

McAuley School of Nursing

Graduate Clinical Handbook APRN Students

2022-2023

The McAuley School of Nursing Graduate Clinical Handbook provides the policies and procedures specific to the clinical experiences in the graduate program.

This handbook should be used in conjunction with the MSON Graduate Handbook and University of Detroit Mercy Graduate Catalog which provides detailed information regarding programs of study, course descriptions, and University Graduate Program policies and procedures.

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OSHA	MC /Refer

Graduate Nursing Faculty and Staff Directory

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Professional Decorum Policy

Guidelines for Clinical Conduct

As the graduate nursing programs offer new clinical challenges, the developing professional bears the responsibility of representing the profession to patients, the public, and other members of the health care team. The following guidelines should be observed in representing the nursing profession:

Consistently demonstrate your concern for the welfare of the patient. Be thoughtful **and** professional when obtaining the history and performing the physical exam. Treat patients with respect and dignity, both in your interactions with them, and in your patient-related discussions with other professionals. Demonstrate your concern not only for the medical problem but for the total patient.

When working with a health care team or clinical agency, consistently demonstrate your understanding of working with and as part of a team. All interactions should demonstrate a professional approach with respect and dignity for all team members. Students who become intimately involved with projects that support agency goals and initiatives should treat all interactions with utmost confidence.

Conscientiously respect the rights of your colleagues. Characterize all of your professional encounters with cooperation and consideration. Strive to assume an appropriate and equitable share of patient care duties or other appropriate clinical activities.

Approach your responsibilities with dedication. Be truthful in all professional communications. When meeting multiple demands, establish patient-centered priorities to guide you in completion of such work.

At all times, graduate nursing students will uphold the [Code of Ethics for Nurses \(ANA\)](#).

Title Identification/Representation: Role and title confusion are common problems encountered in dealing with patients. Students should be aware of this problem and avoid misrepresentations by politely explaining their role and position.

1. In professional interactions with patients and others, a student should introduce himself or herself as a "nurse practitioner" or "clinical nurse specialist" student.
2. For nurse practitioner and CNS students, students should use the designation, NP-S (NP Student) or CNS-S (CNS student) following all notations in charts, records, and other medical forms. For example: "Mary Jones, RN, NP-S" or "Mary Jones, RN, CNS-S"
3. In all professional communications, including paging or beepers, a student should introduce him/herself as a nurse practitioner or clinical nurse specialist graduate student.
4. No nurse practitioner or CNS student should casually accept the "page" of a supervising clinician.

Students may be subject to sanctions within their program for failure to observe the practicum guidelines. See policy on professional and ethical conduct.

All data gathered about the patient and his/her illness, including all items within a patient's medical history is privileged information.

1. Students should not discuss or present a patient's records in a manner or situation that would violate the confidential nature of that record (HIPAA).
2. Charts or contents, e.g., lab reports, etc., are not to be removed from the hospital or clinical setting (HIPAA).

Patient Records Preceptor Review and Countersignature: On each clinical rotation, it is the student's responsibility to insure that ALL pat

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 mandates Federal privacy protection for individually identifiable health information. Standards have been set for health care providers (who transmit health care transactions electronically). While in clinical practice, most of the health care providers you will come in contact with will be under the HIPAA guidelines and requirements. In your studies, and during your clinical practice, you need to be aware of these requirements, and additionally, the health care provider will often train you on their HIPAA policies and practices.

Some of the pertinent requirements of HIPAA are:

- Notifying patients about their privacy rights and how their information is used
- Adopting and implementing privacy procedures for the practice or hospital
- Training employees so that they understand the policies
- Designating an individual as a Privacy Officer, who is responsible for seeing that the privacy procedures are followed
- Securing patient records containing individually identifiable health information so that they are not readily available to those that do not need them

While participating in clinical practice, you will be expected to comply with HIPAA requirements, and you need to conduct yourself in the following manner during your clinical practicum:

- Use safeguards to prevent the use or disclosure of Protected Health Information (PHI) other than for your direct performance of services
- Notify your supervisor or faculty member of any use or disclosure of PHI that is contrary to your service and its purposes
- Ensure that fellow students do the same
- Cooperate and abide by with the training, policies and procedures of the health care provider
- The graduate programs utilize only those clinical training sites which comply with HIPAA standards and reserves the right to limit or curtail a student's clinical opportunities in the event that proof of program annual mandatory training is not completed in ACEMAPP.

Professional and Ethical Conduct Policy

The Graduate Nursing Program has established standards for determining the professional and ethical conduct of students. All students enrolled in this program are expected to adhere to a standard of behavior consistent with the high standards of their profession. Compliance with all institutional rules and regulations, city, state and federal law is expected.

Concern for the welfare of patients (real or mock) as evidenced by: thoughtful and professional attitude in obtaining history and physical examination or other activities related to clinical. Avoidance of offensive language, offensive gestures, inappropriate remarks, or remarks with sexual overtones; treatment of patients and colleagues with respect and dignity both in their presence and in discussions with peers; manifestation of concern for the total patient and/or total health care team.

Concern for the rights of others shown by: dealing with class peers, professional and staff personnel, and with all other members of the health team in a considerate manner and with a spirit of cooperation; acting with an egalitarian spirit towards all persons encountered in a classroom setting or a professional capacity regardless of race, religion, gender, sexual orientation or disability; assuming an appropriate and equitable share of duties among peers.

Responsibility to duty,

The following, however, are examples of behavior that would constitute a violation of professional standards:

- Harassment, harm, abuse, damage, or theft to or of any person or property including copying of copy written materials and software on the University of Detroit Mercy grounds or property owned by any hospital/clinic, affiliated institution/organization, or individual to which the student may be assigned
- Entering or using the University of Detroit Mercy or affiliated hospital/clinic facilities without authorization or disrupting teaching, research, administrative, or student functions of the University
- Falsifying clinical hours, clinical records, or clinical experiences
- Conviction of a felony
- Participating in academic or clinical endeavors of the University of Detroit Mercy or its affiliated institutions while under the influence of alcohol, a controlled substance, or illicit drugs. Unlawful use, possession, or distribution of illegal drugs and alcohol
- Placing a patient in needless jeopardy or unethical disclosure of privileged information
- Behavior or grooming which elicits a lack of respect and confidence from a patient, faculty, and colleagues
- Abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients, or visitors to the University of Detroit Mercy and/or its affiliated institutions
- Violation of any other established rules and regulations of the University of Detroit Mercy, hospital, or any affiliated institution (as used in the above example). The University of Detroit Mercy premises and property shall include the premises and property of any affiliated institution where University of Detroit Mercy students pursue activities for academic credit.

Professional Disciplinary Sanctions

Students who fail to meet the standards specified in the graduate nursing program's policy on

dose of Td every 10 years.

Hepatitis B

The MSON's policy on Hepatitis B is consistent with the current CDC guidelines.

All students have at least begun the Hepatitis B vaccination prior to the beginning of the program. Post vaccination testing for antibody to Hepatitis B surface antigen (Anti-HBs) response is required, and should be done 1-2 months following the last dose. If the student has documentation that he or she received the Hepatitis B vaccine in the past, but did not have post vaccination testing for the presence of anti-HBs response, that student does not need to show proof of immunity. In the event that a student chooses not to obtain the Hepatitis B vaccination and proof of immunity, a signed declination must be received prior to the beginning of training. Students who are known to be Hepatitis B Virus-infected are subject to the [CDC guidelines for the management of Hepatitis B-Virus infected health-care providers and students](#)

Tuberculosis Status

The policy and procedure for the criminal background check and urine drug screen are available on

EHR) and have some understanding of the practice environment. Students should take care to choose preceptors who will assist in their role development and transition. Most of your preceptors should be working in primary care for the FNP program, emergent and urgent care settings for the ENP program, and move fluidly across

FORMS

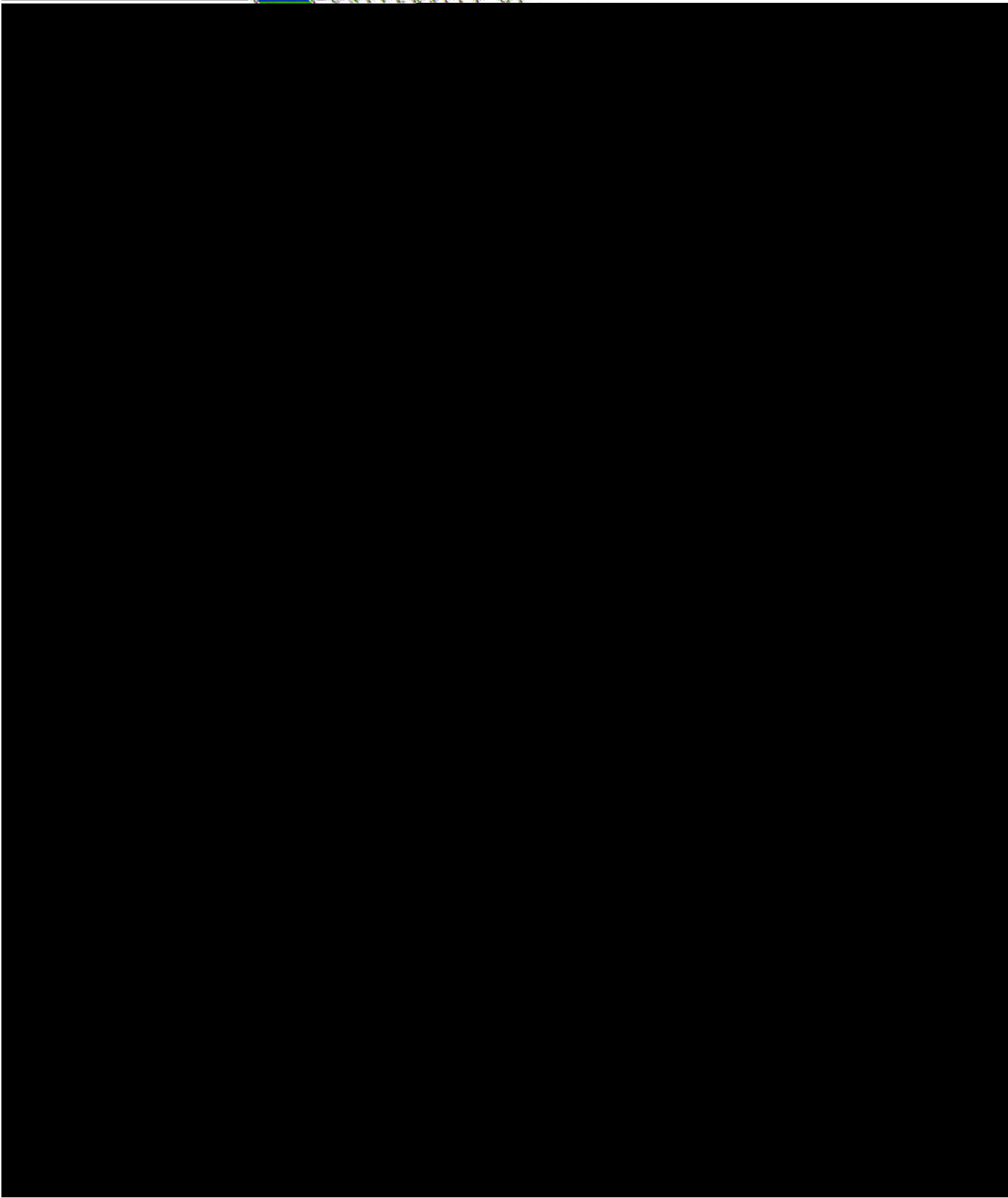

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FAMILY NURS

document **will not** be accepted unless completed in entirety, please complete before submitting.
 when complete, please email for approval to Jennifer Ruel: RUELJL@udmercy.edu

IDENTIFICATION INFORMATION: DO NOT REUSE: PRINT

Patient:	Student Name:	
DOB:	SSN:	Student ID:
Address:	City/State/Zip:	Phone:
UDM Email:		
Reception Dept. Name:		
Cell/Text Phone:		
City/State/Zip:		Home Address:
Professional License #:	Health System Affiliation:	Years in Practice:
Education Institution:		
Professional License #:		
Will Student be completing your Rotary Hospital?		
FOR OFFICE USE ONLY		
Student Experience (initials):	Course Number - NURS:	Number:
Rotation #:	Program Approval by:	
ACE	Wiki	Compliant



UNIVERSITY OF DETROIT MERCY EMERGENCY NURSE PRACTITIONER PROGRAM

PRECEPTOR- MENTOR INFORMATION SHEET

