The RN to MS curriculum provides for seamless progression for the Registered Nurse with an associate degree in nursing (ADN) to the master's degree (MS) in nursing, whether or not the student also holds a BA/BS in another field. Along the way, all students will earn the Bachelor of Science (BS) degree in nursing; in anticipation of earning the BS, students must apply for degree conferral. However, the focus of the program is on the attainment of the MS degree. The program is also available for BSN graduates.

The RN to MS program will be offered online except for the clinical requirements. Students will be required to complete clinical nursing experiences, which will be undertaken in their home communities with appropriate local preceptor agreements.

- The Bachelor’s portion of the curriculum builds on the strong theoretical and skills preparation in nursing and general education completed by the Associate Degree prepared RN.
- The Bachelor’s component of the program, leading to the BS in nursing, fulfills professional nursing standards for baccalaureate education in nursing, providing for immediate career mobility and seamlessly transitions into an accelerated path to the master’s degree by offering six double counted graduate level courses.
- The Master’s component of the program prepares practicing nurses to meet the core expectations of graduate education in nursing and to assume the role of a nurse educator, family nurse practitioner, or adult gerontology nurse practitioner.

### Program Requirements

<table>
<thead>
<tr>
<th>Quarter Hours</th>
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</thead>
<tbody>
<tr>
<td>Minimum Associate Degree Transfer Hours</td>
</tr>
<tr>
<td>Liberal Studies</td>
</tr>
<tr>
<td>Professional Nursing Portfolio Credit</td>
</tr>
<tr>
<td>Major Requirements</td>
</tr>
<tr>
<td>Major Requirements Shared with MS Requirements</td>
</tr>
<tr>
<td>Total hours required</td>
</tr>
</tbody>
</table>

1 View Undergraduate Student Handbook to learn of the maximum allowable number of transfer credit hours.

2 The 45 quarter hour portfolio credit will be applied upon successful completion of NSG 330 and NSG 464 with a cumulative GPA of 3.00.

### Learning Outcomes

Students will be able to:

- Synthesize knowledge from the sciences, the humanities, and nursing science to assess, plan, and provide care for individuals, families, and communities using evidence-based and values-based modalities.
- Develop a foundation for professional nursing practice emphasizing autonomy, integrity, change agency, and advocacy to social justice integrating Vincentian and altruistic values.
- Design and deliver culturally appropriate nursing care services to diverse individuals, families, and populations, in coordination with appropriate multidisciplinary providers across the continuum of care.
- Demonstrate progression in life-long learning by applying critical thinking to analyze contemporary health care, including but not limited to social determinants of health, health inequities, serving high-risk populations, technological applications in healthcare, health care policy, and health care finance.

### Liberal Studies Requirements

These requirements take into account liberal studies coursework completed as part of the basic Associate Degree/Diploma Nursing program. The requirements outlined below are beyond the associate degree work and are required for the DePaul degree.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicago Quarter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Focal Point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantitative Reasoning &amp; Technological Literacy</td>
<td>Not Required</td>
<td></td>
</tr>
<tr>
<td>Sophomore Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multiculturalism in the US</td>
<td>LSP 200</td>
<td>SEMINAR ON MULTICULTURALISM IN THE UNITED STATES</td>
</tr>
<tr>
<td>Junior Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experiential Learning</td>
<td>This requirement is met through Portfolio Credit.</td>
<td></td>
</tr>
<tr>
<td>Senior Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capstone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSG 380</td>
<td>UNDERGRADUATE NURSING SYNTHESIS (counted in major requirements)</td>
<td>4</td>
</tr>
</tbody>
</table>

### Learning Domains

- Arts and Literature (AL) (https://catalog.depaul.edu/undergraduate-core/liberal-studies-program/liberal-studies-learning-domains/arts-and-literature/)
  - 1 Course Required
- Historical Inquiry (HI) (https://catalog.depaul.edu/undergraduate-core/liberal-studies-program/liberal-studies-learning-domains/historical-inquiry/)
  - 1 Course Required
- Philosophical Inquiry (PI) (https://catalog.depaul.edu/undergraduate-core/liberal-studies-program/liberal-studies-learning-domains/philosophical-inquiry/)
  - 1 Course Required
- Religious Dimensions (RD) (https://catalog.depaul.edu/undergraduate-core/liberal-studies-program/liberal-studies-learning-domains/religious-dimensions/)
  - 1 Course Required
Scientific Inquiry (SI) (https://catalog.depaul.edu/undergraduate-core/liberal-studies-program/liberal-studies-learning-domains/scientific-inquiry/)
- Not Required

Social, Cultural, and Behavioral Inquiry (SCBI) (https://catalog.depaul.edu/undergraduate-core/liberal-studies-program/liberal-studies-learning-domains/social-cultural-and-behavioral-inquiry/)
- Not Required

Liberal Studies Electives (https://catalog.depaul.edu/undergraduate-core/liberal-studies-program/liberal-studies-learning-domains/)
- 2 Additional Courses Required (must be from different domains)

Notes
Courses offered in the student’s primary major cannot be taken to fulfill LSP Domain requirements. If students double major, LSP Domain courses may double count for both LSP credit and the second major. Students who choose to take an experiential learning course offered by the major may count it either as a general elective or the Experiential Learning requirement.

In meeting learning domain requirements, no more than one course that is outside the student’s major and is cross-listed with a course within the student's major, can be applied to count for LSP domain credit. This policy does not apply to those who are pursuing a double major or earning BFA or BM degrees.

Major Requirements
Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 330</td>
<td>FOUNDATIONS OF PROFESSIONAL NURSING PRACTICE</td>
<td>2</td>
</tr>
<tr>
<td>NSG 376</td>
<td>COMMUNITY HEALTH NURSING FOR THE PROFESSIONAL NURSE</td>
<td>4</td>
</tr>
<tr>
<td>NSG 377</td>
<td>PRACTICUM: THE PROFESSIONAL NURSE AND COMMUNITY HEALTH</td>
<td>4</td>
</tr>
<tr>
<td>NSG 380</td>
<td>UNDERGRADUATE NURSING SYNTHESIS (Capstone required for major requirements)</td>
<td>4</td>
</tr>
</tbody>
</table>

* These courses are only required toward the BS for ADN and required bridge courses for ADN with non-nursing BS degree.

Courses Counting toward BS and MS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 400</td>
<td>THEORETICAL COMPONENTS OF NURSING</td>
<td>4</td>
</tr>
<tr>
<td>NSG 401</td>
<td>NURSING RESEARCH I</td>
<td>4</td>
</tr>
<tr>
<td>NSG 428</td>
<td>PATHOPHYSIOLOGY FOR ADVANCED PRACTICE</td>
<td>4</td>
</tr>
<tr>
<td>NSG 446</td>
<td>ETHICAL AND POLITICAL ENGAGEMENT IN NURSING</td>
<td>4</td>
</tr>
<tr>
<td>NSG 464</td>
<td>HEALTH ASSESSMENT FOR ADVANCED PRACTICE</td>
<td>6</td>
</tr>
<tr>
<td>NSG 554</td>
<td>INFORMATICS AND TECHNOLOGY APPLICATIONS</td>
<td>4</td>
</tr>
</tbody>
</table>

Transfer Credit
This program builds on the strong theoretical and skills preparation in both nursing and general education that the associate degree prepared RN has completed. The learning outcomes achieved at the associate degree level are validated by the National Council Licensure Examination – Registered Nurse (NCLEX-RN), a nationally standardized exam considered to be a highly valid and reliable test of basic competence. Students will receive at a minimum 79 quarter hours of transfer credit for the associate degree. Students who have earned more than 79 quarter hours of transfer credit will receive credit based on the transferrable coursework successfully completed. Please note that some liberal studies credit has been accounted for as part of the nursing program’s 79 transferrable hours. Only courses in excess of the required nursing program - and still within the restriction on the maximum number of allowable transfer credit hours - can be considered to fulfill the remaining requirements. In addition, students must meet the DePaul residency requirement. View the Undergraduate Student Handbook to learn of the restriction on the maximum number of allowable transfer credit hours and how to meet the residency requirement.

Professional Nursing Portfolio Credit
The student entering the RN to MS program will be taking more advanced coursework at DePaul; coursework that relies on a knowledge base established by the nursing courses taken at the community college and assessed by the NCLEX-RN® examination. By successfully completing the first quarter of the RN to MS program, students will have demonstrated their success in the RN to BS bridge course and a graduate level course. The 45 quarter hour portfolio credit will be applied to their degree at DePaul upon successful completion of NSG 330 (bridge course) and NSG 464 (graduate course) with a cumulative GPA of 3.0.

Student Handbook
A complete list of policies specific to this program of study is contained in the Student Handbook that is updated regularly on the website for the School of Nursing. The complete RN-MS student handbook can be found here: RN to MS Student Handbook (https://csh.depaul.edu/academics/nursing/student-resources/Documents/RN%20to%20MS%20Student %20Handbook%202019%2009-25-2019.pdf)

Retention Policies
Undergraduate Student Academic Policy
Any RN to MS student with undergraduate standing who fails to maintain a 2.00 cumulative grade point average (C average) is placed on academic probation. A student is removed from academic probation when the cumulative grade point average reaches the required minimum of 2.00. A student’s academic status is reviewed after any Autumn, Winter, Spring and Summer quarters in which the student was enrolled in at least 1 credit hour. An academic probationary student may be limited to 12 credit hours per quarter until a cumulative GPA of 2.00 is reached. A student who remains on academic probation for three sequential quarters of enrollment may be academically dismissed.

A student dismissed for academic reasons is not eligible for readmission to DePaul University for a period of two quarters. The readmission decision is made by the Office of Admission in consultation with the college or school.

A dismissed student may be required to demonstrate acceptable academic achievement at another regionally accredited college or university before readmission is approved. Courses to be taken elsewhere
must be approved by the college advising office and a grade of C or better must be earned in all such coursework.

Credits and grades earned during previous enrollment at DePaul will remain a part of the student's records.

A student who earns more than one C or C- in a graduate-level nursing course will be prohibited from advancing to the MS portion of the RN to MS program and is required to enroll in the School of Nursing Success Coaching program for mandatory remediation at that time. As long all other undergraduate graduation degree requirements are met, the student will be permitted to graduate from the BS portion of the program.

**Graduate Student Academic Policy**

An RN to MS students with graduate standing must maintain a cumulative GPA of 3.00 or greater to remain in good standing for all graduate level courses. A student will be placed on academic probation if the cumulative GPA dips below 3.00. The student must enroll in the School of Nursing Success Coaching program for mandatory remediation at this time. If the cumulative GPA rises to at least 3.00 at the end of the next academic quarter of coursework, the student is no longer on academic probation. If the cumulative GPA has not risen to at least a 3.00 at the end of the next academic quarter of coursework, the student will be academically dismissed from the program.

If a student earns a C or C- in any graduate level course, the student is placed on academic probation. The student must enroll in the School of Nursing Success Coaching program for mandatory remediation at this time. If the student is able to earn grades in all courses that are C+ or above AND earn a cumulative GPA of 3.00 or greater in the next academic quarter of coursework, the student is no longer on academic probation. If this does not occur, the student will be academically dismissed from the program.

A student who earns a D+ or lower in any graduate level course will be academically dismissed from the program.

**Policy Regarding Encumbered Registered Nurse (RN) Licensure**

1. If a student experiences an encumbered license (such as a RN license with stipulations or restrictions) during their graduate studies, he/she must notify the Assistant Director for the Program immediately upon receipt of the encumbrance.
2. The student will provide the appropriate Assistant Director with a copy of the Agreed Order.
3. Students may be allowed to take non-clinical courses with an encumbered license.
4. Students will not be allowed to take clinical courses with an encumbered license.
5. The student will notify the Assistant Director of the Program when the student's license becomes unencumbered and provide a copy of the Board of Nursing's notification letter.
6. Failure to notify the Assistant Director of the Program of an encumbered RN license will be considered academic misconduct and be treated as such.

**Progression Policies**

1. All students must complete the orientation session before enrolling in the nursing program of studies.
2. All students must meet with their assigned academic advisor during the first quarter of the program to review their official program of studies for the current academic year.
3. Students must meet with their academic advisor at the end of the first academic year and at least once during each subsequent academic year to review progress in the program and plan for the following year. Advisors are not generally available during the months of July and August.
4. A student may not register for any course that has a prerequisite if that student has an incomplete in the prerequisite course.
5. Students may not attend classes in a course for which enrollment is blocked. No credit will be awarded for assignments completed when not officially enrolled in a course. This includes assignments previously completed and turned-in for courses taken in the past.
6. All required health records, evidence of CPR certification, criminal background checks, personal health insurance, and professional liability insurance must be kept on file in the SON. It is each individual student's responsibility to keep all of their records up-to-date. Drug screens are required for clinical placements. See Clinical Guidelines for further information. Failure to have all records present and up-to-date at the beginning of each course will result in inability to attend the clinical component of the course.
7. Leave of Absence:
   a. Students who need to interrupt their studies for personal, health or other reasons may request a leave of absence for up to one full year. The request should be made to the Assistant Director of the program and the Admission, Progression and Retention Committee should be notified. Depending on circumstances and estimated length of absence, the Assistant Director or student's academic advisor may recommend additional action to complete the request process.
   b. Students who wish to return to the program following a leave of absence will need to submit a written request for resuming coursework to the Admissions, Progression, and Retention Committee. It is the student's responsibility to send a copy of such request to the Director of the School of Nursing, the student's faculty advisor, and the Assistant Director of the Program. This written request should demonstrate the resolution of the extenuating circumstances contributing to the original need to leave the Nursing Program. This request for reinstatement must be made no less than 6 weeks prior to resuming the nursing course sequence. Students will be notified in writing regarding the decision concerning their re-entry to the program. Individual assessment of current knowledge and clinical skills will be made prior to placement of the student in the appropriate level within the nursing program. Students who become “out of sequence students” due to withdrawal, or military/medical/family leave of absence will be placed into a clinical rotation upon re-entry based upon space available and cannot be guaranteed placement in the next available clinical course needed. “Out of sequence students” cannot displace in- sequence students from a clinical spot.
8. Students who have taken a leave of absence from the program for greater than 12 calendar months must re-apply to the university. Their application will then be considered with all other qualified applicants applying for admission to the nursing program.
9. A student who withdraws from a core nursing course while in good standing cannot progress in the sequenced nursing curriculum until that course has been successfully completed. In courses that contain both a clinical practicum and a lecture component, both course
segments must be completed simultaneously. Exceptions may be identified and defined by the Admissions, Progressions and Retention Committee (APR) in consultation with the Director of the School of Nursing and the Assistant Director of the Program and the course faculty.

10. A student who withdraws from a core nursing course who is ‘not in good standing’ (with a grade of "C" or lower or on probation) at the time of withdrawal, will be referred to the Admissions, Progressions, and Retention Committee (APR). The APR will meet to review the student’s past and current performance and to elicit recommendations from the course faculty. A representative of the APR committee may then meet with the course faculty and the Assistant Director of the Program and student to counsel the student and to establish a contract for academic improvement. Such students may not progress in the sequenced nursing curriculum until the course has been retaken and successfully completed. In courses that contain both a clinical practicum and a didactic theory portion, both course segments must be completed simultaneously.

11. A student may withdraw from a core nursing course ‘not in good standing’ (with a grade of “C” or lower) only once during their program of study. A second such withdrawal will result in dismissal from the program.

12. A student who has a grade of B- (86% or less) at mid-quarter may be placed on contract for academic improvement by the instructor. The student must satisfactorily fulfill all course and contract requirements by the end of the quarter of contract initiation in order to progress in the program.

13. A student currently enrolled in a degree program in which revisions are approved while their studies are in progress may elect to formally adopt the revised requirements.

Academic Virtual Environment Policy

The School of Nursing expects a respectful environment conducive to teaching and learning from all students, faculty, and staff. Inappropriate conduct is defined as any action that interferes with the creation and maintenance of an effective virtual learning environment. Students are expected to display civility in all aspects of their educational experience at DePaul University.

Appropriate student conduct is outlined in detail in the School of Nursing Professional Development Guidelines (Appendix B in the Student Handbook). Appropriate student conduct includes but is not limited to: being present on the discussion board; displaying courtesy; maintaining professional standards and safe practice in the clinical areas; fostering a positive learning environment by respecting the ideas and opinions of others; respecting others, including not making sarcastic or disrespectful remarks, using foul language, or swearing; not threatening others on the discussion board.

Students displaying inappropriate conduct on the discussion board will be required to talk with their Academic advisor and may be placed on a performance contract. Inappropriate conduct will be documented with a written copy of the incident placed in the student’s file. Such incidents of inappropriate conduct will then be reported to the Director of the School of Nursing, with copies sent to the Assistant Director of the Program, the Admissions, Progression, and Retention Committee. Additional sanctions for inappropriate conduct may be imposed, including dismissal from the nursing program. For additional information, please see both the University Student Handbook—available on line, as well as the “Student Misconduct Process” outlined below.

Academic Integrity Policy

Violations of academic integrity in any form are detrimental to the values of DePaul, to the students’ own development as responsible members of society and to the pursuit of knowledge and the transmission of ideas. Violations of academic integrity include but are not limited to: cheating, plagiarism, fabrications, falsification or sabotage of research data, falsification of clinical data, destruction or misuse of the university’s academic resources, academic misconduct, and complicity. If an instructor finds that a student has violated the Academic Integrity Policy, the appropriate initial sanction is at the instructor’s discretion. An instructor may choose to file an academic integrity violation with the university. Actions taken by the instructor do not preclude the college or the university from taking further action, including dismissal from the university. Conduct that is punishable under the Academic Integrity Policy could result in criminal or civil prosecution. The full Academic Integrity Policy can be found here (https://offices.depaul.edu/academic-affairs/faculty-resources/academic-integrity/Pages/default.aspx).

Academic Integrity Policy Extension for Clinical and Service Settings

DePaul University is committed to education that engages its students, faculty and staff in work within Chicago’s institutions and communities. As DePaul representatives to our partner institutions and community organizations, we ask that you take seriously your responsibilities to these institutions during service and clinical experiences and internships. The community and its institutions are extensions of the DePaul classroom.

The University’s Academic Integrity Policy and Code of Responsibility apply to professional interactions as well. See also The School of Nursing Professional Development Guidelines (Appendix C in the Student Handbook).

Student Advising/Program of Study

1. A graduate student services administrator (GSSA) from the College of Health Office of Advising and Student Services (OASS) will be assigned as the primary advisor for students while they are pursuing the BS degree portion of the program. The GSSA will work closely with the RN to MS Program faculty, who will be assigned in Campus Connection, as the students’ secondary advisor during this phase. The advisor will assist in developing an appropriate program of studies according to the student’s preferences, abilities, and anticipated course availability. Students are required to meet with their advisors during their first quarter in the program, at the end of the first academic year and once per academic year following. Students are encouraged to review the student handbook prior to meeting with their advisor. Students should bring the Student Handbook Agreement Statement to the meeting. Once it is signed by student and advisor, it should be uploaded to Castle Branch.

2. The student is responsible for setting up an appointment with the designated advisor to develop an individualized program of studies.

3. The student is responsible for obtaining a copy of the program of studies worked out during the faculty-student advising session.

4. The student is responsible for enrolling in classes in the sequence identified in the program of studies. Should circumstances interrupt or delay registering for the designated classes, students must notify the Assistant Director of the Program, the department administrative assistant, and faculty advisor for modification of the planned program of studies.
5. The student is responsible for meeting all prerequisites to courses for which the student is registering.
6. The student is responsible for scheduling periodic student-advisor, and student-instructor conferences.
7. The student may not register for any clinical course until all conditions of admission, undergraduate nursing prerequisites, and liberal arts and science requirements are completed. Students who are not in compliance will be withdrawn from the course(s) for which they are currently registered. Students will be denied progression in the program up to and including being denied graduation until all requirements are met.

Clinical Guidelines
Clinical learning activity is defined as a planned activity occurring in a health care agency when the student is identified as a DePaul University student. The clinical learning activity may or may not include contact with patients.

In order for students to be eligible for clinical placement, they must complete the following:
1. All School of Nursing graduate clinical requirements
2. All School of Nursing graduate health requirements
3. Approval of clinical mentor/agency by the course faculty of record
4. Establish clinical affiliation agreements between the DePaul University School of Nursing and both the mentor and agency in which a student plans to complete clinical or practicum hours. Students will receive an email at the beginning of each term reminding them to start the process of procuring a clinical site and clinical mentor. Students can follow the procedure here (https://csh.depaul.edu/academics/nursing/student-resources/requests-policies-procedures/Pages/preceptor-mentor-request.aspx).
5. A student may be dropped from clinical coursework for not participating in clinical orientation.

Failure to meet health requirements will prohibit students from practice learning activities and may result in cancellation of course registration. Any practicum hours completed by a student with-out completion of the above requirements will not be counted toward the requirement for the course. Any clinical hours completed before health requirement clearance from the SON Compliance Officer will not count toward required clinical hours for the program. This could result in a student failing the course if the required clinical hours are not completed by the end of the quarter.

All practice requirements should be identified in NSG 376 and submitted to course faculty of record by the end of NSG 376.

All health requirements should be uploaded to Castle Branch the quarter prior to a student beginning a clinical/practicum course.

The student acknowledges that all DePaul University and School of Nursing academic and conduct policies remain in place during clinical experiences. The student also agrees to comply with all of the policies set forth by the clinical site. The student understands that failure to comply with university or School of Nursing policies or the policies of the clinical site may result in sanctions, including removal from the clinical site and/or the course. The student understands that it is his/her responsibility to immediately notify his/her instructor in the event that the student encounters problems with his/her supervisor, preceptor, or staff at the site.

Mentor Selection for Graduate Students
Students are responsible for selecting a mentor for practice experience courses. Criteria for graduate mentors include:
1. Unencumbered professional license and/or national certification
2. Documented current practice in the field
3. Educational experience: BSN, MSN preferred for NSG 377 and MSN practicing in chosen specialty track for graduate capstone course.
4. Commitment to high professional standards
5. Previous mentor experience is preferred
6. Interest in working with students with desire to foster student learning.

Process for Establishing a Mentor
1. The student identifies an appropriate mentor for practice experience activities according to criteria and has a discussion with the mentor about their current standing in the program and practice experience needs. The student shall only put forward the names of mentors who agree to the experience.
2. The student submits a preceptor/mentor request form along with a curriculum vitae of the mentor. The Assistant Director of the program will review the resume for established criteria and the agency clinical affiliation agreement.
3. The School of Nursing will process the agency affiliation agreement and mentor letter.
4. The student uploads evidence of compliance with all health requirements.
5. The School of Nursing will notify the student and the course faculty member when all requirements have been met. Practice experience hours cannot be started until such time.
6. The course faculty member will advise the student when to begin the mentor hours.

Students are required to:
1. Identify the practice experience site and mentor they wish to complete their practice hours in NSG 376, NSG 596 or NSG 597.
2. Notify NSG 376 course faculty of record of the practice experience site and mentor. Students in NSG 567 or NSG 597 will notify their academic advisor of their practice setting the term before starting the course.
3. Comply with additional requirements of the clinical setting including but not limited to drug screening.
4. Students may choose their place of employment as their practice experience site as long as the SON has a clinical affiliation agreement.

Unsafe Clinical Performance
A student is responsible for implementation of safe patient care during the supervised clinical practicum. Unsafe behavior can result in suspension from the clinical site, student remediation, failure of the course, and/or dismissal from the program. Unsafe practice is defined as behavior that has the potential to cause serious harm to a patient. Examples of unsafe clinical behavior in clinical practice include, but are not limited to:

Unsafe practice patterns include but are not limited to:
1. Violating HIPAA requirements  
2. Violating OSHA requirements  
3. Performing a procedure outside the domain of nursing  
4. Performing a procedure in which he/she has not been prepared  
5. Failing to use universal precautions  
6. Administering treatments/medications in any form via any route without consent and/or supervision from the clinical instructor.  
7. Advising patients about diagnosis or prognosis referring patients to treatments, agencies, medications, without first discussing such with the clinical instructor.  
8. Asking a staff nurse to supervise any procedure without consent of the clinical instructor.  
9. Inability to correctly calculate math/medication problems  
10. Knowingly exposing patients, colleagues, and others to actual or potential life threatening communicable diseases.  
11. Stealing drugs, supplies, or belongings from an agency or patient.  
12. Removing copies of patient care documents from healthcare agencies.  
14. Failure to adhere to DePaul School of Nursing and/or clinical agency policies.  
15. Falsifying patient records or fabricating patient experiences.  
16. Neglecting to give appropriate care.  
17. Providing patient care in a harmful manner or exhibiting careless or negligent behavior in the process of providing care to a patient.  
18. Refusing to assume the assigned care of a patient, or failing to inform the instructor of an inability to care for a patient.  
19. Willful or intentional physical or emotional harm to a patient.  
20. Failure to report an error in assessment, treatment, or medication or failure to report an unusual occurrence or an adverse reaction.  
21. Failure to comply with DePaul’s Drug Free Campus policy.  
22. Performance not in compliance with stated student expectations as outlined in lecture or course syllabi.  
23. Failure to know proper vital sign ranges as well as failure to notify instructor or patient’s nurse of critical vital sign value.

Any student whose pattern of behavior demonstrates unsafe clinical practice that endangers a patient, colleague, or self in the clinical area will be suspended immediately from the clinical experience. The faculty of record will meet with the student to discuss how the unsafe behavior came about and potential complications from said behavior and prepare written documentation of the event. This will be forwarded within 24 hours to the course coordinator. A copy of this document will be placed in the student file and forwarded to the Director of the School of Nursing, Assistant Director of the program, and Admissions, Progression and Retention Committee. If appropriate, an incident report will be filed at the clinical site.

If, in the clinical instructor’s clinical judgment, a student is unsafe to continue in the clinical practicum, the clinical instructor will take the following steps:

1. Dismiss the student for the remainder of the clinical day. The instructor will follow institutional guidelines as appropriate.  
2. Contact the course coordinator and the Assistant Director of the Program.  
3. Submit a written report of the incident to the Assistant Director’s office within one working day. The Assistant Director will contact the Registrar to put a hold on the student’s grade; the student will not be allowed to withdraw from the course at this time. The clinical instructor will schedule a meeting with the student within 24 hours of the incident or as soon as is practical, and prepare a written report that describes the incident that resulted in the student’s dismissal from clinical. The student will be given a copy of the report at this time.  
4. The clinical instructor will advise the student that he or she will not be able to return to clinical until the meeting with the Assistant Director takes place.  
5. Within 3 working days, or as soon as is practical, a meeting will be held. In attendance at the meeting will be the clinical instructor, the student, the course coordinator and the Assistant Director of the Program. The student may have his or her advisor present at the meeting. A decision regarding the student’s continuation in the program will be made. This meeting will determine whether the student will be administratively withdrawn with a grade of F or is allowed to return to complete the clinical. The clinical instructor initiating the meeting is not involved in the decision regarding the student’s progression in the program. A decision is made at the meeting and communicated to the student.  
6. The documentation related to unsafe clinical practice will be kept in a secured file within the SON offices.  
7. The Admissions and Progression and Retention Committee (APR) reviews any administrative course withdrawal resulting in an F. The APR will determine if the student is dismissed from the program or may return in an appropriate quarter per the procedures of the APR. The student may elect to appeal this decision per procedures in the student handbook.

Clinical Performance Limitation Related to Temporary Disability

A student who incurs an injury or has any other physical limitation of a temporary nature must notify course faculty and provide documentation from his/her health care provider that he/she is able to safely carry out the duties of a student in the practice experience setting. This must occur as soon as possible and prior to attendance at practice setting.

The final decision as to whether the student is allowed in the practice setting rests with the agency. If the student is unable to attend the practice experience, he or she will need to withdraw and meet with the Assistant Director of the program to explore options.

Students who are pregnant are advised that practice sites have individual policies and requirements related to pregnant students that may impact the student’s ability to attend or complete the experience.

Clinical Probation/Remediation

A student requires a contract when one or more course objectives are not being met. These behaviors, if not addressed, put the student at risk for receiving a non-passing final grade in the course. The process is initiated as soon as course faculty recognizes that a student’s performance or behavior may jeopardize the successful completion of a course. The contract can be initiated at any time during the quarter.

The contract is documented on the Student Faculty Contract form (Appendix A in the Student Handbook) and is completed by the course faculty. The faculty will document, in writing, on the contract form, the areas of deficient student performance and identify behaviors the student will need to demonstrate in order to receive a passing grade. The student will receive a copy of this contract. The student’s academic advisor will
be notified as will the Assistant Director of the Program. The academic advisor will follow-up with the course coordinator regarding the student’s remediation progress. By the end of the quarter (or completion of the course in the event of a withdrawal), the student must demonstrate satisfactory remediation of all areas of concern noted in the contract without further additional deficits or risk failing the course. Once the contract requirements have been met, the instructor should document this on the form and both student and instructor should sign the form. A completed copy can be given to the student; another copy is sent to the Coordinator of Data Management for tracking purposes; another copy is placed in the student’s file.

**Practice Experience**
In the event that a student does not receive a passing grade in the practice experience component of a course, the student’s grade for that course will automatically become an F.

**Confidentiality**
Patient/Client Privacy

1. The student is expected to adhere to the American Nurses Association Code for Nurses and act in accordance with the Patient’s Bill of Rights.
2. Confidentiality is the protection of a client’s privacy through careful use of oral and written communications. The client’s right to privacy is safeguarded by judicious protection of confidential information. The student should adhere to the School of Nursing Social Media policy (Appendix D in the Student Handbook) regarding maintenance of confidentiality and protection of privacy as it relates to communication via social media.
3. A client’s chart is a legal document. Information from the chart and chart is confidential and cannot be disclosed to those not caring for the client. All entries must be accurate and legible. No part of the client’s Medical record can leave the hospital. Students are not allowed to access the records of patients for whom they are not providing direct care.
4. Information communicated by clients to students may not be repeated to anyone outside of the direct care team. Care should be taken when in the corridors, lounge, classroom, dining rooms, or other public areas, so that conversations are not overheard.
5. An individual can withhold any information about himself/herself that he/she desires. Nursing students must be especially careful regarding the invasion of the client’s privacy.
6. Students should use only the initials of the client when filling out history forms, care plans, and any other documents which are a part of their educational experience.

**Unprotected Exposures**
In the event of any unprotected exposure to blood or body fluids, the student is to follow the procedures of the DePaul University School of Nursing Bloodborne Pathogens Exposure Control Plan (https://csh.depaul.edu/academics/nursing/student-resources/Pages/exposure-control-plan.aspx).

**Exposure at Outside Facility while Performing Duties within Student Role**
Any student incurring such an exposure should follow both DPU’s post exposure policy as well as the institution’s policy where the exposure occurred. All student exposure incidents while conducting learning or training activities under the SON must be reported to the Safety Officer or his/her designee as soon as possible, but no later than one business day after the incident.

Students are encouraged to speak with their health care provider about any additional follow-up post-exposure prophylaxis that may be recommended.

When possible, the Safety Officer, his/her designee, or institution where the exposure took place, will look into testing the exposure source individual for HIV hepatitis B, and/or hepatitis C. Testing of the source individual’s blood does not need to be repeated if the source individual is already known to be infected with HIV, hepatitis B, and/or hepatitis C.

**Student Injury and Incident Policy**
In the event that a student is injured (or involved in an untoward incident) while in the clinical setting, the student should immediately notify the clinical instructor. The clinical instructor should assist the student to seek immediate health assessment and response following all policies and procedures of the clinical setting that pertain to the type of injury sustained. The clinical instructor must notify the course coordinator of the event by the end of the clinical day.

If a student is injured (or involved in an untoward incident) on the campus while conducting learning or training activities, the student must notify the instructor or faculty member in charge of the activity immediately. The instructor or faculty member in charge must call 911 if the injury is serious. The instructor or faculty member is to notify DePaul Public Safety and follow university policy for all injuries.

All student injuries (or untoward incident), whether they occur at DePaul University or off campus while conducting learning or training activities under the School of Nursing require that DePaul Public Safety is notified, that a public safety report is filed and the DePaul Environmental Health and Safety Incident Report form (DEHSIR), which can be found here (http://offices.depaul.edu/environmental-health-and-safety/forms/Pages/incident-report.aspx), is completed. All must be completed within 1 business day of the incident. The incident must also be reported to the School of Nursing Safety Officer or the SON Safety Officer designate as soon as possible but no later than one business day after the incident. When reporting to the SON Safety Officer, the student is to include a copy of the completed DEHSIR.

If a student reports an incident in which the harm to student is not physical but rather psychological or emotional, clinical faculty should notify the associate director of the program who will direct the student to appropriate DePaul University resources.

Once the student has been seen by a health care professional for the injury (or untoward incident) and completed all reporting processes required by the university and clinical setting, the student should contact his/her health care provider for any further treatment or health care follow-up that is needed. The student may wish to contact the DOS office if the student has concerns or questions.

**Student Clinical Requirements**
It is mandatory that all students have all of their clinical requirements completed and uploaded to their Student Immunization Tracker through Castle Branch prior to attending clinical. It is the responsibility of the student to insure that all clinical requirements are kept current. Students must submit copies of renewed coverage, updated lab results, and renewed skills PRIOR to the anniversary of the expiration date. Students who are non-compliant with clinical requirements will not be permitted
The student must submit COPIES (NOT ORIGINALS) of the following:

1. Tuberculosis Screening:

   All students that will provide patient care in the clinical setting are required to submit proof of not having active tuberculosis prior to the first day of the clinical rotation. Documentation must be uploaded into Castle Branch and approved to fulfill this requirement. This can be done by completing one of the following:
   a. Two-step Tuberculin Skin Test
      The student will be required to have two separate tuberculin skin tests placed 1-3 weeks apart. The results of both tests must be uploaded into Castle Branch.
   b. Quantiferon Gold Test
      The student will be required to have this blood test drawn and upload the results into Castle Branch. Please note: some clinical sites will only accept this as proof of not having active tuberculosis.
   c. Students With Positive TB Results:
      Students with a history of having positive TB results or has received the BCG vaccination prior to admission into the nursing program at DePaul University must complete the following:
      Submit certification from a healthcare provider that the faculty member is currently free of the signs and symptoms of active tuberculosis. This certification must be renewed every 6 months. AND
      Submit a negative chest X-ray from the time of the initial positive TB results. In the event that a chest X-Ray was not completed, the faculty member will be required to obtain one prior to the first day of the clinical rotation.

   OR

   Complete a Quantiferon Gold test.
   AND
   Submit certification from a healthcare provider that the faculty member is currently free of the signs and symptoms of active tuberculosis. This certification must be renewed every 6 months.

   Students found to have positive TB results while completing pre-clinical screening requirements for DePaul University must complete the following prior to the first day of the clinical rotation:

   Obtain a chest X-ray and submit the results.

   Submit certification from a healthcare provider that the student is currently free of the signs and symptoms of active tuberculosis. This certification must be renewed every 6 months. If the student shows signs and symptoms of active tuberculosis during the provider evaluation, the student may not begin the clinical rotation until documentation of a completed course of prophylactic therapy and certification of currently being free of the signs and symptoms of active tuberculosis has been completed.

2. Titers for Rubeola, Mumps, Rubella, Varicella.

   A TITER is MANDATORY to document immunity. (Note: Vaccination or history of the disease is necessary to develop immunity). The titer MUST contain the titer value as well as the reference norm. The required titers are as follows:
   a. Rubeola IgG
   b. Mumps IgG
   c. Rubella IgG
   d. Varicella IgG

   If titers indicate no immunity for Rubeola, Mumps, Rubella, and Varicella, immunization is required (for Rubeola, Mumps or Rubella, this will be a booster series of 2 MMR immunizations). Follow-up titers will need to be drawn after re-immunization for both MMR and Varicella.

   Students must sign a waiver if no immunity is detected on follow-up titer. The waiver states that you understand the risk associated with continuing in the nursing program, specifically that if you contract the disease to which you are not immune, the school is not liable and that you want to continue in your studies, knowing the risk. Once you have documented your immunity or signed a waiver, you will not need to furnish any further documentation.

3. Proof of immunity to Hepatitis B must be confirmed through bloodwork. Immunity may be achieved through vaccination or previous exposure\(^1\). You may submit test results and documentation of immunity from your provider in lieu of receiving vaccination. The following documents will be accepted as proof of immunity:
   a. Positive Hepatitis B surface antibody (anti-HBs) indicates immunity from previous vaccination.
   b. Positive anti-HBs and positive Hepatitis core antibody (anti-HBc) indicate immunity due to infection; a negative Hepatitis B surface antigen (HBsAG) is needed to determine whether acute or chronic infection exists, and the student will need to follow up with his or her health care provider.

   If immunity is not documented, the student must receive the Hepatitis B immunization series and post-vaccination bloodwork as outlined below.

   If the series has been started but has not been completed prior to beginning clinical attendance, it is the student's responsibility to supply documentation of the vaccine dates and the date when the final Anti-HBs bloodwork is drawn. The student must have completed a minimum of one of the series of three vaccines prior to the first clinical day and upload documentation for this to Castle Branch.

   If bloodwork following completion of the series of three vaccines does not show immunity, further vaccination is necessary. If, after completion of a second series, no immunity is detected, the student must sign a waiver. The waiver states that you understand the risk associated with continuing in the nursing program, specifically that if you contract the disease to which you are not immune, the school is not liable and that you want to continue in your studies, knowing the risk. Once you have documented your immunity or signed a waiver, you will not need to furnish any further documentation.

   CDC Categories of Persons at Increased Risk for Hepatitis B Infection
   i. Persons born to mothers in or from countries in which Hepatitis B is endemic.
   ii. Sexually active men who have sex with men.
4. Tetanus-Diptheria-Pertussis Booster: Must be within the last 10 years. Documentation can be in the form of a signed immunization card or statement from your healthcare provider or health department that documents the date the tetanus booster or TDaP were administered. Please note that a tetanus booster alone is not adequate and you must demonstrate immunization for diphtheria and pertussis within past 10 years.

5. Yearly influenza vaccine is required. Incoming MENP students will receive Standard Precautions/Universal Precautions Training as part of their initial coursework.

6. Current CPR Certification: Current American Heart Association (AHA) certification in Basic Life Support (BLS) for Healthcare Provider is required for all entering and current students. Only the AHA certification will be accepted.

Content covered in AHA BLS class:
   a. Critical concepts of high-quality CPR
   b. The American Heart Association Chain of Survival
   c. 1-Rescuer CPR and AED for adult, child and infant
   d. 2-Rescuer CPR and AED for adult, child and infant
   e. Differences between adult, child and infant rescue techniques
   f. Bag-mask techniques for adult, child and infant
   g. Rescue breathing for adult, child and infant
   h. Relief of choking for adult, child and infant
   i. CPR with an advanced airway

7. Professional Liability Insurance: Each MENP and BSN completion student must obtain their own student nursing professional liability insurance policy against claims arising from real or alleged errors or omissions. Their policy must have minimal limits of coverage of $1,000,000 PER claim and $5,000,000 aggregate. This insurance must be renewed annually.

8. Evidence of Current Health Insurance: All nursing students must submit proof of continuous comprehensive health insurance on a yearly basis. Please note that the name on the health insurance must match the student's name.

9. A signed HIPAA-FERPA authorization must be uploaded to Castle Branch by the start of the first quarter. This form must be signed in order for the School of Nursing to release any student health information related to clinical requirements to clinical sites.

10. Blood Borne Pathogens Exposure training must be completed online prior to the first clinical day. The training can be found at go.depaul.edu/bbp (http://go.depaul.edu/bbp/).

11. Criminal Background Check: Nursing students must submit to a criminal background check via Castle Branch prior to their initial clinical experience. Criminal background checks must be completed by August 1st for Fall Quarter or December 1st for Winter Quarter and will remain in effect unless: a) a clinical agency determines it necessary to require more frequent or more detailed background checks, b) OR a nursing student interrupts his/her program of study for one quarter or longer. In the above cases, it is mandatory for the student to have another criminal background check performed.

The School of Nursing may not be able to place students in a clinical setting if there are positive findings on the criminal background check. As a result, a student will not be able to complete the requirements of the program.

12. Drug Screening: Nursing students are required to have a ten-panel drug screen as required by clinical institutions. Some institutions may require a new drug screen each year. The test may be obtained from any health care agency, or from Castle Branch through Quest Diagnostics Lab. The drug test MUST follow a “Chain-of-custody” procedure. The student should sign a release to have the results sent to School of Nursing Coordinator of Clinical Placements. See below for the School of Nursing Policy on Drug Use and Testing.

The School of Nursing may not be able to place students in a clinical setting if there are positive findings on the drug screen. As a result, a student will not be able to complete the requirements of the program.

**Drug Use and Testing**

In accordance with DePaul University policies, the School of Nursing will impose disciplinary sanctions upon any student found to be in violation of laws or policies relating to unlawful possession, use, or distribution of drugs or alcohol. Nursing students may be required to have a ten-panel drug screen based on clinical affiliates’ requirements. Release forms must be signed to have the results sent to the Clinical Placement Coordinator.

If a student’s drug test is positive, secondary or confirmatory testing will be performed and the student will be expected to cooperate with interviews and follow-up procedures to ascertain and endeavor to confirm whether there was an explanation for the positive test result that did not involve illegal conduct, e.g., ingestion of lawful drugs, food, or beverages that could cause positive results.

If the positive test is confirmed and no sufficiently credible explanation of relevant lawful conduct is forthcoming, clinical placement in a clinical course and successful completion of the program will be jeopardized due to failure to qualify for placement and/or successful completion of the program. Students with confirmed positive tests and/or no sufficiently credible explanation of relevant lawful conduct will be advised that the DePaul University School of Nursing cannot place them in a clinical setting. As a result, a student would not be able to complete the requirements of the program.

**Access to Student Records**

1. A student may have access to his/her personal student record upon request. Confidentiality is maintained with all student files. Release of information is granted upon written request by the student.

2. No specific or detailed information concerning specific medical diagnoses will be provided to faculty outside the department, administrators, or even parents, without the expressed written permission of the individual in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974. Health officials and other institutional officers must remember that all confidential medical/health care information is protected by statutes and that any unauthorized disclosure may create legal liability.

**Graduation**

DePaul University awards the both the Bachelor of Science and Master of Science degree with a major in nursing to students who successfully complete RN to MS program. All requirements of the University, College, and School of Nursing must be met as outlined in the current Catalog, including earning at least a 2.00 cumulative GPA in courses required for the program for students with undergraduate standing and earning at least a 3.00 cumulative GPA in courses required for the program for students with graduate standing.
The student is responsible for completing the application for degree conferral and commencement by the deadline posted in the academic calendar.

Students are responsible for changes reflecting new program requirements if the department gives sufficient notice.