

**Metropolitan State University of Denver**  
**College of Health and Applied Sciences**

**Department of Nursing**



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

**Student Policy Handbook**

**Fall 2021**

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

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## WELCOME

The Administration, Faculty and Staff welcome you to the Department of Nursing and congratulate you on your acceptance into the Accelerated Nursing Option (ANO), Traditional Nursing Option (TNO) or the Baccalaureate Registered Nurse Completion Option (BRNCO).

The Administration, Faculty and Staff are here to help you reach your educational and professional goals and offer our support throughout this step on your journey.

The Department of Nursing offers three program options:

The **Accelerated Nursing Option** offers baccalaureate nursing education for students with a prior non-nursing baccalaureate degree. The option includes the same number of credit hours, classroom hours and clinical hours as traditional baccalaureate nursing programs within an accelerated calendar. Courses may be taught in the classroom, on-line or hybrid format and include skills laboratory and clinical hours.

The **Baccalaureate Registered Nurse Completion Option** offers baccalaureate nursing education for students who are Registered Nurses with an associate degree in nursing or a nursing diploma. Courses are taught predominately in an on-line format with a project based clinical component in Community Health Nursing. Several options are available to complete the clinical component in Nursing Senior Experience.

The **Traditional Nursing Option** offers baccalaureate nursing education for students. The option includes nursing courses taught over four academic semesters. Courses may be taught in the classroom, on-line or hybrid format and include skills laboratory and clinical hours.

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

# **HISTORY**

## **The University**

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

## **The Department of Nursing**

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

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

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

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

## **National Accreditation**

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

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

# **NURSING MAJOR STUDENT HANDBOOK**

## **Purpose**

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

## **Content**

The handbook is divided into ten sections plus appendices:

1. Nursing Department Mission, Philosophy, Student Learning Outcomes and Curriculum Framework.
2. University Policies
3. Nursing Department Policies
4. Classroom Policies
5. Laboratory Policies
6. Clinical Policies
7. Policies for student interaction and influence in the governance system of the Department of Nursing.
8. Student services provided by the Metropolitan State University of Denver and the Department of Nursing.
9. General information about the practice of professional nursing.
10. Student Acknowledgement

## **SECTION I**

### **NURSING PROGRAM MISSION, PHILOSOPHY, LEARNING OUTCOMES and CURRICULUM DESIGN**

#### **Metropolitan State University of Denver**

#### **Department of Nursing**

##### **MISSION**

The mission of the Department of Nursing is to provide a high quality, accessible, enriching interprofessional baccalaureate nursing education. Our learning community cultivates graduates who are prepared with the knowledge, skills and competencies to advance professional nursing practice in a diverse, global and technological society. The goal of the nursing program is to prepare a diverse and inclusive generalist professional nurse who provides equitable care for patients in current and future healthcare delivery systems.

##### **Vision**

Diversity, equity, and inclusion are central to who we are. We commit to developing an inclusive nursing program across race, ethnicity, gender identity, age, and neurodiversity. We encourage, support and celebrate the differences of our students, faculty, and our world. The Department of Nursing is committed to academic excellence, collaborative community involvement and promotion of scholarly achievement.

##### **PHILOSOPHY OF NURSING EDUCATION**

The nursing faculty believe that nursing education should be a dynamic, intellectual process that prepares students for professional nursing practice in a changing healthcare delivery system. Baccalaureate nursing education incorporates knowledge from the natural sciences, social sciences and nursing. The focus of the curriculum in the nursing program is on preparation of a diverse and inclusive generalist professional for entry into practice in current and future healthcare delivery systems.

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

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

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

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

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

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

### **Educational Philosophy**

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

Principles of Adult Learning Theory are incorporated throughout the curriculum. A characteristic of Adult Learning Theory is self-directed learning (Merriam, 2001; Teaching Excellence in Adult Literacy, 2011). This principle is incorporated throughout the nursing educational program. Faculty believe that as adult learners, students are responsible for their learning with guidance from the faculty. Instructional strategies are structured according to this principle, so that beginning courses include more introductory material and lecture formats which progress to courses which apply previous learning to new and diverse situations.

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

### **Nursing Simulation Center Mission and Vision**

The mission for Metropolitan State University of Denver's Nursing Simulation Center is to increase students' cognitive understanding and procedural skills in order to progress to higher levels of learning nursing theory and clinical practice. Simulation experiences enhance clinical reasoning, clinical judgment, critical thinking, problem solving and psychomotor skills. The goal of MSU Denver's Simulation Program is to help students learn safe, culturally competent care in a risk free environment that promotes patient safety and professional standards of nursing practice.

The vision for Metropolitan State University of Denver's Nursing Simulation Center is to integrate simulation across the nursing curriculum, provide learning opportunities in a safe environment, and foster inter-professional education. Experiences in the Simulation Center will educate patient-centered healthcare students utilizing interactive experiences that promote the development of clinical competence and best practices in patient care.

### **Baccalaureate Generalist Graduate**

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

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

### **Curriculum Framework**

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

The curriculum framework provides direction for course content and learning activities to meet the program student learning outcomes. The curriculum is organized so that five major

concepts are interwoven and progressively developed across the nursing educational program. The five concepts are: Communication, Critical Thinking and Clinical Reasoning, Patient Safety, Leadership and Management, and Professionalism and Professional Values.

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

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

Clinical reasoning can be defined as “the cognitive processes and strategies that nurses use to understand the significance of patient data, to identify and diagnose actual or potential patient problems, to make clinical decisions to assist in problem resolution, and to achieve positive patient outcomes” (Fonteyn, & Ritter, 2008, p. 236.) Clinical reasoning requires the ability to discern the relevance of evidence to a particular clinical situation. To deepen clinical reasoning, students must broaden their frame of reference beyond scientific knowledge to include multiple sources of assessment as the basis for determining priorities in patient care (Benner, 2015).

**Patient Safety** – Professional nurses play a critical role to provide for patient safety. The Quality and Safety Education for Nurses project (QSEN) developed six competencies to address the challenge of preparing future nurses with the knowledge, skills and attitudes (KSA) necessary to continuously improve quality and safety for patients (QSEN, 2020). The six QSEN competencies are: patient centered care, team work and collaboration, evidence based practice, quality improvement, informatics, and safety ([www.qsen.org](http://www.qsen.org)). The baccalaureate nursing graduate implements safety principles and works with others on the healthcare team to create a safe environment for care delivery (AACN, 2008).

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

**Professionalism and Professional Values** - Professionalism involves accountability for one's self and nursing practice, including continuous professional engagement and lifelong learning. Baccalaureate education includes the development of professional values and value-based behavior (AACN, 2008). Professional nursing values are defined as the principles of human dignity, integrity, altruism, and justice that create standards and guide the nurse's professional practice. These nursing values support the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individual, families, communities, and populations (ANA, 2015).

Approved by faculty 11/2020

## References

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[https://lincs.ed.gov/sites/default/files/11\\_%20TEAL\\_Adult\\_Learning\\_Theory.pdf](https://lincs.ed.gov/sites/default/files/11_%20TEAL_Adult_Learning_Theory.pdf)

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

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

**Communication:**

Communicate effectively with patients and interprofessional health care teams to enhance patient outcomes

**Critical thinking and clinical reasoning:**

Integrate evidence, clinical judgment, interprofessional perspectives and patient preference in providing patient care

**Patient safety:**

Evaluate patient care environments for use of appropriate quality safety indicators

**Leadership and management:**

Apply leadership and management principles to manage resources and achieve optimal patient outcomes

**Professionalism and professional values:**

Exhibit the knowledge, skills and attributes of a professional nurse

## Curriculum

The list of current courses for the Baccalaureate Registered Nurse Completion Option, the Accelerated Nursing Option, and the Traditional Nursing Option can be found in Appendices B, C, and D.

## SECTION II

### UNIVERSITY POLICIES

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

#### **Electronic Communication Policy**

Electronic communication (i.e., email and personal portal announcements) is a rapid, efficient and cost-effective form of communication. Consequently, reliance on electronic communication is expanding among students, faculty, staff and administration at MSU Denver. Because of this increasing reliance and acceptance of electronic communication, forms of electronic communication have become in fact the means of official communication to students, faculty and staff within MSU Denver. This policy acknowledges this fact and formally makes electronic communication an official means of communication for the University. For more information, see the Electronic Communication policy page.

*[http://catalog.msudenver.edu/content.php?catoid=23&navoid=1404&hl=%22official+means+of+communication%22&returnto=search%23Electronic\\_Communication\\_Policy#Electronic\\_Communication\\_Policy](http://catalog.msudenver.edu/content.php?catoid=23&navoid=1404&hl=%22official+means+of+communication%22&returnto=search%23Electronic_Communication_Policy#Electronic_Communication_Policy)*

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

#### **MSU Denver Best Grade Stands Policy**

A student's grades for repeated courses will be removed from GPA calculations up to 18 semester hours, regardless of the original grade earned. If a student repeats more than 18 credit hours, the student may designate which of the course grades are removed from GPA calculations (up to 18 semester hours). Only the best grade and its associated credit will be calculated in the GPA and earned hours totals. Other attempts for the course will appear on

the official academic record but will be annotated to indicate they do not count for academic credit or GPA calculation. This policy applies only to courses taken at MSU Denver, and it does not apply to courses designated as repeatable toward degree requirements. For more information see the Best Grade Stands page.

[http://catalog.msudenver.edu/content.php?catoid=23&navoid=1301&hl=%22Best+grade+stands%22&returnto=search%23best\\_grade\\_stand#best\\_grade\\_stands](http://catalog.msudenver.edu/content.php?catoid=23&navoid=1301&hl=%22Best+grade+stands%22&returnto=search%23best_grade_stand#best_grade_stands)

### **Observance of Legal Holidays**

Students at MSU Denver who, because of their sincerely held religious beliefs, are unable to attend classes, take examinations, participate in graded activities or submit graded assignments on particular days shall without penalty be excused from such classes and be given a meaningful opportunity to make up such examinations and graded activities or assignments provided that advance written notice that the student will be absent for religious reasons is given to the faculty members during the first two weeks of the semester.

Clinical shifts are regularly scheduled on weekends and may be scheduled on holidays. Attendance is mandatory for students to meet State Board of Nursing rules for completion of required clinical hours.

For further information, see the Class Attendance policies page.

<http://catalog.msudenver.edu/content.php?catoid=23&navoid=1302#ClassAttendance>

### **Student Code of Conduct**

All students are responsible for knowing and adhering to the Student Code of Conduct of this institution. Violations of this policy may include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. Students who are found to be in violation of the Student Code of Conduct will be subject to both academic sanctions from the faculty member and non-academic sanctions (including but not limited to college probation, suspension, or expulsion). For more info

<https://msudenver.edu/deanofstudents/studentconduct/studentcodeofconduct/>

### **Discrimination and Sexual Harassment**

Any student, staff, or faculty member who believes s/he has been the subject of discrimination or harassment based upon race, color, national origin, sex, age, disability, religion, sexual orientation, or veteran status should contact the College Office of Equal Opportunity at 303-615-0036

[https://catalog.msudenver.edu/content.php?catoid=26&navoid=1581#article5\\_sexualmisconduct](https://catalog.msudenver.edu/content.php?catoid=26&navoid=1581#article5_sexualmisconduct)

## **Prohibition on Sexual Misconduct**

Metropolitan State University of Denver prohibits sexual misconduct in any form, including sexual assault or sexual abuse, sexual harassment, and other forms of nonconsensual sexual conduct, including stalking and electronic harassment. Forms of intimate partner violence, including dating violence and domestic violence, are also prohibited under this policy. Students, faculty, staff and visitors, should be able to live, study, and work in an environment free from sexual misconduct. It is the policy of MSU Denver that sexual misconduct in any form will not be excused or tolerated. Retaliation in any form for reporting such sexual misconduct or for cooperating in a sexual misconduct investigation is strictly prohibited and will be addressed as a separate violation of the Student Code of Conduct. This policy is promulgated under Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 *et seq.*, and its implementing regulations, 34 C.F.R. Part 106; Title IV of the Civil Rights Act of 1964 (42 U.S.C. § 2000c).

For further information, see the Title IX page

[https://catalog.msudenver.edu/content.php?catoid=26&navoid=1581#article5\\_sexualmisconduct](https://catalog.msudenver.edu/content.php?catoid=26&navoid=1581#article5_sexualmisconduct)

## **Equal Opportunity Act**

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

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

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

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

## **ADA Accommodations for Students with Disabilities**

The Metropolitan State University of Denver is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance, attendance, or grades in this class

and are requesting accommodations, then you must first register with the Access Center, located in the Plaza Building, Suite 122, 303-615-0200

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

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

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

### **Fresh Start Policy**

Students returning from a period of absence from MSU Denver may request that credit and grades from designated semesters previously attempted at MSU Denver not be calculated in GPA's or total earned hours. If such a "Fresh Start" is approved, all courses from designated semesters will appear on the official academic record but will be annotated to indicate they do not count for academic credit or GPA calculation.

For more information, see the Fresh Start page.

<http://catalog.msudenver.edu/content.php?catoid=23&navoid=1301&hl=%22Fresh+start%22&returnto=search%23freshstart#freshstart>

### **Withdrawal/Incomplete MSU Denver Policies**

Students should be aware that any kind of withdrawal can have a negative impact on some types of financial aid and scholarships. For further information, click on read the Withdrawals page.

<http://msudenver.edu/financialaid/undergraduate/keepingawards/withdrawals/>

The Withdrawal (W) notation is assigned when a student officially withdraws from a course via the Student Hub after the drop deadline (census date) and before the withdrawal deadline posted in the academic calendar <https://msudenver.edu/events/academic/> Deadlines differ proportionally for courses offered during part of a semester, including late-start and weekend courses.

Students should refer to the Student Detail Schedule via the Student Hub to review drop and withdrawal deadlines for individual courses. When a student withdraws from a course, no academic credit is awarded. The course remains on the student's academic record with a "W" notation and counts toward the student's attempted hours. The course is not calculated in the student's GPA or quality points. Students who withdraw from a course are responsible for the full tuition and fees for that course. After the withdrawal deadline, students may not withdraw from a course and will be assigned the grade earned based on the course syllabus. A student-initiated withdrawal will appear as an "F" on the student's academic record in any case of academic misconduct resulting in a permanent "F".

For more information see the Withdrawal page.

<http://msudenver.edu/financialaid/undergraduate/keepingawards/withdrawals/>

The Administrative Withdrawal (AW) notation is assigned when a student requests to be withdrawn from a course due to unforeseen or extenuating circumstances beyond the student's control.

Students may withdraw themselves online through the withdrawal deadline. Students should meet with an academic advisor prior to withdrawing from a course. After the withdrawal deadline, students may submit a request for AW due to unforeseen or extenuating circumstances.

For more information see Administrative Withdrawal page.

[http://catalog.msudenver.edu/content.php?catoid=23&navoid=1301#Grades\\_Notations](http://catalog.msudenver.edu/content.php?catoid=23&navoid=1301#Grades_Notations)

The Incomplete (I) notation may be assigned when a student who is achieving satisfactory progress in a course and who has completed most class assignments is unable to take the final examination and/or does not complete all class assignments due to unusual circumstances, such as hospitalization or disability. Incomplete work denoted by the Incomplete "I" notation must be completed within one calendar year or earlier, at the discretion of the faculty member. If the incomplete work is not completed within one year, the "I" notation will convert to an "F." Students must have completed at least 75% of the course work to qualify for consideration for an incomplete. The student must be passing the course in order to be granted an incomplete. The course counts toward the student's attempted hours, does not count toward earned hours, and is not calculated in the GPA or quality points.

Determination of eligibility does not guarantee that an incomplete will be granted. Students who meet the qualifications may request an incomplete from the faculty member who is teaching the course. The decision to grant an incomplete is up to the faculty member or at the department chair's discretion. The decision to grant an incomplete as an accommodation based on a student's disability shall be made by the faculty member or the department chair, if the faculty member is not available, in consultation with the Director of the Access Center. If

an incomplete is granted, the student and instructor should fill out and sign an Incomplete Agreement form to clarify what the student needs to do to complete the course.

For further information see the Incomplete notation page.

[http://catalog.msudenver.edu/content.php?catoid=23&navoid=1301#Grades\\_Notations](http://catalog.msudenver.edu/content.php?catoid=23&navoid=1301#Grades_Notations)

### **Academic Dishonesty**

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

### **Plagiarism - MSU Denver Academic Integrity Official Statement**

As students, faculty, staff and administrators of Metropolitan State University of Denver, it is our responsibility to uphold and maintain an academic environment that furthers scholarly inquiry, creative activity and the application of knowledge. We will not tolerate academic dishonesty. We will demonstrate honesty and integrity in all activities related to our learning and scholarship. We will not plagiarize, fabricate information or data, cheat on tests or exams, steal academic material, or submit work to more than one class without full disclosure.

For further information see the Academic Integrity

<https://www.msudenver.edu/deanofstudents/studentconduct/academicintegrity/academicintegritystandards-definitions/>

Procedures and Possible Sanctions (Include but are not limited to the following:)

#### **Procedures**

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

#### **Sanctions**

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

- The instructor also reserves the right to assign an appropriate grade for a specific assignment or the course as a whole

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

### **Grade Appeal**

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

### **Inclement Weather Closures**

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

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

If the campus or clinical has a delayed start any class or clinical scheduled with time remaining after the opening of the campus will begin at the time campus opens. The class or clinical will end at the previously scheduled time unless students are notified by the course instructor.

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

The process of alerting students, clinical course faculty, the clinical coordinator and the facility about clinical cancellations begins with the course faculty speaking to the clinical course faculty. A joint decision will be made and if the clinical will be cancelled the course faculty will notify students. The clinical coordinator will be notified as soon as clinical is cancelled or delayed and will arrange a make-up.

Student safety is our priority, so if a student decides that it would not be safe to get to clinical and will be late or will miss the clinical, the student must communicate with the clinical faculty and follow the clinical guidelines for making up the clinical hours.

## SECTION III

### NURSING DEPARTMENT POLICIES

#### Nursing Major Course Syllabi

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

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

#### Clinical Practice

Clinical experiences are offered in a variety of agencies. These agencies include hospitals, long term care facilities, clinics, schools, and community-based agencies. Clinical nursing experiences are primarily offered in the Denver area, and no out of state clinical sites are available. Student clinical placements in the agencies are assigned according to available resources. Students do not have the option to refuse an assigned placement. It is the student's responsibility to have transportation to all agencies. Carpooling is encouraged, especially for those experiences outside the Denver area. Students are responsible for all expenses associated with travel to clinical sites. In order to remain in the clinical rotation, all Health and Safety Requirements must be met according to the instructions identified by the Department of Nursing and by the due date established by the Clinical Placement Manager or the student must withdraw from the course. Students are assigned to their clinical rotations.

All clinical placements are arranged between our clinical partners and *confirmed* by the Clinical Placement Manager with faculty input. **Under no circumstance do clinical facilities allow students to arrange their own placements. Do not contact clinical sites, potential preceptors or individual units at any clinical site to attempt to arrange a placement. If preceptors approach the student, the student is required to tell them that they are not allowed to be part of the placement process. Students who fail to follow this process will likely forfeit their clinical placement for the term, fail the clinical course, and will be expected to follow the re-admission process to continue in the program.**

Students in the ANO and TNO program options may have precepted or group Senior Experience placements. These placements occur in a variety of clinical facilities, and may include acute care, long-term care, correctional facilities, home health, hospice, and other settings. Placement in a particular type of facility or clinical specialty, including acute care, is

not guaranteed. The Senior Experience placement is the final clinical placement in the program and is **not** to be considered as a potential pre-employment placement.

### **General Information**

All matriculated students in the nursing program at MSU Denver have been accepted at Metropolitan State University of Denver Office of Admissions and are required to complete all graduation requirements of the University. Students enrolled in nursing courses are responsible for insuring that all individual records are complete and updated with particular attention to:

- Official transcripts from all schools attended have been requested and received at MSU Denver
- All courses are completed and requirements met prior to graduation
- All demographic and biographic data requested by the Department of Nursing is complete, current and updated as necessary
- All immunizations, certifications, health documents, insurance and other documents required by the Department of Nursing are current and updated as necessary according to the process for submission and documentation of this information
- Demonstrated ability to meet the rigorous physical, mental, and emotional requirements for professional nursing practice throughout the program

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

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

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

- completing facility specific background checks and drug screens throughout the nursing program. In these cases, satisfactory completion of the background check and drug screen is determined by the clinical facility.
- providing a copy of the background check and drug screen completed for admission to the MSU Denver nursing program to one or more clinical facilities throughout the

nursing program, including uploading a copy of the background check and/or drug screen into an electronic database such as myClinicalExchange.

- possible denial of a student placement by a facility based on meeting facility-specific disqualifying offenses found in the background check and drug screen.

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

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

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

### **Observation**

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

### **Communication**

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

### **Motor**

A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities and sense of smell to carry out nursing procedures. He/she must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers. A student should be able to do basic laboratory tests (e.g., glucometer) and perform patient care procedures (e.g. tracheostomy care, urinary catheterization, and use of pulse oximetry). He/she must be able to execute

motor movements reasonably required to provide routine and emergency care and treatment to patients. Examples of emergency treatment reasonably required of nurses are cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, and opening of obstructed airways.

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

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

### **Behavioral and Social Attributes**

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

## **Grading Policies**

### **Methods of Evaluation:**

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

### **Department Grading Scale:**

A	93-100
A-	91-92
B+	89-90
B	86-88
B-	83-85
C+	80-82
C	77-79

- D 69-76
- F Below 69

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

### **Rounding Policy on Individual Graded Components and Exams**

Scores on individual graded components and exams are calculated to the first decimal place and are not rounded.

### **Rounding Policy on Final Course Grades**

Final course grades are calculated by rounding to the first decimal place, and then rounding to the nearest whole number. As an example, 84.45% calculated to the first decimal place would be 84.5%, which would be rounded to 85%

### **Academic Jeopardy**

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

### **Late Exam/Assessment/Quiz Policy**

1. Students who do not take an exam/assessment at the scheduled time may be given an alternate exam/assessment and will result in a grade penalty. It is the responsibility of the student to make arrangements with the faculty. The student must notify the faculty and request a delay in taking the exam/assessment on the day of, or prior to, the original exam/assessment date.
2. An exam/assessment not taken at the scheduled class time will result in an automatic reduction of the exam/assessment grade by 10% of the total exam/assessment points. The 10% deduction will be waived only once in the following situations:
  - Jury duty with verifiable documented proof
  - Military duty with verifiable documented proof
  - Student/student's family emergency medical situation with verifiable documented proof – original documentation required
  - Death of an immediate family member with verifiable documented proof
3. Subsequent course exams/assessments not taken at the scheduled time during the course will result in an escalated reduction by 5% (15%, 20%, 25% etc.) per each occurrence.
4. If a late exam/assessment is not taken by the time determined by the course faculty, the student will receive a zero for that exam/assessment.
5. If a student arrives late to class after the examination/assessment period has started, the student will only be allowed the remaining time designated for the exam/assessment. However, if the

student arrives after a classmate has completed and turned in an exam/assessment, the student will have to reschedule the exam/assessment and the late exam/assessment policy will be enforced.

### **Collaborative Testing Policy:**

If there are exams in the course that utilize collaborative testing, all collaborative exams will be taken in small groups and administered after the individual exams. The collaborative exam will require the group to mutually agree on the answer and the rationale for their choice. Groups that receive a “91% or better” on the collaborative exam will have 2 percent points added to their individual exam scores. Groups that receive an “83-90%” will receive 1 percent point added to their individual exam score. Groups that score lower than an “83%” will not receive any points added to their individual exam score. Final individual exam scores cannot exceed 100%. Students with testing accommodations will need to schedule their individual exam with adequate time to be present in class by the beginning of the collaborative exam. In cases in which the alternate exam policy is employed, excused or unexcused, the student will not have the opportunity to participate in collaborative testing.

### **Late Assignment Policy**

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

### **HESI Electronic Portfolio Guided NCLEX Preparation Plan**

The purpose of the HESI self-evaluation portfolio is to help students prepare for passing the NCLEX examination. This portfolio will serve as a guide to your ongoing individualized learning plan. In your last semester when this ongoing electronic portfolio is completed, you will receive a grade for completion and compliance.

### **Required Non-Graded Assignments**

Non graded assignments may be required for successful course completion. These may include but not limited to clinical evaluation forms, reflective journals, case studies, nursing care plans or concept maps, and pre-clinical preparations. All written work must be completed “satisfactory.” If the assignment receives an unsatisfactory it will be returned for remediation. Remediation/ correction must be done and resubmitted to the faculty in a timely manner and must meet satisfactory standards of written work in order for the student to pass the course. Repeated lateness or incomplete work on assignments is unprofessional conduct and may result in course failure. The faculty will determine criteria for remediation submission.

## **Methods of Instruction**

Students are required to participate in the classroom environment as well as MSU Denver Blackboard Learn. Students are required to participate in all components of the course.

## **Methods of Learning**

Students are expected to come to class having read the textbook material for the topic of the day as outlined in the course calendar. There may be homework assignments, quizzes, and examinations covering course content. Examples of activities may include but are not limited to simulations, presentations, written papers. The course calendar contains all due dates

## **Written Work Requirements**

All written work must be submitted electronically unless instructed otherwise. Submit written work as a Microsoft Office Word attachment unless otherwise instructed.

SafeAssign is an electronic resource that assists in the detection and deterrence of plagiarism by electronic comparison for textual similarity. Students agree that continued enrollment in this course after the receipt of this syllabus constitutes permission that all required papers may be submitted to SafeAssign for the detection of plagiarism and that all submitted papers will be retained as source documents in the SafeAssign reference database and used solely for the purpose of detecting plagiarism of such papers.

Academic Dishonesty is a serious offense at the University because it diminishes the quality of the scholarship and learning experience for everyone on campus. An act of academic dishonesty may lead to penalties such as a reduction in grade, probation, suspension, or expulsion. The term “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotations, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency that may or may not be engaged in the selling of term papers or other academic materials. See information in student handbook regarding academic dishonesty for more details.

## **Attendance Requirements**

Attendance is expected at all classes, graded and non-graded activities and assignments completed outside of the class. A portion of the class grade may come from active participation. Tardiness or leaving class early is considered disrespectful professional academic behavior and is not acceptable. If emergency unforeseen circumstances require absence or tardiness, contact the faculty member as soon as possible. Make-up opportunities, if available, are at the discretion of faculty.

In courses with simulation, skills lab and/or clinical, participation and attendance are mandatory. Skills lab attendance is required in preparation for clinical attendance. Students must attend, participate and satisfactorily complete all simulation, skills lab, and clinical objectives.

### **Academic Advising**

Students are assigned to a Faculty Advisor to assist them with academic and professional decisions throughout the program. Students are encouraged to meet with their faculty advisor within the first two – three weeks of each semester and prior to registration. In addition, it is recommended that the student meet with an advisor on an as needed basis periodically throughout the year. Faculty post regular office hours for students and are also available by appointment.

All students are expected to track their own progress through individual degree progress reports available to each student on-line. An individual degree progress report is a helpful tool in preparation for advising sessions with your Faculty Advisor. Students hold final responsibility for meeting degree requirements.

### **What You Can Expect from Your Academic Advisor**

All students are advised by faculty members who are available by email or phone. Advising hours are available by appointment. Contact your advisor directly to schedule an appointment. Your academic advisor is a critical contact person within the faculty of the Department of Nursing. The advisor is available to help you with problems you may encounter, or has information to give for referral to other sources of help for student problems and/or situations which you may encounter while attending MSU Denver. You must see your advisor if you anticipate the need to drop a course or change your schedule. You should make an appointment to see your advisor before registration every semester.

### **Progression Policies**

Students in the ANO, TNO and the BRNCO are required to earn a grade of ‘C’ or better in all nursing courses, satisfactorily complete all on-campus labs, and maintain satisfactory clinical performance. Students must also maintain the professional behaviors identified for the nursing program. An ANO or TNO student who does not achieve these standards must withdraw from the nursing program. BRNCO students should refer to the BRNCO Continuation and Readmission Policy for progression information.

Students will be readmitted to the nursing program following withdrawal on a space available basis as determined by the nursing faculty. Space is dependent upon attrition, availability of clinical sites, and faculty staffing. Readmission cannot be guaranteed to every student who applies. To be considered for readmission, students must follow the readmission procedure. Students who have withdrawn from the nursing program will be eligible to return to the nursing program one time only, whether through reapplication or readmission.

## Performance Improvement Plan

### Purpose

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

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

### Procedure

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

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

### Performance Improvement Plan

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

Please be advised that

---

*Faculty Member(s) Name(s)*

has identified that

in the

---

*Student’s Name*

---

*Program*

nursing program may be at risk for failing in

---

*Course # and Title*

**Areas Needing Improvement:** At this time that the difficulty is primarily in the areas of:

- |   |  |
|---|--|
| <input type="checkbox"/> Exam Grades  | <input type="checkbox"/> Comprehension of Material     |
| <input type="checkbox"/> Written Papers   | <input type="checkbox"/> Time Management               |
| <input type="checkbox"/> Student habits   | <input type="checkbox"/> Clinical Performance          |
| <input type="checkbox"/> Professional behavior(s) <i>(please specify in comments)</i> | <input type="checkbox"/> Other <i>(please specify)</i> |
- 
- 
- 

**Substantiating Document/Rationale:**

**Proposed Learning Plan with Measurable/Verifiable Goals:** The faculty member(s) recommend(s) the following measurable, verifiable plan to assist the student in improving performance in the course:

- |   |   |
|---|---|
| <input type="checkbox"/> Improvement in class attendance  | <input type="checkbox"/> Learn test-taking strategies |
| <input type="checkbox"/> Academic or behavior modifications <i>(please specify in comments)</i> | <input type="checkbox"/> Tutoring                     |
| <input type="checkbox"/> Use of the Writing Center or other writing improvement services        | <input type="checkbox"/> Improvement in study habits  |
- For Clinical Performance issues please refer to the CET requirements for specific performance improvement measures that need to be addressed and record them on this form.
- Coursework is incomplete at the end of the course. A plan and timetable have been developed for completion of coursework and a grade change from Incomplete or Fail to the earned course grade.
- Other *(please specify)*

Include specific measurable objectives for performance improvement:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Status of Performance Improvement:**

Completed                      Date: \_\_\_\_\_

\_\_\_\_\_ In-Process Date: \_\_\_\_\_

\_\_\_\_\_ Ongoing Date: \_\_\_\_\_

\_\_\_\_\_ Incomplete Date: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

*Copies of this document are to be distributed to the following:*

\_\_\_\_\_ Student \_\_\_\_\_ Student Advising File \_\_\_\_\_ Faculty/Lead Faculty \_\_\_\_\_ Academic Advisor \_\_\_\_\_ Department Chair

**This performance plan may be a continuous plan that will be handed to the next course faculty.**

Faculty Approval 10/15/18

## **Readmission to the Department of Nursing Program after Withdrawal – ANO and TNO**

### **ANO and TNO**

ANO and TNO students who meet the published readmission criteria and follow the readmission procedure will be readmitted on a space available basis. Space is dependent upon attrition, availability of clinical sites, faculty staffing, and budgetary appropriations. Readmission cannot be guaranteed to every student who applies. Readmission may be denied due to, but not limited to, any of the following reasons: space availability, refusal by the clinical agency to accept a student for clinical experience, amount of time elapsed since student enrollment in nursing course.

Reasons that a student will be considered ineligible for readmission include, but are not limited to:

- The student has been terminated or dismissed from the program for documented acts of dishonest, unethical, illegal or unprofessional behavior, including violation of policies in the MSU Denver Nursing Student Policy Handbook.
- 

Readmission decisions are made at the discretion of the Admissions Committee in consultation with the Nursing Program Department Chair and faculty. Students will be notified through MSU Denver email prior to the semester in which readmission is requested.

**Students are eligible for readmission one time only.**

### **Eligibility for Readmission – ANO and TNO**

A. Follow the readmission procedure as outlined below.

- B. The minimum criteria for readmission is successful completion of at least one NURA or NURS course with a grade of C or better. A student who fails courses when taken concurrently may still be eligible for Readmission.
- C. Readmission placement must occur within one calendar year from the time the last nursing course was taken and successfully completed.
- D. Students who have withdrawn from the nursing program will be eligible to return to the nursing program one time only, whether through reapplication or readmission.
- E. Students must meet specified admission criteria to be eligible for readmission, including but not limited to: demonstration of clinical skills, independent study coursework, a recent criminal background check and drug screen as identified by the Department of Nursing.
- F. The student will supply information that is accurate and can be verified.

**Procedure for Readmission – ANO and TNO**

- A. STEP ONE: Complete an exit interview with the Department Chair of Nursing or designee *within ten business days of withdrawal from the nursing program*. The interview may include a member of the nursing faculty. The interview will address the issues that contributed to the student’s withdrawal from the program. Input from the student and faculty as well as any other relevant sources will be included. Students offered readmission may be required to meet a work experience requirement, audit previously completed coursework, and/or complete lab hours in preparation for readmission.
- B. STEP TWO: After the exit interview, submit the following to the Department Chair of Nursing or designee:
  - 1. A dated letter including the student’s current address and telephone number requesting readmission to the nursing program.
  - 2. A copy of the student’s MSU Denver transcript that documents final course grades.
  - 3. A detailed plan for student success, to be approved by faculty.
- C. Deadline dates for requests for readmission will be provided at the exit interview.
- D. When there are more eligible candidates than spaces available, MSU Denver Nursing GPA will be used to determine priority status of eligible candidates.
- E. The number of students readmitted will occur on a space available basis.
- F. Upon readmission provide documentation required: current background check, immunization records, health records, insurance forms, CPR card.

The Nursing Program Admission committee reviews requests for readmission. Students will be

notified by email regarding the status of their request prior to the semester in which readmission is requested.

Students are expected to review the MSU Denver Department of Nursing Student Policy Handbook for Minimum Functional Abilities prior to readmission into the program. Students requesting accommodations need to contact the MSU Denver Access Center.

## **Program Continuation/Readmission to the Department of Nursing Program after Withdrawal – BRNCO**

### **BRNCO Student Continuation and Readmission Policy**

The following policy outlines procedures for BRNCO students related to program continuation and readmission. For the purposes of this policy, the following definitions apply:

- “Continuation” applies to students who (1) have failed to successfully complete a BRNCO course, (2) students who have deferred, dropped, or withdrawn from courses within 3 semesters, or students who have stopped out of the program within 3 years.
- “Readmission” applies to students who have (1) deferred, dropped, or withdrawn from all first-semester courses longer than 3 semesters ago or (2) students who have stopped out of the program for longer than 3 years.

BRNCO students who meet the published criteria and follow the appropriate procedure will be permitted to progress through the BRNCO program on a space available basis. Readmission cannot be guaranteed.

Reasons that a student may be denied the opportunity to continue or re-admit include, but are not limited to: space availability, refusal by the clinical agency to accept a student for clinical experience, or 3 failures of a single course per University policy.

Per University policy, a student cannot fail a single course more than three times. Students who fail any single nursing course three times may be ineligible for progression through the program. Readmission following three failures of a single course is at the discretion of the Department of Nursing and is not guaranteed. Students assume all financial loss and responsibilities if not granted readmission after repeated course failure.

Reasons that a student will be considered ineligible for continuation or readmission include but are not limited to: student has been terminated or dismissed from the program for documented acts of dishonest, unethical, illegal or unprofessional behavior, including violation of policies in the MSU Denver Nursing Student Policy Handbook.

### **Eligibility for Program Continuation/Readmission**

If a continuation is requested the student must:

1. Reapply to MSU Denver per University requirements if it has been more than 3 semesters and less than 3 years since last course work was completed.
2. Meet with their advisor to create a success plan and together submit a request for continuation to admissions committee.
3. Student may complete remaining/current coursework in the same semester
4. Student must successfully complete courses before progressing to remaining semesters of the course progression
5. Students may complete any required non-nursing courses while re-taking failed coursework
6. Depending on length of time and course work needed an updated background check and drug screen may need to be completed, at the student's expense, if required to successfully complete a course or the program.

If a readmission is requested the student must:

1. Reapply to MSU Denver per University requirements.
2. Reapply to the BRNCO program and complete all admission requirements.
3. Student will be assigned a new catalog year which may impact degree progress.

Please Note:

- Students will remain in active status with MSU Denver for 3 semesters from their initial application (including application semester) or last completed course, whichever is later. After 3 semesters, students will enter inactive status and must apply to MSU Denver as a re-admit student to regain active status.
- It is the preference of the Department of Nursing that students who anticipate they will need to "stop out" for a semester or longer period of time notify their advisor as soon as possible. This will assist with enrollment tracking and ensure the student is proactively advised about getting back into nursing coursework.

### **Complaint Policy Procedure**

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

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

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

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

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

### **Professional Behaviors**

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

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

#### **GENERIC ABILITY**

1. Commitment to Learning

2. Interpersonal Skills

3. Communication Skills

4. Effective Use of Time and Resources

5. Use of Constructive Feedback

#### **DEFINITION**

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

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

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

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

The ability to identify sources of feedback and seek out feedback and to effectively use and

	provide feedback for improving personal interaction.
6. Problem Solving	The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
7. Professionalism	The ability to exhibit appropriate professional conduct and to represent the profession effectively.
8. Responsibility	The ability to fulfill commitments and to be accountable for actions and outcomes.
9. Critical thinking	The ability to question logically, to identify, generate, and evaluate elements of logical argument; to recognize and differentiate fact, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.
10. Stress Management	The ability to identify sources of stress and to develop effective coping behaviors.
11. Respect the opinions of others	Students shall not insult, slur or degrade instructors, other health professionals or students. (This ethics statement does not infringe upon a student's right to raise questions and request clarification but does modify the manner in which the question or clarification is brought forth.)

### **Unprofessional Behaviors**

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

- Behavior that creates a threat to the welfare of the patient/client.
- Behavior that creates a threat to the facility to which the student is assigned.
- Behavior that threatens the continued relationship between the university and the facility.
- Behavior that is discourteous or disrespectful.
- Violation of patient confidentiality.
- Failure to adhere to facility policy and/or procedures.

- Repeated failure to follow instructions.
- Arguing with peers, health care providers, patients, families, faculty and university staff.
- Use of offensive language.
- Refusal to carry out assigned duties.
- Failure to follow attendance procedures.
- Misrepresentation of personal competency level.
- Failure to alter behavior after constructive feedback.
- Failure to meet required professional behavior standards.
- Horizontal violence, incivility or “bullying” behaviors.

### **Drug/Alcohol Policy**

Please refer to the MSU Denver Student Code of Conduct.

### **Student Employment**

Due to the heavy academic demands in the Accelerated Nursing Option and Traditional Nursing Option, students who work while in the program are strongly encouraged to have employment that provides for a flexible schedule to accommodate student course, laboratory and clinical schedules and demands. Clinical shifts may be 8 to 12 hours and may include days, evening, and weekends. Clinical shifts are subject to last minute changes. Therefore, students’ personal commitments must remain flexible to accommodate program requirements.

### **Transportation**

Clinical shifts are scheduled at a variety of clinical sites that may be 50 miles or more from campus. Reliable transportation is required by the student for all assigned clinical placement sites.

## **SECTION IV**

### **CLASSROOM POLICIES**

#### **Classroom Expectations**

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

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

#### **Written Assignments**

Directions, explanations, and guidance regarding the preparation and evaluation of written assignments will be discussed in each course. Written papers will be expected to follow the professional standards of a formal university paper using the APA Style Publication (7<sup>th</sup> edition).

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

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

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

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

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

### **Recording Devices**

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

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

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

## **SECTION V**

### **LABORATORY POLICIES ON-CAMPUS LABS**

#### **On-Campus Skills Lab and Simulation Expectations**

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

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

#### **On-Campus Lab Responsibilities**

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

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

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

## **Simulation Lab Policies**

### **Attendance and Dress code**

Attendance is Mandatory. Students must arrive on time and in full MSU Denver clinical uniform.

### **Absence Policy**

The Simulation absence policy is the same as the Lab absence policy. Please refer to MSU Denver Nursing Department Handbook for details.

### **Tardiness**

Tardiness is considered unprofessional. Should a student be tardy to simulation, (s)he may not be allowed to participate in simulation.

### **Simulation Lab Expectations**

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

Students must be an active participant in the day's discussions, scenarios, pre-brief, and debriefing.

If a student comes to the simulation lab unprepared to perform nursing skills, that student must return to the skills lab for additional practice. Simulation is a cumulative experience and students are expected to apply previous knowledge and skills in each simulation scenario.

Students must be accountable for errors by readily acknowledging them and taking action to correct the situation. Students should accept and incorporate constructive criticism.

Students are expected to be honest and truthful when interacting with patients, families, peers, faculty and staff, and in completing written work such as charting, reflection, and evaluation.

Absolutely no food, drink, or chewing gum is permitted in the simulation lab. Cellular phones should be off or silenced during your simulation time.

The removal of any items from the simulation lab is strictly prohibited. At the end of the session, the room is to be left the way it was found and ready for use by the next group.

Students may be observed by the Nursing Department Chair, other faculty members, and students who are there to learn about the simulation process.

MSU students are the only individuals permitted in the simulation lab under supervision of faculty.

In the event that a simulator or equipment stops working, the internet is down, or there is loss of network connectivity, the simulation may have to be rescheduled for another day or time.

### **Simulation Lab Requirements**

Students are required to attend, participate, and satisfactorily complete simulation lab objectives. If a student or group does not meet the lab objectives, the student or group will be required to redo the simulation.

### **Simulation Redo Policy**

The recommendation to redo simulation lab performance and behavior will be identified by the faculty for either an individual or a group of students. When simulation redo is necessary, students will be required to return to the simulation lab at a rescheduled time.

### **Open Simulation Lab Hours**

Open simulation lab hours are optional for students to practice working with the simulator.

### **Realism**

Simulation enhances the quality of education and enables the student to encounter as close to real life experiences as seen in clinical settings. Simulation mannequins and Standardized Patients must be treated as real patients at all times.

Students should not communicate with faculty for feedback or clarification while the simulation is ongoing.

### **Student Conduct and Behavior**

Students must conduct themselves in a professional manner in the simulation lab at all times. Failure to meet required professional behavior standards by a student could be grounds for disciplinary actions as disclosed in the Student Handbook. Please refer to MSU Denver Nursing Department Student Policy Handbook on Professional Behaviors and Unprofessional Behaviors.

### **Photography, Audio, and Video Recording Use Policy**

Students may not photograph, photocopy, video or audio record any part of the simulation for personal or social media use.

The simulation lab audio and video system is active during simulation day and may be monitored continuously. Audio and video recording may be used for viewing, debriefing, and educational purposes during or after simulation.

### **Safe Practice**

Students should practice safety techniques in the simulation lab at all times. All sharps must be disposed of in an appropriately labeled sharps container. Universal Precautions are used in the simulation lab.

All medications and supplies used in simulation are intended for educational purposes only and are not safe for human or animal use.

### **Simulator Care**

No markers or pens are allowed near the simulators as these stain the mannequin skin permanently. Do not use Providone Iodine (Betadine) and Chloraprep swabs that might be in any of the lab kits, as these products will also permanently stain the mannequins.

Do not move the simulators from their beds unless instructed to do so by a simulation faculty member.

The simulators have designated areas that can be used for injections, intravenous and intraosseous infusions, and blood glucose monitoring purposes as needed. Do not use sharp objects on the simulators skin anywhere else. Do not place any oral simulated medications, or any other liquids into the mannequin's orifices.

### **Confidentiality Policy**

All information is to be treated as real patient information following the Health Insurance Portability and Accountability Act (HIPAA) regulations. Students are expected to keep all information related to simulation strictly confidential. Disclosing information regarding

scenarios to other student is considered academic dishonesty. See the student Handbook for details.

### Student Acknowledgement

My signature below indicates that I have read, understand, and received the Metropolitan State University of Denver Department of Nursing Simulation Lab Policies. This signature also indicates that I understand the significance of Confidentiality with respect to simulated patient information. I will not share any information regarding simulation with other students. I give my consent to being photographed, audio, and videotaped during simulation.

I further acknowledge that failure to comply with the simulation lab policies may result in disciplinary actions such as dismissal from the nursing program.

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(Print) Student's Name

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Student's Signature

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Date

## **SECTION VI**

### **CLINICAL POLICIES**

#### **Clinical Expectations**

Students are assigned to their clinical rotations. All clinical placements are arranged and confirmed by the Clinical Placement Manager. Clinical facilities have requested that students not attempt to arrange their own placements. Students who fail to follow this process may jeopardize their clinical placement and continued enrollment in the nursing program. Student assignments will include day, evening, night, and weekend assignments as well as 8 and 12 hour shifts. Student learning needs will be considered in the assignment of clinical rotations; however, living near a certain clinical facility is generally not a consideration for clinical assignments. Clinical placements may be scheduled in a variety of geographic locations in Colorado. Student clinical assignments may change at any time for reasons including individual student learning needs, administrative reasons or clinical facility availability. Students are responsible for providing their own transportation to the clinical facility. Students do not have

the option to refuse an assigned placement. Clinical schedules and orientations will not be altered or rescheduled around a student's personal schedule, work schedule, family/friend events, or planned trips including trips with airfare.

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

### **Pre-Clinical Placement Requirements**

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

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

**Failure to complete these requirements by the clinical placement deadline will result in students not being assigned to a clinical placement, inability to complete the course, and withdrawal from course and program.**

### **Clinical Attendance**

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

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

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

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

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

**Failure to complete these requirements will result in students being removed from a clinical placement and/or mandatory absence from clinical and may jeopardize the course grade.**

### **Clinical Absence Policy**

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

**Excused absence** – In the event of verifiable illness or emergency, notify the clinical scholar/instructor, **and** agency preceptor (if applicable) prior to the scheduled clinical. Clinical make-up may include clinical facility hours, various forms of simulation and/or alternative clinical activities. The student will complete all alternative clinical make-up as assigned by course faculty within the designated time frame. The failure to complete clinical makeup may result in

clinical failure, which will result in course failure. If a student has more than two excused absences during the duration of the program, the student will be financially responsible for any associated costs with the make-up activities. The student may not independently arrange an alternative assignment with a clinical agency. Only the Department of Nursing determines with the clinical agency whether an alternative assignment is feasible.

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

### **Alternative Assignment Process**

Arrangements for clinical make-up are made through a formal Clinical Make-Up Process involving the Course Faculty, the Department Chair and the clinical placement coordinator, and a clinical agency. There are many considerations in arranging a clinical makeup-activity for excused absences. Final arrangements will be determined by course faculty and presented to the student. The student may either accept the arranged make-up or may withdraw from the course. Arrangements for make-up opportunities are not to be made directly with the agency, clinical faculty, or preceptor.

### **Inclement Weather Closure**

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

### **Clinical Preparation**

Success in the clinical setting depends a great deal on the student's preparation for patient care. Students are expected to be thoroughly prepared to care for their patients. Preparation needs to occur prior to the beginning of each assigned shift.

Prior to the actual clinical experience each student is responsible for researching pertinent information regarding the individual patients they are assigned to and practicing anticipated procedures in the learning lab. Students will initiate data collection at the clinical site. To visit the clinical site the student must wear the approved MSU Denver polo shirt and khaki, navy blue or black pants as well as the photo ID. Blue jeans, mini-skirts, tight pants, shorts, etc., are not appropriate. Students must meet all course clinical preparation requirements, which may include obtaining pertinent information from the patient record, researching the information and preparing a nursing care plan.

The clinical instructor will determine whether the student has adequately prepared to safely care for the assigned patient(s). If the student is not sufficiently prepared, the student will be required

to leave the clinical facility which will result in a clinical absence. Failure to be prepared may result in delivering unsafe care and may jeopardize the physical well-being of the patient. Jeopardizing the physical or emotional well-being of the patient may constitute a clinical failure.

### **Clinical Responsibilities**

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

Other expectations:

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

### **HIPAA Regulations**

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

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

1. Witness any consent forms.
2. Perform any task that requires certification or advanced “instruction” (i.e., arterial blood gas (ABG) puncture, chemotherapy, remove PICC lines, telemetry, glucose monitoring-check with nurse managers, etc.).

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

### **Professional Appearance**

- A. Students must wear the school uniform for the ANO and TNO students at Metropolitan State University of Denver. Uniforms must be clean, wrinkle-free and of a proper fit. The uniform fit must allow freedom of movement. Students must wear appropriate undergarments.
- B. A MSU Denver photo ID badge will be visible and worn at all times at the clinical facilities.
- C. Only the uniform scrub jacket with the MSU Denver logo on it can be worn over the scrub top. A clean, white or black (depending upon agency requirements) solid-colored tee-shirt may be worn under the uniform scrub top.
- D. Shoes must be non-porous, closed-toe, closed heel. Clogs may be worn and must be closed toe with no holes/vents. Shoes and laces must be clean, not scuffed or dirty.
- E. All hair should be clean and groomed. Hair must be a natural color. Shoulder length or longer hair will be worn up or pulled back. Hair will not obstruct student's vision. This applies to both male and female students. Mustaches and beards will be clean and neatly trimmed. Neck and chest hair must be trimmed below the neck of a crew neck T shirt or the collar of a button-down shirt.
- F. A watch with a second hand, a calculator, a pair of bandage scissors, a stethoscope with a bell and diaphragm and pen with black ink are required.

- G. Nails will be neatly manicured and free of nail polish. Nails will not interfere with the provision of patient care.
- H. Artificial nails are not allowed in the clinical setting.
- I. No hoop, dangling or large earrings, bracelets or necklaces will be worn in the clinical facilities. Plain band rings may be worn. The wearing of other rings will depend on appropriateness to the clinical area and discretion of the clinical instructor. No other body jewelry may be worn while in the clinical facility.
- J. Tattoos must be covered while in the clinical setting.
- K. The approved MSU Denver polo shirt and khaki, black or navy blue pants or scrubs and the MSU Denver Photo ID Badge must be worn when getting clinical assignments. Appropriate business attire must be worn under the lab coat. Blue jeans, tight stretch pants, mini-skirts, shorts, etc. are not allowed.
- L. Maternity uniforms must be made out of the same fabric and similar style as the current student uniform.
- M. Good hygiene is imperative. Any personal hygiene habits that are offensive to patients/clients, such as breath and body odors, must be controlled while in the clinical areas.
- N. Perfumes, colognes or animal hair may be offensive or harmful to some patients and should be avoided in the clinical area.
- O. Tobacco odors and secondhand smoke are offensive and physiologically dangerous to some patients and are unacceptable in the clinical area.
- P. No gum chewing is permitted when working with patients, or during on campus labs.
- Q. The approved MSU Denver polo shirt and khaki, black or navy pants may be worn in the psychiatric and community health clinical settings.

### **Safe Practice Responsibilities**

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

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

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

Supervision is required unless otherwise directed by the instructor.

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

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

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

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

### **Unsafe Practice**

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

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

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

### **Workers' Compensation Procedures for Work Related Injury or Illness**

Students are covered by Workers' Compensation while in the clinical setting. In the event of an injury the student must do the following:

#### **At clinical site:**

1. Report incident to clinical instructor.
2. Follow through with agency requirements for on-site treatment and documentation. Provide a copy of agency documentation to Metropolitan State University of Denver Human Resources. **Follow-up care needs to be provided by Metropolitan State University of Denver Workers' Compensation providers.**
3. Check patient chart for history of Hepatitis B or any other communicable disease (if applicable).

For detailed information regarding Workers' Compensation Procedures including a list of providers visit <https://www.msudenver.edu/hr/policies/>

## EMPLOYEE NOTIFICATION OF WORKER'S COMPENSATION PROCEDURES

I, \_\_\_\_\_ (print your name), have been notified by my employer/supervisor of the Worker's Compensation Procedures. In the event I am involved in a work related injury or illness, I understand that MSU Denver has designated Concentra Medical Center, Midtown Occupational Health Services, HealthONE and the Student Health Center as the approved medical providers for all work related injuries or illnesses. I understand that if I do not receive medical care for work related injuries or illnesses from the designated clinic or an approved 24-hour after care facility, or any specialists to which they refer me, EXCEPT IN THE CASE OF A SERIOUS EMERGENCY, I could be financially responsible for payment of that care.

I have received the above referenced procedures and have been informed that authorization is required from my employer before I seek medical care for non-emergency, work related injuries or illnesses.

---

Signature

Date

## SECTION VII

### NURSING STUDENT INVOLVEMENT

#### Opportunities for Student Involvement

Opportunities for student involvement include participation on departmental committees and activities. This may include but is not limited to: Advisory Committee, Department Faculty meetings, open forums, Admissions/Scholarships Committee, Assessment/Policy Committee, and Curriculum/Program Resources Committee.

## **MSU Denver Student Nurses' Club**

An important and critical activity of a professional person is participating in their professional organization(s). MSU Denver Department of Nursing has a Student Nurses' Club on campus. A nursing faculty or staff member assists the elected officers to carry out the purposes of the organization. Students are encouraged to become a member of this organization. The names of officers and meeting dates and times are posted on the student bulletin boards.

## **MSU Denver Pinning Ceremony**

A pinning ceremony is held at the completion of the MSU Denver nursing program. Holding a pinning ceremony at the end of a nursing program is a long-standing tradition in nursing education. Graduates receive a pin during this formal ceremony that represents their nursing program and the profession of nursing.

## **Sigma Theta Tau International Honor Society of Nursing**

The MSU Department of Nursing is a member of the Sigma Theta Tau International Honor Society of Nursing Alpha Kappa Chapter-at-Large. The Honor Society of Nursing, Sigma Theta Tau International is the second-largest nursing organization in the world with approximately 135,000 active members. Junior or senior students enrolled in baccalaureate programs at accredited institutions of higher education who have completed at least 1/2 of the nursing curriculum, rank in the upper 35 percent of their graduating class and have achieved academic excellence (at schools where a 4.0 grade point average system is used, this equates to at least a 3.0) are eligible for membership. An induction ceremony is held annually in the metro Denver area for new members in conjunction with the other nursing programs in the local chapter.

## **SECTION VIII**

### **STUDENT SERVICES PROVIDED BY MSU DENVER AND THE NURSING DEPARTMENT**

#### **About Your Student File**

All student files are located in the nursing offices. You may need to have access to your file occasionally; please check with the administrative assistants for the procedure to utilize your file. Documents contained in your file may include: current contact information, acceptance letters, notification of worker's compensation, progress reports, and clinical evaluations tools.

Student files are kept for three years following the last course taken. Graduate files are kept for three years after graduation.

### **Release of Information Requirements**

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

## **SECTION IX**

### **GENERAL INFORMATION ABOUT THE PRACTICE OF PROFESSIONAL NURSING**

#### **About the Practice of Professional Nursing**

In order to practice professional nursing, you must complete a national licensing examination, the NCLEX-RN, after you have met the requirements of the University and the nursing major for graduation.

More information about taking the NCLEX-RN exam and obtaining your license is provided in the final semester of your coursework. Please refer to the Colorado Board of Nursing website for further information on licensing <https://dpo.colorado.gov/Nursing>

#### **NCLEX-RN Examinations/RN Licensure**

It is the student's responsibility to make application and meet all deadlines as required to take the NCLEX-RN. Students desiring a license in another state must contact and comply with that state's requirements for application. Please refer to the Colorado Board of Nursing website for further information on licensing.

#### **ANA - American Nurses Association**

The American Nurses' Association has published a Code of Ethics for nursing. This code can be found on the American Nurses Association website at <http://www.nursingworld.org>. In

addition, the ANA has developed a social policy statement which is available on the same website.

## SECTION X

### STUDENT ACKNOWLEDGEMENT

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

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

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Print Name

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Student Signature

---

Date

**APPENDIX A**

**Nursing Major Courses for MSU Denver Baccalaureate Registered Nurse  
Completion Option**

Required Courses.....	Credit Hours
NUR 3100 RN to BSN Role Transition .....	3
NUR 3150 Introduction to Gerontology Nursing.....	3
NUR 3400 Nursing Research .....	3
NUR 3700 Nursing Health Assessment .....	3
NUR 3800 Advances in Clinical Practice .....	3
NUR 4000 Community Health Nursing (90 clinical hours).....	6
NUR 4150 Ethics and Professional Nursing Practice .....	3
NUR 4300 Leadership and Management in Professional Nursing Practice.....	4
NUR 4850 Nursing Senior Experience (90 clinical hours) .....	5
Healthcare elective .....	3
Total.....	36

30 Semester hours awarded according to the Colorado Statewide Nursing Articulation Model/Agreement.

Non-Discrimination: The nursing program does not unlawfully discriminate on the basis of race, color, creed, national origin, gender, age, sexual orientation or disability in admissions or access to or treatment in any of its programs.

**APPENDIX B**

**Nursing Major Courses for MSU Denver Accelerated Nursing Option**

Required Courses .....	Credit Hours
NURA 3020 - Foundations of Professional Nursing Practice (45 clinical hours)	6
NURA 3150 - Introduction to Gerontology Nursing	3
NURA 3400 - Nursing Research	3
NURA 3410 - Clinical Pharmacology	4
NURA 3500 - Mental Health Nursing (90 clinical hours)	5
NURA 3700 - Nursing Health Assessment	3
NURA 3810 - Medical Surgical Nursing Care I (90 clinical hours)	5
NURA 4000 - Community Health Nursing (90 clinical hours)	6
NURA 4030 - Nursing Care of the Childbearing Family (90 clinical hours)	5
NURA 4110 - Medical Surgical Nursing Care II (90 clinical hours)	6
NURA 4150 - Ethics and Professional Nursing Practice	3
NURA 4200 - Child and Family Health Nursing (90 clinical hours)	5
NURA 4300 - Leadership and Management in Professional Nursing Practice	4
NURA 4850 - Nursing Senior Experience (180 clinical hours)	5
Total Hours	63

Non-Discrimination: The nursing program does not unlawfully discriminate on the basis of race, color, creed, national origin, gender, age, sexual orientation or disability in admissions or access to or treatment in any of its programs.

## APPENDIX C

### Nursing Major Courses for MSU Denver Traditional Nursing Option

Required Courses .....	Credit Hours
NURS 3020 - Foundations of Professional Nursing Practice (45 clinical hours)	6
NURS 3150 - Introduction to Gerontology Nursing	3
NURS 3400 - Nursing Research	3
NURS 3410 - Clinical Pharmacology	4
NURS 3500 - Mental Health Nursing (90 clinical hours)	5
NURS 3700 - Nursing Health Assessment	3
NURS 3810 - Medical Surgical Nursing Care I (90 clinical hours)	5
NURS 4000 - Community Health Nursing (90 clinical hours)	6
NURS 4030 - Nursing Care of the Childbearing Family (90 clinical hours)	5
NURS 4110 - Medical Surgical Nursing Care II (90 clinical hours)	6
NURS 4150 - Ethics and Professional Nursing Practice	3
NURS 4200 - Child and Family Health Nursing (90 clinical hours)	5
NURS 4300 - Leadership and Management in Professional Nursing Practice	4
NURS 4850 - Nursing Senior Experience (180 clinical hours)	5
Total Hours	63

Non-Discrimination: The nursing program does not unlawfully discriminate on the basis of race, color, creed, national origin, gender, age, sexual orientation or disability in admissions or access to or treatment in any of its programs.

## APPENDIX D

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

The following committees have opportunities for student membership:

The following committees meet on an as-needed basis during the fall and spring semesters:

#### **Admissions/Scholarships Committee** – 3 students

This committee reviews program option admission criteria and the application process. The committee also provides information about scholarships to students and works with the MSU Denver scholarship office to facilitate the award of scholarships to nursing students.

#### **Assessment/Policy Committee** – 3 students

This committee reviews program assessment measures, including graduate surveys. The committee works with the faculty to review and revise the student handbook and develop new policies as appropriate for the department of nursing.

#### **Curriculum/Program Resources Committee** – 3 students

This committee reviews the nursing curriculum. The committee reviews current program resources and makes recommendations to the faculty for additional resources for student learning.

Please contact the Department of Nursing at 303-615-1600 if you are interested in serving on one of these committees. Be sure to indicate which committee(s) you are interested in. Thank you for your interest.

## Appendix E

### Notification and Reporting Policy and Procedure for Students with COVID-19 Symptoms, and/or Positive Test Result

Students who attend face-to-face classes, skills lab, or simulation activities on campus or in clinical are expected to report symptoms related to COVID-19 exposure, a positive test or antibody testing, and notify the person facilitating the session (faculty, clinical faculty, preceptor, etc.) immediately. Furthermore, it is expected that students adhere to a 14-day waiting period or more and be symptom free before resuming any face-to face learning activities.

If the below listed symptoms develop or a test returns positive for COVID-19 viral exposure after face-to-face classroom, clinical, skills /simulation lab encounters the student is expected to immediately stop any face-to-face encounters and follow the recommended Safe Return to Campus University guidelines of seeking appropriate medical assistance, self-quarantining, and notification of appropriate faculty.

Accommodations will be made on a case-by case basis to assist students to keep up with their classes and clinical as they are able during the timeframe in which they are still considered contagious. The Department of Nursing reserves the right to make the appropriate decisions on the types of accommodations that can be made to meet the individual circumstances students may have. Medical clearance **per the Health Center at Auraria Campus** will be required before you are able to resume regular course and clinical activities.

Symptoms of COVID-19 include:

Fever of 100 F or 38 C	Muscle or body aches
Chills	New loss of smell or taste
Shortness of breath	Difficulty breathing
Cough*	Sore throat*
Nausea or vomiting	Diarrhea
Extreme Fatigue	Persistent pain in the chest
Congestion or runny nose*	New confusion
Bluish lips	Inability to stay awake

\*If you have had one or more of the starred criteria for greater than 14 days without symptom escalation or new symptom development, you may be permitted to return to campus. Your ability to return to clinical will be based on agency guidelines

## Appendix F



### WAIVER OF LIABILITY FOR STUDENTS IN CLINICALS, FIELD PLACEMENTS OR INTERNSHIPS

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly via droplets expelled by infected individuals. Working in healthcare has an acknowledged risk of potential exposure to illness and disease. This is especially true in our current pandemic environment in which you could be exposed to and contract COVID-19 due to working with individuals/patients/clients and their families, or other health care workers and health care environments.

Symptoms of COVID-19 include:

Fever of 100 F or 38 C	Muscle or body aches
Chills	New loss of smell or taste
Shortness of breath	Difficulty breathing
Cough*	Sore throat*
Nausea or vomiting	Diarrhea
Extreme Fatigue	Persistent pain in the chest
Congestion or runny nose*	New confusion
Bluish lips	Inability to stay awake

*\*If you have any of the symptoms listed above, call the Health Center at Auraria at 303-615-9999 to be clinically evaluated by a medical provider over the phone to determine the best course of action, including being tested for COVID-19 at the Health Center. After being evaluated by the Health Center at Auraria, you can also choose to see your community medical provider. However, please be aware that many community providers do not have access to COVID-19 test kits due to supply demands.*

If at any time during the clinical, field placement or internship rotation you develop any of the COVID-19 symptoms listed above or have a known exposure to someone who has tested positive for COVID-19,

- you must refrain from attending your clinical, field, internship experience,
- notify your course or clinical instructor,

*\*If you have had one or more of the starred criteria for greater than 14 days without symptom escalation or new symptom development, please consult with the course faculty member. Your ability to return to clinical will be based on organization's guidelines.*

*If an internship (does not apply to nursing students) **is remote**, students can move forward with receiving credit as usual.*

*If an internship, field placement or clinical **is on-site**, it is the expectation that the organization/company is observing COVID-19 [guidelines from the Centers for Disease Control \(CDC\)](#), including Personal Protective Equipment (PPE) when necessary, along with any federal, state or local restrictions.*

I agree to the following:

I acknowledge the contagious nature of the Coronavirus/COVID-19 and voluntarily agree to participate in clinical/field assignments related to my course work to complete course and program requirements.

I will follow all of the recommended MSU Denver, CDC, and clinical/internship facility guidelines, which includes, but may not be limited to: social distancing; wearing of masks or other required PPE at all times while in a clinical setting; appropriate PPE donning and doffing procedures; utilize appropriate sanitization practices for the spaces I occupy; and appropriate use of hand washing and the use of hand sanitizer to reduce the risk of transmission.

I will utilize the best COVID-19 practices/recommendations from the CDC at all time when moving around in the community at large on a daily basis. I understand there are higher thresholds of accountability that all health care workers must uphold in their daily lives to protect themselves and those they during their clinical experiences and beyond.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending clinicals, field placements or internships. Further, I understand that the risks of COVID-19 are not fully understood, and that contact with, or transmission of, COVID-19 may result in risks including personal injury, illness, permanent disability, and death. In addition, I understand that the risk of becoming exposed to or infected by COVID-19 may result from actions, omissions or negligence of myself and others, including individuals/patients, their families, other health care workers and their families.

I hereby agree to waive any and all claims that I have or may have in the future against the State of Colorado and MSU Denver from any and all liability, lawsuits, and claims whatsoever for any loss, damage, illness, sickness, expense or injury including death that I may suffer or that my next of kin may suffer as a result of COVID-19.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix G

### Skills Laboratory Expectations

Skills laboratory sessions are another modality to enhance your learning experience. The laboratory is a simulated clinical setting that allows the student to practice nursing skills in a safe environment. Realism is a very important aspect of this learning modality. It is expected that you always maintain a neat and orderly clinical/lab/patient environment. Please follow the lab clean up procedures when your session is over.

#### **ALL LABS ARE MANDATORY**

- Refer to the Student handbook and specific course syllabi for further laboratory policy.
- Skills lab attendance is required in preparation for clinical attendance. Students must attend all labs, participate and satisfactorily complete lab objectives.
- All lab absences must be excused by the lab coordinator and course faculty in order to have a lab make-up. Any unexcused absence may result in a lab failure.
- Failure to achieve lab objectives will result in course failure. Lab and orientations will not be altered or rescheduled around a student's personal schedule, work schedule, family/friend events, or planned trips including trips with airfare.
- Labs start on time and tardiness is not acceptable. If you are tardy you may not be allowed to participate in the lab. Arriving late, leaving early or being disruptive is unprofessional and may result in lab failure and course failure. Students who miss hours may be placed on a PIP. Missed hours must be made up. The hours will be made up at the Coordinator's discretion and communicated to the student as soon feasible.

**LAB PARTICIPATION AND PREPARATION** is a portion of the course grade and it is essential that students are prepared to participate. Being prepared includes:

- Your MSU scrubs must be worn with your ID badge in all labs.
- Please refer to the student handbook regarding tattoos, piercings, etc.
- Have your assessment equipment and any needed paperwork ready for each lab.
- Always respect the manikins as you would a patient.
- Some skills in lab are considered checkoffs. This means these skills must be completed as competence to pass the course.
- Lab skills build as you work through the program and will be used again in the future.
- Lab may include mini lectures to help assure content knowledge prior to skill practice.
- Utilize lab time to practice skills as much as you can. Don't allow yourself to be distracted if others have already completed skills.

- In the event there is down time or waiting time during lab, this is a good time to review course work or skills. Please do not distract others in the learning environment.

Our manikins are allergic to iodine. **Never** use betadine on the manikins.

- **No ink pens are allowed near the manikins.**
- **No food is allowed in lab. Drinks must be covered.**
- **Cell phones/smart watches are NOT allowed to be used in lab unless allowed by the faculty for learning purposes.** They can be used on break outside the lab.

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

Printed Name: \_\_\_\_\_

Please place this signed lab expectations agreement in your official lab competency folder.