    - TDAP – Tetanus, Diphtheria and Pertussis, booster within the last 5 years and valid throughout the entire clinical program
    - Polio – Series of three
    - Varicella (chickenpox) vaccine, proof of disease or Varicella titer
    - Hepatitis B vaccine – 3 doses, or waiver from physician or health care provider
  - Two step PPD completed within 3 months prior to beginning clinical rotation or chest x-ray within 2 years. These are subject to being repeated throughout the program.
2. Uniform Purchases Students are required to purchase the DSU nursing uniform, and community uniform from the bookstore. In addition, a stethoscope with bell and diaphragm, bandage scissors, hemostat, and a pen light are required.
3. Transportation Students are responsible for their own transportation to and from assigned clinical sites within the Delaware, New Jersey, Maryland, and Pennsylvania area. Clinical rotations may be scheduled during day, evening, nights and weekends. Transportation to and from all classes and clinical learning experiences is the responsibility of each individual student.
4. Dress Code

The Department of Nursing expects all its members: faculty, staff, and students, to dress neatly and professionally, at all times in a manner that demonstrates self-respect and respect for others. With the exception of community and clinical uniforms, attire in the Department of Nursing should reflect that of members of a service profession.

## 5. Contact Information Change of Name, Address, and/or Telephone Number

If there is a change in the name, address, and/or telephone number of a student while enrolled in the Nursing Program, the student must report the change to the Department of Nursing administrative assistant and to the Student Services Office within seven days of the change. Please keep an updated emergency phone number with the Department of Nursing secretary.

## **B. Policies Related to Progression, Dismissal, and Re-Application**

### 1. Academic Standards for Progression

All NURS courses in the Professional Phase of the Nursing Program will be evaluated based on satisfactory completion of all components (class and/or laboratory/clinical/practicum). THE MINIMUM CLASSROOM COMPETENCY STANDARD REQUIREMENT FOR PASSING IS 80% (B). The clinical/lab/practicum component for the course are graded as pass/fail. Students are required to achieve satisfactory evaluation (pass) in the laboratory/clinical/practicum components. For those NURS courses that only have a practicum component the minimum standard requirement for passing is 80% (B). Numerical grades below 80% (B) in the NURS courses and/or an unsatisfactory (fail) laboratory/clinical/practicum evaluation for the course are considered unsatisfactory. Students must satisfactorily complete the clinical and theoretical components of the course in order to progress in the program. An (unsatisfactory) grade for the laboratory/clinical/practicum component will result in a course grade of “F” for unsatisfactory attainment of course requirements.

Students who do not score a minimum of 80% competency on each unit test in NURS courses are required to meet with the instructor following the test. It is also recommended that the student meet with their advisors.

A (NURS) course may only be repeated one time. Therefore, a student who is unsuccessful (fails) one nursing course can retake the nursing course ONE time only, and only the next time it is offered. The course must be taken the next time it is offered and is subject to space availability. In addition, the student will be in compliance with current Nursing Student Handbook policies in effect at the time the course is repeated.

A course final grade below a “80% (B)” in any two junior and/or senior NURS courses will result in an automatic dismissal from the nursing program, and the student must re-apply to the program. See Re-Application Policy, page 17. Re-application to the nursing program does not guarantee admission to the nursing major. Acceptance is contingent upon meeting the current Nursing Student Handbook policies in effect at the time of re-application.

Nursing students will be required to take a number of standardized tests throughout the nursing program to monitor the student’s retention of course content. The scores are used as part of the course grade. Students with comprehensive pretest, proctored and posttest scores less than the norm/standard score as defined by the testing service, will be required to complete remediation.

All written assignments/activities for class, lab, or clinical/practicum must be satisfactorily completed.

### **Skills Check-Off Policy**

Clinical NURS courses may have designated skills that must be performed proficiently. Students must achieve a passing score for each skill listed. Two (2) attempts to achieve the passing score are offered. Remediation will be provided after the first unsatisfactory attempt. Failure to achieve a passing score on any one or more skills on the second attempt will result in a withdrawal from the course and counts as a course failure.

### **Medication dosage calculation and/or simulation test**

A medication dosage calculation and/or simulation test will be administered in assigned clinical NURS courses. Students must achieve a minimum score of 90% on the medication dosage calculation test. Two (2) attempts to achieve this required score will be provided. Remediation will be provided after the first unsatisfactory attempt. Failure to achieve a minimum score of 90% on the second attempt will result in a withdrawal from the course and counts as a course failure.

Failure to satisfactorily complete assignments/activities by the specified time period as identified by the course instructor will result in a delay in the recording of a student's grade until the work is completed. The student must meet with the nursing Faculty to determine cause and program progression. A pattern of noncompliance will result in a course grade of "F".

### **American Heart Association Cardio Pulmonary Resuscitation (CPR)**

The student must maintain a current American Heart Association Cardio Pulmonary Resuscitation (CPR) healthcare provider certification (BLS) with AED; annual TB (or x-ray) testing; evidence of vaccinations, and liability and health insurance while enrolled in the nursing program.

The student must adhere to all policies of the University, College, nursing program, and clinical agencies.

All students must pass the pre-requisites of each course before they may progress to the next level of nursing courses. Any student who fails a course must wait until the next time the course is being offered. Any student who fails two nursing courses will be dismissed from the nursing program.

## **2. Policies Related to Dismissal from the Program**

### **a. HIPAA Compliance**

All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, when administering a medication, the healthcare provider would have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient/client privacy, all information that could identify the patient/client must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual's name, initials, address, phone number, fax number and Social Security number. Student papers may not be copied for careless circulation and handling. Written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information.

The need to maintain confidentiality and privacy also applies to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation.

Any student who violates the Confidentiality, Cell Phone, Social Media, HIPAA, Substance Abuse and Drug/Alcohol Testing policies or the Code of Conduct will be dismissed from the program.

#### **b. Confidentiality**

Confidentiality is a component of accountability and must be observed at all times. Discussions, written information, and medical record data concerning client(s) must be limited to pre-and post- conferences, clinical assignments, and nursing theory classes. At no time shall a client be discussed while at break, on the elevator, in the dining area, on campus, at home, or any other setting outside of the clinical setting. Confidentiality cannot be over emphasized. Outside of clinical and class, noncompliance is cause for dismissal from the program.

#### **c. Cell Phone Policy**

No Cellular Telephone Usage in Classroom (to include: Tablets, iPods, laptops, smartwatches and any other electronic communication device) – Because of the Emergency Alert System, students should put their cellular telephones on vibration whenever they are in class. Students should not respond to or make telephone calls in class or go outside the class to respond to or make telephone calls. Students should not text whenever they are in class. A student will be ordered out of the class and suspended from the class for one week if he or she is caught violating these rules for the first time. During the suspension period, a suspended student will not be allowed to take part in any class activities including examinations, quizzes, papers, assignments, presentations, and other class activities. A student who violates the above telephone usage rules for the second time will be expelled from the class.

Excerpted from DSU Division of Student Affairs Student Judicial Handbook (page 5), updated August 2, 2017.

#### **d. Social Media**

Taking pictures or recordings of a client or client information, or posting pictures, recordings, etc., on the Internet, through email, or other electronic media or social media, are prohibited and is a violation of HIPAA. Failure to adhere to this policy will subject the student to disciplinary action which will include suspension, dismissal and/or legal action by the Department of Nursing, the clinical agency or the patient.

### **3 Re-Application Policy**

Qualifying criteria for reapplication to the Nursing Major

The student must:

1. Be unsuccessful in two NURS courses in the nursing major.
2. Have adhered to all DSU policies and College MOU criteria
3. Have waited two years from the most recent failing grade\* before applying for readmission

Students who wish to be readmitted to the nursing program must:

- Meet the current admission requirements at the time of reapplication.
- Develop a learning contract that is unanimously accepted by the Admissions Committee, Faculty teaching in the course(s) to which the student will return, and the Department Chair.
- Repeat all courses in the Nursing Major.

Students who reapply for admission will be considered for admission to the Nursing Major as space permits.

\* failing grade – withdraw, unsatisfactory, C or below

### **4 Substance Abuse and Drug/Alcohol Testing Policy and Procedure**

Health and safety concerns dictate that nurses and nursing students must conduct health care and educational activities fully in control of their manual dexterity and skills, mental faculties, and judgment. The presence or use of drugs, marijuana or alcohol, lawful or otherwise, which interferes with the judgment, cognition or motor coordination of nursing students in a health care setting or classroom, poses an unacceptable risk for patients, colleagues, Delaware State Nursing Department and affiliating clinical agencies. The nursing program recognizes its responsibility to endeavor to provide a safe, conducive, academic environment for students and to cooperate with clinical agencies in providing for the safe and effective care of their patients. Drug screens are required for clinical in the nursing program. If an applicant is found to have a positive drug test result, the student will not be considered for admission.

For students enrolled in the program, drug screens are required before participation at clinical sites. If the student's screen result is positive, the student shall meet with the Chairperson and course coordinator of the course. If the medication in question is a prescription medication that the student is prescribed, the student must present a copy of the prescription or the actual pharmacy-prepared medication with appropriate label within 24 hours, along with a written, signed statement as to why the test result is positive. The student must also provide a doctor's note stating that the student is safe to participate in clinical activities if taking the medication(s) as prescribed.

The student must be able to perform to the level of expectation for all students. If, despite this, they are prohibited from attending the clinical site(s), the student must withdraw from the program. In addition, urine drug screens must be submitted annually or more frequently including random drug testing

If a student tests positive for one or more *illicit* drugs in a drug screen and the student affirms illicit

drug use, the student will be dismissed from the program. If the student denies having used an illicit drug, the student will be given the option of re-testing at his/her expense within the 24 hours following notification – the student must provide proof of the date and time of the drug screen re-test to the Chairperson. **HOWEVER, IN THIS INSTANCE, A STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN CLINICAL AT ANY TIME A DRUG SCREEN RESULT IS PENDING OR POSITIVE.** If the second screen is positive, the student must withdraw from the program. If the second (re-test) screen is negative, the student will be allowed to continue in the nursing program, but the student will be required to have at least one random drug screen at his/her own expense during the time he/she continues in the nursing program and will continue to be monitored for signs of impairment. If this random drug screen is positive, the student must withdraw from the program, and he/she will not be eligible for readmission to the program in the future.

Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not meeting program requirements, therefore, necessitating dismissal from the program.

If a student appears to be chemically impaired at any time while participating in clinical, lab or the classroom, the Coordinator of the course or Chairperson of the Department of Nursing must be notified immediately and the behavior indicating that a student may be under the influence of drugs or alcohol must be validated and documented by two professional persons (faculty, nurses, physicians, etc.). Suspect behaviors include, but are not limited to:

- ✓ Observable phenomena, such as direct observation of drug or alcohol use and/or physical symptoms or manifestations of being under the influence of a drug, alcohol or marijuana.
- ✓ Erratic behavior, slurred speech, odor of alcohol on the breath, staggered gait, decreased motor coordination, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance.
- ✓ Substance abuse-related conviction by a court, or being found guilty of a substance abuse-related offense in another administrative or legal proceeding.

Any nursing student who demonstrates behaviors reasonably suspected to be related to substance abuse will be required to submit to drug testing immediately, at his/her own expense, and to have the results sent to the Chairperson of the Department of Nursing soon as possible (within 24 hours). Transportation of the student to home or a testing site must be arranged to ensure the student's safety. The student will not participate in any school activities until the issue is resolved. If the drug screen is negative, the fact will be noted in the student's record. The preliminary investigation will cease and the student will be released to return to the course or clinical experience without penalty. If the drug screen is positive for any illicit drugs, the student will be dismissed from the program. In order to return to clinical the student must provide documentation from the health care provider indicating that they can resume clinical duties and andresponsibility.

Definitions of Terms Used in this Policy:

**Drug test** or testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.

***Illicit drug*** means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illicit drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

***Impaired*** means that a student's mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitude as manifested in speech or actions. Impairment will include an active addictive disease and/or physiological or psychological dependence upon chemical substances, for which the student is not receiving treatment.

***Reasonable suspicion*** means that evidence which forms a reasonable basis for concluding that it is more likely than not that a person is engaged in substance abuse. Facts which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, unkempt appearance or unprofessional attire, and unexplained accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

***Substance abuse*** means

- (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illicit drug by any nursing student while on Delaware State campus or affiliated clinical agency's premises or while participating in any Delaware State campus or affiliated clinical agency-sponsored or related activity, including any course or clinical experience;
- (b) the consumption, possession, or distribution of alcohol, unless approved by Delaware State or clinical agency, by any nursing student while on Delaware State campus or any affiliated clinical agency's premises or while participating in any Delaware State or affiliated clinical agency-sponsored or related activity, including any course or clinical experience; and
- (c) a nursing student's use of alcohol or any drug in such a way that the student's performance is impaired in any course or clinical experience at either a Delaware State -owned site or that of any affiliated clinical agency.

(Revised with permission from Polytech Adult Education Practical Nursing Program)

## **5. Student Professional Behaviors and Code of Conduct**

Students are expected to adhere to the University's Code of Conduct located in the DSU Student



Handbook and, the Code of Ethics for Nurses located at:  
<http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html>  
and the following professional behaviors:

### **ANA Code of Ethics**

- Provision 1 - The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- Provision 2 - The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- Provision 3 - The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- Provision 4 - The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- Provision 5 - The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- Provision 6 - the nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- Provision 7 - The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- Provision 8 - The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- Provision 9 - The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Nursing students are held responsible for ensuring that their actions while practicing in the clinical setting are safe, competent, and ethically correct. Additionally, it is a responsibility of nursing students to ensure that their actions do not result in or cause any physiological, psychological, or sociological harm the client. The nursing faculty member assigned to conduct the clinical experience will accompany nursing students to the clinical agency, and is legally responsible for guiding the clinical experience and for overseeing the clinical practice of nursing students.

Swearing or the use of any profane language is prohibited while engaging in classroom or clinical experiences and/or performing any professional nursing role while enrolled at DSU.

## **6. Policy on Unsafe Practice**

The Faculty of the Department of Nursing has an academic, legal, and ethical responsibility to prepare graduates who are competent as well as to protect the public and health care community from unsafe nursing practice. It is within this context that students can be disciplined or dismissed from the Department of Nursing for practice or behavior which threatens or has the potential to threaten the safety of a client, a family member or substitute familial person, another student, a faculty member, or other health care provider.

### **Definition:**

#### **Unsafe practice is defined as:**

- C. An act or behavior of the type which violates the Delaware Nursing Practice Act at <http://regulations.delaware.gov/AdminCode/title24/1900.pdf#search=Delaware%20Nurse%20Practice%20Act>
- D. An act or behavior of the type which violates the Code of Ethics for Nurses of the American Nurses Association.
- E. An act or behavior which threatens or has the potential to threaten the physical, emotional, mental or environmental safety of the client, a family member or substitute familial person, another student, a faculty member, or other health care provider.
- F. An act or behavior (commission or omission) which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.
- G. Consuming or use of any illegal or legal drug or medication, alcohol or inhalant while providing care to client.
- H. Consuming or use of any illegal or legal drug or medication, alcohol or inhalant while responsible for the management of care.

### **Investigation and Evaluation of an Unsafe Practice**

When an incident occurs which a faculty member believes may constitute an unsafe practice, he/she shall immediately notify the student and instruct the student to leave the clinical setting. The faculty member will notify the Course Coordinator and/or the Department of Nursing Chair.

The Course Coordinator and/or Department Chair will investigate the incident within three working days of the incident (or within three working days of notification that such an incident occurred) to determine that an unsafe practice has occurred.

The Chairperson, in consultation with the involved faculty member, will review the student's clinical performance evaluation(s), academic record and potential for successful completion of the nursing major. Based upon this careful and deliberate review, a decision or to recommend dismissal of the student from the Department of Nursing will be made by the Chair. The Dean of the College of Health and Behavioral Sciences will review the decision. The Department Chair will send to the Dean written notification of the decision within 7 business days.

## **C. ACADEMIC DISHONESTY POLICY**

Students are accountable for the stipulations in the “Academic Dishonesty Policy”  
Academic dishonesty will not be tolerated in the Department of Nursing.

The following policies will be applied by nursing faculty to students found engaging in academic dishonesty:

1. The first-time documentation of academic dishonesty will result in a grade of zero for the assignment.
2. A second documentation of academic dishonesty (in the same course or in subsequent course) will result in a failing grade for the course and a recommendation of expulsion from the University. A student who assists in academic dishonesty will be considered equally subject to discipline as a student who accepts such assistance.
3. A student who is aware of academic dishonesty but fails to report it to faculty will be considered equally subject to disciplinary action as a student who actually participates in the academic dishonesty.
4. Documentation related to evidence of academic dishonesty will become a part of the student’s permanent record.

### **1. Forms of Academic Dishonesty**

There are four major forms of academic dishonesty addressed by the nursing faculty and Delaware State University.

- A. Plagiarism
- B. Cheating
- C. Fabrication
- D. Academic Misconduct

The following is a description of each:

#### **A. Plagiarism**

A writer... “does not present the work of another as it were his/her own work. This can extend to ideas as well as written words...Quotation marks should be used to indicate the exact words of another. Summarizing a passage or rearranging the order of a sentence and changing some of the words are paraphrasing. Each time a source is paraphrased, a credit for the source needs to be included in the text” of the paper (American Psychological Association, 1994, p. 292, 294).

Examples of Plagiarism:

1. Quoting another person’s actual words, complete sentences or an entire piece of written work without acknowledgement of the source.
2. Using another person’s ideas, opinions or theory, even if it is completely paraphrased in one’s own words without acknowledgement of the source.
3. Borrowing facts or statistics or other illustrative materials that are not common knowledge without acknowledgement of the source.

4. Copying another student's essay test answers.
5. Copying, or allowing another student to copy, a computer file that contains another student's assignment and submitting it in part or in its entirety, as one's own.
6. Working together on an assignment, sharing the computer files and programs involved and then submitting copies of the assignment as one's own individual work.

#### B. Cheating

A student engages in an act of deception whenever he/she seeks to misrepresent mastery of information on an academic exercise that has not been mastered.

Examples of Cheating:

1. Copying from another student's test paper.
2. Allowing another student to copy from a test paper.
3. Using course textbooks or other materials (e.g., notebooks) which are not authorized for use during the test.
4. Collaborating with another during a test by receiving information without authorization, or collaborating with others on projects when such collaboration is expressly forbidden.
5. Using or possessing specifically prepared materials during a test, e.g., notes, discs, etc. that are not authorized.
6. Taking a test for someone else or permitting someone else to take a test for you.

#### C. Fabrication

This involves a student who falsifies research or invents information with the intent to deceive.

Examples of Fabrication:

1. Citation of information not taken from the source indicated. This can include incorrect documentation of secondary source materials.
2. Listing sources in a bibliography not directly used in an academic exercise.
3. Submission in a paper, lab report or other assignment with false, invented or fictitious data or evidence.
4. Submitting as your own academic work written work prepared totally or in part by another person.

#### D. Academic Misconduct

A student engages in academic misconduct whenever there is a violation of University policies, tampering with grades or distribution of any part of a test.

Examples of Academic Misconduct:

1. Stealing, buying or otherwise obtaining all or parts of a test.
2. Selling or giving away all or part of a test and/or the answers.
3. Bribing any other person to obtain a test and/or including the answers to a test.
4. Entering a building or office for the purpose of changing a grade book, in a computer file, on

- a test or any other work for which a grade is given.
5. Changing, altering or being an accessory to the changing and/or altering of a grade in a grade book, on a test, or any other official academic record of the University which relates to grades.
  6. Entering a building or office for the purpose of obtaining a test.
  7. Continuing to work on an examination or project after the specified allotted time has elapsed.
  8. Opening an unauthorized browser window while taking a computerized test.

To encourage students to make decisions to behave in an ethical honest manner, faculty will encourage students to seek assistance from instructors when needed. When students cannot meet deadlines for course requirements, faculty may explore other options with students to meet course requirements if there are documented reasons or extenuating circumstances.

To assist in student recognition of these policies, course coordinators and instructors will review the policy on academic honesty on the first class day. The policy will apply to each course and be included in the Department of Nursing Undergraduate Student Handbook.

## ***2. Exam Policies and Procedures***

The Department of Nursing has a zero tolerance for cheating. To ensure test security, students will be monitored by a faculty or staff proctor at all times during the exam.

Students will be required to store electronic devices (cell/mobile/smart phones, smart watches, tablets, pagers or other electronic devices) in the designated location, which will remain locked for the duration of the exam. Students who refuse to store their electronic devices as directed will not be allowed to test.

Students should plan to arrive at the test location at least 15 minutes before the testing time. The student must show his or her DSU ID to the proctor. Students who do not have their DSU IDs will not be allowed to test. Students are required to take exams on the scheduled date and time. If a student arrives late, he or she will be allowed to take the exam only for the remaining time period, and only if other students have not left the room. If a fellow student has left the testing location, the student arriving late may not take the scheduled exam.

When the instructor begins to hand out the exam, or signals students to open an online test, students are not to talk to one another because this behavior leaves the proctor with the impression that students are cheating. Once the testing process has begun, students may not leave the room at any time. Restroom breaks, tissues, and drinks of water should be obtained prior to the start of the testing process. If a student leaves the room, the exam and answer sheet must be given to the instructor, or the online test is closed out, concluding the test for that student, regardless of whether or not that student has completed the examination.

Occasionally, technical problems may require rescheduling the exam. It is at the discretion of the Course Coordinator when the exam shall be rescheduled. Students will be notified via DSU email of specific details within 1 business day.

Students are required to leave personal belongings outside of the testing location. Students are not allowed to access any prohibited personal items at any time during the exam. Food/beverages, books, notes, handouts, backpacks, jackets, coats, hats, scarves, hoodies, etc. are not allowed in the testing location, with the exception of permissible religious/cultural apparel. Students will remove large jewelry and other accessories before entering the testing room.

After the exam, students will be allowed access to the designated location to retrieve their personal items. For any questions regarding what students can and cannot access outside the testing location, ask the test proctor or the Course Coordinator.

Students may not disclose or discuss with anyone, information about the items or answers on the test (this includes posting or discussing questions on the internet and social media websites).

Students may not reconstruct exam items from memory or from the memory of others.

Students may not seek help from any other party in answering test items (in person, by phone, text or by email) during the examination.

Students may not remove examination items and/or responses (in any format) or notes about the examination from the testing location.

Students may not copy or reconstruct exam items during or following the exam for any reason.

Students will comply with any investigation that needs to be conducted as a result of an actual or a potential breach of exam policies.

Note: If the student witnesses any breach of exam policies or procedures, or any irregular behavior that is in violation of these policies and procedures, the student is required to (1) report it to the Course Coordinator within one business day and (2) comply with any follow up investigation.

Make-up exams are at the discretion of the course coordinator. Students who have missed an exam and notified the proctor or the secretary of the Nursing Department, personally or via audible recorded voicemail, **at least one hour prior** to the start of the exam, **may be eligible** to take an **alternative format** exam within one week of the missed exam, as specified by the course coordinator. Alternate formats for test items include, but are not limited to, hot spot, short answer, fill in the blanks, and/or essay questions. The date and time of the alternative format exam will be scheduled by the course coordinator and are not negotiable. The student who misses a course examination, and does not comply with the above requirements, will automatically receive a grade of zero (0) for that exam.

Online exams and scanner sheets may be reviewed by the student within 1 week after that exam grades have been posted by making an appointment during faculty office hours. No test reviews are permitted after the allotted one-week time period for review. These behaviors constitute cheating. The format for test preview is at the discretion of the Course Coordinator/Course Lead. Students are not permitted to record any part of the test. Likewise, students are not permitted to write, take notes, or to text during the review. The student may schedule review of the final exam by appointment with the course coordinator prior to the last day of the semester or the last day of Block I and Block II.

Citation: Excerpted from National Council of State Boards of Nursing. (2019). NCLEX-RN® rules and exam day process. Retrieved from <https://www.ncsbn.org/1268.htm>.

#### ATI Standardized Testing (Appendix A)

All required nursing courses in the major include ATI testing and evaluation (10%), with the exception of NURS310 Nursing Research. Seniors MUST achieve a 90% within two attempts for the comprehensive predictor in order to pass NURS417 Contemporary Issues in Nursing Spring semester.

### **D. Anti-Bullying Policy**

The Department of Nursing Administration, Faculty, Staff, and Students maintain a zero tolerance for bullying. The Delaware State University 'One Policy One Process' Title IX document ([https://www.desu.edu/sites/flagship/files/document/31/one\\_policy\\_one\\_process.pdf](https://www.desu.edu/sites/flagship/files/document/31/one_policy_one_process.pdf))

outlines reporting mechanisms, procedures, interventions, and consequences of bullying, alleged or witnessed. According to this policy, bullying is “defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class” (p.11).

Additionally, bullying in virtual environments is described with its limitations:

any online postings or other electronic communication by any member of the DSU community, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of Delaware State University’s control (e.g., not on Delaware State University networks, websites or between Delaware State University email accounts) will only be subject to this policy when those

online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected under the 1st Amendment to the Constitution (p.2). Individuals suspected of bullying will be reported to the Chair of the Department of Nursing and referred to the Title IX Coordinator for investigation and follow-up.

See Appendix B for the DSU Human Resources Civility Policy.

## E. GRADING POLICIES

### 1. Grading System

The Department of Nursing grading scale is listed below: Nursing course grades will not be rounded up.

**Department of Nursing Grade Scale**

Letter Grade	Quality Points	Percentage Range
A	4.0	90 - 100
B	3.0	80 – 89.99
C	2.0	75 – 79.99
D	1	74.99
F	0	below 60

The minimum passing grade for NURS courses in the Nursing major is B, (3.0), 80%

**2. Nursing Course Transfer Policy:** Transfer credit will not be awarded for required NURS courses.

### 3. Grade Appeal Policy

Grade appeals will follow the University’s grade appeal policies and procedures which can be found in the DSU Student Handbook.

A student may appeal a final grade if she or he thinks the grade is inaccurate. The student must first consult with the faculty member who awarded the grade. The university expects the majority of grade appeals to be resolved by the student and instructor. If the faculty member changes the grade a grade change form will be processed in accordance with the University’s policies and procedures. If the faculty member does not approve the appeal, the student may initiate a Complaint against Instruction.

The Complaint against Instruction appeal form submitted by the student must include documentation that one or more of the following occurred:

- 1) the instructor made an error in calculating the final grade;
- 2) the final grade was based on criteria and/or standards at variance with the course syllabus; and/or
- 3) the grade was based on factors other than student achievement/performance.

Students must recognize that they bear the burden of proof in the grade appeal process and that it is unlikely that an appeal will be successful without appropriate documentation. The student must submit the complaint to the faculty member first. If the matter is unresolved then it goes to the Chair. If it is not resolved at the Chair level, it then goes to the Dean for a final decision.

## F. CLINICAL/LAB POLICIES

### 1. Clinical Experience

Each nursing student will be assigned to a clinical facility where the student will apply concepts and psychomotor skills learned in the classroom and laboratory under the supervision of a faculty member. Any student who performs unsatisfactorily during the clinical rotation may be placed on an improvement plan through a clinical contract until performance is observed at a satisfactory and at a safe level. The improvement plan in the clinical contract is an agreement between the student and the instructor; both parties have critical roles in facilitating the students' success in clinical. Students should always present to the clinical site on time, be prepared and dressed in the approved Delaware State University uniform (see Uniform and Dress Code guidelines).

No student may participate in a clinical setting/unit where he or she is employed. This policy allows the student the freedom of inquiry needed in the educational process. Also, students are not allowed to leave the premises for lunch or any other time. Students are expected to purchase meals on onsite or bring meals to clinical each day.

Students enrolled in a nursing course with a clinical component are responsible for providing the following documentation:

2. Current American Heart Association Cardiopulmonary Resuscitation (CPR) with AED for healthcare provider (BLS) certification;
3. Current/annual PPD (students with a positive PPD, should provide evidence of a negative chest x-ray);
4. Other immunizations (such as, hepatitis and flu vaccinations);
5. Additional clinical requirements, i.e., urine and drug screenings, criminal background checks, immunizations, etc. as required by clinical agency, policies.

### 2. Clinical Attendance

Clinical experiences are essential and of such critical importance to the student's learning process in nursing, that attendance is mandatory. If an emergency occurs and the student cannot attend the clinical experience, the student must contact the clinical instructor **at least one hour prior to the required clinical time.**

Students are expected to arrive to the clinical site (lab or assigned facility) fifteen minutes prior to the start of the shift (or as designated by the instructor); and to leave the clinical site (lab or assigned facility) only when the instructor has given permission.

In the event clinical is cancelled due to inclement weather, etc., the clinical instructor may provide an alternative experience for that day.

#### Consequence for Failing to Meet Clinical Attendance

Failure to meet the requirements for clinical attendance may result in an unsatisfactory evaluation. Missed clinical experiences will be handled individually and the student must make-up clinical. This will be at the discretion of the instructor and may involve evenings/weekend hours as designated by the clinical site availability.



### **3. Annual Criminal Background Check/ Drug Screen**

Upon notice of admission, students are required to complete a criminal background check and a 10 panel drug screen within the time constraints set by the clinical experiences and/or according to State of Delaware/Castle Branch and CDC guidelines. Random drug screenings can be implemented by a clinical facility at any time.

### **4. Immunizations**

Students are required to update their immunizations at the start of each clinical course according to State of Delaware/Castle Branch and CDC guidelines to complete the admission process.

### **5. Cardio-Pulmonary Resuscitation**

American Heart Association certification in Basic Life Support for Health Care providers with AED training) is required for all nursing students prior to beginning the program and throughout their matriculation in the program. Attaining and maintaining current certification is the student's responsibility. Documentation must be provided.

Students will not be allowed to participate in the clinical experience when any of the following documents have not been submitted by the specified date: (1) all health requirements; (2) current CPR certification (3) Criminal Background Checks and (4) annual State mandatories and additional documents required by the health care facility.

### **6. Uniform and Dress Code**

The purpose of the dress code is to assist in providing an environment which maximizes psychological and physical safety of both client and student. Being attired in the proper uniform assists the client and the staff in clinical areas in identifying the student as a member of the Delaware State University Nursing Program.

Uniforms will be ordered from the DSU book store. Uniform should be a size that permits bending and stretching without exposing undergarment or skin.

Compliance with the dress code is a critical requirement for the clinical areas. Noncompliance may result in dismissal from the clinical area for the day. Dismissal from the clinical area will be recorded as a clinical absence.

## 7. Primary lab/Clinical uniform

- Female: Standard navy blue uniform skirt or pants with program specific top, all white leather shoes/sneakers (no canvas types), and DSU issued name badge and clip. No shoes with the heel exposed are permitted. All white nursing socks must be worn with pants and must extend above the ankle.
- Male: Navy pants, program specific top, white socks, all white leather shoes/sneakers (no canvas type), and DSU issued name badge and clip.

## 8. Community/Mental Health uniform:

Navy blue pants, light blue polo shirt with DSU logo, black or blue closed-heel shoes. Black or navy socks must be worn with pants and must extend above the ankle. Plain navy blue cardigan sweater, hip length, may be worn as desired.

- Shoes and shoe laces are to be clean.
- A short or long-sleeved “T” shirt may be worn under the uniform top if it is the same color as the uniform top. It must be a rounded crewneck type shirt. The hem of the shirt must be tucked in and not exposed.
- DSU issued name badge & clip will be worn at all times in the clinical area.
- When entering the clinical area for assignments, the student will wear the required uniform and badge and follow these requirements:
  - a. The student must wear the DSU uniform during all clinical experiences.
  - b. The student will comply with special dress requirements when assigned to special area.
  - c. Hair must not touch collar. Hair must not fall forward or interfere with safety considerations in providing client care. No decorative barrettes, headbands, and rubber bands etc. are permitted. Hair should be of natural color.
  - d. Beards, mustaches, and sideburns will be kept clean and neat and comply with the policies of the clinical agency.
  - e. Fingernails will be kept short and clean. They should not extend beyond the end of the finger. Per CDC guidelines gel nail polish, sculptured or artificial tips or wraps are **NOT** permitted.
  - f. No rings except a plain wedding band are to be worn.
  - g. Students with pierced ears may wear one pair of small post earrings (1/4 inch in diameter). These may be white pearl, gold or silver studs. One earring per ear.

- Visible piercings such as facial rings (i.e. nasal or tongue rings) are prohibited.
- h. Chains, necklaces and bracelets are not to be worn during clinical experiences.
  - i. A watch with a second hand is required.
  - j. Bathing, deodorants, and oral hygiene will be practiced to control body odors.
  - k. Scented perfume, perfumed deodorant, toilet water, powder, etc., are not to be worn.
  - l. Light subtle make-up may be worn. Artificial eyelashes, colored contact lenses and/or obtrusive (noticeable or prominent in an unwelcome way) eyewear are not permitted.
  - l. Body art must be covered with clothing or Band-Aids during client care assignments.
  - m. The DSU and clinical campuses are tobacco free. Smoking is prohibited during clinical experiences.
  - n. Chewing gum, use of tobacco products, or consuming food or beverages is not permitted in client care areas.
  - o. No smart watches or cell phones or other electronic devices are permitted in the nursing skills lab or in clinical areas.

## **G. Accreditation Commission for Education in Nursing (ACEN)**

The Delaware State University (DSU) Department of Nursing Undergraduate Program is approved by the Delaware Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), in accordance with the Delaware Nurse Practice Act, Section 2.5.5.1, “Procedure for Continuing Full Approval: Each nursing education program shall be accredited by a Board-approved national accrediting agency” (p.11, <http://regulations.delaware.gov/AdminCode/title24/1900.pdf>). Continuing accreditation of the DSU Department of Nursing Undergraduate Program by ACEN, the approved national accrediting agency, is required in order for the graduate of the DSU Nursing Program to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Graduation with a Bachelor of Science Degree in Nursing from the DSU does not, in and of itself, guarantee automatic entitlement to take the NCLEX-RN.

**SECTION V**  
**NURSING STUDENT ACTIVITIES AND RESOURCES**

### **A. Nursing Student Association**

The National Student Nurses' Association is an organization that mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. This program is led by a faculty member within the Department of Nursing. They usually meet on a monthly basis.

### **B. Nursing Honor Society**

Candidates' selection to the Nursing Honor Society is invitational, and based on completed credits and current GPA.

### **C. Student Governance**

This committee is a group that promotes shared governance and allows students to voice their concerns and suggestions related to program improvement.

### **D. CHI ETA PHI**

This is a nursing sorority. This group promotes community service and health promotion.

### **E. Nursing Skills Lab (Appendix C)**

The Nursing Skills lab offers the student an opportunity to practice hands-on learning. **Prior to** attending each lecture and lab, the student should:

1. Read the required readings: view required videos.
2. Become familiar with the terminology included in the reading assignments.
3. Study the objectives and performance requirements.

While demonstrating skills, students may be questioned by the instructor about material covered by objectives in each unit. This serves as an evaluation of the student understanding of the principles and rationale for skills to be demonstrated. Students may be required to reschedule skill demonstration if the instructor feels that the knowledge base is inadequate.

Skills lab attendance is mandatory and there are limited and often no make-up opportunities. Students are strongly encouraged to attend their scheduled labs in order to successfully meet course and clinical objectives. It is the student's responsibility to reschedule a missed lab by contacting the Nursing Skills Lab Coordinator within twenty-four hours of the missed lab. However, rescheduling the lab time will be at the discretion of the instructor.

A minimum of two documented and separate practice sessions (on different days) are required prior to requesting a skills check off. Students are provided two opportunities to successfully complete a skills check off. A student who fails a skills check off twice does not meet course requirement and therefore will not complete the course successfully. They student may repeat the course the next time the course is offered, but only if eligible to do so

#### **F. Nursing Computer Lab (see Appendix D)**

The student will have access to the nursing computer lab Monday through Friday unless the computer lab has been reserved for testing or classroom activities. Hours will be posted, including Proctor hours for ATI practice testing.

#### **G. Faculty Advisors**

Each student is assigned to a faculty advisor who will serve as a resource person. The faculty advisor is available during office hours or by special request.

#### **H. Student Access to Instructors**

Full-time faculty members will post office hours to inform students of their availability for interaction and academic assistance. Part-time faculty members will notify students of their availability outside of class and clinical. Tutoring is available upon request.

#### **I. Graduation Policy**

The university awards the Bachelor of Science degree to those students who successfully complete the requirements set forth for their degree program. Degree candidates **must** complete an application for graduation through the Department of Nursing and pay the required university fee. Graduating nursing students are expected to check with the Registrar and their advisor or the Department Chairperson concerning completion of requirements for graduation. Candidates for graduation from the Department of Nursing must complete the curriculum with an overall **GPA of 3.0 or better.** All (NURS) courses must be completed with a grade of “B” or better. Graduates are expected to attend the graduation ceremony. Information regarding graduation, including fees, will be disseminated by the Registrar.

#### **J. Pinning Ceremony**

Nursing students who have met all nursing program requirements are eligible to participate in the pinning ceremony. The student is responsible for all of the pinning fees which include pin, uniform, lamp, and photography fees.

**SECTION VI**  
**CONSENT AND RECEIPT FORMS**

**Student's Consent to Drug/Alcohol Testing and  
Student's Consent to Release Test Results to  
Delaware State University (DSU)**

I, \_\_\_\_\_, having read the Substance Abuse and Drug/Alcohol Testing Policy, understand that as a precondition to entering the clinical component of the program and participating in any clinical experience at an affiliating clinical agency that requires pre-placement drug testing, I am subject to the Delaware State University's policies and those of the affiliating clinical agencies, including but not limited to any requirement to submit to pre-clinical placement drug testing, random drug testing, or drug testing when there is reasonable suspicion to believe that I may be impaired or engaged in substance abuse as defined by the applicable policies. I understand that the cost of any drug testing required by any affiliating clinical agency with which I may be placed shall be borne by me. By my signature below, I hereby give my complete and voluntary consent to submit to any such drug test(s) at a designated laboratory or other location as required by the Delaware State University nursing department and/or any affiliating clinical agency at which I am placed for nursing school requirements.

I understand that a positive drug test or other violation of the Delaware State University Substance Abuse and Drug/Alcohol Testing Policy, or that of any affiliating clinical agency, will result in disciplinary action, up to and including dismissal from the program, and/or other potential consequences as more fully explained in the applicable policies.

I further understand that the affiliating clinical agency and Delaware State University have a legitimate need to receive the results of my drug tests performed in accordance with the applicable policies. I give my consent to, and hereby authorize any drug testing facility and its physicians, employees, and representatives (collectively hereinafter referred to as "drug testing entity"), that conducted drug testing pursuant to the drug testing policies of the affiliating clinical agency or Delaware State University, and that has control over any documents, records, or other information pertaining to any drug testing of me, to furnish originals or copies of any such documents, records, or other information to the affiliating clinical agency requesting the test and/or to the Delaware State University and/or its authorized officers, employees and representatives. I further consent to and hereby authorize any drug testing entity to answer the questions and inquiries of the Delaware State University concerning me and disclose to its authorized officers, employees and representatives whatever documents, records, and other information, including, without limitation, drug testing results, medical records, medical reports, analyses, questionnaires, and other materials which may have been made or prepared pursuant to or in connection with my drug test(s).

I waive, release, and discharge forever the drug testing entity that conducted drug testing pursuant to the applicable policies of the Delaware State University, or that of any affiliating clinical agency, and every other person, firm and institution (including without limitation the Delaware State University and its affiliated entities) which shall comply in good faith with this authorization and consent, from any and all liability or claims of whatsoever kind and nature, known or unknown, arising out of or relating to the drug testing, disclosing, inspection, releasing and furnishing of such documents, records, or other information.

\_\_\_\_\_  
Student's printed name

\_\_\_\_\_  
Student's signature

Date \_\_\_\_\_



## STUDENT CODE OF CONDUCT RECEIPT

I understand and agree with the “Code of Conduct” policy in the Department of Nursing Undergraduate Student Handbook at Delaware State University. I acknowledge receiving all information in regards to:

- ANA Code of Ethics
- Substance Abuse and Drug/Alcohol Testing policy
- Civility and Anti- Bullying policy
- Unsafe Practice policy

Any violation of the Code of Conduct policies will result in punitive action.

**I understand I must submit this form to the Castle Branch website at <https://www.castlebranch.com>**

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Student’s Name (Print)

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Student’s Signature

Witness

Date

## ACADEMIC DISHONESTY RECEIPT

I have received a copy of, and have read and understand, the policies regarding academic dishonesty in the Department of Nursing. I agree to uphold these policies while I am a student in the Department of Nursing at Delaware State University.

Any violation of the Academic Dishonesty policies will result in punitive action.

**I understand I must submit this form to the Castle Branch website at:**  
<https://www.castlebranch.com>

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Student's Name (Print)

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Student's Signature

Witness

Date

## RECEIPT of STUDENT HANDBOOK

I have access to the Delaware State University Department of Nursing Undergraduate Student Handbook, have read and understand its contents. I agree to its terms, and sign this form voluntarily.

I understand and agree that in the performance of my duties as a student at various clinical agencies I must hold all clinical information (paper and/or electronically stored) in strict confidence.

I will access information only as it is needed to perform my clinical duties and responsibilities and will not share my access code with others. I understand that any violation of the confidentiality of clinical information shall result in punitive action.

**I understand I must submit this form to the Department of Nursing and the Castle Branch website at: <https://www.castlebranch.com>**

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Student's Name (Print)

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Student's Signature

Witness

Date

## Student Acknowledgement

Initial all and sign below:

\_\_\_\_\_ I have received a copy of and have read and understand the Department of Nursing's ATI Assessment and Review Policy

\_\_\_\_\_ I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI, as designated by Delaware State University Department of Nursing.

\_\_\_\_\_ To take ATI Practice Test B exams, I will schedule an appointment in advance with the Computer Lab Coordinator.

\_\_\_\_\_  
Student printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

**SECTION VII**

**APPENDICES**

Appendix A

**ATI Content Mastery Series | Grading Rubric**  
**(Using a combination of the CMS practice and proctored assessments to achieve 10% of the course grade)**

<b>Practice Assessment Form A</b>
<b>2%</b>
<p><b>Complete Practice Assessment A</b></p> <ul style="list-style-type: none"> <li>• Due prior to proctored exam</li> <li>• Unlimited attempts, must score 100%</li> </ul>



<b>Standardized Proctored Assessment</b>			
<b>Level 3 7%</b>	<b>Level 2 5%</b>	<b>Level 1 2%</b>	<b>Below Level 1 0%</b>
<p><b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>	<p><b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum two hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>	<p><b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum three hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember</li> <li>• Meet with advisor to review</li> </ul>	<p><b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum four hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember</li> <li>• Meet with advisor to review</li> </ul>



**Practice Assessment Form B – Proctored, by appointment in Computer Lab**

1%	2%	3%	4%
<p><b>Benchmark Score 80% or higher</b></p> <ul style="list-style-type: none"> <li>• maximum 3 <u>proctored</u> attempts</li> <li>• Complete prior to taking course FINAL EXAM (print out score and submit to Course Coordinator)</li> <li>• Rationales turned off</li> </ul>			

## **APPENDIX B**

University Area(s) Responsible: Human Resources

Procedure Number & Name: 04-43 Civility Policy

Approval Date: 10/10/16 Next Review Date: 10/10/18

### **I. Purpose**

As an institution of higher education, Delaware State University (the “University”) is dedicated to the pursuit of intellectual curiosity and inquiry in the multitude of forms in which it can manifest itself. Commensurate with our acceptance of intellectual freedom is a necessary recognition of the natural diversity of the University community, the importance of respecting the rights and opinions of others and the ability to disagree with others without being disagreeable. Consequently, faculty, staff and students are expected, at all times, to interact with one another in a respectful and civil manner, to conduct themselves in a way that does not intentionally disparage or defame others, or seek to impose emotional or physical harm, and values each individual’s opinion, perspective and their respective contribution to the University community.

### **II. Scope**

This policy applies to all faculty, staff, students, contractors and visitors at the University.

### **III. Expected Behavior**

All members of the University community including visitors thereto, are expected to treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic setting, and are necessary to a productive learning and working environment.

### **IV. Unacceptable Behavior**

Demeaning, intimidating, threatening, bullying or violent behaviors that, among other things, negatively affect the ability to learn, work or live at the University depart from the basic expectations of civility and respect that is critical in an academic environment. These behaviors have no place in the University community.

**V. Violence** Violence is a behavior that causes harm to a person or damage to property or causes fear for one’s safety or the safety of others. Examples of violent behavior include physical contact that is harmful and expression of intent to cause physical harm. Such behavior is unacceptable and strictly prohibited by University policy.

### **VI. Violation**

A University community member who displays inappropriate conduct is subject to disciplinary action up to and including termination of employment from the University, in the case of University employees or appropriate disciplinary sanctions in the case of students.

## **APPENDIX C**

## **Nursing Skills Lab Policy**

**Each student, faculty and staff member is expected to follow these lab guidelines. Failure in adhering to this policy will result in forfeiture of all lab privileges. This policy will be enforced in the following labs: Computer, Nursing Skills and Simulation.**

1. Place all personal belongings in provided storage area in each lab upon entering.
2. Signing in and out of each lab will be required.
3. No opened toe shoes are permitted in the Nursing Skills Labs or Simulation Lab with the exception in the Computer Lab.
4. Proper hand hygiene should be practiced before entering and exiting each lab.
5. Sitting on the hospital beds is prohibited.
6. No food, gum or drinks of any kind will be permitted in any lab.
7. All equipment and supplies are to be returned to appropriate locations before exiting the lab.
8. Leave the lab area clean and presentable before exiting the lab.
9. All labs will operate during regularly scheduled hours, which will be posted outside of each lab.
10. Any user will report conditions or events contrary to the Nursing Lab Policy immediately to the appropriate Lab Coordinator.



## Nursing Learning Resource Center & Lab Policies and Procedures

### Food and/or Drinks are NOT permitted

#### PROFESSIONAL BEHAVIOR

1. Professional behavior is expected of all nursing students in all settings, including the simulation, skills and remediation, Resource Center, classrooms, hallways, and computer labs.
2. All students must conduct themselves professionally and in a way that does not interfere with the academic activities of others.
3. All students will respect the privacy, rights, health and safety of others.
4. The labs should always be a “**SAFE, CLEAN, and READY to USE**” environment. It is the student’s responsibility to properly dispose of used (non-reusable) items, return equipment from where it was obtained, and/or re-make beds, etc.
5. Students engaging in behaviors that are considered unprofessional, unethical, or unsafe will be dismissed from the lab. **These behaviors include but are not limited to:**
  - participation in laboratory experiences under the influence of drugs and/or alcohol
  - being unprepared for laboratory experiences
  - arriving late for laboratory experiences
  - academic dishonesty
  - dress code violations
  - use of cell phones and/or other technology not specifically required for the lab experience (e.g. phone calls, texting, instant messaging, gaming, taking pictures, etc.).

#### Nursing Simulation, Skills Conduct

1. **Hands must be washed prior to beginning any lab activities.** This is to protect the equipment from potentially damaging oils and other residue (lubricant, ointments, etc.).
2. Professional behavior is expected at all times. When in the nursing labs, practice mannequins are used to simulate patient care, and/or patient/client situations. Treat and respect the mannequins accordingly.
3. Do not sit or stand on any surfaces not intended for sitting and/or standing.
4. All Delaware State University lab equipment and/or supplies are to remain in the lab.\*

\*Some items MAY be signed out to students upon request.

**Nursing Skills Lab Referral**

**Semester:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **Course:** \_\_\_\_\_  
 Theory  Clinical

**Reason for Referral:**

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**Desired Outcome/ learner objectives:**

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**Timeline/Deadline for Outcome:** \_\_\_\_\_

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

**Results: Outcome:**  Met  Partially Met  Not Met  No Show/No Call

**Comments:** \_\_\_\_\_

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**Nursing Lab Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## APPENDIX D

### Computer Lab Policy

Students will follow the Computer Lab guidelines. Failure to adhere to this policy will result in disqualification of an exam during testing and possible forfeiture of lab privileges. The following guidelines will be enforced while in the Computer Lab.

Faculty and staff members are expected to enforce these Computer Lab guidelines.

1. **No food, gum or drink will be permitted in the Computer lab. (No exceptions)**
2. **Upon entering the lab, the student should use hand sanitizer and wipe down the keyboard and mouse with a disinfectant wipe. No alcohol or disinfectant sprays should be used.**
3. **Sign in for general use and for testing. A separate sign-in sheet will be provided during testing.**
4. **During Tests, students will follow examination policies and procedures.**
5. **Occasionally, technical problems may occur, notify the testing Instructor immediately.**
6. **Computer Lab hours will be posted outside the lab as well as on the door of the Computer Lab Coordinator's office.**
7. **Equipment and supplies provided are to be returned prior to leaving the Computer Lab.**
8. **The Computer Lab is available exclusively for use by nursing students for the purposes of education, instruction, research, testing, and remediation.**
9. **Students must leave the lab clean and presentable after each use.**
10. **Any user will report conditions or events contrary to the Computer Lab Policy immediately to the Computer Lab Coordinator, or faculty.**
11. **Students must schedule an appointment in advance with the Computer Lab Coordinator when taking ATI practice test B exams.**

5-4-18 RBD

*The* FLORENCE NIGHTINGALE  
*Pledge*



I SOLEMNLY PLEDGE MYSELF BEFORE GOD AND IN THE PRESENCE OF THIS ASSEMBLY TO PASS MY LIFE IN PURITY AND TO PRACTICE MY PROFESSION FAITHFULLY. I WILL ABSTAIN FROM WHATEVER IS DELETERIOUS AND MISCHIEVOUS AND WILL NOT TAKE OR KNOWINGLY ADMINISTER ANY HARMFUL DRUG. I WILL DO ALL IN MY POWER TO ELEVATE THE STANDARD OF MY PROFESSION, AND WILL HOLD IN CONFIDENCE ALL PERSONAL MATTERS COMMITTED TO MY KEEPING, AND ALL FAMILY AFFAIRS COMING TO MY KNOWLEDGE IN THE PRACTICE OF MY CALLING. WITH LOYALTY WILL I ENDEAVOR TO AID THE PHYSICIAN IN HIS WORK AND DEVOTE MYSELF TO THE WELFARE OF THOSE COMMITTED TO MY CARE.

A. BUZZA MOTTO

MADE IN CANADA

## **Disclaimer**

The provisions in this Nursing Student Handbook do not constitute a contract between a student and the Department of Nursing. The nursing faculty, through appropriate University procedures, reserves the right to revise any provision or policy at any time within the student's term of enrollment, if deemed advisable. Advance notice of any changes will be given whenever possible. [Model from Bowie State University Department of Nursing Handbook August 2017 edition. Permission was granted for use.]

**The information in this handbook is subject to change. Students will be notified of any changes through an addendum. The student's signature is required.**