Elmhurst University

Doctor of Nursing Practice Student Handbook

2024-2025

Welcome: Letter from the Chair

Congratulations on being accepted into the Doctor of Nursing Practice program at Elmhurst University! The faculty and I are glad that you have chosen Elmhurst University to continue your professional journey and earn your terminal nursing degree.

The DNP prepares professional nurses for advanced leadership roles across multiple arenas – health care, education, and local and global communities. It is our goal that your experience at Elmhurst University will enhance your ability to make a difference at the systems level in the communities we serve.

The DNP program was designed for working nurses, with built in flexibility, compressed online delivery, and integrated clinical experiences. As you progress through the program, you will be applying your previous and new knowledge to develop and implement a DNP project that will have a meaningful impact on your community of choice. At the completion of the program, as a transformational leader in healthcare, you will be able to improve systems and ultimately, care on a global scale.

I encourage you to use this handbook to become acquainted with academic and professional policies of the DNP program. When policy or procedure changes occur, the handbook will be amended, and all students will be notified. It is your responsibility to review and be familiar with the handbook, facilitating your successful progression to graduation.

Your journey in this program will call you to think and act in different ways and elevate your practice to a new level. We are excited to take this transformational journey with you and look forward to your development and celebrating your achievement as a Doctor of Nursing Practice!

Best wishes for a successful academic year.

Sincerely yours,

Becky Hulett

Becky Hulett, DNP, RN, CNL
Chair and Associate Professor
Department of Nursing and Public Health

Contents

I. INTRODUCTION

Mission of the Elmhurst University Department of Nursing and Public Health
The Department of Nursing and Public Health prepares nurses for professional practice and leadership to meet the needs of a diverse society.

Philosophy of the Department of Nursing and Public Health
The Elmhurst University Department of Nursing and Public Health educates students in baccalaureate, master's, and doctoral degree programs for ethical practice and leadership in professional nursing. To accomplish this, the faculty and students are dedicated to creating an educational environment that focuses on:

- Integrating liberal and professional education;
- Using collaborative and active learning strategies among faculty and students;
- Demonstrating ethical professional nursing practice with diverse populations;
- Providing leadership in healthcare systems that promote safe, quality, and cost-effective patient and family-centered care;
- Engaging in values-driven nursing practice that encompasses altruism, autonomy, human dignity, integrity, social justice; and
- Developing increasingly complex nursing practice competencies.

DNP Program Focus
The focus of the DNP Program is to prepare graduates to be System Leaders. Registered nurses are an integral part of any healthcare team and should possess the education and competencies to be leaders at a systems and/or organizational level. According to the Institute of Medicine and the National Research Council for the National Academies, healthcare is increasingly more complex and calls for nurses to build knowledge and skills at the highest level of practice in order to ensure safe, high quality patient outcomes.

Purpose and Goal of the Doctor of Nursing Practice Program (DNP)
To prepare registered nurses to contribute to nursing and health care at the highest level of practice.

Doctoral Program Outcomes
1. Use nursing and other sciences to plan and evaluate health systems improvement.
2. Develop and evaluate care delivery systems that ensure safe, quality population care.
3. Integrate evidence-based ethical practice utilizing technology and information systems to improve delivery of health care.
4. Demonstrate interprofessional leadership at the systems level.

Program Regulation and Accreditation
The doctor of nursing practice degree program at Elmhurst University is pending accreditation by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. The Department of Nursing and Public Health holds membership in the American Association of Colleges of Nursing (AACN) and the National League for Nursing (NLN). Elmhurst University is compliant with Federal Regulation 34 CFR 668.43. See Appendix A.

II. PROFESSIONAL STANDARDS AND ESSENTIAL STANDARDS

Elmhurst University Standards
The Department of Nursing and Public Health follows the policies in the Elmhurst University (EU) Catalog and Elmhurst University Student Handbook. Nursing students are subject to the responsibilities for behavior outlined in the University's Code of Conduct in the EU Student Handbook and will be subject to the disciplinary procedures and consequences for violation of its rules, including dismissal from Elmhurst University, as outlined in the Elmhurst University Student Handbook. Both documents are found on the Elmhurst University website.

Academic Integrity
Student honesty and integrity are governed by the Code of Academic Integrity. Refer to Elmhurst University Student Handbook.

Non-Discrimination/Non-Harassment Policy
Students are expected to abide by the EU policy. Refer to the Elmhurst University Student Handbook.

Code of Conduct
Students are expected to abide by the EU policy. Refer to the Elmhurst University Student Handbook.

Illinois Nurse Practice Act
Elmhurst University Department of Nursing and Public Health abides by the Rules and Regulations for the operation of schools of nursing as specified by the Illinois Department of Financial and Professional Regulation. Distance students must also abide by the nurse practice act for their state.

A copy of the Illinois Nurse Practice Act is on file in the Department of Nursing and Public Health and is available online at the Illinois Department of Professional and Financial Regulation Division of Professional Regulation website at http://nursing.illinois.gov/nursepracticeact.asp

Students in the DNP program must maintain an unencumbered active license as a registered professional nurse and abide by the rules and regulations of the Nurse Practice Act at all times. Students must present a valid license at admission and at any time the license is renewed during their enrollment in the DNP program.

The Department of Nursing and Public Health subscribes to the standards set by the Illinois Nurse Practice Act and other published professional nursing standards. DNP students are accountable for all standards and policies outlined in this Student Handbook. Nursing students who fail to comply with these professional behavioral standards may be subject to dismissal from the nursing program.

Professional Standards for Admission and Progression for Doctoral Nursing Students
Students in the Elmhurst University Doctor of Nursing Practice Program are required to satisfactorily engage in diverse, complex and specific experiences essential to the acquisition and practice of nursing at the doctoral level.

Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. These standards are essential to admission, successful progression, and graduation. In addition, these functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other healthcare providers.

Not all forms of inappropriate behavior that would raise serious questions concerning a student status as a professional nurse can be listed. It is expected that all students adhere to the professional and ethical standards set forth by the state licensure standards for registered nurses. Additionally, students are expected to display respect, trust, and integrity in the classroom, clinical and social environments. Essential standards for doctoral nursing students are listed below. The list is not all inclusive, but serves as a guide for professional behavior expectations for doctoral students and is based on the values of Elmhurst University.

Students must adhere to the following:

Professional Integrity
- Treat people with respect and dignity at all times
- Protect the confidentiality of all personal health information
- Identify self as a doctoral student in clinical situations and avoid misrepresentation
- Work within the scope of practice, consulting with faculty as needed
- Recognize self-limitations and consult faculty or others as needed
- Observe best practices in hygiene and safety
- Practice behaviors in the class and clinical setting that optimize care
- Recognize one's ability to function effectively and safely, and seek counsel as needed

Social Responsibility
- Demonstrate respect for patients and others with cultural backgrounds different than one's own
- Respect the rights, dignity, and time of others
- Respect colleagues and peers in health care endeavors with consideration, courtesy, and collaboration
- Advocate for social justice
- Act on social responsibility and empower others to do the same

Intellectual Excellence and Communication
- Communicate effectively and sensitively with other students, faculty, staff, patients, families, and other professionals
- Express his or her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback
- Communicate effectively in all forms
- Demonstrate intellectual curiosity and creative inquiry

Dismissal from the DNP Program for Failure to Meet Professional Standards

If a student is not able to meet the Program's Professional Standards, the nursing student may be dismissed from the program. A student may be dismissed from the DNP program without an opportunity to remediate the area of concern in the event that the student's failure to meet or comply with the expectations for Department of Nursing and Public Health and Nursing Program's Professional Standards is of such severity that it jeopardizes the safety or wellbeing of the student or others, including another student, faculty member, patient(s), or the clinical agency.

Statement of Reasonable Accommodations for Persons with Disabilities

The University does not discriminate against individuals on the basis of physical or mental disability. To ensure equal access to its programs and activities, the University is committed to providing reasonable accommodations to qualified individuals with disabilities. The University's ADA/504 Disability Services Director is located in the Learning Center, A.C. Buehler Library, and is responsible for determining appropriate accommodations in conjunction with the student and other university representatives. For the University's complete Non-Discrimination and Non-Harassment Policy, please refer to the Title IX section of the University's website, Elmhurst University Title IX.

A candidate or nursing student who discloses a disability and requests accommodation may be asked to provide documentation of disability for the purpose of determining appropriate accommodations, including modification to the program. The University will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature of requirements of the program or provide auxiliary aids that present an undue burden to the University. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions either with or without accommodation.

Access and Disability Services

Elmhurst University will make reasonable accommodations for students with disabilities based on the presentation of appropriate documentation. If you believe that you have a disability that may impact your work in this course, contact Access and Disability Services at 630-617-6448 or disability.services@elmhurst.edu or on the EU website: Access and Disability Services. Access and Disability Services is located in the A. C. Buehler Library.

III. DOCTOR OF NURSING PRACTICE CURRICULUM

Curricular Standards

Nursing faculty in the Department of Nursing and Public Health are committed to using professional nursing standards in the development, implementation, and evaluation of curricula. Professional standards are also used by nursing faculty to promote and evaluate student learning.

In the DNP Program, these professional standards include:
- The Essentials of Doctoral Education in Nursing (AACN, 2006)
- AONL Nurse Executive Competencies (AONL, 2023)

Doctor of Nursing Practice (DNP) Degree and Admission Requirements

The DNP program emphasizes systems leadership and ensures graduates meet the competencies of doctoral education. The DNP program is a part-time, online cohort-based program. The program of study for the DNP program and degree requirements are outlined in Appendix B. Program admission requirements are outlined in Appendix C.

Specialty Certification Information
May be eligible for specialty certification.

Course Descriptions
Course descriptions are found in Appendix D.

Program Completion Examination
In the last semester of the doctoral program, students must participate in a program completion examination to demonstrate achievement of the DNP program outcomes. The purpose of the examination is to promote synthesis of knowledge, demonstrate systems leadership outcomes and foster reflective thought and self-assessment. Program Completion Examination Guidelines and Criteria for Evaluation are found in Appendix E.

DNP Scholarly Project Information
"The final DNP project produces a tangible and deliverable academic product that is derived from the practice immersion experience and is reviewed and evaluated by an academic committee. The final DNP product documents outcomes of the student's educational experiences, provides a measurable medium for evaluating the immersion experience, and summarized the student's growth in knowledge and expertise……..Whatever form the final DNP product takes, it will serve as a foundation for future scholarly practice. " (AACN, 2006, pg. 20)

One "example of a final DNP product is a practice change initiative. This may be represented by a pilot study, a program evaluation, a quality improvement project, an evaluation of a new practice model, a consulting project, or an integrated critical literature review…… Whatever form the final DNP product takes, it will serve as a foundation for future scholarly practice." (AACN, 2006 pg. 20)

See Appendix F for the DNP Scholarly Project Guidelines and Evaluation.

IV. ADMISSION, PROGRESSION, AND APPEALS

The DNP Student Handbook covers policies beyond those addressed in the Elmhurst University Catalog and Elmhurst University Student Handbook, specifically those related to status as a Doctor of Nursing Practice student. Any questions covering these policies may be addressed to the Chair of the Department of Nursing and Public Health or Program Director.

Admission Policies
Admission decisions are made by the Graduate Program Committee. Review of candidates for the doctoral program is based on the published admission requirements. The admission requirements are found in Appendix C.

The Admission Policy offers consideration for practicing nurses who do not meet admission requirements for the DNP program.

DNP Program Contractual Admission

Refer to the current [Elmhurst University Catalog](#).

The student will be required to demonstrate the academic capacity for doctoral level course work by the achievement of a grade of B in two doctoral courses. As noted in the [Elmhurst University Catalog](#), the Program Director will monitor the student's progress toward satisfying conditions of admission.

DNP Program Conditional Admission

Refer to the current [Elmhurst University Catalog](#).

DNP Program Non-Degree Seeking Students

Non-degree seeking students in the Doctor of Nursing Practice Program will be permitted to register for a maximum of two DNP courses on a space available basis.

Refer to the current [Elmhurst University Catalog](#) for the policy on Non-degree Admission to Graduate Study at Elmhurst University.

Academic Advising

All doctoral nursing students are assigned an academic advisor who is a member of the graduate program faculty. It is the responsibility of the student to meet with their advisor to monitor their progression in the program. Deviations from the program plan may result in a delay in progression or graduation. Advisement may include group and/or individual sessions. Each faculty member has voice mail, e-mail, and a mailbox in the Department of Nursing and Public Health office. [Contact information for faculty](#) is posted on the Elmhurst University website. A meeting once each semester is recommended.

Registration

Students will register each term using the online registration system. Students will be informed by the Program Director of any deviations from expected course offerings. Students are responsible for meeting University posted dates and deadlines for registration and payment of fees. The Elmhurst University Registration Calendar can be found on the [portal page](#).

Transfer Credit

Refer to the current [Elmhurst University Catalog](#).

Student Expectations and Improvement Plan (SEIP)

It is the expectation that all students will comply with professional standards of conduct for the nursing profession, the Department of Nursing and Public Health, and Elmhurst University. See [Appendix G.](#) If failure to comply with any of these standards occurs, the following will occur:

- SEIP forms are issued by faculty and will be placed in the student's academic file and be on file with the Program Director.
- If the student is issued multiple behavior and/or academic SEIP forms, the issue will be referred to the Graduate Program Committee.
- The Graduate Program Committee will make a determination regarding the student's retention and progression, up to and including dismissal from the doctoral program.

Progression & Academic Standing
Students are expected to comply with the policies outlined below. In the event that a student's progression is in jeopardy, the student will receive written notification from the faculty. Notification may be provided by a Student Expectations and Improvement Plan (SEIP) or other written means.

According to the [Elmhurst University Catalog](#), the University designates graduate students in good standing, if they make satisfactory progress toward completion of program requirements. To be in good academic standing, doctoral students must:
- Complete all courses with a grade of C or better
- Earn no more than one C grade

Nursing clinical courses are sequential and must be taken per the plan of study. A student may not progress to the final semester until satisfactory completion of all pre-requisite courses. Students needing to repeat any clinical course must repeat both the theory and clinical portions of the course.

The Graduate Program Committee will review all doctoral students each term to determine their progression and academic standing. Decisions regarding progression, dismissal, and readmission are made by the Graduate Program Committee, and students will be notified in writing by the appropriate Program Director. Unforeseen circumstances will be considered on an individual basis.

Repeating a Course
A student may repeat one graduate nursing course no more than one time to remove a grade of C. A grade of A or B must be earned to remove a grade of C.

Leave of Absence / Withdrawal
Refer to the [Elmhurst University Catalog](#) (page 300).

Dismissal for Academic Reasons:
- A second grade of C will result in dismissal from the DNP program and the University.
- A grade of D or F grade will result in dismissal from the DNP program and the University.

Reinstatement
Refer to the policy on reinstatement in the [Elmhurst University Catalog](#).
Readmission consideration can be made within two years of dismissal and will be at the discretion of the Graduate Program Committee.

Application for Reinstatement to the Nursing Program after Dismissal
To be considered for readmission to the doctoral nursing program after dismissal, the student must reapply through the Office of Admission – Graduate Studies as well as deliver a written petition requesting readmission to the Chair of the Department of Nursing and Public Health the semester before the student desires readmission to the program. Students may apply for reinstatement one time. The petition will be forwarded to the Graduate Program Committee. Readmission decisions are made during fall and spring semesters. Readmission to the program is not guaranteed. Decisions may include stipulations made by the Committee which the student must meet for readmission.

The Graduate Program Committee makes readmission decisions based upon (a) the student's potential for future academic success in their course work; (b) a consistent record of professionalism, ethical practice, and leadership in the classroom, in the clinical setting, and in interactions with faculty, staff, and peers; (c) the individual student's ability to meet the professional standards for behavior for graduate nursing students and the academic standards outlined in this Handbook; and (d) space availability.

Grievance Process for Disputed Final Grade within the Graduate Program
Refer to the [Elmhurst University Student Handbook](#).
In the Graduate Nursing Program, only a grade of C or less can be disputed.

Grievance/Complaint Process
Refer to the [Elmhurst University Complaint Policy](#).

V. ACADEMIC RULES, POLICIES, AND PROCEDURES

Student Information
It is the responsibility of the doctoral student to have accurate information on file at Elmhurst University and in the Department of Nursing and Public Health. This includes legal name, mailing address, and phone number.

Doctoral Student Handbook Acknowledgement
Annually, students will be asked to acknowledge, via e-signature, the policies set forth in this student handbook. [Appendix H](#)

Doctoral Presentations and Publications
The faculty mentors and potentially course faculty must be included as author on all dissemination activities related to the DNP Project during and following the DNP program. The faculty mentor will help the student determine the listing of authors. The Author Guidelines for many journals require that student papers meet the requirements of the journal and that papers be co-authored by a university faculty member(s) who has contributed to work including worked with the student to ensure the paper is in publishable form and that it represents the best quality paper from their institution. This expectation also applies to presentations at conferences. Students must consult, at a minimum, assigned faculty mentor prior to submitting a manuscript or poster for public dissemination or publication during and following the DNP Program.

Class and Clinical Attendance
Students are expected to attend all classes, simulation experiences, and clinical practicum. Due to the accelerated nature of the courses, greater than 1 absence may affect grade and/or progression.

Accidents, Illnesses or Health Changes
The student is required to provide a statement from a health-care provider for the following situations:

- Health changes that require an extended period of time away from clinical or class (such as accidents, illness or any alteration in previous health status such as pregnancy). The documentation must confirm the ability to meet, or offer a request for a reasonable limitation during the clinical experience. Some health situations may involve a withdrawal or leave of absence.

- Following a temporary health situation, the student will be required to provide documentation from their health provider that they may return to the clinical area without restriction.

- The Department of Nursing and Public Health complies with specific agency policies related to temporary health changes, and holds responsibility for ensuring patient and student safety in the clinical area.

Grading and Grading Scale
The following grading scale will be in effect for all courses:

A	93-100%
B	85-92%
C	78-84%
D	71-77 %
F	70% and below

A decimal grade of 0.50 or more will be rounded up to the next whole number (77.50 =78). A decimal grade of 0.49 or less will be dropped (77.49 = 77). Only final course grades will be expressed to the nearest whole number.

In the DNP Program, to receive a passing grade in a clinical course, students must receive a grade of "satisfactory" in the clinical portion AND a passing grade for any graded coursework.

Final Grades
Faculty grades issued to students are final. Students cannot re-do assignments, re-write papers, re-take examinations, or do extra credit activities in an effort to improve their grades. The student may dispute a grade by utilizing the process outlined in the Elmhurst University Student Handbook.

Written Assignments
Written papers should follow the writing format of the Manual of the American Psychological Association. Students are accountable for submitting assignments on time. Criteria for submission of assignments, including late assignments, are determined by individual course faculty, and are stated in relevant course documents.

Course assignments submitted by students in the Doctoral Program will be available for program development, analysis, and evaluation. An additional value of course assignments is for potential educational research. In any use of data, students will remain anonymous and confidentiality will be protected. Individual student work may also be used as exemplars of excellent achievement of course assignments.

Confidentiality
Doctoral program policies and procedures regarding patient confidentiality reflect the core concepts and requirements of the Health Insurance Portability and Accountability Act (HIPAA). Standards of nursing practice require that all information about a patient acquired by a student must be held in strictest confidence. Only that information pertinent to a patient's treatment and welfare is disclosed, and then only to agency staff or faculty members directly concerned with the patient's care. Patient information is not to be discussed outside of the clinical agency unless a faculty member is present, the setting is confidential and the purpose educational. Any documents which include patient identifiers may not be removed from the clinical site. Patient confidentiality is of such importance that students may be asked to sign a confidentiality agreement in a clinical setting. In addition to patient confidentiality, confidential data related to clinical outcomes in the institution where the student completes clinical courses is treated with the same level of privacy and may not be removed from the clinical area.

Anytime or location where clinical information is shared are also considered privileged. Respect for confidentiality related to these discussions is another requirement of professional behavior.

Any student who fails to comply with confidentiality guidelines will be reviewed by the Graduate Program Committee.

The doctoral program's policies and procedures also reflect the core concepts and requirements of Family Education Rights and Privacy Act (FERPA) as stated in the [Elmhurst University Student Handbook](#).

Photography and Electronic Recording Devices
Students may not photograph or record classes without specific permission of the faculty.

Appearance/Dress Code
Students enrolled in the doctoral program must adhere to appearance guidelines whenever participating in activities or completing assignments which require interactions with clients/patients, clinical agencies, and other service providers. The nursing faculty will have sole discretion to evaluate compliance with the Appearance/Dress Code. Appearance/Dress Code is found in [Appendix I](#).

VI. COMMUNICATION

EU Alert System
When appropriate, the Department of Public Safety uses a mass notification system, called EU Alert, to immediately inform the campus community of urgent or emergency messages. Campus community members are encouraged to sign up for EU Alert by visiting the Department of Public Safety website or the link on the [EU portal page](#).

Email
Students are expected to demonstrate professional communication at all times. The student's Elmhurst University email account is the official means for electronic communication. Students are expected to communicate via this account and are expected to check their email on a regular basis. Use of text as a form of communication is at the discretion of the faculty and preceptor.

Electronic Learning Platform
Materials relevant to courses will be posted on the electronic learning platform. Students will be given access and orientation to this learning platform during their first semester at Elmhurst University. Students are responsible for checking the learning platform regularly to keep informed of course postings.

Social Media Policy
The faculty in the Department of Nursing and Public Health have identified the importance of a clear policy of social media for nursing students. This policy is found in [Appendix J.](#)

Inclement Weather Policy

In the event of cancelled classes due to inclement weather, information will be available at the [Elmhurst University website](#), EU Alert system, or EU Emergency Closings at 630-617-3777. If a student is unable to attend or will be late due to inclement weather, faculty and preceptor (if it is a clinical day) must be notified prior to the beginning of the scheduled clinical experience. Personal safety is priority in decision making.

VII.   HEALTH AND CLINICAL REQUIREMENTS

The Department of Nursing and Public Health is committed to fostering a safe learning environment for our students and protecting the health and well-being of others including students, faculty, patients, families, and healthcare staff. Clinical agencies may require verification that each student has met all health, safety, and pre-clinical screening requirements. If DNP students are doing clinical in their place of employment, students are expected to be in good standing regarding job requirements. Students will be informed and required to comply **if clinical agencies announce additional expectations** following initial documentation.

If the student is doing clinical outside of their place of employment, the student is required to submit documentation of compliance with clinical requirements prior to the start of clinical experiences, by the specified deadline. Failure to comply with these requirements by the specified dates will prevent clinical placement. The student will be informed of all requirements and expected dates of completion by Program Director or designee.

It is an expectation that all Elmhurst University nursing students remain compliant and current in respect to health, safety, professional, and legal expectations. If an Elmhurst University student incurs any violation of a local, state or federal law or regulation, the student must report the matter to the Chair of the Department of Nursing and Public Health prior to the next nursing class or clinical day. The Chair of the Department of Nursing and Public Health will review and act at her/his discretion in accordance with the Department of Nursing and Public Health, Elmhurst University and/or professional standards.

The Department of Nursing and Public Health updates immunization requirements as indicated by the Center for Disease Control (CDC) and our affiliating agencies. The student will be informed of any changes during their program.

The student must be in compliance with all health requirements for the entirety of their academic experience. The student must have adequate physical and mental health to participate in clinical. Whenever a student requires health accommodations, a letter from the student's healthcare provider will be required in order to assure that the student can participate in clinical without limitations. A statement from the provider is required when the student is returning from a medical absence or leave.

Students will be given the appropriate forms to complete. All of these services and tests can be obtained through Student Health Services or at their place of employment. Students unable to complete these requirements will not be allowed to continue in the nursing program.

The student who has an international background may be required to complete additional testing in order to meet health requirements.

Costs

Students are financially responsible for health requirements and immunizations, uniforms, health insurance, criminal background checks, drug screenings, clinical and laboratory equipment, BLS certification, and transportation to and from clinical sites. Students must also meet all requirements set by the clinical agencies.

Health Insurance

The student must have documentation of a current private health insurance plan (copy of both sides of the health insurance card). If health insurance information changes at any time, the student must submit a new insurance card to the office within two weeks of the change. The student is responsible for fees associated with the provision of health care that may arise during academic courses or clinical experiences.

BLS Certification

Students are required to provide documentation of current certification in Basic Life Support (BLS) for adults and children. The approved BLS course is that offered by the American Heart Association/BLS for the Healthcare Provider.

Liability Insurance

At Elmhurst University, students in the clinical nursing sequence must be covered by professional liability insurance through Elmhurst University. This liability insurance is required. The University will purchase such insurance for all doctoral nursing students in clinical courses. The insurance covers doctoral nursing students during Elmhurst University clinical hours only. It does not cover work at a health care facility after scheduled clinical hours.

Transportation to Clinical Agencies

Students are responsible for their own transportation to clinical facilities. The Nursing Student Information & Statement of Understanding Domestic Curricular Travel form is found in Appendix K.

Latex Policy

While it is not possible to maintain a latex free environment, non-latex gloves will be provided in the campus lab and clinical areas to decrease exposure to natural rubber latex. Any student who believes latex sensitivity may be a problem will be asked to complete appropriate testing at the student's expense. Documentation of the student's sensitivity status will be entered on the student's health record at that time.

Injury and Accidental Exposure in Clinical Experiences

Any injury that occurs within the clinical area requiring medical attention requires documentation on the Department of Nursing and Public Health Reportable Event Form (Appendix L) by the clinical faculty member and submitted to the Chair of the Department of Nursing and Public Health. In the event that a student is exposed to a blood-borne or other infectious agent, the student is required to report the exposure to the nursing faculty member immediately and comply with the clinical agency's policies and procedures for exposure to blood-borne or other infectious agents. A report of the exposure will also be made to the Chair of the Department of Nursing and Public Health.

Policy on Drug Screen and Criminal Background Check

The Department of Nursing and Public Health is a drug-free environment. A positive drug-screen result is considered evidence of an actual or potential inability to practice nursing with reasonable skill and safety. Any student that is found to be impaired in the clinical setting will be removed from the environment immediately per the facility policy. Faculty must complete the Department of

Nursing and Public Health reportable event form. Cases of impairment and/or positive drug screens will be evaluated by the Graduate Program Committee and may result in disciplinary action, up to and including dismissal.

If a conviction report is received on the criminal background check, the student's continued progression in the graduate nursing program will be evaluated by the Graduate Program Committee. Permission to remain in the program will be based on the following criteria:
1. Severity of the offense
2. Recency of the offense
3. Relevance to the position as a direct caregiver
   a. sexual abuse,
   b. substance abuse or sales,
   c. violence against a person,
   d. abuse of a child or older person, and/or other.

Clinical Evaluation
Evaluations are completed at the close of each clinical experience. Course faculty are responsible for the determination of the final student grade.

The student and faculty will review the student's clinical assignment.

Clinical experiences are graded as follows:
S = Meets the outcome at a satisfactory level
U = Does not meet the outcome

Preceptor Qualifications
In clinical courses, doctoral students will have preceptors to facilitate their learning in the clinical environment (See admission guidelines). Preceptors are selected by the student in collaboration with faculty. Preceptors are matched to the student's clinical project interests and learning goals as available. The doctoral program will approve clinicians who can provide the appropriate range of clinical experiences and mentorship required to meet the course and program outcomes.

The faculty at Elmhurst University have adopted a minimum of a terminal (doctoral) degree for the role of preceptor. The faculty may approve a clinician who is recognized for their extensive clinical expertise in the area of content to support the student's learning, but does not hold a doctoral degree in nursing. For example, a preceptor may hold a non-nursing terminal degree and have extensive expertise and influence in the DNP student project focus.

VIII. STUDENT RESOURCES AND OPPORTUNITIES

Academic Support Services and Referral Policy
Elmhurst University has a network of additional academic support. All students are encouraged to take advantage of these services that are free to all Elmhurst Students. The Learning Center's offerings are described in the Elmhurst University Catalog. Each student must demonstrate competence in oral and written communication, and test taking. A student having difficulty meeting course outcomes related to deficiencies in these areas will be referred to the Learning Center.

Learning Center

The Learning Center is the place to go for convenient, free access to academic support for all Elmhurst University students. Each tutoring session is designed to help students with coursework while at the same time modeling the strategies and processes needed for individual growth. Additionally, assistance with study groups, learning strategies, academic reading, and special test preparation (e.g., GRE) is available. To find out more, go to [Learning Center](#).

Information Literacy

Basic computer literacy (MS WORD, e-mail and use of the Internet) is a program requirement. Tutorials to support computer literacy are available on the Elmhurst University A.C. Buehler Library website. In addition, the library has a variety of electronic resources available to students. The liaison librarian will participate in several core courses to assist in the further development of informatics competencies for graduate nursing students.

Course Evaluation / Feedback

Feedback is actively sought by nursing faculty in order to improve program outcomes and the student learning experience. Formal course evaluations will be requested at the end of each course. In addition, program completion surveys are requested at the end of the program. Students are welcome to offer their suggestions for improvement to faculty at any time.

Representation on Committees and Campus Activities

Student representation on the Nursing Faculty Committee is encouraged and supported by the faculty. If a student would like to volunteer to participate on a Committee, contact the Program Director.

Doctoral students are eligible to participate in campus student groups and activities in which they are interested.

Sigma International

Zeta Beta chapter of Sigma International, the international honor society for nursing, is located at Elmhurst University. Outstanding undergraduate, graduate and doctoral students are elected by faculty to participate in this honor society. Election is based on academic achievement as well as potential for leadership and scholarship in nursing. Doctoral students who have completed at least half of their program of study will be considered for election to membership by the Graduate Program Committee. Doctoral students who may have been elected to membership in another chapter are encouraged to consider dual membership or to change their membership to the Zeta Beta chapter.

REFERENCED DOCUMENTS AND IMPORTANT LINKS

Elmhurst University Student Handbook
Student Handbook: https://www.elmhurst.edu/student-life/
(*located in the lower right under Resources on the webpage*)

Elmhurst University Course Catalogs Webpage
https://www.elmhurst.edu/academics/registration-records/academic-catalogs/

Elmhurst University Academic Calendars
https://www.elmhurst.edu/academics/registration-records/academic-calendars/

Elmhurst University Portal
https://elmhurst.teamdynamix.com/TDClient/1779/Portal/Home/?ToUrl=%2fTDClient%2fLogin.aspx%2f

Elmhurst University – Weather Closures and Delays Webpage
https://www.elmhurst.edu/student-life/public-safety-security/emergency-management/weather-closures-delays/

APPENDICES

Appendix A: Elmhurst University Compliance with Federal Regulation 34 CFR 668.43

Pursuant to Federal Regulation 34 CFR 668.43 (a) (5) (v), following is a list of all states and whether Elmhurst University Department of Nursing and Public Health curriculum meets educational requirements necessary for graduates of the prelicensure programs to be eligible for licensure in that state.

State	Status	State	Status
Alabama	Meets	Montana	Meets
Alaska	Meets	Nebraska	Meets
Arizona	Meets	Nevada	Meets
Arkansas	Meets	New Hampshire	Meets
California	Meets	New Jersey	Meets
Colorado	Meets	New Mexico	Meets
Connecticut	Meets	New York	Meets
Delaware	Meets	North Carolina	Meets
District of Columbia	Meets	North Dakota	Meets
Florida	Meets	Northern Mariana Islands	Meets
Georgia	Meets	Ohio	Meets
Guam	Meets	Oklahoma	Meets
Hawaii	Meets	Oregon	Meets
Idaho	Meets	Pennsylvania	Meets
Illinois	Meets	Rhode Island	Meets
Indiana	Meets	South Carolina	Meets
Iowa	Meets	South Dakota	Meets
Kansas	Meets	Tennessee	Meets
Kentucky	Meets	Texas	Meets
Louisiana	Meets	Utah	Meets
Maine	Meets	Vermont	Meets
Maryland	Meets	Virgin Islands	Meets
Massachusetts	Meets	Virginia	Meets
Michigan	Meets	Washington	Meets
Minnesota	Meets	West Virginia	Meets
Mississippi	Meets	Wisconsin	Meets
Missouri	Meets	Wyoming	Meets

Appendix B: DNP Program of Study & Degree Requirements

The Doctor of Nursing Practice degree requirements consist of courses designed to meet the doctoral program outcomes. There is a total of 36 semester hours (SH). Course descriptions are included in Appendix D.

Course No	Course Name	Didactic Semester Hours	Clinical Semester Hours	Credits
	Core			
NRS 701	Introduction to the DNP Role	3	1	1
NRS 704	Healthcare Information Systems	3	1	1
NRS 711	Epidemiology	3	0	0.75
NRS 710	Translating Evidence into Nursing Practice	3	1	1
NRS 703	Leadership in Organizations and Systems	3	1	1
NRS 709	Advanced Health Promotion	3	1	1
NRS 708	Health Policy Development and Implementation	3	0	0.75
NRS 713	DNP Project	0	7	1.75
NRS 714	DNP Scholarly Product	0	3	0.75
	TOTAL	21	15	9

Clinical Ratio 1 SH = 50 hours
750 clinical hours/15 SH = 50

The program is built considering the lowest number of clinical hours of MSN upon admission is 250. Any student who is admitted to the program with less than 250 hours must register for additional clinical time as an independent study in order to meet the minimum 1,000 clinical hour requirement.

Appendix C: DNP Admission Requirements

To be considered for admission, applicants must submit the following:

(Based on students entering with a minimum of 250 MSN clinical hours):
1. Master's degree in nursing from an accredited institution or a baccalaureate degree in nursing and a master's degree in a related health field such as master's in business administration or master's in healthcare administration.
2. GPA of 3.0 or higher on a 4.0 scale.
3. Official transcripts from all undergraduate and graduate institutions attended.
4. Active license and employment as a registered nurse.
5. Recommendations from three people who can attest to applicant's professional nursing performance in both formal and informal leadership.
6. Current resume documenting work history including levels of responsibility, areas of professional growth, and prior professional educational experiences.
7. Interview with the Program Director or designee.
8. Submission of a written statement including the following:
    a. Identification of a relevant problem/issue that aligns with the program's mission to meet the needs of a diverse society
    b. Describe the evidence-based and interprofessional change that the problem/issue involves
    c. Describe what level the change impacts (system, organization, regional, or national level)
    d. Identification of potential preceptor/facilitator.
9. Official documentation of practice hours completed in MSN/MS courses or internship requirements/hours for other master's degrees.

Other Admission Requirements that may apply:
1. English language test requirement.
2. Transcript evaluation of all post-secondary education outside of the United States.

Appendix D: Course Descriptions

Refer to the [Elmhurst University Catalog](#) for pre-requisites for all courses.

NRS 701 Introduction to the DNP Role
An introduction and exploration of theory, theory development, and the role of the doctoral prepared nurse in the broader healthcare environment. Students will gain an understanding of how knowledge is acquired, the theoretical underpinnings upon which nursing practice is based, and the application of knowledge to practice.

NRS 704 Healthcare Information Systems
Nursing students explore the history of healthcare informatics, current issues, basic informatics concepts, and health information management applications. Prepares student for use of big data and information management systems in the planning and implementation of EBP.

NRS 711 Epidemiology
Students will study diseases and ill health through their patterns of occurrence in human populations.
The course also presents several approaches for estimating the burden of disease and evaluates primary, secondary and tertiary prevention strategies. Knowledge around basic statistics around Epidemiology are also explored.

NRS 710 Translating Evidence into Nursing Practice
A focus on analytic methods for critical appraisal and developing best practice protocols based on nursing research. This course assists students designing protocols and planning for implementation of evidence-based practice improvement.

NRS 703 Leadership in Organizations and Systems
This course also examines the role of the nurse within the larger context of the health care system. The application of leadership theory and organization theory is used to frame planning and implementation of EBP to improve health outcomes.

NRS 709 Advanced Health Promotion Across Diverse Cultures
An in depth focus on identifying, analyzing, and evaluating the key public health issues. Analysis of the impact of social, cultural, and ecological factors of healthcare delivery on various population groups. This course emphasizes the application of socio-cultural diversity as well as the roles of federal, state, and local governments in relation to the core functions of public health and complex health systems.

NRS 708 Health Policy Development and Implementation
This course which explores the interrelationship between policy, ethics, and law and the impact on health systems and clinical practice. Students will identify public and health policy that impact population health and health outcomes. This course offers students the opportunity to explore a variety of approaches to communicating and advocating for policy change.

NRS 713 DNP Project
The culmination of a progressive development in the student's field of inquiry. This process allows for development of a practice-focused problem, implementation of evidence-based interventions, analysis of data, and dissemination of the final product. This project must meet guidelines for the DNP program.

NRS 714 DNP Scholarly Product
The culmination of a progressive development in the student's field of inquiry. This process allows for development of a practice-focused problem, implementation of evidence-based interventions, analysis of data, dissemination including manuscript preparation of the final DNP project, and program completion examination.

Appendix E: Program Completion Examination Guidelines and Criteria for Evaluation

During the last semester of the DNP Program, students will be required to sit for a program completion examination of student performance as related to the DNP Program Outcomes. The purpose of this examination is to promote synthesis of knowledge, demonstrate program outcomes, and foster reflective thought and self-assessment. This assessment is coordinated by the student and faculty mentor.

This comprehensive examination will be evaluated as satisfactory/unsatisfactory (S/U) on the following criteria:
- Samples of student work providing evidence related to each program outcome
- Discussion of critical analysis of how student work relates to program outcomes
- Reflection of student perspective on growth in knowledge and skills as related to professional practice at the doctoral level

The format of this program completion examination may be in-person or virtual; however, in-person is encouraged to promote discussion during the assessment.

Each student, in consultation with the faculty mentor, will be required to select 3 individuals to evaluate performance as related to the program outcomes. This "team" may consist of faculty mentor, other faculty, student's preceptor, or other individuals that the student and faculty mentor feel can appropriately evaluate student performance.

Appendix F: DNP Scholarly Project Guidelines and Evaluation

"Doctoral education is distinguished by the completion of a specific project that demonstrates synthesis of the student's work and lays the groundwork for future scholarship" (AACN, 2006, pg. 20).

At the beginning of the program, each DNP student is assigned a faculty mentor. The purpose of the mentor is to assist the student in the continuous achievement of both the DNP project and program outcomes. It will be the student's responsibility to proactively communicate with the faculty mentor, in concert with the preceptor as needed, to ensure that the project outcomes are being achieved.

The DNP Scholarly Product will be evaluated as satisfactory/unsatisfactory (S/U) and all DNP Projects should:
- Focus on a change that impacts healthcare outcomes at the systems level
- Demonstrate full assessment, implementation, evaluation, and dissemination, including a plan for sustainment of the project

Throughout the DNP Program, students are given milestones for the DNP project requirement in courses that include clinical time (see courses and milestones below). At the start of each course where clinical time is required, students will be required to write outcomes in collaboration with their faculty mentor that facilitate continuous achievement of assessment, implementation, evaluation, and/or dissemination of selected student project.

DNP Project Milestones:

DNP Course	DNP Project Milestone
NRS 701 Introduction to the DNP Role	Project development/PICOT/Begin environmental assessment
NRS 704 Healthcare Information Systems	Environmental assessment /Data to support problem
NRS 710 Translating Evidence into Nursing Practice	Literature review
NRS 703 Leadership in Organizations and Systems	Theoretical framework
NRS 709 Advanced Health Promotion	IRB/Begin intervention
NRS 713 DNP Project	Implementation/Evaluation
NSR 714 DNP Scholarly Product	Dissemination/Manuscript preparation

It is expected that students will work at a pace that ensures full completion of the project by the end of the program in order to meet course and program requirements, but each student may be at different points in this process in the beginning semesters of the program.

At the conclusion of NRS 714 DNP Scholarly Product, students are expected to disseminate the project at the university annual event for doctoral student work (date/time to be announced) in addition to preparing a manuscript for publication.

Appendix G: Student Expectations and Improvement Plan

Elmhurst University

Student Name: _____

Faculty: _____

Date: _____

Beginning Date of Improvement Plan: _____

Ending Date of Plan: _____

Nature of the problem that requires follow-up:

_____ Removal from clinical area by agency
_____ Disrespectful or unprofessional classroom or clinical behaviors as reflected in the
   Professional Behaviors (Student Policies/ Graduate Student Handbook)
_____ Deficiencies in *Professional Nursing Standards (Student Policies/Graduate*
   Student Handbook
_____ Unprepared for class or clinical
_____ Unsafe clinical practice (e.g., medication errors, inability to perform skills, practice outside
   scope as a nurse or a student, patient safety violations, etc.)
_____ Inability to communicate effectively or appropriately with patients/clients, families, or staff
_____ Deficiencies in written work (class/clinical)
_____ Other: (please identify below)

Nature of the problem that does not require follow-up:

_____ Absenteeism (Class/Clinical)
_____ Tardiness (Class/Clinical)
_____ Final course grade (Class/Clinical)

Expanded description of the problem(s):

Requirements for overcoming the problem(s):
What must student do (e.g., skills lab remediation, writing skills development, cease and desist tardiness/absenteeism/unprofessional/etc. activities, etc.)

Students Comments:

Signatures:
By signing below, I understand the nature of the problem or behavior, and agree with the remediation to correct this problem. I also understand that a copy will be placed in my academic file and provided to the Program Director.

Student_____ **Date**_____

Faculty_____ **Date**_____

Faculty notes on progress:
When an Improvement Plan is instituted, the student and faculty should meet again as needed to evaluate progress. Record faculty notes regarding meetings below:

Outcome of Improvement Plan:
(e.g., satisfactory completion of Plan, continuation of Plan and why; initiation of new Plan and why; unsatisfactory completion of Plan and why, with referral to **appropriate office/committee.**

Appendix H: Doctoral Student Handbook Acknowledgment

Handbook Review Policy

The Handbook Review Policy will be signed on Etrieve.

The Department of Nursing and Public Health Student Handbooks (Prelicensure Option Handbook, Graduate Student Handbook, and Doctor of Nursing Practice Student Handbook) are published annually each fall. All statements and policies published in the Handbook are in effect for the time period published on the cover of the handbook. The Department of Nursing and Public Health also follows the policies printed in the Elmhurst University Student Handbook. Faculty reserve the right to change statements and policies during the year the handbook is in effect, with the provision that students are informed in writing of any changes.

Your signature on this form indicates that you have access to the appropriate Student Handbook (referred to as the Student Handbook below) and understand your responsibilities with regard to policies, procedures and core information set forth in the Student Handbook, including the following.

- I understand that I am subject to the policies described in the Student Handbook and the guidelines for policies, procedures and core information set forth in the document.
- I understand that the Student Handbook policies, procedures and core information will be needed while I am enrolled as a student in the nursing program at Elmhurst University.
- I understand that these policies and procedures have been approved by the Department of Nursing and Public Health Faculty Committee and will be the basis for decision making with regard to student matters covered by the Student Handbook.
- I understand that the Nursing Faculty at Elmhurst University reserves the right to change any provision or requirement in the Student Handbook at any time within my term of attendance.
- I am responsible for being knowledgeable of policies, procedures, and information contained in the Student Handbook.
- I am responsible for adhering to the policies and procedures contained in the Student Handbook.
- I understand that the Student Handbook is available on the Elmhurst University website.

Digital Capture of Student's Signature

Appendix I: Appearance/Dress Code

General Clinical Requirements:
>Students will conform to appearance and dress code policies established by Elmhurst University DNP Program as well as the facility in which they have clinical practicum.
>- The student ID badge is to have the first name only.
>- The lab coat is to be the uniform white lab coat for Elmhurst University Department of Nursing and Public Health.
>- At no time during a practicum should the student display any insignia of another institution (e.g. nametag or institution patch on a lab coat). No students should wear an Elmhurst University /Department of Nursing and Public Health ID badge or lab coat when not in an assigned student practicum experience.
>- Business casual under the lab coat is required (no jeans).
>- Closed toes shoes are required.

>Students are expected to be well groomed and in neat, clean attire at all times.
>- Clothes should fit properly so as to be professional and appropriate.
>- Hair style should reflect a professional appearance.
>- Student should follow clinical agency policy regarding the following:
> - Jewelry
> - Tattoos
> - Hair color
> - Fingernails/nail polish

General Classroom Requirements as Applicable

Student classroom attire should be respectful of the community including peers, faculty and guest speakers. The specific classroom dress code is at the discretion of the individual faculty in creating a professional environment.

Appendix J: Social Media Policy
(Adapted with permission of Purdue University School of Nursing)

Purpose:

The Department of Nursing and Public Health supports the use of social media to reach audiences important to the University such as students, prospective students, faculty, and staff. The participation on social media sites is guided by policy. This policy applies to nursing students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels of through social media.

General Information:

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, MySpace, SnapChat, Tik Tok, and Instagram.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional and university reputations.

As students you will want to represent the university in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, "If you wouldn't put it on a flier, carve it into cement in the quad or want it published on the front of the Wall Street Journal, don't broadcast it via social media channels."

Policy:

- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of nursing student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and the university. For guidance, visit the site or seek consultation through the Department of Nursing and Public Health.
- Do not use marks, such as logos and graphics, on personal social media sites. Do not use name to promote a product, cause or political party or candidate.
- Use of the logos and graphics for university sanctioned events must be approved (posters, fliers, postings) by administration.
- It is expected that during clinical, use of devices employed for social media will be used only as authorized by faculty. Cell phones should be silenced at all times.
- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- Use of computers or other digital devices during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall

patients/clients by videotaped or photographed without written permission of other patient/client and of the facility.

- Be aware of your association with online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point, you should neither claim nor imply you are speaking on the university behalf unless you are authorized to do so in writing.
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, others' privacy and confidential information.

Procedures/Considerations:

- There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a student through postings and personal web pages, you are connected to your colleagues, clinical agencies and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Nursing students are preparing for a profession which provides services to a public that also expects high standards of behavior.
- Respect your audience.
- Adhere to all applicable university privacy and confidential policies.
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches of job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Don't use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

Consequences:

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.

Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

Appendix K: Information & Statement of Understanding Domestic Curricular Travel

The Domestic Curricular Travel form can be found on Etrieve.

STUDENT INFORMATION
(Some fields pre-filled, others will require information.)

EMERGENCY CONTACT
If my emergency contact cannot be contacted, I authorize Elmhurst University to take such emergency action as deemed necessary.

GENERAL RELEASE
I acknowledge that I am voluntarily participating and am aware of the conditions and responsibilities of the above-mentioned activity/event. I recognize and acknowledge that there are certain risks of physical injury and I agree to assume that full risk of any injuries, including death, damage or loss which I may sustain as a result of participation in such activity/event. I hereby waive, release and relinquish any and all rights, claims, demands, causes of action, present or future, whether known, unknown, anticipated or unanticipated I may have against Elmhurst University, its employees, agents, trustees, and officers arising from my participation in the activity/event. I further agree to indemnify and hold harmless and defend Elmhurst University and its officers, agents, trustees, and employees from any and all claims resulting from injuries, including death, damages, and losses sustained by me and arising out of, in connection with, or in any way associated with the activities of the activity/event that are beyond the control of the University, its agents or employees.

HEALTH INSURANCE INFORMATION (*You will be asked to upload a front/back view of your insurance card*)
I have sufficient health, accident, disability and hospitalization insurance to cover me during my activities; I further understand that I am responsible for the costs of such insurance and for the expenses not covered by this insurance, and I recognize that Elmhurst University does not have an obligation to provide me with such insurance. I acknowledge that all costs resulting from injury will be borne by me and my family and not the University or clinical agency.
Information collected: Name of Insurance Carrier, Insurance Policy # and Carrier Phone #

PERSONAL CONDUCT
I understand that the responsibilities and circumstances of any form of student involvement requires a standard of professional decorum. Therefore, I indicate my willingness to understand and adhere to values of Elmhurst University, to conduct myself with integrity, fairness, respect, and responsibility, and adhere to the expectations conveyed in the E-Book Student Handbook and the Student Handbook for the Master of Science in Nursing Program. I agree that should any University official, professor, employee of the clinical agency, or other students participating in the event/activity deem my conduct inappropriate, my future participation in off campus events/activities is jeopardized and I will immediately cease my involvement with the said activity and be returned to campus at my own expense.

UNDERSTANDING
I certify that the above information is correct and that I agree to comply with these policies in all current and future nursing courses in which I am enrolled.
Digital Capture of Student's Signature

Appendix L: Department of Nursing and Public Health Reportable Event

Reportable Event Submitted through Dropbox Sign: https://app.hellosign.com/s/BxPRpDZ6

Elmhurst University
DEPARTMENT OF
Nursing and Public Health

Reportable Event

Instructor: Course Number:

Date of Reportable Event:

Time of Reportable Event:

Place of Reportable Event:

Reportable Event: (who was involved)

      Student(s)

      Faculty

      Healthcare Staff

      Patient(s)

      Other (indicate role)

If Exposure to Bloodborne products, were Agency and DCN policies followed?

      Yes   No

Explain:

If an error occurred in nursing care (med error, patient fall, etc.) were the Agency policies followed?

      Yes   No   Comment(s):

Briefly describe the nature of the Reportable Event:

Could this event have been prevented?

      Yes   No

Check the following contacts as applies to this event (include names):

      Met with student(s)

      Notified Course Director

      Notified Program Director

      Notified Student(s) of Referral

      Other:

Instructor Summary of Reportable Event:

Instructor Name: Submission Date&Time

Examples of reportable Events include, but are not limited to medication errors, student illness or fainting/impairment/injury/allergic response or professional concerns.

Once submitted - Needed parties will be notified.