Department of Nursing
Undergraduate Student Handbook
2015-2016

ACCREDED BY:
Accreditation Commission for Education In Nursing
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APPROVED BY:
Delaware Board of Nursing
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INTRODUCTION

Introduction to Nursing

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

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

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

Welcome to the Delaware State University’s Nursing Program

3343 Peachtree Road NE Accreditation Commission for Education in Nursing (ACEN)

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

Suite 850
Atlanta, GA 30326
Phone: 404-975-5000
A. PURPOSE OF THE NURSING STUDENT HANDBOOK

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

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

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Department of Nursing
Dover, Delaware 19901

The University Student handbook is also available online at: http://www.desu.edu/student-affairs/office-student-judicial-affairs

Delaware State University is an Equal Educational and Employment Opportunity Institution. The provisions in the Nursing Student Handbook do not constitute a contract between a student and the Department of Nursing. The nursing faculty, through appropriate University procedures, reserves the right to revise any provision or policy at any time within the student’s term of enrollment, if deemed advisable. Notice of any changes will be given to the students will be posted online (blackboard).

B. HISTORY OF DELAWARE STATE UNIVERSITY

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

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

Delaware State College became a University in 1993 and has since been able to increase its cadre of faculty with terminal degrees, enhance its focus on teaching and increase its efforts of scholarship and service to the community, state and the nation.
Delaware State University is centrally located on the Delmarva Peninsula, approximately 100 miles or less from Maryland, Virginia, Washington, DC, New Jersey and New York.

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

At the academic hub of Delaware State University is the William C. Jason Library. The library has cataloged collections of more than 314,133 printed volumes, and including its collection of electronic books and journals, micro books, microfiche, audio-visual volumes and bound periodicals, the library has a total holding of more than 475,033.

The University offers orientation and counseling services for beginning and returning students, financial aid and scholarships, medical benefits and placement services.
C. HISTORY OF THE DEPARTMENT OF NURSING

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

The first class of students was admitted to the Nursing Program in January 1975 and the first class graduated in December 1978. In 1987, the Nursing Program received its initial accreditation by the National League for Nursing.

In September 1989, the RN to BSN path was established, but became inactive in 2002. The LPN-BSN track was initiated in 1993. This path allowed LPNs who were seeking the BSN to enter the BSN Program and earn credit for prior learning through challenge exams.

In 2003, the Nursing Program received initial accreditation by the Commission on Collegiate Nursing Education (CCNE) and re-accreditation by the National League for Nursing Accrediting Commission (NLNAC), now known as Accreditation Commission for Education in Nursing (ACEN).

The MSN Program, in fall 2005, ushered in the first graduate Community Health in nursing program in the state of Delaware. This program allowed students a choice between a traditional role in Community Health and the advanced role of Clinical Nurse Specialist. This program is complemented by the nursing education but is no longer active.

The department provides a computer laboratory that is equipped with personal computers and interactive video to facilitate learning. The Price Building has six Smart classrooms that are utilized for nursing courses. Student organizations within the Department of Nursing include the Student Nurses’ Association and Nursing Honor Society. In 2006, the Charter Chapter of the Chi Eta Phi Sorority inducted the first ten student members and inaugurated the Tau Eta Alpha Beta Chapter at DSU.

The BSN program admits students’ who meet the admission criteria and who demonstrate potential for success in professional nursing practice. The affordable tuition makes Delaware State University’s Nursing Program an excellent choice for the beginning student as well as adults returning to school to continue their education.
SECTION II
MISSION, PHILOSOPHY, COMPETENCIES AND OUTCOMES
A. DELAWARE STATE UNIVERSITY MISSION AND PHILOSOPHY

Mission

Delaware State University is a public, comprehensive, 1890 land-grant institution. The mission of the University is to provide for the people of Delaware and others who are admitted, meaningful and relevant education that emphasizes both the liberal and professional aspects of higher education. Within this context, the University provides educational opportunities to all qualified citizens of this state and other states at a cost consistent with the economic status of the students as a whole. While recognizing its historical heritage, the University serves a diverse student population with a broad range of programs in instruction, service, and research, so that its graduates will become competent, productive, and contributing citizens.

Vision Statement

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

Core Values

- Community
- Integrity
- Diversity
- Scholarship
- Outreach

Philosophy

Delaware State University, a progressive, 1890 land-grant, comprehensive, public-assisted institution, is committed foremost to academic excellence and intellectual competence. Freedom of expression, and inquiry, exchange of ideas, cultural activities, intensive classroom instruction and numerous informal events of the University community combine to ensure that each student receives a thorough and marketable education.

The University recognizes that education is attained, in part, through the activities of the students themselves. It strives to provide and maintain a corps of scholars, lecturers and educators dedicated to the enlightenment of mankind.

To this end, the University endeavors to:

- Provide a well-rounded liberal arts education with a concentration in either the sciences, the humanities or the professions;
- Provide service to the citizens of the state by increasing their ability to make practical
application of knowledge;
· Develop conceptual thinking ability and nature the inquiring mind of each student.
· Develop student skills in oral and written communication;
· Encourage optimum physical development and the safeguarding of health; and
· Encourage students to serve their home, the community, the nation and the world.

B. COLLEGE OF EDUCATION, HEALTH AND PUBLIC POLICY MISSION

The mission of the College of Education, Health and Public Policy (CHEPP) is to offer meaningful, relevant and service-oriented educational opportunities for diverse populations in the respective departments of the school. The educational programs of the school are guided by the standards and ethics of the various professional organizations and accrediting agencies. The CEHPP, through its various departments, fosters and supports scholarly research endeavors among its faculty and students and the dissemination of knowledge that ultimately improves the lives of the citizens of the State of Delaware, the nation and the world. The school is dedicated to developing and mentoring informed professionals, who are empowered to lead and manage change while shaping society’s future. The College of Education, Health and Public Policy prepares students for positions in the professions and for graduate study.

C. DEPARTMENT OF NURSING MISSION

The mission of the baccalaureate of science nursing program aligns with the mission and core values of Delaware State University as well as the College of Education, Health, and Public Policy. The nursing program provides exceptional educational opportunities for students of diverse backgrounds and prepares entry level nurses to practice competently and safely in a variety of healthcare settings including preparation for future specialization and/or graduate study. Baccalaureate nursing graduates are prepared professionally to provide compassionate and culturally competent evidence-based healthcare to meet the current and future needs of individuals, families, and communities within the state of Delaware, the nation, and the international environment.
D. DEPARTMENT OF NURSING PHILOSOPHY

DEPARTMENT OF NURSING
PHILOSOPHY

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

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

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

Nursing Judgment

Make decisions in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within the family and community context.

Professional Identity

Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe quality care for diverse patients within a family and community context.

Spirit of Inquiry

Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying, and offer new insights to improve the quality care for patients, families, and communities.

Human Flourishing

Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing as human beings.

(National League of Nursing, 2010, p.38)
F. NLN EDUCATION COMPETENCIES MODEL
G. STUDENT LEARNING OUTCOMES

1. Plan, provide and delegate patient-centered care and coordinated care that promotes safe and high quality outcomes.

2. Develop the ability to use interdisciplinary communication effectively and employ patient care technologies, information systems, and communication devices that support safe nursing practice.

3. Synthesize leadership concepts, principles and ethical reasoning in decision making to ensure quality outcomes in providing client care in a variety of settings.

4. Integrate professional standards in the practice of nursing with integrity, caring, accountability, respect, and excellence in nursing practice.

5. Collaborate with clients and healthcare professionals to provide safe, effective and culturally competent nursing care through the integration of knowledge and skills.

6. Synthesize knowledge, skills and professional attitudes through the demonstration of clinical reasoning.
H. DEPARTMENTAL ORGANIZATIONAL CHART
SECTION III
CURRICULUM
### A. UNDERGRADUATE PROGRAM STUDY

1. Curriculum: Four-year Program of Study BSN

<table>
<thead>
<tr>
<th>Freshman Fall Semester</th>
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<td>University Seminar I</td>
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<tr>
<td>BIOL-207</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>MTSC-121</td>
<td>College Algebra</td>
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<tr>
<td>ENGL-101</td>
<td>English Comp. I</td>
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<td>Speech</td>
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<td>PSYC-316</td>
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<td>NURS-307</td>
<td>Intro to Nursing Practice</td>
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<td>NURS-308</td>
<td>Health Assessment</td>
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<td>NURS-309</td>
<td>Psych/Mental Health</td>
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<td>NURS-407</td>
<td>HPMR II</td>
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<td>NURS-408</td>
<td>Maternal Newborn</td>
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<td>NURS-409</td>
<td>Community Health</td>
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SECTION IV

ACADEMIC POLICIES
A. Policies Related to Admission to the Nursing Program

1. Admission to Delaware State University. The Department of Nursing or the advising center will provide advisement for all students seeking admission to the Nursing Program.

2. Pre-nursing students who have not taken Chemistry and Biology courses in high school or have a grade of less than a “B” in these two high school courses must take:
   a. BIOL103 Human Biology or BIOL111 Human Disease prior to taking BIOL207 Anatomy and Physiology
   b. If the student did not attain a “B” or better in high school must take college chemistry.

3. The combination of BIOL 207 Anatomy and Physiology I and BIOL 208 Anatomy and Physiology II may only be taken twice – this includes failures and withdrawals.

4. The nursing entrance test must be taken by April 15th of the spring semester of the freshman year prior to the academic year in which you plan to seek admission to the nursing major. In order to pass this test, each student must obtain scores that are at or higher than the scores designated by the Department of Nursing. The entrance test may be taken no more than twice to be considered for admission to nursing. The designated score for admission will be listed in the admission policies located in the Student services department.

5. Pre-professional students must have completed ALL of the courses listed for the first four semesters (listed on the Nursing Program of Study sheet) and earned a minimum grade of “C” in each of the general education and support courses with an earned GPA of not less than 3.0 (GPAs are not rounded up) at the time of initial review in March of the year application is submitted. Final decisions are made at the end of May.

6. Application for admission must be submitted online by April 15th. No late applications will be accepted.
B. Criteria for Professional Phase Nursing Courses

1. Documentation of the following must be submitted to the Department of Nursing by July 15th prior to the start of the first clinical course (Junior level nursing courses): (Students are financially responsible for the following and all documents must be submitted to Certified Background: https://www.certifiedprofile.com).

- Health care provider CPR which must include Infant, Child and Adult CPR, Care of the choking victim, and use of the AED. CPR certification must be valid throughout the entire program.
- National fingerprints with certified criminal background check must be no older than three months prior to the start of the first clinical course.
- Child abuse and elder abuse background checks will be requested for each assigned clinical agency.
- Physical examination within three months of the first clinical course that includes a statement that you are physically able to meet performance requirements in clinical, which includes but is not limited to strenuous lifting, pushing and standing for long periods of time, walking long distances, etc.
- Urine drug screen (10 panel) 30 days prior to beginning the first clinical nursing course.
- Immunizations – MUST SHOW DOCUMENTATION/PROOF of the following:
  - MMR 1 and MMR 2 (Measles, Mumps, Rubella)
  - Td – Tetanus and Diphtheria booster within the last 10 years and valid throughout the entire clinical program
  - Polio – Series of three
  - Varicella (chickenpox) vaccine, proof of disease or Varicella titer
  - Hepatitis B vaccine – 3 doses, or waiver
- Two step PPD completed within 3 months prior to beginning clinical rotation.

2. Students are required to purchase the DSU nursing uniform, lab coat, and community uniform from the bookstore. In addition, a stethoscope with bell and diaphragm and a pen light are required.

3. Students are responsible for their own transportation to and from assigned clinical sites within the Delaware, New Jersey, Maryland, and Pennsylvania area. Clinical rotations may be scheduled during day, evening, and/or weekend shifts.

4. Continuation in the nursing major: A student who is unsuccessful (fails) in one nursing course can retake the course the next time it is offered. A student who fails a course again (either the same or a different nursing course) will be dismissed from the program and is ineligible for future admission.

5. Transfer students in good standing with at least 60 acceptable college transfer credits or a college degree may be exempt from University Seminar I and II. However, all other requirements listed above must be met for admission to the Professional Nursing Level. The successful completion of the required nursing entrance exam is required of all students entering the Nursing program. All applicants to the Nursing Program shall
receive a letter from the department chairperson notifying them of their admission status in the program by June 1st of the year of application to the major.

6. All students admitted to the Nursing Program shall be assigned a nursing faculty advisor.

C. Policies Related to Progression, Probation, Dismissal, and Readmission in the Program

GENERAL INFORMATION

Change of Name, Address, and/or Telephone Number

If there is a change in the name, address, and/or telephone number of a student while enrolled in the Nursing Program, the student must report the change to the Department of Nursing administrative assistant within 7 days of the change. Please keep an updated emergency phone number with the department’s office.

Transportation

Transportation to and from all classes and clinical learning experiences is the responsibility of each individual student. Faculty realize the importance of carpooling, but it is not always possible.

Confidentiality

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

Social Media

Taking pictures or recordings of a patient or patient information, or posting pictures, recordings, etc., on the internet, through email, or other electronic mediums is prohibited and is a violation of HIPAA. Failure to adhere to this policy may subject the student to disciplinary action which may include suspension, dismissal and/or legal action by the clinical agency or patient.
HIPAA Compliance

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

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

Confidentiality and privacy also extends to oral communications which extend beyond the need to know for treatment and/or educational purposes.

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

D. STUDENT PROFESSIONAL BEHAVIORS AND CODE OF CONDUCT

Student Professional Behaviors

Students are expected to adhere to the University’s Code of Conduct located at DSU handbook and, the Code of Ethics for Nurses located at: http://nursingworld.org/MainMenuCatagories/EthicsStandards/Code of Ethics for Nurses Ethics.pdf and the following professional behaviors:

ANA Code of Ethics

• Provision 1- The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

• Provision 2-The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

• Provision 3-The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
Provision 4- The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5- The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6- the nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7- The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8- The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9- The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Policy on Unsafe Practice

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

Definition:

An unsafe practice is defined as:

1. An act or behavior of the type which violates the Delaware Nursing Practice Act at https://www.ncsbn.org/Delaware

2. An act or behavior of the type which violates the Code of Ethics for Nurses of the American Nurses Association.

3. An act or behavior which threatens or has the potential to threaten the physical, emotional, mental or environmental safety of the client, a family member or substitute familial person, another student, a faculty member, or other health care provider.

4. An act or behavior (commission or omission) which constitutes nursing practice for which a
student is not authorized or educated at the time of the incident.

5. Consuming or use of any illegal or legal drug or medication, alcohol or inhalant while providing care to client.

6. Consuming or use of any illegal or legal drug or medication, alcohol or inhalant while responsible for the management of care.

**Investigation and Evaluation of an Unsafe Practice**

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

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

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

**E. ACADEMIC DISHONESTY POLICY**

Students are accountable for the stipulations in the “Policy on Academic Dishonesty”

Academic dishonesty will not be tolerated in the Department of Nursing.

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

1. The first time documentation of academic dishonesty will result in a grade of zero for the assignment.
2. A second documentation of academic dishonesty (in the same course or in subsequent course) will result in a failing grade for the course and a recommendation of expulsion from the University.

Additionally:

3. A student who assists in academic dishonesty will be considered equally subject to discipline as a student who accepts such assistance.
4. A student who is aware of academic dishonesty but fails to report it to faculty will be considered equally subject to disciplinary action as a student who actually participates in the academic dishonesty.
5. Documentation related to evidence of academic dishonesty will become a part of the permanent student record.

Forms of Academic Dishonesty
There are four major forms of academic dishonesty addressed by the nursing faculty at Delaware State University.
1. Plagiarism
2. Cheating
3. Fabrication
4. Academic misconduct

The following is a description of each:

A. Plagiarism
A writer… “does not present the work of another as it were his/her own work. This can extend to ideas as well as written words…Quotation marks should be used to indicate the exact words of another. Summarizing a passage or rearranging the order of a sentence and changing some of the words is paraphrasing. Each time a source is paraphrased, a credit for the source needs to be included in the text” of the paper (American psychological Association, 1994, p. 292, 294).
Examples of Plagiarism:
1. Quoting another person’s actual words, complete sentences or an entire piece of written work without acknowledgement of the source.
2. Using another person’s ideas, opinions or theory, even if it is completely paraphrase in one’s own words without acknowledgement of the source.
3. Borrowing facts or statistics or other illustrative materials that are not common knowledge without acknowledgement of the source.
4. Copying another student’s essay test answers.
5. Copying, or allowing another student to copy, a computer file that contains another student’s assignment and submitting it in part or in its entirety, as one’s own.
6. Working together on an assignment, sharing the computer files and programs involved and then submitting copies of the assignment as one’s own individual work.

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

Examples of Cheating:
1. Copying from another student’s test paper.
2. Allowing another student to copy from a test paper.
3. Using course textbook or other material (e.g., notebook) brought to a class meeting but not authorized for use during the test.
4. Collaborating with another during a test by receiving information without authorization, or collaborating with others on projects when such collaboration is expressly forbidden.
5. Using or possessing specifically prepared materials during a test, e.g., notes, discs, etc. that are not authorized.
6. Taking a test for someone else or permitting someone else to take a test for you.
C. Fabrication

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

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

D. Academic Misconduct

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

Examples of Academic Misconduct:
1. Stealing, buying or otherwise obtaining all or parts of an un-administered test.
2. Selling or giving away all or part of an un-administered test and/or the answers.
3. Bribing any other person to obtain an un-administered test and/or including the answers to an un-administered test.
4. Entering a building or office for the purpose of changing a grade book, in a computer file, on a test or any other work for which a grade is given.
5. Changing, altering or being an accessory to the changing and/or altering of a grade in a grade book, on a test, or any other official academic record of the University which relates to grades.
6. Entering a building or office for the purpose of obtaining an un-administered test.
7. Continuing to work on an examination or project after the specified allotted time has elapsed.
8. Opening another browser while taking a computerized test.

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

To assist in student recognition of these policies, course coordinators and instructors will review the policy on academic honesty on the first class day. The policy will be part of each course syllabus and nursing student handbook. Students should sign the attached form that verifies that they have read the policy on academic honesty.

F. BULLYING AND HARRASSMENT POLICY

Civility and Anti-Bullying Policy
It is the policy of the Delaware State University Nursing Department to foster an environment which maximizes student learning, a climate of civility among faculty, staff, students, and visitors. The DSU Nursing Department is committed to maintaining high standards for behavior where every member conducts oneself in a manner which demonstrates proper regard for the rights and welfare of others.

As members of the DSU community, we are expected to treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic environment. Civility and respect in an educational setting also precludes bullying.

Bullying is considered a form of uncivil and disrespectful behavior and is prohibited under this policy and the accompanying administrative regulations.

Uncivil or bullying behavior is strictly prohibited on any college property, at any college function, event or activity, or through the use of any electronic or digital technology, whether or not such use occurs on college property.

Any case of bullying suspected to be of a criminal nature shall be referred to local law enforcement authorities.

**Bullying**

1. Bullying is defined as the aggressive and hostile acts of an individual or group of individuals which are intended to torment, frustrate, provoke, or humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals. It is a type of interpersonal aggression that goes beyond incivility and is marked by frequency, intensity and duration.

2. Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest in the following forms:

   a. **Physical Bullying** includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person’s work area or personal property; and/or damaging or destroying a person’s work product.

   b. **Verbal/Written Bullying** includes ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual’s known intellectual or physical vulnerabilities.

   c. **Nonverbal Bullying** includes directing threatening gestures toward a person or invading personal space after being asked to move or step away.

   d. **Cyber bullying** is defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.
e. **Sabotage or undermining** an individual or group’s work performance or education experience.

3. Bullying can foster a climate of fear and disrespect which seriously impair the physical and psychological health of its victims and creates conditions that negatively affect any learning and working environment.

4. Conduct constitutes prohibited bullying when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm.

**Procedures for Reporting Bullying**

1. Reporting Bullying by Students
   a. Complaints alleging students bullying other students, employees, contractors, consultants or vendors should be reported the Chair of the Department of Nursing.
   b. Such complaints may be forwarded to the Office of Public Safety or Human Resource for investigation.
   c. Students may be disciplined for bullying behavior in accordance with the DSU and the Department of Nursing Code of Conduct.

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1 Bullying policy adapted from Napa Valley University at: www.napavalley.edu
G. CLINICAL PRACTICUM POLICY

While providing nursing care to clients, families, or in the community, the student is required to:

1. Demonstrate professional responsibility and accountability in providing nursing care by:
   a. Showing self-direction in providing care of client(s).
   b. Reporting promptly to the clinical area.
   c. Leaving assigned experience area by reporting off duty appropriately.
   d. Identifying own assets and limitations with instructor.
   e. Accepting and utilizing constructive feedback and suggestions.
   f. Submitting assignments punctually.

2. Complete responsibility for assigned client(s) prior to post conferences by:
   a. Charting and reporting is completed by designated time.
   b. Terminating client relationship prior to leaving each day.
   c. Organizing care to utilize time effectively.
   d. Leaving work area neat, clean, and resupplied.

3. Inform instructor at appropriate intervals during clinical by:
   a. Assuming responsibility for assignments.
   b. Reporting pertinent observations promptly.
   c. Participating in learning situations.
   d. Accepting responsibility for own errors and actions.
   e. Calling attention to own errors which the instructor or staff may not notice.

4. Provide quality care to all clients. In instances of refusal to care for clients with infectious diseases, career counseling shall be pursued to determine the student’s progression in the program.
   a. Reporting immediately to the clinical instructor and charge nurse all personal injuries.
   b. Following clinical facility policy for alleged injuries.

5. Assume responsibility for meeting personal and professional behaviors by:
   a. Accepting professional responsibility by practicing courteous, cooperative, pleasant and helpful interaction with others (this includes verbal and nonverbal communication)
   b. Accepting personal responsibility for one’s own actions.
   c. Utilizing moral, ethical, professional, and legal principles.
   d. Representing Delaware State University in a professional manner at all times.
   e. Wearing professional attire/essential to maintain a professional image.
   f. Recognizing performance strengths and limitations and accepting responsibility for proactively implementing a remediation plan of action.
   g. Meet the entire student learning outcomes and follow the proper chain of command (student, instructor, course coordinator, Chair, Dean; the students assigned faculty advisor may be contacted at any point as a resource for the student).

2Adapted from Fayetteville State University at www.uncfsu.edu
H. GRADING SYSTEM POLICIES

Grading System

The grading scale for the Department of Nursing is as follows:

- Passing: A 90-100
- B 80-89
- Failing: C 75-79
- D 60-74
- F < 60

Academic Standards for Progression

1. All NURS courses will be evaluated based on satisfactory completion of all components (class and/or laboratory/clinical/practicum). The classroom competency standard requirement is 80% (B). Students are required to achieve satisfactory evaluation in the laboratory/clinical/practicum components. For those NURS courses that only have a practicum component the standard requirement is 80% (B). Numerical grades below 80% (B) in the NURS courses and/or an unsatisfactory laboratory/clinical/practicum evaluation for the semester are considered unsatisfactory attainment of course competencies. Students must satisfactorily complete the clinical and theoretical components of the course in order to progress in the program. An (unsatisfactory) of the laboratory/clinical/practicum component will result in a course grade of “F” for unsatisfactory attainment of course requirements.

2. Students must earn a grade of “B” or higher in each NURS course and pass the clinical component in order to progress in the nursing program.

3. Students who do not score a minimum of 80% competency on each unit test in NURS courses, are required to meet with the instructor following the test.

4. A (NURS) course may only be repeated one time.

5. A course final grade below a “B” in any two NURS course will result in an automatic dismissal from the nursing program.

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

7. All written assignments/activities for class, lab or clinical/practicum must be satisfactorily completed. Failure to satisfactorily complete assignments/activities by the specified time period as identified by the course instructor will result in a delay in the recording of a students’ grade until the work is completed and a meeting with the nursing faculty to determine cause and program progression. A pattern of noncompliance will result in a course grade of “F’’.
8. All written assignments/activities for class, lab or clinical/practicum must be satisfactorily completed. Failure to satisfactorily complete assignments/activities by the specified time period as identified by the course instructor will result in a delay in the recording of a students’ grade until the work is completed and a meeting with the nursing faculty to determine cause and program progression. A pattern of noncompliance will result in a course grade of “F”.

9. A medication dosage calculation and/or simulation test will be administered in each clinical NURS course. Students must achieve a 90% score on the medication dosage calculation test. Two attempts to achieve this required score will be provided. Remediation will be provided after the first unsatisfactory attempt. Failure to achieve this 90% score requirement will result in a withdrawal from the course.

10. The student must maintain a current American Heart Association Cardio Pulmonary Resuscitation (CPR) certification; TB (or x-ray) testing; evidence of Hepatitis B vaccination; liability and health insurance while enrolled in the nursing program.

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

I. RE-ENTRY TO NURSING

If a student failed one (NURS) course or clinical they may reapply to the nursing program one time. The student desires to reapply to the program must write a letter within 60 days of the start of the semester to the Department Chairperson requesting permission to be readmitted to the nursing program. The student may be required to take a placement test before readmission to the program.

Acceptance is contingent upon the following:

1. Meeting the current admission and graduation requirements in effect at the time of re-application.

2. Comprehensive testing for student re-entry may be required.

3. Availability of space.

Final approval and student notification for re-entry to the program will be granted by the Nursing Department Chairperson.

Any CLINICAL/LAB NURS course that is more than two years old will no longer be accepted and the student MUST re-apply for admission into the professional phase of the program
Nursing Course Transfer Policy

Transfer credit will not be awarded for required NURS courses.

Grade Appeal Policy

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

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

The complaint against instruction appeal submitted by the student must include documentation that one or more of the following occurred: 1) the instructor made an error in calculating the final grade; 2) the final grade was based on criteria and/or standards at variance with the course syllabus; and/or 3) the grade was based on factors other than student achievement/performance. Students must recognize that they bear the burden of proof in the grade appeal process and that it is very unlikely that an appeal will be successful without appropriate documentation. The student must submit the complaint to the faculty member’s first. If the matter is unresolved then it goes to the Chair. If it is not resolved at the Chair level it then goes to the Dean for a final decision.
J. CLINICAL LAB POLICY

Clinical Experience

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

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

Students enrolled in a nursing course with a clinical component are responsible for providing the following documentation:
1. Current American Heart Association Cardio Pulmonary Resuscitation (CPR) certification;
2. Current/annual PPD (students with a positive PPD, should provide evidence of a negative chest x-ray); and
3. Other immunizations (example: hepatitis and flu vaccination).
4. Students should be in approved nursing uniform for all clinical rotations.

Clinical Attendance

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

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

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

Consequence for Failing to Meet Clinical Attendance

Failure to meet the requirements for clinical attendance may result in an unsatisfactory evaluation. Missed clinical experiences will be handled individually and will make-up the clinical. This will be at the discretion of the instructor and may involve evenings/weekend hours as designated by the clinical site availability. More than one clinical absence will result in unsatisfactory evaluation for the course. The Course
Coordinator will discuss and evaluate extenuating circumstances with the assistance of the Department Chair, if necessary.

**Criminal Background Check/ Drug Screen**

Upon notice of admission, students are required to complete a criminal background check and a 10 panel drug screen within the time constraints set by the clinical experiences. Random drug screenings can be implemented by a clinical facility what at the clinical site.

**Immunizations**

Students are required to update their immunizations according to Certified Profile and CDC guidelines to complete the admission process.

**Cardio-Pulmonary Resuscitation**

American Heart Association Cardio Pulmonary Resuscitation (CPR) certification (Basic Life Support for Health Care and AED training is required for all nursing students prior to beginning the program and throughout their matriculation in the program. Attaining and maintaining certification is the student’s responsibility. Documentation must be provided.

Students will not be allowed to participate in the clinical experience when any of the following documents have not been turned in by the specified date: (1) all health requirements; (2) current CPR certification (Basic Life Support) (4) Criminal Background Checks.

**Uniform and Dress Code**

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

Uniforms will be ordered from the DSU book store.

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

**Primary Clinical Sites/Simulation Clinical Uniform**

| Female: | Standard navy blue uniform skirt or pants with program specific top, all white leather shoes (no sneakers or canvas types), DSU issued name badge & clip and white lab coat. |
Shoes must cover the entire foot, as in oxford or sneaker-type footwear. No clogs or shoes with the heel exposed is permitted. All white nursing socks must be worn with pants and must extend above the ankle.

**Male:** Navy pants, program specific top, white socks, all white leather shoes (no canvas type), DSU issued name badge & clip and white lab coat.

**Community/Mental Health:** Navy blue pants, light blue polo shirt with DSU logo, Black or blue shoes. Black or navy socks must be worn with pants and must extend above the ankle.

**Dress Code**

- Shoes and shoe laces are to be clean.
- A white lab coat may be worn during clinical experiences, but not required.
- Lab coats must be 1/2 length, white only with the Delaware State University emblem displayed on the left upper sleeve.
- Wear solid white or neutral colored underclothes under uniform.
- A short or long-sleeved “T” shirt may be worn under the uniform top if it is white or the same color as the uniform color. It must be a rounded crewneck type shirt. The hem of the shirt must be tucked in and not exposed.
- If time does not permit a complete change of clothes upon return to campus from the clinical area, students will wear their lab coat over their uniform.
- DSU issued name badge & clip will be worn at all times in the clinical area.
- When entering the clinical area for assignments or study purposes, the student will wear the alternative site uniform and badge.

a. Student must be in DSU uniform at all clinical experiences.
b. The student will comply with the special dress requirement when assigned to a special area.
c. Hair may be worn down but pulled back and secured at the back of head or neck. Hair must not fall forward or interfere with safety considerations in providing client care. Hair should be of natural color for ethnicity.
d. Beards, mustaches, and sideburns will be kept clean and neatly and comply with the policies of the clinical agency.
e. Fingernails will be kept short and clean. They should not extend beyond the end of the finger. Per CDC guidelines gel nail polish, sculptured or artificial tips or wraps are not permitted.
f. No rings except a plain wedding bands are to be worn.
g. Students with pierced ears may wear one pair of small post earrings (1/4 inch
in diameter). These may be white pearl, gold or silver studs. One earring per ear. Visible piercings such as facial rings (i.e. nasal or tongue rings) are prohibited.

h. Chains, necklaces and bracelets are not to be worn during clinical experiences.
i. A watch with a second hand is required.
j. Bathing, deodorants, and oral hygiene will be practiced to control body odors.
k. Scented perfume, perfumed deodorant, toilet water, powder, etc., are not to be worn.
l. Light subtle make-up may be worn. Artificial eyelashes and colored contact lens are not permitted.
m. Body art must be covered with clothing or Band-Aids during client care assignments.
n. The DSU and clinical campuses are tobacco free. Smoking is prohibited during clinical experiences.
o. Chewing gum, use of tobacco products, or eating is not permitted in client areas.
SECTION IV
NURSING STUDENT ACTIVITIES AND RESOURCES
A. NURSING STUDENT ASSOCIATION

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

B. NURSING HONOR SOCIETY

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

C. Scholarship

D. Nursing Skills Lab

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

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

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

Skills lab attendance is mandatory and there are limited make-up opportunities. Students are strongly encouraged to attend their scheduled labs in order to successfully meet course and clinical objectives. It is the student’s responsibility to reschedule a missed lab by contacting the skills lab instructor within twenty-four hours of the missed lab. However, rescheduling the lab time will be at the discretion of the instructor.

E. Nursing Computer Lab

The student will have access to the nursing computer lab between 8:30 am to 4:30pm Monday through Friday unless the computer lab has been reserved for testing or classroom activities.

F. Faculty Advisors

Each student is assigned to a faculty advisor who will serve as a resource person. The faculty advisor is available on an appointment basis during office hours or by special request.
G. Student Access to Instructors

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

H. Graduation Policy

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

Pinning Ceremony

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

Disclaimer

The information in this handbook is subject to change. Students would be notified of any changes through an addendum by faculty and would require the students’ signature at the time of the change(s).

August 2015
STUDENT CODE OF CONDUCT RECEIPT

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

- ANA Code of Ethics
- Drug and alcohol policy
- Civility and Anti-Bullying policy
- Unsafe Practice policy

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

I understand I must submit this form to the Certified Profile website at: https://certifiedprofile.com
ACADEMIC DISHONESTY RECEIPT

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

I understand I must submit this form to the Certified Profile website at: https://certifiedprofile.com

______________________________
Student’s Name (Print)

______________________________
Student’s Signature

______________________________
Witness

______________________________
Date
HANDBOOK RECEIPT

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

I understand and agree that in the performance of my duties as a student at various clinical agencies I must hold all clinical information (paper and/or electronically stored) in strict confidence. I will access information only as it is needed to perform my clinical duties and responsibilities and will not share my access code with others. I understand that any violation of the confidentiality of clinical information shall result in punitive action.

I understand I must submit this form to the Certified Profile website at: https://certifiedprofile.com

________________________________________________________________________
Student’s Name (Print)

________________________________________________________________________
Student’s Signature

________________________________________________________________________
Witness

________________________________________________________________________
Date
The FLORENCE NIGHTINGALE Pledge

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